

**WORLD METEOROLOGICAL ORGANIZATION**

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DATA BUOY COOPERATION PANEL

TWENTY-SEVENTH SESSION

GENEVA, SWITZERLAND

26-30 SEPTEMBER 2011

**INTERGOVERNMENTAL OCEANOGRAPHIC  
COMMISSION (OF UNESCO)**

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DBCP-XXVII/Doc. INF. 1 rev. 5  
(23 Aug 2011)

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ENGLISH ONLY

## **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 FOR DBCP-XXVII**  
**GENEVA, SWITZERLAND, 26 – 30 SEPTEMBER 2011**

**General remarks:** The preparatory documents should provide for recommended action for the Panel to discuss, as well as the information required to justify those proposed actions. Background information may be added as annexes. A template for the preparatory documents has been proposed and will be made available by the Secretariat. Authors are invited to use the proposed template. Oral presentations and associated PowerPoint presentations should focus on the issues and the proposed recommendations and / or actions.

No.	Title	Length <sup>1</sup>	Author	Deadline	Progress / Comments
INF. 1	Documentation plan	S	Secretariat	1 June	Done
INF. 2	Time Table	S	Secretariat	1 June	Done
INF. 3	Provisional List of Participants	L	Secretariat	ASAP	See web site <sup>2</sup>
INF. 4	Local information	M	Secretariat	1 June	See web site <sup>2</sup>
INF. 5	Announcement, Scientific and Technical workshop	S	Secretariat	1 June	Done
INF. 6	Programme for DBCP-27 and JTA-31, and side events	S	Secretariat	1 June	Done
INF. 7	Programme, Scientific and Technical workshop	M	Bill Burnett	31 Aug	Done
3.1(1)	Provisional agenda	S	Secretariat	1 June	Done
3.1(2)	Annotated provisional agenda	S	Secretariat	1 June	Done
4	Report by the Chairperson, Vice-chairpersons and the Executive Board	M	A. Wallace (lead) & EB	31 Aug	
5	Report by the Technical Co-ordinator <sup>3</sup>	L	E. Charpentier / K. Stroker	9 Sept	
6.1	Report by the Task Team on Data Management (TT-DM)	S/M	M.Pazos	31 July	
6.2	Report by the Task Team on Instrument Best Practices and Drifter Technology Developments(TT-IBPD)	S/M	B.Burnett	31 July	
6.3	Report by the Task Team on Moored Buoys (TT-MB)	S/M	J.Turton	31 July	
6.4	Report by the Task Team on Capacity-Building (TT-CB)	S/M	S.Thurston	31 July	

1: Length: S = 1 to 2 pages; M = 3 to 5 pages; L= more than 5 pages

2: <http://www.jcomm.info/dbcp27>

3: To include report of his/her activities during the last intersessional period; JCOMMOPS status report; status information about the buoy programmes; review of action items from DBCP-26; recommendations to the Panel

No.	Title	Length <sup>1</sup>	Author	Deadline	Progress / Comments
7	Reports by the Action Groups	S/M	Each AG leaders <sup>4</sup>	31 July	To combine as one doc.
8.1	Progress report on Drifter Iridium Pilot Project	S/M	D. Meldrum	3 Sept	
8.2	Progress report on Pilot Project for the evaluation of Argos-3 technology	S/M	L. Centurioni	31 July	
8.3	Progress report on Pilot Project on Wave Measurement from Drifters	S/M	D.Meldrum	31 July	
8.4	Progress report on Pilot Project on Wave measurement Evaluation and Test from moored buoys	S/M	V.Swail	31 July	
8.5	Progress report on Pilot Project for High Resolution SST	S/M	D. Meldrum / P. Blouch	31 July	
9.1	Information Exchange	S	E. Charpentier / K. Stroker	3 Sept	
9.2	Deployment opportunities and strategies	S/M	M. Belbéoch / K. Stroker (with assistance from B. Burnett)	3 Sept	
9.3	GTS data buoy reports timeliness	S	J. Rolland / K. Stroker (with assistance from B. Burnett, CLS, and JCOMMOPS)	3 Sept	
9.5	Metadata	S	B. Burnett / K. Stroker	3 Sept	
10.1	Argo Steering Team and Argo Information Centre	M/L	M.Belbeoch (or Argo designated person)	31 July	
10.2	Buoy data management centres	L	J.Rolland & B.Bradshaw	31 July	
10.3	Argos operations and developments	L	Y. Bernard	31 July	
10.4	Iridium operations and developments	S	D. Meldrum	31 July	
11.1	Recruitment of the Technical Coordinator	M	Secretariat (IOC)	31 Aug	
11.2	JCOMM activities, including JCOMMOPS	M	Secretariat	31 Aug	
11.3	Report on decisions of WMO and IOC governing bodies	M/L	Secretariat	31 Aug	
11.4	User requirements	M	Secretariat <sup>5</sup>	31 July	

4: Reports to be submitted by Jean Rolland (E-SURFMAR), Rick Lumpkin/Shawn Dolk (GDP), Christine Best/Ignatius Rigor (IABP), Dr S. Ushio/Christian Haas (IPAB), Graeme Ball/Jean Rolland (IBPIO), Ariel Troisi/Johan Stander (ISABP), Al Wallace/Shuan Dolk (NPDBAP), Uwe Send (OceanSITES), Paul Freitag (TIP), and Ross Hibbins (ITP)

5 : The IOC Secretariat will provide input regarding GOOS/OOPC activities; and the WMO Secretariat regarding the Rolling Review of Requirements (RRR)

No.	Title	Length <sup>1</sup>	Author	Deadline	Progress / Comments
11.5	WIGOS	M	Secretariat (WMO)	31 July	
11.6	Financial reports	M	Secretariat, F.Grooters	31 Aug	
12.1	Proposed updated version of the DBCP Implementation Strategy	L	A. Wallace	31 July	
12.2	DBCP Operating Principles	S	A. Wallace, Secretariat	31 July	
12.3	Review of action items from the previous DBCP Session	S	D. Meldrum / K. Stroker	15 Sept	
13	National reports	L	National representatives	31 July	To combine as one doc