REPORT OF THE BULLETIN MANAGEMENT GROUP

THIRTYSEVENTH MEETING

(De Bilt, 09-11 March 2010)

List of participants

Mr. Michael Pichler	Austria
Mr. Herman Swinnen	Belgium
Mr. Johnny Funder	Denmark
Mr. Patrick Simon	France
Mr. Bernd Richter	Germany
Mrs. Annemiek den Uijl	Netherlands
Mr. John Syer	Norway
Mr. Laurentiu Brojboiu	Romania (Secretary)
Mr. Kevin Loy	United Kingdom (Rapporteur)
Mr. Greg Brock	ICAO

WP 1 - AGENDA

1. Approval of the Agenda

2. Actions from previous meeting

3. Information from other groups

4. EUR OPMET Data Update procedure and data monitoring and reporting.

    i)   Routine

    ii)   Non-routine (incl. SIGMET issues)

    iii)   Volcanic Ash

5. Addressing of EUR and Non-EUR OPMET data

6. Performance Indices

7. RODEX

8. Documentation

    a) EUR OPMET Data Management Handbook

    b) PHP

9. AOB

Agenda Item 2:   Actions from the previous meeting

The list of actions established at the end of BMG/36 was revised. The completed tasks mentioned below were erased from the list (see comments).

Ag. Item/BMG	Action item	Responsible	Target date
BMG 32-4-2	Arrange with ICAO Paris to efficiently update the EUR SIGMET Guide	K. Loy	Before METG18
BMG 33-4-2	Verify the registered but not monitored bulletins (bmg34 MetnoNotMon.xls)	All centres	BMG37
BMG34-5-2	Verify correct routing of OPMET data to Brussels	IROGs	
BMG34-5-3	Back trace and notify originators on correct addressing of OPMET data to Brussels	H. Swinnen	
BMG34-5-4	Cross-check with AFTN switch and correct routing to Brussels	Frankfurt Rome Madrid London	
BMG34-9-2	Review updated documentation on RODEX changes	A. den Uijl K. Loy P. Simon	BMG36
BMG35-4-1	Concerning the ASIA requests EGGY shall check the LOWM bulletin headers asked.	K. Loy	BMG36
BMG35-4-4	The overview of non-registered bulletins (167) shall be checked by Annemiek and Patrick. After checking the unknown bulletins shall be deleted by Herman by METNO	A. den Uijl P. Simon	BMG37
BMG35-4-5	UK is asked to check whether some EUR-bulletins are sent by EGGY to IR centres and inform Vienna as soon as the routings can be deleted in the Vienna routing table.	K. Loy	BMG36
BMG35-7-3	A complete listing of the WS SIGMETs received from Canada will be derived and addressed through the PHP. Every year, this listing (along with the corresponding PHP reference number) will be presented to METG and SADISOPSG, with the mention that the validation has been turned off for those bulletins.	K. Loy	BMG36
BMG36-4-1	The ASIA/PAC Sigmet Guide will be circulated to the BMG members (M.Pichler) in order to identify the requirements – the SIGMET headers from the ASIA/PAC region.		
BMG-36-4-2	M. Pichler will send an e-mail to inform ASIA/PAC Regional office about BMG decision to participate to the test and the way to be involved in the test.		
BMG36-4-3	Monitoring will be performed by the ROCs and the SADIS reference point to compare what was sent out and what was actually received.		
BMG36-4-4	Following the testing, based on the monitoring results, London will make arrangements to: • ensure the reception of the missing bulletins from Singapore • distribute the missing bulletins to the other ROCs and SADIS		
BMG36-4-5	Analyse the OPMET archives to determine whether there are European FIRs for which test SIGMETs are issued but no real data received so far.	J. Randall	

BMG36-4-6	Raise the issue of systematic SIGMET format error through the Problem Handling Procedure.	M. Pichler	
BMG36-6-1	BMG to monitor the correct reception for data coming from Tunisia, Malta and Italy.	BMG members	
BMG36-6-2	France will stop the distribution to the EUR centres of the Albanian data.	P. Simon	
BMG36-7-1	The 3 ROCs will provide the current routing tables to James and Johnny (to help in the Catalogue definition process and know what data receives each state at this time).	M. Pichler P. Simon K. Loy	
BMG36-7-2	Collaborate to produce the text to update the IAVW with respect to MOTNE – RODEX transition. The outcome will be ready in January 2010.	M. Pichler P. Simon	
BMG36-7-3	Annemiek will update the EUR SIGMET Guide, in line with the IAVW Handbook update. The new version will be presented to the next BMG meeting (BMG37).	A. den Uijl	
BMG36-7-4	The three European OPMET databanks would investigate (by monitoring the requests) whether bulletin interrogation still needs to be supported.	M. Pichler P. Simon W. Demol	

Agenda Item 3:   Information from other groups

IP01 ANP Updates
The BMG was informed that the ICAO Secretariat is in the process of reviewing the entire MET-related sections of Part VI (MET) of the EUR, NAT and MID ANPs. The review and update of the EUR ANP is nearing completion – in particular in relation to FASID Table MET 2A which is currently undergoing review by States.
It was agreed by the group to be useful to cross-check whether the information provided by the states is consistent with the OPMET information that is actually produced.

Action BMG37-3-1: Greg Brock will forward to Herman Swinnen the responses gathered from states, to be confronted with the result of the current monitoring. In case major discrepancies are recorded, Herman will respond back accordingly to Greg Brock and Kevin Loy.

IP02 ICAO Docs update
The group was informed on the recent updates to the Regional ICAO documents: EUR Doc 014 *(EUR SIGMET and AIRMET Guide),* EUR Doc 018 *(EUR OPMET Data Management Handbook)*, ICAO EUR Doc 019 (*EUR Volcanic Ash Contingency Plan*) and ICAO NAT Doc 006 Part II (*NAT Volcanic Ash Contingency Plan).* These documents were updated and available on the ICAO Paris website.

With regard to the OPMET Handbook, it was noted that a comment had been received from a METG member, asking the Appendices to be incorporated into the document itself. Also, there had been mentioned that the document dissemination section of the document referred 11 NOCs only. The BMG analysed the above comments and considered that each of the Appendices represents a working procedure and was intentionally kept separate, to permit easy update whenever necessary. As for the NOCs mention, it was pointed that the situation corresponds to the status before the RODEX transition, and as the transition could now be considered completed, the corresponding update should be performed.
 The following actions were agreed:

Action BMG37-3-2: The document changes record and index of the Appendices shall be indicated in the appropriate section in the beginning of the main body of the EUR OPMET Data Management Handbook.

Action BMG37-3-3: The distribution / dissemination table in the EOR OPMET Handbook shall be updated to take into account for the existing 59 NOCs in EUR Region.

WP02 Overview of METG19
The group was informed about the draft conclusions formulated by METG with regard to the BMG activity, and about their status.
On the issue of the key performance indicators, it was agreed the following action:
Action BMG37-3-4: Kevin Loy and Patrick Simon will work together to produce a paper on the KPI related the format accuracy and timeliness of OPMET messages. The paper will be revised at the next BMG and will be presented at METG20.

As for the future work programme of the BMG, it was agreed that in order to improve the efficiency of the group activity, there is a need to allocate key tasks to the members and obtain support from their agencies for the BMG work. With this respect, it was agreed the following action:

Action BMG37-3-5: Kevin Loy will propose a list of the key tasks of the group (terms of reference) and possible assignments of the tasks to the members. After review by the group, the list will be forwarded to ICAO Paris in order to contact the corresponding agencies via a state letter and obtain support for the BMG working activities.

WP03 Overview of MET SG/2
The paper presented an overview of the outcomes from the second meeting of the Meteorological Group of MIDANPIRG (MET SG/2, Cairo, dec. 2009). Of interest to the group were the conclusions related to the completed SIGMET test, the proposals for improving the issuance of OPMET data in the MID region and the proposal of activation of the BMG group of the MID Region. During the discussions, there was recognised the important role played by Michael Pichler in the cooperation between the two regions at expert level for planning the activities, and it was considered that as necessary to be continued as well in the future, possibly by participating to the meeting of the MID OPMET BMG. ICAO secretariat fully supported this proposal.

Agenda item 4: EUR OPMET Data Update procedure and data monitoring and reporting.

WP04 – SIGMET sequence numbering
The group was informed on a question that arose following a VA exercise conducted in Europe, as whether a common sequence numbering shall be kept for all SIGMET type messages issued by a

MWO, or distinct sequences for each type. The BMG members discussed the two options from the perspective of the group activity, as well as from particular impact in their own organisations of the two solutions. ICAO informed the group that the question will also be raised to the next METG meeting in order to obtain a consistent methodology to be applied in the EUR Region. As for the impact that the final decision will have on the group, it was agreed the following:

Action BMG37-4-1: Michael Pichler and Johnny Funder will work together to identify the corresponding sections of the BMG documents (EUR Handbook, SIGMET monitoring procedure, etc) that will be affected by the decision on the SIGMET sequence numbering, in order to facilitate the implementation of these provisions as soon as they become applicable.

WP05 – EUR SIGMET Test Procedures
Greg Brock informed the group about some obsolete references and editorial inconsistencies identified in the document "*Format for WS- & WV-SIGMET Test Message Transmission in EUR*" and also presented the proposed changes to the document. It was agreed that:

Action BMG37-4-2: Michael Pichler will cooperate with Greg Brock to update the document "*Format for WS- & WV-SIGMET Test Message Transmission in EUR*" and correspondingly update the monitoring procedure and the EUR OPMET Handbook.

Also, it was considered the need of updating the contact information for the SIGMET Focal points, or the nomination of one by the states where that is missing. The support of ICAO in that sense was appreciated by the group, and consequently an official mean of obtaining this information will be addressed by ICAO (either a state letter or a formal consideration during METG20). It was mentioned the need that the states provide an appropriate contact at operational/technical level. The resulting list will be included in the BMG documents.

Action BMG37-4-3: The list with the nominated SIGMET Focal points (name and position) should be included into the monitoring procedure. The comprehensive list (names plus coordinates) should also be made available on the private section of the BMG website and the FTP servers.

Agenda Item 7:   RODEX

WP14 – Changes due to the transition from MOTNE to EUR RODEX
There were highlighted the necessary changes to be made to the official documents as a result of the implementation of EUR RODEX. There were derived the following necessary actions:

Action BMG37-7-1: Spain and UK will follow the applicable procedure to update the Doc 7910 for the location indicators that refer MOTNE.

Action BMG37-7-2: ICAO Paris should update the EUR ANP with respect to the use of word MOTNE, and also will address ICAO Montreal for updating the global documents 8585, 9377, 8400.
The current edition of the Doc 7030 Regional Supplementary Procedures was not found to contain MOTNE references anymore. The Doc. 9365 Manual on All Weather Operation was considered necessary to be verified whether had not been withdrawn. The SADIS Gateway Operations Handbook, the reference to MOTNE was in an example of the incorrect use of a message, and therefore for the moment was considered no update is required.

IP03 – Regional OPMET Data Catalogue
The group was informed that although the initial layout of the database has been completed, there is still work to do for the development of the user interface and use cases, and also there are many considerations to be discussed on issues like updating the catalogue, treatment of duplicate messages, etc. There were agreed the following actions:

Action BMG37-7-3: James Randall will continue the work to finalise the user interface for the catalogue and for providing the use cases.

Action BMG37-7-4: Herman Swinnen will filter the list of the duplications (reports that appear in more than one bulletin) to eliminate the bulletins circulated via GTS. The resulting list will be forwarded to Johnny Funder. *Note: action completed during the meeting.*

Action BMG37-7-5: The three ROCs will provide the routing tables to Johnny Funder.

In order to address the issues highlighted above, a small working group has constituted into a task force and had a working meeting. The outcome of the discussions will be made available later to all participants via e-mail by Patrick Simon. It was also indicated the need that the task force will meet the day before the BMG38 to progress with further work.

WP12 – RODEX Backup Procedure
Michael Pichler presented to the group the draft of the RODEX Backup Procedure. The document presented into great detail the scenarios in which backup will be necessary and the corresponding procedures to be followed in those situations for ROC Vienna. It was agreed that the two other ROCs proceed to develop similar procedures for their own case.

Action BMG37-7-6: ROC London and ROC Toulouse should develop backup procedures for their corresponding centres (BMG38). The resulting document for all three ROCS will have a target date to be presented at BMG39 (same target date for the RODC, as well).

WP15 – RODEX Transition status
The group was presented the document Communication on transition from MOTNE to RODEX. There were discussed particular issues related to the backup procedures and the order of actions, including the testing of the procedures. As for the validation procedures, it was considered the need for a review of the status of compliance with the provisions of the EUR OPMET Handbook.

Action BMG37-7-7: The three ROCs will do an evaluation of the compliance with the provisions of the EUR OPMET Handbook related to validation (including software validation and procedures for the operators) and present an initial review to BMG38. The full evaluation will be ready for BMG39.

During the discussions was noted that as many of the bulletins coming from Italy (40s series) contain too many reports, the bulletins usually exceed the limit and consequently there is data loss.

Action BMG37-7-8: Patrick Simon will cooperate with Italy to restructure the bulletins (possible recompilation?).

Agenda Item 5:   Addressing of EUR and non-EUR OPMET Data

WP10 - I/R-Routing Deficiencies
The group was informed on some routing deficiencies revealed with the occasion of the recent monitoring. These were related to inappropriate addressing via AFTN of bulletins from other regions direct to Vienna (instead of the corresponding IR Gateway only, either Toulouse or London) and even data from EUR Region sent not to the correct AFTN address (LOWMMMXX). In order to solve these deficiencies, there were agreed the following actions:

Action BMG37-5-1: ROC London and Toulouse should investigate the misrouted data (Appendices A and B to the above WP) and take corresponding actions. In the particular case of data received in Vienna from the originator only, the corresponding ROC should take measures to obtain and distribute those data to EUR Region.

Action BMG37-5-2: The ROCs should send administrative messages to the originator of the misrouted bulletins and inform on the correct AFTN addressing, according to FASID Table MET 2B.

Action BMG37-5-3: For the bulletins that the addressing is not solved by the actions above, the ROCs should investigate, were appropriate, the use of automatic response with "Unknown address" message to the originators.

Agenda item 4: EUR OPMET Data Update procedure and data monitoring and reporting. (continued)

WP6 – SIGMET Monitoring
The SIGMET FP presented to the group the results of the last monitoring exercise, along with the corresponding action plans. There was pointed out that even for the common data, due to different causes, misrouting can appear and those are depicted during the exercises, which give perfect opportunity for correction.
For the Italian SIGMETs there was still noted the same problem with the usage of the same header for three FIRs.

Action BMG37-4-4: Patrick Simon will try to contact the Italian Civil Aviation directly to address the problem of correct usage of SIGMET headers.

With respect to the question of the WV messages sent as a consequence of FV advisory, the group agreed that as long as the monitoring is focused on the correct routing mainly, it would be practical that for the WV exercise the messages to be sent at 10:00 the corresponding day, no matter of Fv reception (the same as for the WS exercise).

Action BMG37-4-5: The SIGMET monitoring procedure will be updated to cater for WV monitoring similar to WS (test message issued by all states at 10:00 the corresponding day). Michael Pichler will cooperate with Johnny Funder and Greg Brock for the update of the procedure into the EUR OPMET Handbook. Also, in the e-mail message announcing the next monitoring exercise, it will be distinct mention of the changes operated to the procedure.

Patrick Simon informed that the VAA (FV bulletins) are currently distributed by VAAC Toulouse to the final recipients. Instead, the bulletins should only be sent to the ROCs which further will distribute the bulletins to their AoR.

Action BMG37-4-6: Toulouse will provide the current distribution list of FV bulletins to ROCs Vienna and London to be implemented accordingly at these centres, and further coordinate the sending from Toulouse to the two ROCs only.

WP07 – ASIA/PAC SIGMET Monitoring
Austria informed the BMG members on the results of the ASIA/PAC Sigmet monitoring in November 2009. Based on the monitoring results from Vienna and DeBilt (SADIS), the following were agreed:

Action BMG37-4-7: London will update the routing table in order to ensure routing for the bulletins that were monitored on SADIS but not in Vienna.

Action BMG37-4-8: ROC London will coordinate with ASIA/PAC region on the correct addressing of bulletins sent to EUR Region (for the bulletins received in Vienna directly from ASIA/PAC, as well as for the bulletins not received at all in the EUR Region).

Action BMG37-4-9: The 3 ROCs and DeBilt (Sadis) will continue to participate to the next ASIA/PAC monitoring exercise scheduled for November 2010.

It was pointed that the Report from RODB/4 meeting contains incorrect provision for addressing FTJP31/32 bulletins to EGZZFRXX.

Action BMG37-4-10: Kevin Loy will contact the RODB Rapporteur to ask for correct addressing of FTJP31-32 bulletins, according to FASID MET 2B.

WP16 – EUR/AFI SIGMET Monitoring

The group was informed on the results from a bilateral monitoring exercise completed by Kenya and The Netherlands. It showed that there is still a lot to be done, but a starting point would be the addressing of the three bulletins that were received by Kenya but not by The Netherlands.

The group was informed that the list of the AFI bulletin headers is currently under review along with the AMBEX Plan. After completion, Toulouse will take the appropriate measures to introduce the new bulletins.

Action BMG37-4-11: After receiving the updated AMBEX Plan, ROC Toulouse will announce the new introduced bulletins via the Update Procedure (METNO) and will take the appropriate actions for correct routing of these bulletins.

After that, it will be expected that the monitoring results will be much better. Toulouse expressed its intention to participate to future SIGMET monitoring tests.

WP08 – OPMET DB Availability Report

The group was informed on the results of the regular monitoring process of data availability in the three databanks in Europe. Statistics were presented, highlighting the evolution of the availability, per message type. It was also presented the situation with data present in the FASID tables, but never received during the last three monitors. It was mentioned that the FASID tables are currently under review by states and an update will be soon available.

Action BMG37-4-12: Michael Pichler will present to BMG38 a WP reporting on the ODAG activities and action plans following the monitoring.

On the issue of SAFR bulletins, Patrick Simon informed that a METNO bulletin will be issued on 30 March announcing the corresponding changes.

For the US bulletins, Kevin Loy informed that UK will continue the work with US to align ISCS and SADIS, and implement the US bulletin headers as announced.

There was noted during the monitoring that still there are states that produce both FT and FC for some aerodromes. It was agreed to inform ICAO on this matter.

Action BMG37-4-13: Michael Pichler will provide ICAO Paris (Greg Brock) the list of the stations for which both FT and FC are produced, in order to be addressed at the appropriate level.

WP09 – DB Bulletin request

Following an action from a previous BMG meeting, there has been performed a monitoring of the requests from databanks. The result showed that currently the bulletin requests represent less than 1% of the total number of requests, and are mainly originated by the heavy users. It was therefore agreed that the bulletin interrogation should not be supported in the future.

Action BMG37-4-14: The three databanks should stop supporting bulletin interrogation.

Action BMG37-4-15: Wim Demol will prepare the necessary update to the ICD regarding bulletin request removal and present a WP on the matter to the next BMG meeting.

With regard to the bulletins currently requested by the heavy users, it was agreed that:

Action BMG37-4-16: Michael Pichler will provide ROC London with the list of the bulletins currently requested by users in its AoR, in order those data to be regularly distributed.

Action BMG37-4-17: Michael Pichler will contact the BMG representative from the MID region in order to coordinate the regular distribution of the necessary data.

Papers for SADISOPSG
There was pointed out that recently no update to the SUG Annex 1 (in electronic, CSV format) has been received. Consequently, no monitoring results can be presented and also no PI can be derived. The SADISOPSG will be informed and there will be asked to ICAO to regularly distribute the updates to Annex 1 in electronic format, as a basis for the monitoring.
An IP will be presented on the matter of RODEX implementation status.

Agenda Item 8 - Documentation

WP13 – Alignment between EUR Sigmet Guide and IAVW Handbook
It was considered that the two documents are mainly in line with each-other, except for the use of the keywords EXERCISE or TEST.

Action BMG37-8-1: Patrick Simon will try to come to an agreement on the subject with the VA Steering Group members, with the occasion of the VOLCEX SG Meeting in June 2010, Reykjavik.

WP17 - PHP
The report gave an overview of the problem addressed since the last BMG meeting. The problems were either non availability or format errors.
There was agreed that the activity should be reported to METG.

Action BMG37-8-2: The PHP Manager should prepare an IP for METG20 with an inventory of the problems handled since last METG meeting.

WP11 – BMG Work Packages
The group revised the current status of the BMG Working Packages and concluded the following:

WPkg 1 – Ops Handbook	Deleted
WPkg 2 – AOP Nomenclature and PI	Deleted
Wpkg 3 – Problem Handling	Deleted
Wpkg 4 – Rationalisation of IR addressing	Transformed into IR OPMET Exchange
Wpkg 5 – OPMET Routing Problems	EUR OPMET Distribution
WPkg 6 – SIGMET Monitoring	Deleted
Wpkg7 – ODAG Monitoring	Closed
WPkg8 – Baseline OPMET Routing Tables	Transformed into EUR OPMET Catalogue
Wpkg9 – Standardisation of monitoring tools	Completed
Wpkg10 – Review MOTNE	Transformed into RODEX Procedures
Wpkg11 – Flexible TAF validity	Deleted
Wpkg12 – IR SIGMET Distribution	Part of IR Opmet Exchange

The resulting on-going work packages, after review by the group, are:

WPkg1 – IR OPMET Exchange

WPkg2 – EUR OPMET Distribution
WPkg3 – EUR OPMET Catalogue
WPkg4 – RODEX Procedures

In order to properly describe each package, it was concluded the following:
Action BMG37-8-3: Annemiek den Uijl will propose a table of reference for each of the four work packages. Input and review is expected from the group members. The final proposal will be presented as a WP to the next BMG meeting.

Agenda Item 9 - Any other business

- Dates and location of the next meeting

   BMG38: Vienna, 8-10 June 2010

   BMG39: UK, 12-14 October 2010 (to be confirmed)

   BMG40: Brussels March 2011 (tentative)

List of actions

Ag. Item/BMG	Action item	Responsible	Target date
BMG34-5-4	Cross-check with AFTN switch and correct routing to Brussels	Frankfurt Rome Madrid London	
BMG36-4-5	Analyse the OPMET archives to determine whether there are European FIRs for which test SIGMETs are issued but no real data received so far.	J. Randall	
BMG36-7-1	The 3 ROCs will provide the current routing tables to James and Johnny (to help in the Catalogue definition process and know what data receives each state at this time).	M. Pichler P. Simon K. Loy	
BMG36-7-2	Collaborate to produce the text to update the IAVW with respect to MOTNE – RODEX transition. The outcome will be ready in January 2010.	M. Pichler P. Simon	
BMG37-3-1	Confront the FASID update proposals (to be received from ICAO) with the results of the current monitoring. Respond back to ICAO (and Kevin Loy) on major discrepancies.	H. Swinnen	BMG38
BMG37-3-2	The document changes record and index of the Appendices shall be indicated in the appropriate section in the beginning of the main body of the EUR OPMET Data Management Handbook.	J. Funder	BMG38
BMG37-3-3	The distribution / dissemination table in the EOR OPMET Handbook shall be updated to take into account for the existing 59 NOCs in EUR Region	J. Funder	BMG38
BMG37-3-4	Produce a paper on the KPI related the format accuracy and timeliness of OPMET messages.	K. Loy P.Simon	BMG38 METG20
BMG37-3-5	Propose a list of the key tasks of the group (terms of reference) and possible assignments of the tasks to the members. After review by the group, the list will be forwarded to ICAO Paris in order to contact the corresponding agencies via a state letter and obtain support for the BMG working activities	K.Loy ICAO	BMG39
BMG37-4-1	Identify the corresponding sections of the BMG documents (EUR Handbook, SIGMET monitoring procedure, etc) that will be affected by the decision on the SIGMET sequence numbering, in order to facilitate the implementation of these provisions as soon as they become applicable	M. Pichler J. Funder	BMG38
BMG37-4-2	Update the document "Format for WS- & WV-SIGMET Test Message Transmission in EUR" and correspondingly	M. Pichler G. Brock	BMG38

	the monitoring procedure and the EUR OPMET Handbook.		
BMG37-4-3	The list with the nominated SIGMET Focal points (name and position) should be included into the monitoring procedure. The comprehensive list (names plus coordinates) should also be made available on the private section of the BMG website and the FTP servers.	M. Pichler	BMG38
BMG37-7-1	Update the Doc 7910 for the location indicators that refer MOTNE.	Spain UK	
BMG37-7-2	Update the EUR ANP with respect to the use of word MOTNE, and also will address ICAO Montreal for updating the global documents 8585, 9377, 8400	ICAO Paris	
BMG37-7-3	Finalise the user interface for the catalogue and for providing the use cases.	J. Randall	BMG39
BMG37-7-4	Filter the list of the duplications (reports that appear in more than one bulletin) to eliminate the bulletins circulated via GTS. The resulting list will be forwarded to Johnny Funder.	H. Swinnen	
BMG37-7-5	The three ROCs will provide the routing tables to Johnny Funder.	London Toulouse Vienna	BMG38
BMG37-7-6	Develop backup procedures for their corresponding centres (). The resulting document for all three ROCS will have a target date to be presented at BMG39	ROC London ROC Toulouse	BMG38 BMG39
BMG37-7-7	Evaluation of the compliance with the provisions of the EUR OPMET Handbook related to validation (including software validation and procedures for the operators)	The three ROCs	BMG38
BMG37-7-8	Cooperate with Italy to restructure the 40s bulletins (possible recompilation?).	Patrick Simon	BMG38
BMG37-5-1	Investigate the misrouted data (App A & B to WP10) and take corresponding actions. In the particular case of data received in Vienna from the originator only, the corresponding ROC should take measures to obtain and distribute those data to EUR Region.	ROC London ROC Toulouse	BMG38
BMG37-5-2	The ROCs should send administrative messages to the originator of the misrouted bulletins and inform on the correct AFTN addressing, according to FASID Table MET 2B.	The three ROCs	BMG38
BMG37-5-3	For the bulletins that the addressing is not solved by the actions above, the ROCs should investigate, were appropriate, the use of automatic response with "Unknown address" message to the originators	The three ROCs	BMG38

BMG37-4-4	Contact the Italian Civil Aviation directly to address the problem of correct usage of SIGMET headers	P. Simon	BMG38
BMG37-4-5	The SIGMET monitoring procedure will be updated to cater for WV monitoring similar to WS (test message issued by all states at 10:00 the corresponding day). Update the procedure into the EUR OPMET Handbook.	M. Pichler J. Funder G. Brock	BMG38
BMG37-4-6	Provide the current distribution list of FV bulletins to ROCs Vienna and London to be implemented accordingly at these centres, and further coordinate the sending from Toulouse to the two ROCs only	P. Simon	BMG38
BMG37-4-7	Update the routing table in order to ensure routing for the bulletins that were monitored on SADIS but not in Vienna.	London	BMG38
BMG37-4-8	Coordinate with ASIA/PAC region on the correct addressing of bulletins sent to EUR Region (for the bulletins received in Vienna directly from ASIA/PAC, as well as for the bulletins not received at all in the EUR Region).	London	BMG38
BMG37-4-9	Continue to participate to the next ASIA/PAC monitoring exercise scheduled for November 2010.	The 3 ROCs De Bilt (Sadis)	
BMG37-4-10	Contact the RODB Rapporteur to ask for correct addressing of FTJP31-32 bulletins, according to FASID MET 2B.	K. Loy	BMG38
BMG37-4-11	After receiving the updated AMBEX Plan, announce the new introduced bulletins via the Update Procedure (METNO) and will take the appropriate actions for correct routing of these bulletins.	ROC Toulouse	
BMG37-4-12	WP reporting on the ODAG activities and action plans following the monitoring.	M. Pichler	BMG38
BMG37-4-13	Provide ICAO Paris (Greg Brock) the list of the stations for which both FT and FC are produced, in order to be addressed at the appropriate level	M. Pichler	BMG38
BMG37-4-14	Stop supporting bulletin interrogation.	DBs	
BMG37-4-15	Update the ICD regarding bulletin request removal and present a WP on the matter to the next BMG meeting	W. Demol	BMG38
BMG37-4-16	Provide ROC London with the list of the bulletins currently requested by users in its AoR, in order those data to be regularly distributed	M. Pichler	BMG38
BMG37-4-17	Contact the BMG representative from the MID region in order to coordinate the regular distribution of the necessary data	M. Pichler	BMG38
BMG37-8-1	Agreement on the EXERCISE/TEST subject with the VA	P. Simon	June 2010

	Steering Group members, with the occasion of the VOLCEX SG Meeting in June 2010, Reykjavik.		
BMG37-8-2	IP for METG20 with an inventory of the problems handled since last METG meeting	A.den Uijl	METG20
BMG37-8-3	Propose a table of reference for each of the four work packages. Input and review is expected from the group members. The final proposal will be presented as a WP to the next BMG meeting	A.den Uijl BMG members	BMG38