

WORLD METEOROLOGICAL ORGANIZATION

8783-16 OBS/WIGOS/OSD/MAR/SOT, ANNEX

Instructions for the preparation and completion of the National Submissions for the Ship Observations Team (SOT) Annual Report for 2016¹

Please visit the following webpage to download the appropriate template files:

<http://www.wmo.int/pages/prog/amp/mmop/sot-national-reports-2016.html>

1. Coordinate at the national level and nominate one SOT Focal Point. Check the lists of existing focal points at the following web pages and report discrepancies or required changes to the attention of Ms Champika Gallage at cgallage@wmo.int :

SOT	www.jcomm.info/vos-nfp
VOS	www.jcomm.info/vos-nfp
SOOPIP	www.jcomm.info/soopip
ASAP	www.jcomm.info/asap-nfp
PMOs	www.jcomm.info/pmos

2. The name of the nominated SOT Focal Point should appear on the first page of the report under "prepared by" (see the form Country-SOT-2016.doc).
3. SOT Focal Points are responsible for:
 - i. Forwarding the VOS / SOOP / ASAP parts (as appropriate) to their national program operators;
 - ii. Receiving the completed VOS / SOOP / ASAP parts from their national program operators;
 - iii. Completing the SOT part of the report, including Focal Points and Port Meteorological Officers;
 - iv. Sending the individual programme VOS / SOOP / ASAP report(s) to the appropriate chairpersons.
 - v. Submitting the completed SOT and VOS / SOOP / ASAP parts (as appropriate) to: cgallage@wmo.int with copy to the SOT Technical Coordinator (mkramp@jcommops.org) by 15 February 2017.
4. All Member countries are required to provide input for the 2016 SOT National Reports according to the following guidelines:

	<i>Form to use</i>	<i>Submitted to</i>	<i>Required if</i>
SOT	Country-SOT-2016.docx (or .rtf)	<ul style="list-style-type: none"> • cgallage@wmo.int • SOT Chairperson, Mr Chris Marshall (chris.marshall@canada.ca) • cc'ed to mkramp@jcommops.org 	Member is operating either a VOS, SOOP, or ASAP programme
VOS	Country-VOS-2016.docx (or .rtf)	<ul style="list-style-type: none"> • cgallage@wmo.int • VOSP Chairperson, Ms Sarah North (sc.north@virgin.net) • cc'ed to mkramp@jcommops.org 	Member is operating a VOS programme
SOOP	Country-SOOP-2016.docx (or .rtf)	<ul style="list-style-type: none"> • cgallage@wmo.int • SOOPIP Chairperson, Ms Rebecca Cowley (Rebecca.Cowley@csiro.au) • cc'ed to mkramp@jcommops.org 	Member is operating a SOOP programme
ASAP	Country-ASAP-2016.docx (or .rtf)	<ul style="list-style-type: none"> • cgallage@wmo.int • ASAP Task Team Chairperson, Mr Rudolf Krockauer (Rudolf.Krockauer@dwd.de) • cc'ed to mkramp@jcommops.org 	Member is operating an ASAP programme. Note: E-ASAP may submit a consolidated ASAP report for ships 'managerially' transferred to E-ASAP

¹ See also past annual reports at:

<http://www.wmo.int/pages/prog/amp/mmop/documents/sot/SOT-annual-reports.html>