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| **EXPERT NETWORK ON COMMUNICATION AND OUTREACH** |
| **CAeM OPERATING PLAN** | **MAJOR DELIVERABLE No.** (Max. 15 words) | **1** | Annual and intermediate progress reports on team activities. |
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| **Activity No.** | **Concise description of activity** (Max. 25 words each) | **Reference document(s)** | **Responsibility** | **Deadline**(Month and year or Meeting reference) | **Status**(Not started / On hold / On-going / Completed / Deferred / Cancelled) |
| **Lead**(Name of expert) | **Support**(Name of expert or Group) |
| **1.1** | Consolidate and update EN-COM work plan. | … | Marina Petrova  | Core experts | March 2019 | On-going |
| **1.2** | Hold teleconferences with core experts for regular inputs. | … | Marina Petrova  | Secretariat | Quarterly | On-going  |
| **1.3** | Consolidate progress reports on team activities. | … | Marina Petrova  | Core experts  | As requested/MG meetings | On-going  |
| **1.4** | Coordinate involvement of EN-COM core experts/ regional MET experts in discussions of tasks set by CAeM MG (by correspondence). | … | Marina Petrova  | Core experts/ Secretariat  | Continuously | On-going  |
| **1.5** | … | … | … | … | … | … |
| Last updated: | 14/02/2019 |

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| **EXPERT NETWORK ON COMMUNICATION AND OUTREACH**  |
| **CAeM OPERATING PLAN** | **MAJOR DELIVERABLE No.** (Max. 15 words) | **2** | Issuance of CAeM Newsletters. |
|  |  |
| **Activity No.** | **Concise description of activity** (Max. 25 words each) | **Reference document(s)** | **Responsibility** | **Deadline**(Month and year or Meeting reference) | **Status**(Not started / On hold / On-going / Completed / Deferred / Cancelled) |
| **Lead**(Name of expert) | **Support**(Name of expert or Group) |
| **2.1** | Consolidate List of Topics for CAeM Newsletter issues.  | … | Marina Petrova  | MG/core experts  | Twice a year  | On-going  |
| **2.2** | Develop/collect articles for issuance of CAeM Newsletters. | … | EN-COM | MG/Secretariat  | Twice a year  | On-going |
| **2.3** | Encourage CAeM MG members for topic proposals | … | Marina Petrova | Secretariat  | Twice a year | On hold |
| **2.4** | Enable formatting/editing of Newsletter articles to meet the WMO format requirements | … | Marina Petrova  | Secretariat  | Twice a year  | On-going |
| **2.5** | … | … | … | … | … | … |
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| **EXPERT NETWORK ON COMMUNICATION AND OUTREACH**  |
| **CAeM OPERATING PLAN** | **MAJOR DELIVERABLE No.** (Max. 15 words) | **3** | Updated and relevant listings of MET focal point network in support of CAeM activities. |
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| **Activity No.** | **Concise description of activity** (Max. 25 words each) | **Reference document(s)** | **Responsibility** | **Deadline**(Month and year or Meeting reference) | **Status**(Not started / On hold / On-going / Completed / Deferred / Cancelled) |
| **Lead**(Name of expert) | **Support**(Name of expert or Group) |
| **3.1** | Cooperate/liaise with the regional/sub-regional MET related task teams/subgroups. | … | EN-COM | Secretariat | Continuously | On-going |
| **3.2** | Coordinate and get the MET focal points involved for better communication/response to MET priorities/CAeM initiatives. | … | Marina Petrova | Core experts | As required | On-going |
| **3.3** | … | … | … | … | … | … |
| **3.4** | … | … | … | … | … | … |
| **3.5** | … | … | … | … | … | … |
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| **EXPERT NETWORK ON COMMUNICATION AND OUTREACH**  |
| **CAeM OPERATING PLAN** | **MAJOR DELIVERABLE No.** (Max. 15 words) | **4** | Analysis and recommendations arising from CAeM surveys for further discussion with CAeM MG. |
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| **Activity No.** | **Concise description of activity** (Max. 25 words each) | **Reference document(s)** | **Responsibility** | **Deadline**(Month and year or Meeting reference) | **Status**(Not started / On hold / On-going / Completed / Deferred / Cancelled) |
| **Lead**(Name of expert) | **Support**(Name of expert or Group) |
| **4.1** | Coordinate topics/areas to focus on in the course of the survey. | … | Marina Petrova | President of CAeM/Secretariat | As required | … |
| **4.2** | Contribute to survey questionnaire development to identify the current implementation status in the Members. | … | Secretariat/ Marina Petrova | Core experts  | As required | … |
| **4.3** | Encourage via continuous correspondence the MET focal points for relevant inputs to analysis and recommendations. | … | Marina Petrova | Core experts/Secretariat | Continuously | On-going |
| **4.4** | Analyse responses received during CAeM surveys to develop recommendations and cover the gaps in the areas under review. | … | Marina Petrova | Core experts/Secretariat | As required | … |
| **4.5** |  | … |  |  |  | … |
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| **EXPERT NETWORK ON COMMUNICATION AND OUTREACH**  |
| **CAeM OPERATING PLAN** | **MAJOR DELIVERABLE No.** (Max. 15 words) | **5** | Updates on GANP/ASBU related implementation process, current pilot projects and capacity building at the regional/sub-regional levels for WMO Members and CAeM MG. |
|  |  |
| **Activity No.** | **Concise description of activity** (Max. 25 words each) | **Reference document(s)** | **Responsibility** | **Deadline**(Month and year or Meeting reference) | **Status**(Not started / On hold / On-going / Completed / Deferred / Cancelled) |
| **Lead**(Name of expert) | **Support**(Name of expert or Group) |
| **5.1** | Hold teleconferences with core experts for regular updates on MET developments, successes and challenges at the regional/sub-regional levels. | … | Marina Petrova  | Core experts/Secretariat | Quarterly | On-going |
| **5.2** | Coordinate involvement of EN-COM core experts/regional MET experts in discussions of the currents status in the WMO Regions (by correspondence). | … | Marina Petrova  | Core experts/Secretariat  | Continuously | On-going |
| **5.3** | Identify and monitor the regional/subregional pilot projects relevant to the MET component development in support of GANP/ASBU initiatives. | … | All | Secretariat | Continuously | On-going |
| **5.4** | … | … | … | … | … | … |
| **5.5** | … | … | … | … | … | … |
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| **EXPERT NETWORK ON COMMUNICATION AND OUTREACH**  |
| **CAeM OPERATING PLAN** | **MAJOR DELIVERABLE No.** (Max. 15 words) | **6** |  |
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| **Activity No.** | **Concise description of activity** (Max. 25 words each) | **Reference document(s)** | **Responsibility** | **Deadline**(Month and year or Meeting reference) | **Status**(Not started / On hold / On-going / Completed / Deferred / Cancelled) |
| **Lead**(Name of expert) | **Support**(Name of expert or Group) |
| **6.1** |  |  |  |  |  |  |
| **6.2** |  |  |  |  |  |  |
| **6.3** | … | … | … | … | … | … |
| **6.4** | … | … | … | … | … | … |
| **6.5** | … | … | … | … | … | … |
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| **EXPERT NETWORK ON COMMUNICATION AND OUTREACH**  |
| **CAeM OPERATING PLAN** | **MAJOR DELIVERABLE No.** (Max. 15 words) | **7** |  |
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| **Activity No.** | **Concise description of activity** (Max. 25 words each) | **Reference document(s)** | **Responsibility** | **Deadline**(Month and year or Meeting reference) | **Status**(Not started / On hold / On-going / Completed / Deferred / Cancelled) |
| **Lead**(Name of expert) | **Support**(Name of expert or Group) |
| **7.1** |  | … |  |  |  |  |
| **7.2** |  | … |  |  |  |  |
| **7.3** |  | … |  |  |  |  |
| **7.4** | … | … | … | … | … | … |
| **7.5** | … | … | … | … | … | … |
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| **EXPERT NETWORK ON COMMUNICATION AND OUTREACH**  |
| **CAeM OPERATING PLAN** | **MAJOR DELIVERABLE No.** (Max. 15 words) | **8** | <Description from PART A> |
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| **Activity No.** | **Concise description of activity** (Max. 25 words each) | **Reference document(s)** | **Responsibility** | **Deadline**(Month and year or Meeting reference) | **Status**(Not started / On hold / On-going / Completed / Deferred / Cancelled) |
| **Lead**(Name of expert) | **Support**(Name of expert or Group) |
| **8.1** | … | … | … | … | … | … |
| **8.2** | … | … | … | … | … | … |
| **8.3** | … | … | … | … | … | … |
| **8.4** | … | … | … | … | … | … |
| **8.5** | … | … | … | … | … | … |
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| **EXPERT NETWORK ON COMMUNICATION AND OUTREACH**  |
| **CAeM OPERATING PLAN** | **MAJOR DELIVERABLE No.** (Max. 15 words) | **9** | <Description from PART A> |
|  |  |
| **Activity No.** | **Concise description of activity** (Max. 25 words each) | **Reference document(s)** | **Responsibility** | **Deadline**(Month and year or Meeting reference) | **Status**(Not started / On hold / On-going / Completed / Deferred / Cancelled) |
| **Lead**(Name of expert) | **Support**(Name of expert or Group) |
| **9.1** | … | … | … | … | … | … |
| **9.2** | … | … | … | … | … | … |
| **9.3** | … | … | … | … | … | … |
| **9.4** | … | … | … | … | … | … |
| **9.5** | … | … | … | … | … | … |
| Last updated: | [dd/mm/yyyy] |

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| **EXPERT NETWORK ON COMMUNICATION AND OUTREACH**  |
| **CAeM OPERATING PLAN** | **MAJOR DELIVERABLE No.** (Max. 15 words) | **10** | <Description from PART A> |
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| **Activity No.** | **Concise description of activity** (Max. 25 words each) | **Reference document(s)** | **Responsibility** | **Deadline**(Month and year or Meeting reference) | **Status**(Not started / On hold / On-going / Completed / Deferred / Cancelled) |
| **Lead**(Name of expert) | **Support**(Name of expert or Group) |
| **10.1** | … | … | … | … | … | … |
| **10.2** | … | … | … | … | … | … |
| **10.3** | … | … | … | … | … | … |
| **10.4** | … | … | … | … | … | … |
| **10.5** | … | … | … | … | … | … |
| Last updated: | [dd/mm/yyyy] |