

TERMS OF REFERENCE FOR THE MET OFFICE USERS' (MOUF) FORUM

1. Purpose of the Group

The Met Office Users Forum will act as the principal consultation forum on aeronautical meteorological products and services provided by the Met Office with airspace users and the CAA, to meet ICAO Annex 3 Standards and Recommended Practices. The Met Office User Forum should:

- a) Provide advice and guidance to the Met Office and the Met Authority, CAA, concerning the provision of meteorological services (both forecasting and Heathrow observing functions) and its effectiveness in meeting the current service specification that defines the needs of international and domestic air navigation.
- b) Examine aeronautical meteorological costs, and the methods of cost recovery, with a view to ensuring efficiency, effectiveness and value for money in relation to the quality of service required.
- c) Develop proposals for the improvement of meteorological services in order to ensure that they continue to meet evolving operational requirements.
- d) Consider proposed future Aviation R&D work plans and review the efficacy of R&D work.
- e) Advise the Met Office and the Met Authority, CAA, in the development and use of appropriate output performance indicators.
- f) Consider any deficiencies in current ICAO Annex 3 requirements and the need for commercial/bi-lateral arrangements for Met service provision
- g) Enable a wider discussion of aeronautical meteorological issues as appropriate.

2. Composition of the Group

The Use Forum will comprise:

- a. Chair, Head of Transport Business, Met Office or nominated designate.
- b. A secretariat who will be provided by the Met Office.
- c. Representatives from:
 - CAA
 - Airport Operators Association
 - Aircraft Operators and Pilots Association
 - British Airline Pilots Association
 - British Air Transport Association
 - European Low Fare Airlines Association
 - Honourable Company of Air Pilots International Air Transport Association
 - UK Flight Safety Committee
 - Airline Operators
 - Aerodrome Licence Holders or Aerodrome Certificate Holders
 - Air Traffic Service Providers

- British Business & General Aviation Association
- GASCo

d. The Chairperson may co-opt Met Office and CAA staff with specialist skills to the Working Group as required.

3. Frequency of Meetings

The MOUF will plan to meet once per year. Ad hoc meetings may be called by the Chairperson, or at the request of a member through the Chairperson, should a topic of sufficient importance arise between meetings.

The MOUF may be held as webinar(s) if determined by the Chairperson to be the most appropriate option.

4. Correspondence

Notes will be produced for each face-to-face meeting.

Webinars will be recorded and made available to attendees.