

WORLD METEOROLOGICAL ORGANIZATION

INTERGOVERNMENTAL OCEANOGRAPHIC
COMMISSION (OF UNESCO)

JOINT WMO/IOC TECHNICAL COMMISSION FOR
OCEANOGRAPHY AND MARINE METEOROLOGY (JCOMM)
SHIP OBSERVATIONS TEAM

SOT-IV/Doc. I-8
(15.II.2007)

FOURTH SESSION

ITEM I-8

GENEVA, SWITZERLAND, 16 TO 21 APRIL 2007

Original: ENGLISH

ORGANIZATIONAL MATTERS

(Submitted by the Secretariats with input from David Meldrum and Graeme Ball)

Summary and purpose of document

This document provides information on the process whereby a new technical coordinator, Ms Hester Viola, was appointed to serve the DBCP and the SOT following the resignation of Mr Etienne Charpentier on 31 January 2006. The document defines the role of the SOT Technical Coordinator, describes the current functions of the Technical Coordinator and considers future JCOMMOPS support for the SOT. Finally the document provides information regarding the funding for the position.

ACTION PROPOSED

The Ship Observations Team is invited to:

- (a) review the information contained in this report and comment as appropriate;
- (b) discuss future requirements for JCOMMOPS support to the SOT;

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- Appendices:**
- A. JCOMM Joint Circular Letter
 - B. Letter from the Chairperson of the DBCP, 17 February 2006
 - C. Curriculum Vitae of Ms Hester Jane Viola
 - D. WMO and IOC Statements of account
 - E. Review of the status of the DBCP Trust fund

DISCUSSION

1. Selection process of the new DBCP/SOT Technical Coordinator (*input by David Meldrum*)

1.1. The new Technical Coordinator post

It became clear in October 2005, that the then Technical Coordinator (TC) of the Data Buoy Cooperation Panel (DBCP), Mr Etienne Charpentier, would accept the offer of a scientific officer post within the Ocean Affairs Department at the WMO, and that a suitable replacement would have to be found. This was not as grave a situation for the Panel as might have been, in that Mr Charpentier deferred his resignation until the end of January 2006, and agreed with his new employers that he would continue to support the Panel as much as possible, especially during the recruitment and induction of the new Technical Coordinator.

It was also recognised that this was potentially a time of change for the Panel and for the JCOMMOPS, and that some new organizational arrangements might, in due course, be implemented for the support of the Panel's future activities. Accordingly, it was decided that as much flexibility as possible, in terms of future options for the Panel and the JCOMMOPS, should be built into the recruitment process. The best vehicle for this appeared to be the UNESCO 'Appointment of Limited Duration' (ALD), whereby an initial contract might be extended up to a maximum total of four years. This would protect the Panel and the JCOMMOPS from open-ended commitments that might eventually become onerous and unwelcome, while at the same time offering a reasonably stable contractual arrangement for the new appointee.

1.2. The advertising process

Both Secretariats, the outgoing Technical Coordinator, the Chairperson and Vice-chairpersons, the SOT Chairperson, the JCOMM/OCG Chairperson, and the JCOMM Co-presidents then worked swiftly to agree the text of a Joint Circular Letter describing the position, its duties and responsibilities, and the qualifications being sought. The English version of the letter was sent out under joint signature on 1 December 2005, with other official language versions following shortly thereafter, in parallel with a wide dissemination via the UNESCO and DBCP websites and other electronic means. The closing date for applications was set as 15 January 2006. The text of the letter is attached as Appendix A to this document.

1.3. The initial sift of candidates

A total of forty-six applications were received, mostly in the prescribed UNESCO CV format. The IOC Secretariat worked diligently to identify missing information and collate the application forms and supporting letters. This enabled an initial sift to be performed by the Secretariats (the WMO being represented by Mr Charpentier) and the Chairperson in mid-February at the IOC. Following this, the Chairperson wrote to the DBCP, SOT, and Argo office bearers, major JCOMMOPS stakeholders, and the Secretariats, inviting them to rank an interim list of eleven candidates. This letter is attached as Appendix B to this document.

1.4. The selection of candidates for interview

Analysis of the fourteen replies received, showed a remarkable unanimity in the ranking of the candidates, and a clear lead group of five very strong contenders, all of whom scored more than 250 out of a possible 400. The remaining candidates scored less than 190. Accordingly, the five top candidates were invited to interview at the Panel's expense.

1.5. The interview process

As many key players would be attending the DBCP workshops at the ECMWF in late March, it was decided that the most efficient course of action would be to arrange interviews at the ECMWF immediately prior to the DBCP and JCOMM/OCG workshops. This was made possible through the kind

support of the Director of the ECMWF and his staff, who made all the necessary facilities available to the Panel.

The interview board consisted of the DBCP and SOOIP Chairpersons (Mr David Meldrum and Mr Graeme Ball), the JCOMM OPA Chairperson (Mr Michael Johnson) and the two Secretariats (Ms Boram Lee and Mr Etienne Charpentier). The Executive Secretary of IOC (Dr Patricio Bernal) joined in for part of the time via telephone. Each candidate was invited to give a short presentation on the role of autonomous instrumentation in addressing current and future forecasting needs. This led into an extensive question and answer session, followed by an off-line English-language editing task. At the end of each session, individual board members then marked the candidate in terms of presentational quality, technical ability, flexibility, teamwork and organisational skills, English language proficiency, vision and personality.

Finally, the board then had to tackle the very difficult task of differentiating between five excellent candidates, any of whom would have served the Panel very well. Nonetheless, the board was clear and unanimous in its first choice, and recommended to the IOC that Ms Hester Jane Viola be offered the post. The board also suggested that, given her experience and current grading, she be appointed at the grade of P2. Ms Viola's Curriculum Vitae is attached and it provided as Appendix C to this document.

1.6. The appointment, initial work priorities and training

The board's recommendation was approved by the Executive Secretary of IOC, Ms Viola accepted the offer, and UNESCO contractual and administrative arrangements were completed in late May 2006. The Chairperson of the DBCP was pleased to say that Ms Viola has been with the DBCP since 1 July 2006 and that it was unanimous that the selection board had made the right decision in appointing Ms Viola.

Following discussions with the former Technical Coordinator, Mr Etienne Charpentier, and the DBCP Chairperson made a short visit to Toulouse in early July and discussed initial working priorities with Ms Viola for the period July to October 2006. These priorities included the following activities:

- (i) Quality control and data timeliness studies, Argos and GTS issues;
- (ii) SOOP semestrial survey for 2005;
- (iii) Preparation of documents for the next DBCP session;
- (iv) Routine production of the JCOMMOPS monthly maps;
- (v) Updating of the JCOMMOPS database.

Ms Viola then visited IOC, where she met with the Executive Secretary of the IOC, the GOOS Project Office Director, and key IOC staff. In mid-July, the former Technical Coordinator spent a week in Toulouse to provide her with training on the JCOMMOPS Information System and on key DBCP technical issues. Ms Viola also visited the WMO for a week, where the WMO activities were presented to her and where she received additional training from the former Technical Coordinator on broader DBCP, SOT, and JCOMM issues.

The DBCP Chairperson noted his confidence that the DBCP, SOOIP and JCOMMOPS will be well served by the new Technical Coordinator in the coming years, whatever course of action is collectively adopted.

2. Review of the role of the SOT Coordinator (*input by Graeme Ball*)

2.1 Background

The appointment of a new Technical Coordinator (TC) for the DBCP (Data Buoy Cooperation Panel) and the SOT, combined with changes to the JCOMMOPS Terms of Reference have highlighted the need to clearly define the role and functions of the TC.

The DBCP/SOT TC is one of two people staffing JCOMMOPS. Nominally 70% of the DBCP/SOT TC's time is in

support of the DBCP and 30% is in support of the SOT. The other TC works full-time for the Argo Project. This document considers only the SOT component of the DBCP/SOT TC.

2.2 JCOMMOPS Terms of Reference

The current JCOMMOPS Terms of Reference were proposed at SOT-III (Brest, March 2005), formally adopted at JCOMM-II (Halifax, September 2005) and approved at DBCP-XXI (Buenos Aires, October 2005).

Under the overall guidance of the JCOMM Observations Coordination Group and following the direction of the Data Buoy Cooperation Panel, the Ship Observations Team, the Argo Steering Team, and the Cross-cutting Team on Satellite Data Requirements, the JCOMMOPS shall:

1. Act as a focal point for implementation and coordination of observing platforms monitored by the above programmes and provide assistance to platform operators for free and unrestricted exchange of data by, inter alia, providing information on telecommunications systems, clarifying and resolving issues between platform operators and telecommunications system operators, and encouraging the implementation of standard formats
2. Maintain information on relevant data requirements for observations in support of GOOS, GCOS, and the WWW as provided by the appropriate international scientific panels and JCOMM Expert Teams and Groups, and routinely provide information on the functional status of the observing systems;
3. Provide a gateway for information on instrumentation deployment and servicing opportunities, and on operator contact information; and
4. Provide information on the observational program, including on instrumentation, on instrument evaluation, and on data quality.

2.3 Role of the Technical Coordinator

The SOT TC is recognised as providing a valuable coordination and support service to the component programs of the SOT. More specifically the SOT TC:

- Maintains liaison with current VOS, SOOP and ASAP Operators;
- Provides a focus for contact by other international programmes and new programme operators;
- Provides problem resolution, in particular for problems related to GTS traffic;
- Facilitates information exchange, in particular through the JCOMMOPS website;
- Maintains quality control systems, in particular the VOS QCRelay;
- Provides network monitoring, in particular the XBT SOOP; and
- Provides network review, in particular the XBT SOOP.

The SOT is invited to adopt the following statement of the role of the SOT TC:

To provide ongoing support to meet the operational requirements of the component panels of the SOT, such as: liaison and international focus, problem resolution, information exchange, quality monitoring, network monitoring and network review.

2.4 Functions of the Technical Coordinator

The core functions of the SOT TC fall into six broad categories as described below. The major recurring or ongoing activities within each of the categories are also listed. The estimates of time devoted to the core functions is provided by the SOT TC and amounts to almost 35% of the SOT TC's time devoted to SOT activities, as opposed to the nominal 30% of total time for the SOT.

1. Meetings (4% of total DBCP/SOT TC time)
 - a. Biannual sessions of the SOT

- b. SOT-related JCOMM meetings (e.g. ET/DRC, OCG)
2. Reporting & monitoring (15%)
 - a. SOOP annual report
 - b. Monthly maps (VOS, XBT, ASAP, GTS)
 - c. Metadata (Pub 47, XBT)
 - d. SOOP monthly GTS report (XBT)
3. Data analysis (2.5%)
 - a. GTS data flow (XBT, particularly new operators)
4. Database admin (5%)
 - a. Metadata collection (expanded/improved automation)
 - b. Develop/maintain QC systems (VOS QCRelay)
5. Assessing user requirements (4%)
 - a. Improving the support provided by JCOMMOPS to SOT
 - b. Contribute to expanding the participation in SOT by related programs
6. Web admin (4%)
 - a. Maintain website including: mailing lists, contact details, news.
 - b. Developments to enhance web mapping tools

2.5 New requirements discussed during SOT-IV

In addition to the work programme listed above, new requirements for support from JCOMMOPS and the SOT TC are expected to be proposed at SOT-IV that, at least in the short-term, will significantly increase the level of support to the SOT and may impact on the provision of some support activities listed above. These new requirements include:

1. The development of the WMO No. 47 database (doc I-5.1.2);
2. The development of a front-end data entry facility for WMO No. 47 (doc IV-3.6);
3. MASK v REAL callsign lookup table to support callsign masking (doc IV-4.1.2); and
4. Distribution of XBT probes from the JCOMM XBT Probe Pool (doc V-2.2)

Following the development of the new requirements listed in 1-3 above, regular maintenance will be required by the WMO No. 47 database and the MASK v REAL callsign lookup table, such as: (1) quarterly updates to both, and (2) monthly changes affecting MASK v REAL callsigns. The maintenance will lead to a small but not insignificant increase in total time provided to the SOT.

2.6 Future requirements

As well as the proposals for new JCOMMOPS support discussed during SOT-IV, the Chairs of the VOSP, SOOPIP and ASAPP were invited to consider any additional requirements they may have in the longer term. Many of these additional requirements are still in the formative stages and are therefore only provided here in point form:

- Metrics to demonstrate how successfully the requirements of the WWW are being satisfied, e.g. monthly colour coded Marsden Square maps by element.
- Provide maps of VOS tracks by country by period.
- Develop static and dynamic maps for ASAP.
- Develop and maintain an ASAP website.

- Develop and maintain an ASAP ship's metadata database.

2.7 Supervision and guidance

The DBCP/SOT TC receives technical guidance and collaborative setting of task priority from the Chairs of the DBCP and the SOT. The TC is also benefiting from the years of experience of the immediate past TC, Mr. Etienne Charpentier.

The IOC of UNESCO employs the DBCP/SOT TC on a one-year contract known as Appointment of Limited Duration (ALD). Supervision of both members of JCOMMOPS is from within UNESCO, and is officially provided by Keith Alverson, Head of Section and Director of the GOOS Project Office. The day-to-day supervision and performance management and assessment is however carried out on Keith's behalf by Candyce Clark, JCOMM Coordinator, IOC. This provides for a good linkage between the work of JCOMMOPS and all areas of JCOMM.

3. Review of the funding of the SOT Coordinator (*input by the WMO Secretariat*)

3.1 The funding of the DBCP and SOT Technical Coordinator's position is realized through voluntary contribution from Members/Member Countries to the DBCP Trust Fund. The WMO Secretariat on behalf of the DBCP manages the trust fund. The Trust Fund is being regularly reviewed by the DBCP at its annual sessions. As the Technical Coordinator is working 70% of her time on DBCP issues, and the remaining 30% on SOT issues, most of the commitments are made by DBCP Members. However, some of the 2006 contributions were made by SOT Members in support of the SOOPIP or the JCOMMOPS as a whole:

- Canada: \$20000 in 2006 in support of JCOMMOPS as a whole
- Germany: \$5000 in 2006 in support of SOOPIP
- USA: \$12500 in 2006 in support of SOOPIP

3.2 At its twenty second session, La Jolla, USA, 16-21 October 2006 (DBCP-22), the DBCP considered the financial statements provided by IOC and WMO as follows:

- (i) IOC Statement of Account 1 August 2005 - 31 July 2006;
- (ii) Interim WMO Statement of Account as at 31 July 2006;
- (iii) WMO Final Statement of Account as at 31 December 2005.

3.3 These statements are reproduced in *Appendix D*. The WMO Statement of account for the period 1 January 2006 to 31 December 2006 has also been added in *Annex D*.

3.4 DBCP-22 noted with appreciation that an additional late contribution of USD 20,000 from Canada to JCOMMOPS as a whole, in support of the DBCP and the SOT, was made in 2006 for the year 2005, and that this additional contribution did not yet appear in the WMO financial statements. It was also noted that the contribution from Japan appeared to have decreased by USD 3,000 in 2005, and that no contribution had been received for 2006. As in 2005, the contribution from the USA had been directly transferred to IOC, rather than to WMO. All other contributions are paid via WMO.

3.5 The DBCP had decided to provide financial support for the local organization of its twentieth Session in Buenos Aires (2005), through raising funds on an exceptional basis. Details of those contributions are shown in the relevant Appendices. The DBCP thanked Canada, France, UK, USA and WMO for their voluntary contribution to this purpose.

3.6 As reported to the DBCP at its 20th and 21st sessions, a discrepancy of USD 13,527.27 in its UNESCO account had been rectified from within the IOC's regular JCOMM budget, by making a partial payment for the Technical Coordinator's logistical support to CLS for the year 2006. This would be included in the financial report to the next DBCP session.

3.7 DBCP-22 recalled the decision made at its 21st session, requesting Mr Frank Grooters (The Netherlands) to act on its behalf and to work with IOC and WMO to produce a consistent, comprehensive and comprehensible set of annualised accounts. Mr Grooters had tackled this daunting task with enthusiasm and had produced an excellent set of interim accounts, of a quality and lucidity to which the DBCP had not been accustomed. The DBCP expressed particular thanks to Mr Grooter for this monumental effort, which had for the first time elucidated in simple terms the DBCP's financial footing.

3.8 DBCP-22 was at once relieved to discover that its financial position was secure, that this position had been ratified both by IOC and WMO, and that it was now in a position to put into action the various additional activities that it had approved in principle during the session, e.g. Capacity Building, the Iridium Pilot Project, collaborative initiatives, JCOMMOPS infrastructure support, outreach and publication activities. Furthermore, it could now set aside monies for a notional contribution towards any eventual relocation expenses for JCOMMOPS, for contingencies, and for any other new activities that the DBCP might agree upon. The DBCP also reached rapid agreement that the apparent surplus in the DBCP's accounts should not be allowed to trigger payment holidays or reductions by contributors, but that any excess in these established regular contributions over and above the DBCP's normal expenses in supporting its Technical Coordinator should be used wisely to support DBCP activities, as had been the custom in previous years.

3.9 DBCP-22 therefore asked Mr Grooters, its Chairperson and the Secretariats, to update the interim financial report to include additional line items and budgetary figures for these activities, with the clear understanding that any budgetary figures attributed should be regarded as upper limits (See Appendix E).

3.10 In the interests of efficiency, it also instructed the DBCP Chairperson to convene an Executive Board to act on its behalf in these matters during the intersessional period, the Board to consist of the DBCP Chairperson (or his appointed deputy), the Technical Coordinator, the secretariats, and a member of the DBCP. The Board should normally confer by e-mail, although opportunistic arrangements for face-to-face meetings should be exploited in the normal way. A quorum would consist of the DBCP Chairperson (or deputy) and at least two of the other four members. At the time of writing this report the DBCP Executive Board is comprised of the following individuals:

- David Meldrum, Chairperson
- Sid Thurston, DBCP Member
- Hester Viola, DBCP Technical Coordinator
- Candyce Clark, IOC
- Edgard Cabrera, WMO

3.11 The Panel reviewed the table of expenditures and income for the year 2007 as detailed in Appendix E, along with the table of provisional contributions. Notwithstanding some expected surplus in the coming intersessional period, the Panel agreed that the scale of national contributions to the Trust Fund should remain at the same level as previous years, considering that requirements falling to the Panel were increasing, as were the number of activities that it was planning on its own accord. In this context, the Panel asked its Chairperson, assisted by Mr Grooters and the secretariats, to identify these new activities and assign budget lines to them, with indicative figures for upper limits of expenditure. A proposal suggesting these new indicative figures is attached as *Appendix E* including the following changes and proposed new actions;

- (i) Allowable expenditure for outreach and publication is increased for 2007, in view of the need for a new DBCP brochure;
- (ii) A contingency line item is proposed for both WMO and IOC accounts, to protect the Panel against USD/EUR exchange rate fluctuations and other unexpected expenditure;
- (iii) Three new line items are introduced, including (a) Technical Evaluations, (b) Capacity Building, and (c) Collaborative Arrangements.

3.12 The Panel carefully reviewed this proposal, and finally agreed to the 2007 contributions and planned budget as proposed.

3.13 Even with the current healthiness of the Trust Fund, the Panel noted that the timely contribution from nations is critical to secure the TC employment contract, considering the yearly cycle of the administration within WMO and IOC. The Panel encouraged the Members to ensure that their contributions were made in good time, and again expressed its sincere thanks to those nations that were able to contribute to the Trust Fund.

Appendices: 5

APPENDIX A

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
COMMISSION OCÉANOGRAPHIQUE INTERGOUVERNEMENTALE
COMISIÓN OCEANOGRÁFICA INTERGUBERNAMENTAL
МЕЖПРАВИТЕЛЬСТВЕННАЯ ОКЕАНОГРАФИЧЕСКАЯ КОМИССИЯ



Téléphone : + 33 (0) 1 45 68 39 88
Telex : 204461 Paris
Facsimilé : + 33 (0) 1 45 68 58 12
E-mail : b.lee@unesco.org
UNESCO
1, rue Miollis
F-75732 Paris Cedex 15, France

WORLD METEOROLOGICAL ORGANIZATION
ORGANISATION MÉTÉOROLOGIQUE MONDIALE
ORGANIZACIÓN METEOROLÓGICA MUNDIAL
ВСЕМИРНАЯ МЕТЕОРОЛОГИЧЕСКАЯ ОРГАНИЗАЦИЯ



Téléphone : + 41 (0) 22 730 84 49
Telex : 23260 OMM CH
Facsimilé : + 41 (0) 22 730 81 28
E-mail : oca@wmo.int
7 bis, avenue de la Paix
Case postale N° 2300
CH-1211 Genève 2, Suisse

Joint IOC-WMO Circular Letter DBCP No. 05-59

Paris, 1 December 2005

Annex: 2 (available in English only)

Subject: Position for a Technical Coordinator of the Data Buoy Co-operation Panel

Actions required: To identify and encourage the submission of candidatures for the position of DBCP/SOOPIP Technical Coordinator

To: Permanent Representatives of Members of WMO represented on JCOMM
Member States of IOC

Dear Sir/Madam,

We are seeking candidates for the position of technical coordinator for the Data Buoy Cooperation Panel (DBCP) and the Ship Of Opportunity Programme (SOOP) Implementation Panel (SOOPIP), which form part of the JCOMM in situ Observing Platform Support centre (JCOMMOPS) (www.jcommops.org), located within CLS/Service Argos in Toulouse, France.

The DBCP and SOOPIP are subsidiary bodies of the Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM), which is a major constituent body jointly sponsored by WMO and IOC. Both undertake coordination at the international level of the observational networks for which they are responsible. The DBCP coordinates the deployment, maintenance and collection of data from instrumented oceanographic and meteorological drifting buoys and moored buoys on the high seas. The SOOPIP undertakes a similar role regarding ship based ocean sub-surface observations, primarily from Expendable BathyThermographs (XBT). Both address data requirements expressed by the World Weather Watch (WWW), the Global Ocean Observing System (GOOS), and the Global Climate Observing System (GCOS). Since September 2005, the DBCP coordinates a network of about 1250 drifting buoys operational in the world oceans. SOOPIP is working towards the goal of routinely sampling 51 ship lines on a global and sustained basis. The particular needs of oceanographic research for deferred time quality data and of operational meteorology and oceanography for real time data are stressed. The role of the technical coordinator is essentially to assist in the DBCP and SOOPIP programme implementation, to monitor programme activities and performances, and to act as a focal point for buoy and ship operators, data centres, data users, satellite data telecommunication providers, and manufacturers. The successful applicant reports to the DBCP and SOOPIP chairmen, with line management being provided by the Executive Secretary IOC. The Technical Coordinator is also responsible for the development and operations of the JCOMMOPS. In this regard, he/she works in close cooperation with the Argo Technical Coordinator who runs the Argo Information Centre (AIC), also presently located in the JCOMMOPS, Toulouse.

Practical details regarding the position and required skills and experience are provided in Annex A; duties and responsibilities of the coordinator are listed in Annex B.

Qualified candidates without distinction of sex or nationality are invited to apply for the position, by submission of a UNESCO application form (which can be downloaded from http://www.jcommops.org/doc/DBCP/UNESCO_CV.doc). More details can be obtained by contacting Ms Boram Lee at the IOC Secretariat:

Boram Lee
IOC/UNESCO
1, rue Miollis
75732 Paris CEDEX 15
France
Tel: +33 1 45 68 39 88
Fax: +33 1 45 68 58 12
Email: b.lee@unesco.org

All applications should be submitted (if possible by e-mail) before 15 January 2006.

We look forward to receiving applications from suitably qualified candidates, for the future improvement of JCOMMOPS and the continued successful implementation of DBCP and SOOP programmes.

Yours sincerely,

P. Bernal
Executive Secretary IOC

Hong Yan
for the Secretary-General of WMO

cc: National focal points for the DBCP
Chairperson, Vice-chairpersons and Technical Co-ordinator, DBCP

* English version is being dispatched. Other versions will follow as soon as available.

ANNEX A**DBCP and SOOPIP Technical Coordinator
Position Description**

Grade	UNESCO Appointment of Limited Duration (ALD), grade P1, P2, or P3 depending upon skills and experience.
Type	Full time
Location	Toulouse
Starting date	As soon as possible after 1 March 2006
Duration of contract	1 year contract in the first instance with the possibility of renewal up to a maximum of 4 years.
Salary	(without dependants) P1: About \$32 600 net salary plus about \$16 600 for post adjustment (1 year) P2: About \$41 000 net salary plus about \$20 900 for post adjustment (1 year) P3: About \$49 100 net salary plus about \$25 000 for post adjustment (1 year)
Benefits	Included (health insurance, retirement). 30 days vacation yearly. Salaries and other emoluments paid by the Organization are free of income tax in France.
Work environment	Large office (about 20 m ²) in modern and recent building with view over historical "Canal du Midi" shared with Argo Technical Coordinator. Team work with the latter. Located within CLS, Service Argos, a 210 people subsidiary of the French space Agency (CNES), in Toulouse, where all required computer facilities are made available to the Technical Coordinator, including high speed Internet access, laptop portable computer, Power Mac G5, flat LCD screen, usual office software, and any additional required software. Local secretariat support also provided by CLS and good spirit of cooperation. Proximity with Mercator (operational ocean model), CNES, and Météo France. JCOMMOPS information system includes 3 servers, including 1 Apple Xserve, a database, a Geographical Information System (GIS), and a dynamic web site.
Titles and skills	University degree in physics, mathematics, engineering or an oceanographic or atmospheric science. Computer skills, including ability to write technical specifications, computer programmes in java, understanding of database management systems and SQL, and practical experience in Internet web server development.
Experience	4 years of practical experience at national level in physical oceanography or meteorology or its applications. Understanding of observational platform requirements for operational meteorology and oceanography. Understanding of data management procedures in place at meteorological or oceanographic centres for the exchange of observational data. Experience in software development. Good sense of communication, ability to deal with very technical matters as well as with more political or organizational ones. Some experience or understanding of international activities in marine or atmospheric sciences and a willingness to work in this environment would be useful.
Language skills	Excellent knowledge of English both speaking and writing. Working knowledge of other working languages of the WMO_IOC Secretariat (French, Russian and Spanish) would be an advantage.

**DBCP and SOOPIP Technical Coordinator
Duties and Responsibilities**

Under the general supervision of the Executive Secretary, IOC, acting in close collaboration with the Secretary General of WMO, and under the technical guidance from the Chairman of the Data Buoy Cooperation Panel (DBCP, www.dbcp.noaa.gov), and the Chairman of the Ship Of Opportunity Programme Implementation Panel (SOOPIP, www.brest.ird.fr), the incumbent through direct contacts with observing platform operators, data telecommunication providers, and data assimilation centres, will assist as appropriate in the implementation and operations of a global system. The incumbent will therefore have the following duties and responsibilities. Observing platforms below refer to drifting buoys, moored buoys in the high seas, and ship based observational platforms. 70% of the time will be spent on DBCP related issues, and 30% on SOOPIP.

Duties and responsibilities	% time
a) Assist when requested with the development of cooperative arrangements for buoy deployment and operations of ship based observing platforms; maintain information on buoy deployment opportunities;	5%
b) Assist in collection and distribution in real time of quality observational platform data for operational meteorology and oceanography, as well as for research purposes. This involves in particular assistance in promoting and facilitating the insertion of all available and appropriate data from observing platforms into the Global Telecommunications System (GTS) and into appropriate data distribution system and permanent archives (e.g. GTSPP, RNDOC/DB);	15%
c) Act to resolve any issues arising between observational platform operators, manufacturers, data telecommunication providers, data assimilation centres, quality control and archiving agencies, WMO and IOC;	15%
d) Assist in the development, implementation, and management of quality control procedures for observing platform data; assist in relaying feed-back quality information from data users to platform operators, and in particular monitor and maintain DBCP "quality control guidelines";	4%
e) Assist in collection of metadata regarding observing platforms;	4%
f) Assist in standardization of instrumentation, data formats, and operational procedures;	4%
g) Provide technical assistance and support to DBCP Action Groups;	5%
h) Through direct contacts with potential users in member states, advertise the DBCP and SOOP programmes, encourage use of observing platform data, and active participation of new member states in these programmes;	4%
i) Act as a clearing house for information on all aspects of observational platform data use; maintain DBCP and SOOPIP web sites;	10%
j) Develop and maintain JCOMMOPS, its database, Geographical Information System, and web based monitoring system as far as data buoys and ship based observing platforms are concerned. Work in synergy with the Argo Technical Coordinator in this	10%
k) Compile and produce monthly monitoring products, including (i) DBCP monthly status by country and maps, (ii) JCOMMOPS monthly status maps, (iii) SOOP monthly BATHY report, (iv) SOOP monthly quality report, and (v) SOOPIP semestrial resources survey. Suggest and produce additional products as requested or needed;	5%
l) Promote an improved international dialogue between oceanographers and meteorologists, and between research and operational communities;	5%
m) Supervise administratively the Argo Technical Coordinator, bearing in mind that his/her work priorities and tasks are defined by the Argo Steering Team (AST).	4%
n) Prepare documents for, participate in and report to the regular meetings of the DBCP and SOOPIP, and represent these groups at other relevant technical meetings, both inside and outside WMO and IOC, as required.	10%

APPENDIX B

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
COMMISSION Océanographique Intergouvernementale
COMISION OCEANOGRÁFICA INTERGUBERNAMENTAL
МЕЖПРАВИТЕЛЬСТВЕННАЯ ОКЕАНОГРАФИЧЕСКАЯ КОМИССИЯ

Téléphone: +33.1 45 68 10 00
Télégrammes: UNESCO PARIS
Télex: 204461 Paris
Facsimilé: +33.1 45 68 58 12
E-mail: b.lee@unesco.org
1, rue Miollis, Paris, France



WORLD METEOROLOGICAL ORGANIZATION
ORGANISATION MÉTÉOROLOGIQUE MONDIALE
ORGANIZACION METEOROLOGICA MUNDIAL
ВСЕМИРНАЯ МЕТЕОРОЛОГИЧЕСКАЯ ОРГАНИЗАЦИЯ



Téléphone: +41.22 730 82 23
Télégrammes: METEOMOND GENEVE
Télex: 41 41 99 OMM CH
Facsimilé: +41.22 733 81 28
E-mail: echarpentier@wmo.int
Case postale n° 2300, CH-1211 Genève 2, Suisse

DATA BUOY CO-OPERATION PANEL

17 February 2006

Dear Colleague:

Progress towards the appointment of a new Technical Coordinator for DBCP and SOOP

I am pleased to advise that we have received 46 high quality applicants for the above post, and that we can be confident of providing a continued high level of technical support to the DBCP and SOOP communities, and to JCOMMOPS as a whole.

We are now at a stage where we would like to invite your assessments of the candidates in the light of both the short and long term requirements of DBCP and SOOP. In order to streamline this process, Boram Lee (IOC), Etienne Charpentier (WMO) and myself have met to review the selection criteria, and to sift the applicants. Attached to this message please find a file containing the CVs, supporting papers and a score sheet for the 11 strongest candidates. We invite you to review the CVs and grade the list according to one of the following options:

1. **If really busy.** Simply rank the candidates in order 1 (top) to 11 (bottom).
2. **If you have a little more time.** Assign scores from 0 (low) to 10 (high) to each candidate according to the following criteria:
 - Technical ability, especially in IT
 - Communication skills, especially in English
 - Ability to work in a small team
 - Potential to deliver the longer term aims of DBCP and SOOP
 - Personality, including your personal feelings about the candidate's suitability to become a member of our family!
3. **If you have an extra 30 minutes.** Make brief comments that we can use as a basis for a feedback letter to the unsuccessful candidates.

In making your assessments, please bear in mind our list of priorities for the post:

- Ability to keep JCOMMOPS running as an active and effective body
- Ability to learn quickly
- Ability to communicate effectively (in English) and negotiate persuasively
- Commitment

Although the initial appointment will only be for one year, to allow scope for an in-depth reappraisal of the JCOMMOPS mission, it is of course our intention to continue with the post, so please consider the applicant's potential to assume a wider and more proactive mission (e.g. in sensor or system evaluation, development of deployment opportunities and strategies, raising the international profile of JCOMMOPS), and his/her flexibility to relocate. Your opinions will be merged with ours to generate a shortlist of 3 or 4 applicants.

As this is a particularly critical time for DBCP, SOOP and JCOMMOPS, we believe that it is important to interview the short-listed candidates face to face if at all possible. One way to minimise the expense of this operation would be to hold the interviews immediately prior to the DBCP/JCOMM workshops at ECMWF, where the panels' interests will be well represented by chairs, vice chairs and both secretariats. The proposed interview date is Saturday 25 March. In addition to the usual exploration of abilities and experience, the occasion will also allow the candidate to make a short presentation on a specified theme, and for his/her personality to be assessed. It may also be appropriate to conduct a written test in English. Your comments and approval for this process are invited.

In order to give candidates sufficient time to prepare for interview, it is important to have your grades by **24 February**. Please contact me if you require further information or clarification. For those interested, a complete list of CVs can be found at <ftp://ioc.unesco.org/LEE/DB>.

Yours sincerely



David Meldrum

Chair, Data Buoy Cooperation Panel
Scottish Association for Marine Science
Dunstaffnage Marine Laboratory
Oban PA37 1QA
Scotland

tel: (+44) 1631 559000
fax: (+44) 1631 559001
direct: (+44) 1631 559273
mobile: (+44) 7774 690630
mail: dtm@sams.ac.uk

Circulation:- **for action:** OPA chair, SOT chair, SOOIP chair, DBCP vice chairs, major DBCP funders
for information: JCOMM co-chairs, Argo project office director, IOC and WMO secretariats

APPENDIX C

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION		ORGANISATION DES NATIONS UNIES POUR L'EDUCATION, LA SCIENCE ET LA CULTURE		Leave blank - Laisser en blanc		
CURRICULUM VITAE		CURRICULUM VITAE		R		
<p>Please complete this form in English or French. Type or Print the requested information. You are requested to attach certified copies of your main diplomas listed in box 13. You may be requested to furnish documentary evidence in support of other statements made in this document. UNESCO does not acknowledge receipt of this form, which will nevertheless be examined carefully. You will be contacted only where a specific possibility of employment with the Organization exists. UNESCO will not keep this form beyond a period of two years from the date of its reception.</p>		<p>Veillez remplir ce formulaire en anglais ou en français, de préférence à la machine, sinon en caractères d'imprimerie. Il vous est demandé de joindre une copie certifiée conforme des principaux diplômes dont vous faites état à la case 13. Il pourra vous être demandé de fournir des pièces justificatives à l'appui des autres déclarations faites dans ce document.</p> <p>L'UNESCO n'accuse pas réception de ce formulaire, qui sera néanmoins examiné avec soin. Vous serez contacté uniquement s'il existe une possibilité concrète d'emploi à l'Organisation. Ce formulaire ne sera pas conservé au-delà de deux ans à compter de la date de sa réception.</p>		C		
1. Family name (Surname) - <i>Nom de famille</i>		First names - <i>Prénoms</i>		Maiden name - <i>Nom de jeune fille</i>		
Viola		Hester Jane				
2. Permanent address - <i>Domicile permanent</i>			Telephone			
27 Turnbull Grove, Northcote 3070, VIC, Australia			61 415219516 (Mobile)			
3. Mailing address (if different from above) <i>Adresse postale</i> (Si elle diffère de la précédente)			Telephone			
4. A) Date of birth - <i>Date de naissance</i>		B) Country and place of birth <i>Pays et lieu de naissance</i>		C) Sex - <i>Sexe</i>	D) Marital status - <i>Etat civil</i>	
day/jour month/mois year/année						
18 09 1976		United Kingdom, London		Female	De Facto	
5. A) Citizenship at birth <i>Nationalité à la naissance</i>		B) Present citizenship (since) <i>Nationalité actuelle (depuis)</i>				
British and Australian		British, Australian				
C) Have you taken any legal steps towards changing your present nationality? <i>Avez-vous entrepris des démarches officielles aux fins de changer votre nationalité actuelle?</i>						
No						
6. Give the following information about persons fully dependent upon you for financial support. <i>Donnez les renseignements suivants sur les personnes qui sont, financièrement, entièrement à votre charge.</i>						
Name of dependant <i>Nom de la personne à charge</i>		Date of birth <i>Date de naissance</i>	Relationship <i>Degré de parenté</i>	Name of dependant <i>Nom de la personne à charge</i>	Date of birth <i>Date de naissance</i>	Relationship <i>Degré de parenté</i>
7. List any of your relatives employed by the United Nations or its Specialized Agencies <i>Donnez les noms de ceux de vos parents qui sont employés par les Nations Unies ou une des institutions spécialisées.</i>						
Name - <i>Nom</i>		Relationship <i>Degré de parenté</i>		Name of international organization <i>Nom de l'organisation internationale</i>		
8. Would you object to serving in any regions of the world? If so indicate which and why <i>Auriez-vous des objections à travailler dans certaines parties du monde? Dans l'affirmative, indiquez lesquelles et pourquoi</i>				9. Would you accept employment for : <i>Accepteriez-vous un emploi d'une durée de :</i>		
Not Applicable				yes/oui no/non		
				Up to 6 months <i>moins de 6 mois</i> <input type="checkbox"/>		
				6 months to 1 year <i>6 mois à un an</i> <input checked="" type="checkbox"/>		
				more than 1 year <i>plus d'un an</i> <input checked="" type="checkbox"/>		
10. How much notice would you require to report for work ? <i>Dans quel délai pourriez-vous entrer en fonction ?</i>						
~ 1 - 1.5 months						
11. If employed, you will be required to pass a medical examination. Have you any disabilities which might limit your perspective field of work or preclude your undertaking any necessary travel by air? <i>En cas d'engagement un examen médical est nécessaire. Avez-vous une infirmité quelconque susceptible de restreindre vos activités professionnelles ou de vous interdire tout voyage par avion que vous pourriez être appelé à effectuer ?</i>						
No						
12. For what type of work or for which specific post do you wish to be considered? <i>Quel genre d'emploi ou quel poste précis vous intéresse ?</i>						
Position for a Technical Coordinator of the DBCP and SOOP						

<p>13. EDUCATION – Etudes - List in chronological order the educational establishments you have attended from the age of 14, including in-service training sessions having led to the granting of a diploma. <i>Enumérez, en suivant l'ordre chronologique, les établissements d'enseignement que vous avez fréquentés depuis l'âge de 14 ans. Mentionnez également les stages de perfectionnement ayant abouti à l'obtention d'un diplôme.</i></p>																	
Name, place and country <i>Nom, adresse et pays</i>	Years attended <i>Années d'études</i>				Degrees, diplomas, etc. (in original language) : state main subjects <i>Diplômes, titres (titre original) : indiquez matières principales</i>								Date obtained <i>Date d'obtention</i>				
	From - de		To - à														
A) Secondary, Technical, Apprenticeship, etc. <i>Secondaire, Technique, Apprentissage, etc.</i>																	
Mac.Robertson Girls High School, Melbourne, Australia	1991		1994		Victorian Certificate of Education (87%)								Dec 94				
B) University or equivalent - <i>Universitaire ou équivalent</i>																	
University of Melbourne, Melbourne, Australia	1995		1999		<p>Bachelor of Science (Meteorology) and Bachelor of Geomatics (Honours) Main Subjects:</p> <ul style="list-style-type: none"> • Meteorology, Earth Sciences, Fundamentals of the Atmosphere, Weather and Climate Systems, Atmosphere-Ocean Interaction and Climate: Mechanisms & Variability • Computer programming • Mathematics (7 units) & Statistics (1 unit) • Physics (3 units) • Information science • GIS, Spatial analysis and Geomatics Science • Remote sensing and Surveying • Professional Development • Honours Project entitled : User Requirements for an Online Spatial Decision Support System 								31 Dec 1999				
Monash University, Melbourne, Australia	2003		2005		<p>Master of Information Management and Systems. Completed with High Distinction. Main Subjects (Information Systems Development Specialisation):</p> <ul style="list-style-type: none"> • Java for Programming Multimedia Applications • Internet Applications Development • Web-based Systems Development • Information Systems Development Practices • Information Systems Modelling • Data Warehousing 								1 Dec 2005				
<p>14. List professional societies to which you belong and your activities in public or international affairs. <i>Enumérez les associations professionnelles dont vous êtes membre ; vos activités publiques et internationales.</i> Spatial Sciences Association (Australia)</p>																	
<p>15. List but do not attach, your significant publications. Include publisher and date of publication. <i>Enumérez, sans les joindre, tous travaux importants que vous avez publiés. Indiquez le nom de l'éditeur, le lieu et la date de publication.</i></p>																	
16. LANGUAGES <i>LANGUES</i>		<p>A) Mother tongue : <i>Langue maternelle :</i> English</p>															
		<p>Ability to - <i>Aptitude à :</i></p>															
B) Other languages <i>Autres langues</i>		Speak/ <i>Parler</i>				Write/ <i>Rédiger</i>				Read/ <i>Lire</i>				Understand/ <i>Comprendre</i>			
		Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight
		Excellente	Bonne	Passable	Faible	Excellente	Bonne	Passable	Faible	Excellente	Bonne	Passable	Faible	Excellente	Bonne	Passable	Faible
English / <i>Anglais</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French / <i>Français</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. CLERICAL SKILLS - STENO-DACTYLOGRAPHIE Indicate speeds in words per minute, after verification on non-commercial texts. <i>Indiquez les vitesses en mots-minute après vérification des vitesses sur textes non-commerciaux.</i>								18. OFFICE AUTOMATION – BUREAUTIQUE List any information equipment and software you can use. <i>Enumérez les équipements de traitement de l'information et les logiciel que vous pouvez utiliser.</i>									

<p>Reason for wishing to leave - <i>Pourquoi désirez-vous changer d'emploi ?</i> Re-locating to Europe (preferably France or Switzerland) with partner. Position at the Bureau of Meteorology is non-ongoing.</p>	<p>6. <u>Liaise</u> with users/clients and provide advice on a range of Geographic Information System technology problems. Provide <u>support</u> to Head Office Branch and Regional Office staff using Geographic Information Systems and related spatial data. Guide Bureau staff in the use of spatial Web Services and oversee the implementation of related pilot projects and systems</p> <p>7. <u>Investigate and report on emerging spatial technologies relevant to meteorological</u> and associated spatial information.</p> <p>Additionally and more specifically (as outlined in the attached resume) the role includes:</p> <ul style="list-style-type: none"> • Maintaining <u>web based</u> map applications for using MapServer Web mapping tool, including instances of Web Map Services and Web Feature Services. <u>Managing data</u> in a PostgreSQL/PostGIS database and using PHP to generate configuration files for MapServer. Preparation of <u>project plans</u> for each stage in the development of these web based applications. • <u>Web page development</u>, to render the web maps and demonstrate use of Web Services in client applications, such as Google Earth, open source mapping systems and the ESRI suite. General <u>web page maintenance</u> for the Data management section and specific project Intranet pages, including automation of maps and content using PHP and JavaScript. • Undertook <u>stakeholder analysis and needs assessment</u>, to aid in preparing a Project Development Plan for the <i>Spatial Database Project</i> and understand spatial data users' needs. This proposal indicated scope, resource requirements, budget and time lines. Now assisting with the Project Implementation Plan. • Developing and fostering <u>good working relationships</u> with key spatial data users within head office and regional offices. <u>Providing support and advice</u> to fellow staff on GIS related issues and spatial data management. • <u>Acting supervisor</u> of Geospatial Data Unit (two technical cartographic officers) for several months • Contributed to the Bureau's spatial data services for the Spatial Interoperability Demonstrator Project. (http://www.sidp.com.au) • Representing the Bureau on the Australian Water Data Infrastructure Project, Technical Working Group to develop a portal for water resource data. Involves database connectivity and provision of web services, from the Climate archive, as required by users.
<p>B. PREVIOUS POSITION - POSTE ANTERIEUR</p>	<p>Description of your duties (underline the main points); include number and type of subordinates.</p>
<p>Dates of employment - <i>Durée d'emploi</i> From : 2000 To: 2003 De : A :</p>	<p><i>Décrivez vos fonctions, en soulignant les principales ; indiquez également le nombre et les fonctions des personnes sous vos ordres.</i></p>
<p>Annual salary - <i>Traitement annuel</i> Starting : 37,000 Final : 45,000 De début: A la fin :</p>	<ul style="list-style-type: none"> • <u>Project manager</u> for various spatial data, GIS and information systems related projects.
<p>Exact title of your position and place of work <i>Titre exact de votre poste et lieux d'activité</i> Geographic Information Systems Consultant Environmental Business Unit</p>	<ul style="list-style-type: none"> • Experience included a variety of roles on projects relating to <u>GIS, data maintenance, management of data capture, application development and mapping</u>. It has also involved ongoing contact with <u>internal and external clients</u> providing GIS services, needs analysis and advice on the most <u>appropriate use of technology and data</u>. A significant part of the role was in <u>documentation</u> of systems and <u>procedures</u> and has also involved <u>contribution to proposal reports</u> and tender responses, plus <u>business case development</u>.
<p>Name and address of employer - <i>Nom et adresse de l'employeur</i> Sinclair Knight Merz 500 Orrong Road, Armadale Melbourne 3142.</p>	<ul style="list-style-type: none"> • Completed a two-day <u>project management</u> course, one-day risk management course, occupational health and safety and workplace behaviour course.
<p>Type of work - <i>Genre d'activité</i></p>	

Project Management Analyst Consultant	
Name and title of your immediate supervisor <i>Nom et titre de votre supérieur direct</i> Peter O'Neill Manager Geo-IT, Spatial Division	
Reason for leaving - <i>Cause de départ</i> New role at the Australian Bureau of Meteorology	

C. PREVIOUS POSITION - POSTE ANTERIEUR	Description of your duties (underline the main points); include number and type of subordinates. <i>Décrivez vos fonctions, en soulignant les principales ; indiquez également le nombre et les fonctions des personnes sous vos ordres.</i>
Dates of employment - <i>Durée d'emploi</i> From : 1999 To: 1999 <i>De :</i> A :	<p>Experience included:</p> <ul style="list-style-type: none"> • <u>Map creation</u>, • Use of Geographic Information Systems • <u>Database management</u>. <p>Developed a map at the Australian Antarctic Division, which hangs in the main hall of the Division and is used to show the progress of boats on voyages to Antarctica.</p> <p>Map can be viewed at: http://aadc-maps.aad.gov.au/aadc/mapcat/display_map.cfm?map_id=11008</p>
Annual salary - <i>Traitement annuel</i> Starting : Voluntary Final : <i>De début:</i> A la fin :	
Exact title of your position and place of work <i>Titre exact de votre poste et lieux d'activité</i> Vacation Student Australian Antarctic Data Centre	
Name and address of employer - <i>Nom et adresse de l'employeur</i> Australian Antarctic Division Channel Highway Kingston Tasmania 7050 AUSTRALIA	
Type of work - <i>Genre d'activité</i> Voluntary Vacation Work for two months.	
Name and title of your immediate supervisor <i>Nom et titre de votre supérieur direct</i> Lee Belbin Manager, Australian Antarctic Data Centre	
Reason for leaving - <i>Cause de départ</i> Vacation work only.	

D. If applicable, give here a brief résumé of employment(s) held before those covered above.

Si vous le jugez utile, résumez ici vos divers emplois antérieurs.


Geomatic Technologies - <http://www.geomatic.com.au/>

Temporary Vacation Position - Spatial Data creation using ESRI ArcView and ArcInfo.

20. REFERENCES : List three persons not related to you by blood or marriage, who are familiar with your character and qualifications. Do not repeat names listed in item 19.

REFERENCES : Indiquez trois personnes (parents ou alliés exclus) pouvant donner sur vous des renseignements d'ordre moral et professionnel. Ne répétez pas des noms déjà cités dans la case 19.

Name - <i>Nom</i>	Full address - <i>Adresse complète</i>	Profession
David Thomas	Superintendent Data Management Section, Australian Bureau of Meteorology , 700 Collins Street, Melbourne 3008.	Senior Manager, Meteorologist
Kelvin Wong	Data Management Section, Australian Bureau of Meteorology , 700 Collins Street, Melbourne 3008.	Meteorologist, Manager
Rivkah Mellor-Bessant	3 Leonard Court, Edwardes Square, London W8 6NL	Lawyer

<p>21. Have you any objection to our making enquiries with your present employer ? Voyez-vous quelque inconvénient à ce que nous prenions des renseignements auprès de votre employeur actuel ?</p>	<p>yes <input type="checkbox"/> no <input checked="" type="checkbox"/> oui non</p>
<p>22. State briefly any other relevant facts. Include information regarding any residence outside the country of which you are a citizen. <i>Donnez brièvement tout autre renseignement afférent à votre candidature. Donnez également des précisions sur toute période de résidence hors du pays dont vous êtes ressortissant.</i></p> <ul style="list-style-type: none">• Lived for two years in London before moving to Australia in 1978.• Studied French at High School for 4 years. Currently completing French classes at Alliance Française http://www.alliancefrancaisemelb.asn.au/ to improve, before re-locating to Europe early this year.• Full resume and academic transcripts are attached. The actual Diploma for the Master of Information Management and Systems will not be issued until March (after the graduation ceremony).	
<p>23. I certify that the statements made by me in answer to the foregoing questions are true and complete. I understand that wilful misrepresentation renders me liable to dismissal, if employed. <i>Je certifie que les réponses que j'ai faites aux questions ci-dessus sont complètes et exactes. Je reconnais qu'en donnant sciemment une indication inexacte, je me rendrais passible de renvoi immédiat, au cas où je serais engagé.</i></p>	
<p>Signature _____  _____</p>	<p>Date 11/01/2006 _____</p>

APPENDIX D

WMO AND IOC STATEMENTS OF ACCOUNT

IOC STATEMENT OF ACCOUNT FOR 1 AUGUST 2005 ~ 31 JULY 2006

193-GLO-2001

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION

Mr. Charpentier Salary, Mission and Other Costs

(Statement of Account from 1 August 2005 to 31 July 2006)

(Expressed in US Dollars)

Balance Brought Forward as at 1 August 2005 :		85,634.73	
Funds Received from:			
NOAA	Aug-05	105,000.00	
Sams Research	Aug-05	975.00	
Bill Woodward	Aug-05	1,000.00	
WMO	Sep-05	82,600.00	
Meteo France	Sep-05	1,000.00	
Canada	Oct-05	1,000.00	
WMO	Oct-05	4,000.00	281,209.73
<u>Deduct:</u>			
Disbursements			
Salary of Mr Charpentier :			
	8/2005-12/2005	59,555.26	
	1/1/2006	11,979.06	71,534.32
Missions :			
	<u>Mr Charpentier</u>		
	Washington/San Diego - USA - 23/04/2005 to 07/05/2005	3,489.35	
	Visit PMEL - 02/06/2005 to 08/06/2005	2,774.49	
	Halifax - Canada - 17/09/2005 to 24/09/2005	2,456.14	
	Chile - 12/10/2005 to 27/10/2005	5,104.52	
	Paris - France - 18/11/2005	687.72	
	USA - 12/12/2005 to 16/12/2005	2,877.11	17,389.33
	<u>Ms Hester Viola</u>		
	Toulouse July 2006	712.96	18,102.29
Sub-contract :			
	"Collecte Localisation Satellites" - paid in October 2005	14,663.42	
	Servicio Meteorologico Nacional - paid in Sep/Nov. 2005	8,000.00	22,663.42
Cash balance as at 31 July 2006			168,909.70

Authoritative figures are those contained in the financial statements prepared by the UNESCO Comptroller.

INTERIM WMO STATEMENT OF ACCOUNT AS AT 31 JULY 2006

World Meteorological Organization

Data Buoy Co-operation Panel

Interim Statement of Account as at 31 July 2006

(expressed in US dollars)

Balance from 2005	- - - - -	25,621	-
Adjustment to Opening Balance (2004-2005 Support Costs)		<u>(3,460)</u>	
Adjusted Opening Balance			22,161
Contributions received			<u>83,493</u>
 Total Funds Available			 105,654
 Obligations Incurred			
Travel - non-WMO Staff		20,095	
Travel - WMO Staff		<u>2,019</u>	
Total expenditures		22,114	
Support Costs (1%)		<u>221</u>	
Total expenditures including Support Costs			<u>22,335</u>
Balance of Fund		US \$	<u><u>83,319</u></u>
 <u>Represented by.</u>			
Cash at Bank	84,473		
Exchange Adjustments	<u>9,962</u>		94,435
 Less: Unliquidated Obligations	11,099		
Accounts Payable	<u>17</u>		<u>11,116</u>
		US \$	<u><u>83,319</u></u>
-	-	-	-
-	-	-	-
-	-	-	-

CONTRIBUTIONS RECEIVED

Australia	16,200
France	47,393
Germany	6,000
India	3,000
New Zealand	2,400
South Africa	4,500
United Kingdom	4,000
TOTAL	<u>83,493</u>

WMO FINAL STATEMENT OF ACCOUNT AS AT 31 DECEMBER 2005
 (actions arising from this Panel session are indicated in bold)

World Meteorological Organization

Data Buoy Co-operation Panel

Final Statement of Account as at 31 December 2005

(expressed in US dollars)

-	-	-	-	-	-	-
Balance from 2003						125,361
Contributions received						<u>246,481</u>
 Total Funds Available						 371,842
 Obligations Incurred						
		2004		2005		Total
Consultants	9,992		10,911			20,903
Travel	9,459		7,533			16,992
Transfer to Marine Programme	12,000		-			12,000
Contribution to JCOMMOPS Data Devt	6,527		-			6,527
Contribution to DBCP/JTA Mtg 33080/2005	-		3,000			3,000
Payment to IOC/ Logistic Support	204,000		82,600			286,600
Bank charges	128		71			199
		<u>242,106</u>		<u>104,115</u>		<u>346,221</u>
 Balance of Fund					US \$	<u><u>25,621</u></u>
 <u>Represented by.</u>						
Cash at Bank			26,775			
Exchange Adjustments			9,962			36,737
 Less: Unliquidated Obligations			11,099			
Accounts Payable			<u>17</u>			11,116

US \$ 25,621

CONTRIBUTIONS RECEIVED	2004	2005	Total
Australia	16,875	14,500	31,375
Canada	12,500	12,500	25,000
CLS Service ARGOS	10,000	-	10,000
France*	36,633	73,746	110,379
Germany	5,000	5,000	10,000
Greece	2,200	-	2,200
Iceland	2,250	-	2,250
India	-	3,000	3,000
Ireland	1,517	-	1,517
Japan	10,000	2,000	12,000
Netherlands	1,970	-	1,970
New Zealand	2,395	2,000	4,395
Norway	395	-	395
South Africa	3,750	3,750	7,500
USA	22,500	2,000	24,500
TOTAL	<u>127,985</u>	<u>118,496</u>	<u>246,481</u>

*The contributions from France received in 2004 include their contributions for the years 2002-03.

DATA BUOY CO-OPERATION PANEL**Statement of income and expenditure****For the period 1 January to 31 December 2006**

Amounts in United States dollars

1. Balance brought forward , 1 Jan 2006	25,621	
1.1 Adjustment to Surplus - 2004-2005 Support Costs	<u>(3,460)</u>	
1.2 Adjusted beginning balance		22,161
2. Income:		
2.1 Contributions received (please see below for details)		126,188
3. Total available funds during reporting period		<u>148,349</u>
4. Expenditure		
4.1 Direct project costs		
4.1.1 Individual contractors	12,090	
4.1.2 Travel - Other Representatives ad hoc travel	21,988	
4.1.3 Ad hoc travel of staff to attend non WMO mtgs	2,019	
4.1.4 Other Contributions	<u>6,518</u>	
4.1.5 Total direct costs	42,615	
4.2 Indirect project costs		
4.2.1 Support costs at 3%	1,278	
4.2.2 Bank charges	121	
4.2.3 Exchange differences	(8,928)	
4.2.4 Rounding differences	<u>(87)</u>	
4.2.5 Total indirect costs	(7,616)	
4.3 Total project expenditure		<u>34,999</u>
5. Balance of fund at 31 December 2006		<u><u>113,350</u></u>

Details of Contributions received during the period 1 January -31 December 2006

	Total	for 2006	for 2007
Australia	16,200	16,200	-
Canada	20,000	20,000	-
CLS Argos	15,000	-	15,000
France	47,393	47,393	
Germany	11,000	6,000	5,000

APPENDIX E

REVIEW ON THE STATUS OF DBCP TRUST FUND
Submitted by Frank Grooters, Finalized on 29 August 2006

DBC TRUST FUND Summary

BUDGET BASED ON WMO and IOC ACCOUNTING FOR 2004-2006 (AS AT 11 July 2006), IN US DOLLARS

Item	2004-2005			2006			2007			2008		
	Receipts	Obligation	Balance at 31 Dec.	Receipts	Obligation	Balance at 31 Dec.	Receipts	Obligation	Balance at 31 Dec.	Receipts	Obligation	Balance at 31 Dec.
DBC TRUST FUND												
Balance Brought Forward	226,744			273,338			296,371			324,748		
Contributions	748,556			142,293			214,100			214,100		
Adjustment to match WMO/IOC												
Expenditure												
Technical Coordinator		281,734			40,127			83,123			84,000	
Consultancy		20,903			15,000			15,000			15,000	
Travel		53,668			22,100			28,100			28,000	
Bank Charges/Support Cost		199			4,080			500			500	
IOC		286,600										
Marine Programme		12,000										
JCOMMOPS		43,858			20,000			22,000			22,000	
Publications					2,000			2,000			2,000	
Miscellaneous					8,633							
Contingency								30,000			30,000	
Supp Meetings/Workshops/Training		3,000			7,320			5,000			5,000	
Total DBCP	975,300	701,962		415,631	119,260		510,471	185,723		538,848	186,500	
Balance of DBCP Trust Fund			273,338			296,371		324,748				352,348
							Estimation					Rough estimation

DBCP Trust Fund: Income and Expenditure
(based on WMO and IOC Finance Information as at 11 July 2006, in USD)

DBCP	1 Jan2004 - 31 Dec 2005		Estimated Jan-Dec 2006		Estimated Jan-Dec 2007	
	WMO	IOC	WMO	IOC	WMO	IOC
Receipts						
Brought Forward	125,361	101,383	25,621	247,717	113,781	182,590
Contributions (listed below)	246,481	502,075	142,293	0	109,100	105,000
Adjustment to Match WMO						
Total Receipts	371,842	603,458	167,914	247,717	222,881	287,590
Expenditure/Oblig's						
Consultancy (JTA Chair)	20,903		15,000		15,000	
Tech Coordinator		281,734		40,127		83,123
JCOMMOPS logistic supp		37,331		15,000		15,000
IOC	286,600		0		0	
Marine Programme	12,000					
Travel/Missions						
Tech Coordinator		36,676		10,000		16,000
DBCP Chairman	4,342		2,100		2,100	
JTA Chairman	12,650		10,000		10,000	
Bank Charges/SuppCost	199		4080		500	
Projects & Activities						
Publications			2,000		2,000	
JCOMMOPS Data Devt	6,527		5,000		5,000	
Miscellaneous			8,633			
Contingency					30,000	
JCOMMOPS IS migration					2,000	
Supp. DBCP Mtgs/WSs	3,000		7,320		5,000	
Total Expenditure	346,221	355,741	54,133	65,127	71,600	114,123
Balance of Fund	25,621	247,717	113,781	182,590	151,281	173,467
Contributions						
Argos Inc		1,000				
Australia *	31,375		16,200		16,200	
Canada *	25,000	1,000	40,000		20,000	
CLS	10,000		15,000		15,000	
E-SURFMAR			47,393		48,000	
France(incl E-SURFMAR)	110,379	1,000				
Germany *	10,000		6,000			
Greece	2,200					
Iceland	2,250					
India *	3,000		3,000		3,000	
Ireland	1,517					
Japan *	12,000					
Netherlands	1,970					
New Zealand *	4,395		2,400		2,400	
Norway	395					
South Africa *	7,500		4,500		4,500	
United Kingdom		975	4,000			
United States of America *	24,500	207,500	3,800	0		105,000
WMO		290,600		0		0
Total	246,481	502,075	142,293	0	109,100	105,000

* incl. 2005 contribution

E=estimate

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- The difference between Expenditure (IOC \$286600) and income from WMO (\$290600) is \$1000 from the WMO Regular Budget
- The income from Germany is SOOPIP 2004 and 2005 (2*\$5000)
- The income from Japan is SOOPIP 2004 and 2005 (2*\$5000) and DBCP \$2000
- The WMO income from USA includes \$2000, from Australia \$1000 for the 2005 Argentina arrangement
- The IOC income from USA includes \$105000 advanced payment for 2006 incl. SOOPIP 2005 AND \$12500 SOOPIP and \$90000 DBCP 2004
- The income from France include late payments for 2002 and 2003 and E-SURFMAR 2004 and 2005 (@ 40k€
- Income from E-SURFMAR 2006, payment made by France
- Miscellaneous includes cost for interviews new TC in 2006
- Bank charges/Support cost 2006 includes Support cost 2004-2005 (\$3461), Estimate 2006 (1% total expenditures: \$419) and estimate bank charges @ \$200
- \$4000 in 2006 from UK as supplement to 2004 contribution
- \$20000 from Canada as supplement to the 2005 contribution, payment in 2006
- \$3800 allocated to DBCP TF in 2006 from US contribution \$10000 for support DBCP Workshop Reading; \$7320 total expenditure under item Supp. DBCP Mtgs/WSs in 2006

EXPENDITURES AND INCOME FOR 2005 ~ 2007Agreed by the Panel at its 22nd Session (20 October 2006)**SUMMARY**

INTERIM BUDGET BASED ON WMO and IOC ACCOUNTING FOR 2004-2006 (AS AT 11 July 2006) IN USD

Item	2004-2005 Balance		2006 Balance		2007 Balance		2008 Balance	
	Receipts	Obligator at 31 Dec.	Receipts	Obligator at 31 Dec.	Receipts	Obligator at 31 Dec.	Receipts	Obligator at 31 Dec.
DBCP								
Balance Brought Forward	226,744		273,338		309,185		212,185	
Contributions	748,556		138,493		214,100		214,100	
Adjustment to match WMO/IOC								
Expenditure								
Technical Coordination		281,734		40,127		93,000		98,000
Consultancy		20,903		15,000		15,000		15,000
Travel		53,668		14,119		22,100		28,000
Bank Charges/Support Cost		199		4,080		1,000		1,000
IOC		286,600						
Marine Programme		12,000						
JCOMMOPS		43,858		20,000		45,000		40,000
Outreach and Publications				2,000		10,000		10,000
Contingency						50,000		50,000
Supp Meetings/Workshops		3,000		7,320				
New Technical Evaluation						30,000		30,000
Capacity Building						25,000		25,000
Collaborative Arrangements						20,000		20,000
Total DBCP	975,300	701,962	411,831	102,646	523,285	311,100	426,285	317,000
Balance of DBCP Trust Fund		273,338		309,185		212,185		109,285

Estimation

Rough estimation

DBCP Trust Fund: Income and Expenditure
(based on WMO and IOC Finance Information as at 11 July 2006) in USD

DBCP	1 Jan2004 - 31 Dec 2005			Estimated Jan-Dec 2006		Estimated Jan-Dec 2007	
	WMO	IOC		WMO	IOC	WMO	IOC
Receipts							
Brought Forward	125,361	101,383		25,621	247,717	126,595	182,590
Contributions (listed below)	246,481	502,075		138,493	0	109,100	105,000
Adjustment to Match WMO							
Total Receipts	371,842	603,458		164,114	247,717	235,695	287,590
Expenditure/Oblig'ns							
Consultancy (JTA Chair)	20,903			15,000		15,000	
Tech Coordination		281,734			40,127		93,000
JCOMMOPS logistic supp		37,331			15,000		15,000
IOC	286,600			0		0	
Marine Programme	12,000						
Travel/Missions							
Tech Coordinator		36,676			10,000		20,000
DBCP Chairman	4,342			2,100		2,100	
NON-DBCP	12,650			2,019			
Bank Charges/SuppCost	199			4080		1,000	
Projects & Activities							
Outreach and Publications				2,000		10,000	
JCOMMOPS Data Devt	6,527			5,000		10,000	
Contingency						30,000	20,000
JCOMMOPS IS migration						20,000	
Supp. DBCP Mtgs/WSS	3,000			7,320			
New Technical Evaluation						30,000	
Capacity Building						25,000	
Collaborative Arrangement						20,000	
Total Expenditure	346,221	355,741		37,519	65,127	163,100	148,000
Balance of Fund	25,621	247,717		126,595	182,590	72,595	139,590
Contributions							
Argos Inc		1,000					
Australia *	31,375			16,200		16,200	
Canada *	25,000	1,000		40,000		20,000	
CLS	10,000			15,000		15,000	
E-SURFMAR				47,393		48,000	
France(incl E-SURFMAR)	110,379	1,000					
Germany *	10,000			6,000			
Greece	2,200						
Iceland	2,250						
India *	3,000			3,000		3,000	
Ireland	1,517						
Japan *	12,000						
Netherlands	1,970						
New Zealand *	4,395			2,400		2,400	
Norway	395						
South Africa *	7,500			4,500		4,500	
United Kingdom		975		4,000			
United States of America *	24,500	207,500			0		105,000
WMO		290,600			0		0
Total	246,481	502,075	0	138,493	0	109,100	105,000

* incl. 2005 contribution

E=estimate

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