



# ADVISORY CIRCULAR

**UCAA-AC-MET007**

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## GUIDANCE ON DETERMINATION OF ADEQUATE NUMBERS OF PERSONNEL TO PROVIDE METEOROLOGICAL SERVICES FOR AIR NAVIGATION

### 1.0 PURPOSE

This Advisory Circular (AC) provides guidance to Meteorological Service Provider (MSP) on the determination of personnel adequacy requirements to ensure effective meteorological services are provided to support air navigation.

### 2.0 REFERENCES

- 2.1 Regulation 7 (c) of the Civil Aviation (Meteorological Service for Air Navigation) Regulation, 2022.
- 2.2 The Civil Aviation (Certification of Air Navigation Services) Regulations, 2022
- 2.3 ICAO DOC. 8896; Manual of Aeronautical Meteorological Practice.
- 2.4 ICAO Doc 9868 – ICAO Training Manual;
- 2.5 ICAO Doc 9683 – Human Factors Training Manual;

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 General

- 3.1.1 To effectively provide meteorological services for air navigation, it is essential for the MSP to determine adequate and sufficient staffing levels for the provision of the services.
- 3.1.2 The adequate and sufficient staffing levels are the number of staffs in each department/section/unit that shall ensure that the MSP is able to undertake all planned activities relating to meteorological services by not only considering the number of personnel but also having a suitable mix of specialities.
- 3.1.3 The complexity and continuous technological innovations in the provision of meteorological services requires that the MSP considers engaging staff with multiple specialities to manage the number of staffs to the levels that will not strain the resources available for staffing.

#### 3.2 Personnel Requirements.

- 3.2.1 The MSP should appoint a responsible person as the Chief Executive, identified for the purposes of taking responsibility of Chief Accountable Officer of the Organization.

3.2.2 The Chief Executive should have authority within the organization to ensure that all activities undertaken by the organization are financed and carried out to meet applicable national and international requirements of aeronautical meteorological services; and

3.2.3 The Chief Executive should be responsible for ensuring that the MSP employs and deploys adequate numbers of qualified personnel capable of delivering the required services.

### **3.3 Staffing Levels**

3.3.1 The method or mechanism should be defined by which staffing levels are determined in relation to the aeronautical meteorological services to be provided.

3.3.2 Arrangements should be established to define the management responsibilities and process for ensuring adequate staff supervision. The arrangements should include mechanisms that ensure only trained and competent staff undertakes the task of providing the meteorological services.

### **3.4 Human Factors in Personnel Performance.**

3.5.1 The Human Factors principles should be applied in the provision of meteorological services considering issues affecting how personnel do their jobs and their social and personal skills which complement the technical skills.

3.5.2 At all times Human Factors awareness should be initiated across all operational sections in an appropriate manner;

### **3.5 Methodology for Determining Aeronautical Meteorological Services Staffing needs**

3.5.1 The following factors should be used to determine the effective staffing needs of the technical personnel required for provision of aeronautical meteorological services.

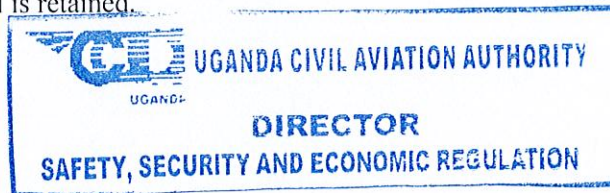
- (a) The size of the air navigation services that need meteorological information;
- (b) The number of sections contributing to aeronautical meteorological services;
- (c) Projects implemented from time to time; and
- (d) Level of automation that aids work process.

3.5.2 The MSP should determine staffing needs per department/section/unit of operation using a man-hour-based approach with due regard to the following;

- (a) Consider that operations are conducted 24 hours per day throughout the year.
- (b) Consider all operational department/section/units that contribute to the services.
- (c) Consider the requirement for a supervisor for each operational department or section or unit who may be required to be present during Office hours.
- (d) Consider the number of operational shifts for each day (24-hours).
- (e) Determine the required man hour (working time) for the whole year, to obtain the demand of man-hour to accomplish all the tasks;
- (f) Consider all off-duty and leave days that personnel are required to take annually;
- (g) Use the required man-hour and the man-hour available to obtain the actual number of personnel required to accomplish the work;



- 3.5.3 The number of personnel available should be consistently capable of meeting the requirements for provision of aeronautical meteorological services in line with the industry growth projections and the evaluation of staffing needs should be undertaken:
- (a) At least every five (5) years;
  - (b) As and when there is a significant change in the industry size;
  - (c) When new requirements that may need higher/lower staffing levels occur
- 3.5.4 Where the re-evaluation in (3.5.3) above yields a minimal change in the staffing levels, the MSP may re-designate the available personnel to cover for such limited needs. Furthermore, multi-tasking may be encouraged among staff to avoid single-specialty personnel who can only undertake one task; this includes cross-departmental utilization of personnel.
- 3.5.5 The organization's work processes and planning should give due consideration to prudent resource allocation so as to mitigate against unrealistically high staffing levels that may cause unnecessary redundancies.
- 3.5.6 The MSP should endeavor to automate its work processes to ensure efficiency and an optimum number of personnel is retained.



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