

WORLD METEOROLOGICAL ORGANIZATION

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INTERGOVERNMENTAL OCEANOGRAPHIC  
COMMISSION (OF UNESCO)

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

SHIP OBSERVATIONS TEAM (SOT)

EIGHTH SESSION

CAPE TOWN, SOUTH AFRICA, 20-24 APRIL 2015

SOT-8 / INF. 2, Rev. 3  
(09.04.2015)

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ITEM: All

Original: ENGLISH

## DOCUMENTATION PLAN

*(Submitted by the Secretariat)*

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### Summary and purpose of the document

This is the documentation plan for the Meeting. It includes information on people invited to compile and submit documents to the WMO Secretariat, their recommended size, and the deadline for submitting the documents.

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### ACTION PROPOSED

Authors are invited to provide their input to the Secretariat before the proposed deadline. The participants will be invited to review the documentation prior to the meeting and to take the information into account when discussing relevant agenda items during the Session.

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**DOCUMENTATION PLAN**

Recommended sizes:

- S: small (i.e., about 1 to 2 pages)
- M: medium (i.e., about 3 to 6 pages)
- L: large (i.e., about 7 pages or more)
- T: template to be used

<b>Doc. No.</b>	<b>Agenda item</b>	<b>Title</b>	<b>Prepared by</b>	<b>Size</b>	<b>Due date</b>
INF. 1	n/a	Logistical information	South Africa	M	Done
INF. 2	1.3	Documentation Plan	Secretariat	S	31/12/2014
INF. 3	n/a	Provisional List of Participants	Secretariat	M	See website <sup>1</sup>
INF. 4	1.3	Time Table	Secretariat	S	31/12/2014
1.2(1)	1.2	Provisional Agenda	Secretariat	S	31/12/2014
1.2(2)	1.2	Provisional Annotated Agenda	Secretariat	M	31/12/2014
2	2	Programme, Scientific and Technical Workshop	SOT & Workshop Chairs (G. Ball, P. Rychtar)	M	31/1/2015
3.1	3.1	Report from the Secretariat	Secretariat	M	31/3/2015
3.2	3.2	Report from the Observations Programme Area Coordinator	D. Legler & D. Meldrum	M	31/3/2015
3.3	3.3	Report from the SOT Chairperson	G. Ball	M	31/3/2015
3.4	3.4	Report from JCOMMOPS & SOT TC <sup>2</sup>	M. Kramp	M	31/3/2015
4	4.	Review of Action Items from SOT-7	M. Kramp	M	31/3/2015
5	5	Requirements for ship-based observations (RRR and OOPC)	WMO & OOPC <sup>3</sup>	M	31/3/2015
7	7.	Reports and Recommendations by the Task Teams and Pilot Projects	TT&PP Chairs <sup>4</sup>	L	31/3/2015
7.8	7.8	VOS Ancillary Pilot Project	S. North	M	31/3/2015
8.1.1	8.1.1	VOSP Chair report	S. North	S	31/3/2015

1 <http://www.jcomm.info/sot8>

2 Including SOT TC report, and TC reports on VOS (item 8.1.2) and SOOP (9.1.2) activities

3: OOPC : OOPC Technical Secretariat; RRR: WMO Secretariat

4: Satcom: P. Blouch; ASAP: R. Krockauer; VOS Recruit (incl. capacity building, discussions with WOC, PMO workshop, and *Buddy Programme*): S. North; Pub47: G. Ball; IS: H. Kleta; Masking: G. Ball; Training: P. Rychtar; VOS Ancillary Pilot Project: S. North

<b>Doc. No.</b>	<b>Agenda item</b>	<b>Title</b>	<b>Prepared by</b>	<b>Size</b>	<b>Due date</b>
8.1.2	8.1.2	Report by the SOT Technical Coordinator on VOS support activities	M. Kramp	M	31/3/2015
8.2.1	8.2.1	VOS Programme status report <sup>5</sup>	S. North	M	31/3/2015
8.2.2	8.2.2	E-SURFMAR VOS Expert Team status report (incl. metadata)	P. Blouch	M	31/3/2015
8.2.3	8.2.3	VOS Donation Programme	M. Kramp	M	31/3/2015
8.3	8.3	VOS Developments <sup>6</sup>	S. North	M	31/3/2015
8.4	8.4	PMO Status and Activities <sup>7</sup>	S. North	M	31/3/2015
8.5	8.5	VOS Issues <sup>8</sup>	S. North	M	31/3/2015
9.1.1	9.1.1	Report from the SOOPIP Chairperson (incl. XBT Science Team)	G. Goni	S	31/3/2015
9.2	9.2	SOOP Programme Status and Implementation <sup>9</sup>	M. Kramp	M	31/3/2015
9.3	9.3	Interactions with other SOOP sampling programmes and activities <sup>10</sup>	G. Goni	S	31/3/2015
9.4	9.4	Developments and plans for the SOOP <sup>11</sup>	G. Goni	M	31/3/2015
9.5.1	9.5.1	XBT Data Flow and Transmissions	J. Trinanes	M	31/3/2015
9.5.2	9.5.2	Southern Ocean Data	S. Swart and K. Hutschinson	M	31/3/2015
9.5.3	9.5.3	International Quality controlled Ocean Data Base (IQUOD)	R. Cowley	M	31/3/2015
10.1.1	10.1.1	Regional Specialized Meteorological Centre (RSMC), Exeter, VOS monitoring report	C. Parrett	M	31/3/2015
10.1.2	10.1.2	Real-Time Monitoring Centre (RTMC) for the VOSclim data	C. Parrett	M	31/3/2015
10.1.3	10.1.3	ASAP QC Monitoring reports	E. Kuscu (ECMWF) F. Marin (Météo France)	M	31/3/2015
10.1.4	10.1.4	Global temperature and Salinity Profile Programme (GTSP) report	C. Sun	M	31/3/2015
10.1.5	10.1.5	Global Ocean Surface Underway data Pilot Project (GOSUD) report	L. Petit de la Villeon	M	31/3/2015
10.2.1	10.2.1	Global Collecting Centres (GCC) report on the VOS and VOSclim	F. Cunningham L. Gates	M	31/3/2015
10.2.2	10.2.2	VOSclim Data Assembly Centre (DAC) report	E. Freeman	M	31/3/2015

5: Including VOS Participation, Metadata status & completion, KPI compliances, and VOS data coverage, including VOS Data from Polar & data sparse areas

6 Including logbooks, VOS met. Instruments, VOS Automation Status

7 Including role of the PMO, VOS & AWS inspection reports - implications of automation

8 Including future composition of the international VOS fleets, upgrading to VOSclim standards, third party data and non-VOS support ships, and VOS website

9: Including Status of SOOP implementation (SOOP survey), sampling scheme, and user requirements, XBT frequently repeated observations, ship riders in high density deployments, and XBT ship recruitment

10: PCO2 systems, Thermosalinograph network

11: XBT Fall Rate Equation (FRE) advancements and experiments, and review of the XBT network

<b>Doc. No.</b>	<b>Agenda item</b>	<b>Title</b>	<b>Prepared by</b>	<b>Size</b>	<b>Due date</b>
10.3	10.3	Operational Coding requirements <sup>12</sup>	D. Berry	M	31/3/2015
10.4	10.4	SOOP, GO-SHIP, and ASAP Metadata requirements	M. Kramp	M	31/3/2015
11	11	Draft updated SOT Implementation Strategy	G. Ball, Secretariat	M	31/3/2015
12.3	12.3	Funding issues (SOT Technical Co-ordinator, Trust Funds)	Secretariat	M	31/3/2015
13	13.	National reports	Members	T	31/3/2015

### Background documents:

- JCOMM Technical Report No. 4, Revision 2, JCOMM VOS Framework document  
[http://www.jcomm.info/index.php?option=com\\_oa&task=viewDocumentRecord&docID=2017](http://www.jcomm.info/index.php?option=com_oa&task=viewDocumentRecord&docID=2017)
- Chapter 6 (the VOS Scheme) of WMO No. 471, Guide to Marine Meteorological Services  
[http://www.jcomm.info/index.php?option=com\\_oa&task=viewDocumentRecord&docID=6423](http://www.jcomm.info/index.php?option=com_oa&task=viewDocumentRecord&docID=6423)
- Chapter 4 (Marine Instruments), Part II, WMO No. 8, Guide to Meteorological Instruments and Methods of Observation (CIMO Guide)  
[http://www.wmo.int/pages/prog/www/IMOP/publications/CIMO-Guide/Provis2014Ed/Provisional2014Ed\\_P-II\\_Ch-4.pdf](http://www.wmo.int/pages/prog/www/IMOP/publications/CIMO-Guide/Provis2014Ed/Provisional2014Ed_P-II_Ch-4.pdf)  
(the whole new 2014 Edition of the CIMO Guide is available from:  
<http://www.wmo.int/pages/prog/www/IMOP/publications/CIMO-Guide/Provisional2014Edition.html> )

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12: Including "BUFR Template for VOS data", "BUFR Template for XBT/XCTD data", "BUFR coding requirements for other types of data"