

VOSCLIM PROJECT ACTION PLAN – SECOND YEAR

ACTION	WHOM	WHEN	STATUS
1. Modify electronic message/logbook software (e.g. TurboWIN) for new IMMT	KNMI, NOAA, JMA, other relevant participants	Jan. 2001	
2. Agree data transfer format RTMC-DAC	RTMC, DAC	Dec 2000	
3. Provide SOC with algorithms for computation of derived parameters in ship reports	Participants	Dec 2000	
4. Modify paper logbooks for new IMMT, including instructions for completion provided by SOC	SOC, relevant participants	Jan 2001	
5. Submit revised IMMT to JCOMM-I	WMO	June 2001	
6. Finalize project logo, prepare plaque	V. Zegowitz	Nov. 2000	
7. Finalize promotional booklet	P. Taylor, V. Zegowitz	Dec. 2000	
8. Prepare E, F, S versions of booklet	WMO	Jan. 2001	
9. Print booklet	Canada	March 2001	
10. Finalize survey report form and instructions, prepare electronic version and circulate for review	Australia	Dec. 2000	
11. Prepare electronic form in F, R, S and distribute to participants and DAC	WMO	Feb. 2001	
12. Submit standard survey form to JCOMM and eventually distribute to all VOS operators	WMO	June 2001 and after	
13. Finalize real time monitoring limits	Met Office and SOC	Nov. 2000	
14. Finalize ship inspection report form and instructions (paper and electronic) and circulate for review	Australia	Dec. 2000	
15. Prepare inspection form in F, S, R and distribute to participants and DAC	WMO	Feb. 2001	

16. Decide web site URL and provide to participants	DAC	Nov. 2000	
17. Prepare skeleton web site (including simulated data and metadata) and invite review by participants	DAC	Jan 2001	
18. Populate web site and initiate operations	DAC	April 2001	
19. Design newsletter format and list of contents and circulate to participants	WMO, Project Leader, P. Taylor, S. North	Dec. 2000	
20. Prepare first newsletter and transmit to DAC	WMO, participants	July 2001	
21. Prepare consolidated list of potential ships, plus line map and circulate to participants, DAC, RTMC	E. Kent	Dec. 2000	
22. Begin ship recruitment and submit survey forms to DAC	Participants	Apr 2001	
23. Third project meeting (Geneva)	Project Leader, WMO, participants	Nov. 2001	