

New Zealand Aviation Meteorology Symposium

Terms of Reference

Broad Purpose

To enhance the utility of aviation meteorology in New Zealand and the wider South Pacific.

Established

31 August 2017 on holding the first Symposium.

Aims

To better support the dynamism and safety of aviation in New Zealand and the wider South Pacific region through a regular aviation MET industry meeting where the users, providers, and regulators can come together to co-ordinate and collaborate efforts with the objective of ensuring what is done, and what is developed, is optimal, responsive, and sustainable.

Membership

Participation is open to those in the aviation sector who wish to contribute and share in the work of the group. However, meetings are not open to the general public or media unless specifically agreed.

It currently includes representatives from:

- CAA NZ
- Part-174 Certificate holders (currently MetService, Airways, Navigatus)
- Airline operators (both domestic and international), helicopter and general aviation sectors, flight training schools
- RNZAF
- NZ Airports Association
- NZALPA, AOPA NZ

There is no limit to the number of participants other than the physical limits of venues.

Accountability

Each representative is accountable to the group and to their host organisation. They are expected to keep their host organisation fully informed on matters before the group and represent the views of their host in the group.

Management

A representative from the CAA, generally the Chief Meteorological Officer, will chair each meeting and manage the business of the group ensuring agreed actions and decisions are carried through and reported.

Meetings

The full group is expected to meet at least once per year. That meeting is expected to take place over the course of one day. Sub-groups working on particular allocated actions may meet as necessary and/or otherwise carry out their business on-line.

The CAA will organise the full meetings and provide a draft agenda for consideration of members well before the scheduled meetings. The CAA or another nominated member will provide a concise secretarial report of the meeting clearly listing all agreed actions and decisions and any completion, progress, or alteration of those actions or decisions.

All papers to be addressed or discussed at the full meeting should be provided to the CAA for circulation no later than 2 weeks before the meeting.

Archive and Reference

The CAA will provide copies of all material documents on its web site. This will not include any confidential material provided in trust at any of the meetings or in the course of any related work.