

TERMS OF REFERENCE

INTERDEPARTMENTAL COMMITTEE FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH (ICMSSR)

COMMITTEE FOR ENVIRONMENTAL INFORMATION SYSTEMS AND COMMUNICATIONS (CEISC)

JOINT ACTION GROUP FOR METAR TRANSITION

1. PURPOSE

The Joint Action Group for METAR Transition (JAG/IWXXM) fosters cooperation and coordination among the Federal agencies focused on transitioning the METAR family of products (METAR/SPECI, TAF, and SIGMET) from the traditional alphanumeric code (TAC) to an extensible mark-up language (xml) based code called IWXXM. The JAG/IWXXM goal is to plan and coordinate an efficient transition with minimal impacts on agency operations.

The JAG/IWXXM will:

- a. Survey sources from which relevant products are generated and will ultimately need to be provided in IWXXM format.
- b. Communicate agency and customer requirements for the use of relevant products.
- c. Determine the communications architecture associated with the relevant products, including both domestic networks and international connectivity.
- d. Establish a plan to meet the ICAO 2019 mandate for data exchange in IWXXM while
 - 1) Supporting the on-going use of TAC products as necessary to meet agency and customer needs,
 - 2) Allowing transition to IWXXM were and when possible and desired. and
 - 3) Envisioning the eventual complete transition to IWXXM at some point after 2019.
- e. Identify opportunities for collaboration among the agencies in sharing solutions.
- f. Consider outreach to the aviation community to encourage users to transition from TAC to IWXXM products.
- g. Monitor implementation progress and address issues as they arise.
- h. Report plans and progress to CEISC and/or ICMSSR as requested.

2. MEMBERSHIP

- a. Agencies generating METAR/SPECI, TAF, and/or SIGMET products are encouraged to appoint technical and management personnel as appropriate to participate in the group. Agencies using but not producing these products are welcome to participate. Agencies may sponsor the participation of subject matter

experts and technical consultants as necessary to support the work of the group. Agencies will maintain a current listing of their participants with the Office of the Federal Coordinator for Meteorology (OFCM).

- b. The Federal Aviation Administration and the National Weather Service will each appoint a co-chair to collaboratively lead the group.
- c. The Federal Coordinator will provide an executive secretary unless special circumstances warrant appointing an executive secretary from one of the member agencies.

3. PROCEDURES

- a. Meetings will be called by the co-chairs or at the request of one or more members and will normally be convened in facilities and/or using remote meeting capability provided by the Federal. The executive secretary will work with the co-chairs to arrange meeting times and provide agendas.
- b. Meetings will be held with sufficient frequency to assure prompt handling of JAG business.
- c. JAG decisions will be by unanimous agreement of all members whose agencies are stakeholders in the decision. Members may abstain from voting without prejudice to the decisions of the JAG. Members may reserve their position pending agency clearance or instructions. Decisions may be reached in formal session or through correspondence circulated to the members by the co-chairs or the executive secretary on behalf of the co-chairs.
- d. The executive secretary will send draft action items to the JAG members for review and comment within five working days after a meeting. Agencies will be allowed at least five days to submit their comments on the action items to the executive secretary. Once all responses are received, the executive secretary will prepare a brief Record of Actions highlighting the primary topics and issues, including action items with points of contact and projected completion dates.
- e. The JAG may establish additional procedures for the conduct of business.

4. REPORTS AND RECORDS

- a. In addition to the plan cited in paragraph in 1d, the JAG will prepare reports and publications as deemed necessary or requested by the CEISC or ICMSSR.
- b. Complete records of the JAG will be maintained in the Office of the Federal Coordinator.

5. TERMINATION

The work of the JAG will continue while the agencies deem that work to be of value in implementing the transition of the TAC code form to IWXXM.

Michael F. Bonadonna
Executive Secretary, ICMSSR

(Date)

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