

Draft JCOMM Substructure and Terms of Reference

A. Management Group

TOR

- (a) Advise the co-presidents on the short and long-term planning of the work programme of JCOMM and on its implementation;
- (b) Advise the co-presidents regarding the resources required for the implementation of the work programme, as well as approaches to identifying and mobilising these resources;
- (c) Assist the co-presidents in the coordination and integration of the work of JCOMM, as implemented through the various working groups, teams and rapporteurs;
- (d) Review the internal structure and working methods of the Commission, including its relationship to other bodies, both internal and external to WMO and IOC, and develop proposals for modifications as appropriate;
- (e) Advise on the implementation of activities and projects referred to JCOMM for action by WWW, WCP, GOOS, GCOS and other programmes, including in particular the GOOS/GCOS Implementation Action Plan;
- (f) Contribute as required to the WMO Long-term Planning process, in particular with respect to the development and monitoring of the implementation of the marine programme component.

Membership

2 co-presidents

4 Programme Area coordination group chairmen

Representatives of relevant scientific design and planning bodies

No more than 2 other experts, if necessary, to ensure full geographical coverage

B. Data Management Programme Area

1. Data Management Coordination Group

TOR

- (a) Plan, initiate and oversee the implementation of the DM work programme;
- (b) Advise on actions required to implement, maintain and make available to users a fully integrated ocean/atmosphere data stream, including identification of the required resources;
- (c) Ensure full and effective collaboration, coordination and compatibility with other data management bodies and programmes, including IODE, CBS, CCI, CEOS, GOSSP and the WDCs;
- (d) Keep under review and encourage the use of advanced information technology in marine data management;
- (e) Encourage and assist countries to identify, rescue, digitise and archive historical marine meteorological and oceanographic data;
- (f) Develop, where possible generic, QC, metadata, analysis, data flow and data exchange standards, formats and procedures for JCOMM data;
- (g) Keep under review the requirements of operational centres for real time, integrated marine data delivery and develop and recommend improved procedures to ensure that data and metadata are available to these centres with appropriate timeliness and quality;
- (h) Collaborate with CBS in the development and maintenance of real time data quality and data flow monitoring and follow-up procedures.

Membership

PA/DM coordinator (chair)
Chairs Expert Teams (2)
Rapporteurs (3)
Representatives of IODE, CBS, CCL and WDCs, as necessary

2. Expert Team on Ocean Data Management

TOR

Largely as for GTSP now, expanded as appropriate to cover surface salinity.

Membership

4-5 selected experts from Member States
Representatives of IODE and WDCs

3. Expert Team on Marine Climatology

TOR

- (a) Operate a programme for the development and maintenance of end-to-end systems for the assembly and management of marine climatological data and related metadata sets required for GOOS, GCOS, WCP, other programme and marine users;

- (b) Develop and recommend QC, metadata, analysis, data flow and data exchange standards, formats and procedures to meet the requirements and time scales of users;
- (c) Keep under review the operations of the MCSS and related existing data management schemes and make recommendations for improvement as necessary;
- (d) Design, recommend and maintain data flow monitoring systems;
- (e) Encourage and facilitate the enhanced submission of data to the MCSS and other specific data management systems;
- (f) Keep under review the work of Data Assembly Centres and recommend enhancements and/or additional centres as appropriate;
- (g) Keep under review and, as necessary, propose procedures for the preparation and/or updating of relevant technical publications;
- (h) Keep under review developments with Beaufort equivalent scales.

Membership

8-10 selected experts from Member States (including, as a minimum, representatives of MCSS/GCC centres)

Representatives of CBS and CCI as necessary

C. Services Programme Area

1. Services Coordination Group

TOR

- (a) Keep under review and advise on the effectiveness, coordination and operation of the Services work program, including performance with respect to timeliness, standards, quality and relevance to established user requirements.
- (b) Through the assembly of requirements identified by specialist service groups, and other PAs of JCOMM, provide advice on JCOMM services that need to be implemented or discontinued.
- (c) Develop interfaces to representative user groups in order to monitor the strength and weaknesses of existing services.
- (d) Ensure effective coordination and cooperation with appropriate groups and bodies of CBS, GOOS and GCOS in the area of service provision;
- (e) Liaise with external bodies, in particular those representing user communities.

Membership

PA/Services coordinator (chair)

Chairs expert teams (3)

Rapporteurs (2)

Representatives of user organizations and groups as appropriate

2. Expert Team on Maritime Safety Services

TOR

- (a) Monitor the operations of the marine broadcast system for the GMDSS and develop improvements as necessary;
- (b) Liaise with IMO, IHO, ICS, Inmarsat and other concerned organizations and bodies on maritime safety issues, including the GMDSS;
- (c) Monitor requirements for international coordination of meteorological and related services provided through NAVTEX and propose actions as appropriate;

Membership

Minimum membership to include representatives of the AMC for the GMDSS

Representatives of IMO, IHO, ICS, Inmarsat, other user groups as appropriate

3. Expert Team on Wind Waves and Storm Surges

TOR

- (a) Monitor and assist in the implementation of the JCOMM Wind Wave and Storm Surge Programme and propose amendments as required;
- (b) Develop technical advice on wave and storm surge modelling, forecasting and service provision and provide assistance and support to Member States as required;
- (c) Monitor projects for verification of operational wind wave and storm surge model outputs and assist in their implementation as required;

- (d) Ensure effective coordination and cooperation with appropriate GOOS bodies on requirements for and implementation of wind wave and storm surge products and services.

Membership

6-8 selected experts

4. Expert Team on Sea Ice

TOR

- (a) Keep under review and catalogue the products and services required by user communities in sea ice areas;
- (b) Encourage and advise on the relevant numerical models and forecast techniques for products and services;
- (c) Develop technical guidance material, software exchange, specialized training and other appropriate capacity building support with regard to sea ice observations and services;
- (d) Maintain linkages with relevant international organizations and programmes, in particular CLIC, IICWG and ASPeCt;
- (e) Keep under review the operations of the Global Digital Sea Ice Data Bank, provide guidance as appropriate, and encourage and facilitate enhanced submissions of sea ice data to the bank;
- (f) Recommend and promote appropriate QC, error analysis and archiving mechanisms;
- (g) Review and propose amendments to formats, nomenclatures and procedures for sea ice data and information exchange as well as to relevant terminology, coding and mapping standards.

Membership

6-8 selected experts

5. Rapporteurs

- (a) MPERSS
- (b) JCOMM Products Bulletin – Editor

D. Observations Programme Area

1. Observations Coordination Group

TOR

- (a) Keep under review and advise on the effectiveness, coordination and operation of the observations work program, including performance measured against scientific requirements, delivery of raw data, measurement standards, logistics and resources.
- (b) Provide advice to JCOMM and to Observation Teams on possible solutions for newly identified requirements, consulting as appropriate with relevant scientific groups and CBS.
- (c) Taking into account the continuing development of satellite observations and their capabilities, review **in situ** data requirements and recommend changes as appropriate.
- (d) Coordinate the development of standardized, high quality observing practices and instrumentation and prepare recommendations for JCOMM.
- (e) Examine trade-offs and use of new and improved techniques/developments against requirements and available resources.
- (f) Liaise with and input to CBS activities regarding the consolidated requirements database and operational satellites.

Membership

PA/Obs coordinator (chair)
Chairs Ship Observations Team, DBCP, GLOSS, (Argo Science Team), (TIP)
Technical coordinator DBCP/SOG, Rapporteurs as required
Satellite expert
One other expert

2. Ship Observations Team

TOR

Merger of existing TOR for ASAP, SOOIP, VOS

Membership

Open, existing operators

3. Data Buoy Observations Team

TOR

Existing TOR for DBCP, TIP and Action Groups

Membership

Open, existing DBCP members, Action Groups, TIP

5. Sea Level Observations Team

GLOSS Group of Experts

TOR

Existing GLOSS GE and GLOSS Scientific subgroup

Membership

Existing GLOSS GE and GLOSS Scientific Subgroup
Liaison to PAs DM, ETIS
Liaison to C-GOOS

E. Education, Training and Implementation Support Programme Area

1. ETIS Coordination Group

TOR

- (a) Plan, initiate and implement the ETIS work programme, including in particular the JCOMM Capacity Building Strategy;
- (b) Keep under review existing training and guidance material (paper and electronic) and advise on procedures for updating, as well as for the development of new material;
- (c) Monitor regional requirements for capacity building and develop regional projects as appropriate;
- (d) Develop and implement integrated training and support activities, in collaboration with other programme areas and external bodies and programmes (e.g. WMO ET/TCO, IOC-TEMA, GOOS, GCOS, IGOS).

Membership

PA/ETIS Coordinator (chair)
Chair Task Team Resources
Rapporteurs as appropriate

2. Task Team Resources

TOR

- (a) Monitor the existence, fields of interest and procedures of international and national aid programmes, foundations and all other possible sources of funding and advise on proposal development;
- (b) Where possible, develop links and contacts to funding sources and aid programme management;
- (c) Develop a plan for obtaining resources for JCOMM Capacity Building, in collaboration with GOOS and GCOS.

Membership

2-3 selected experts
Donor agency representatives

3. Regional Rapporteurs

WMO regional rapporteurs
Links to IOC regional bodies

4. Liaison Rapporteurs

GLOSS and other PAs as appropriate
GOOS, GCOS and external capacity building programmes
IOC TEMA programme

5. User Forum

Ad hoc seminars, workshops, conferences involving both data and service providers and users.