

WORLD METEOROLOGICAL ORGANIZATION

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

SHIP OBSERVATIONS TEAM

FIFTH SESSION

GENEVA, SWITZERLAND, 18-22 MAY 2009

**INTERGOVERNMENTAL OCEANOGRAPHIC
COMMISSION (OF UNESCO)**

SOT-V/Doc. I-7
(03.04.2009)

ITEM I-7

Original: ENGLISH

ORGANIZATIONAL MATTERS

(Submitted by the Secretariat)

Summary and purpose of the document

This document provides for a review of the SOT Management Team (including the role of the SOT Technical Co-ordinator), funding issues (SOT Technical Co-ordinator, Ship Consumables Trust Fund, ASAP Trust Fund), the Terms of Reference of the SOT, and the status of ASAP Panel.

ACTION PROPOSED

The Team will review the information contained in this report, and comment and make decisions or recommendations as appropriate. In particular, the Team will be invited to:

1. Endorse the Chairs of SOT, VOSP and SOOPIP to continue in their current roles.
2. Review the work programme of the SOT TC and propose new requirements.

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- Appendices:**
- A. Proposed new Terms of Reference for the SOT
 - B. ASAP Trust Fund Statement of account for 2007
 - C. ASAP Trust Fund Statement of account for 2008
 - D. Table of National Contributions to the DBCP Trust Fund for 2009

- A - DRAFT TEXT FOR INCLUSION IN THE FINAL REPORT

I-7.1. Review of the SOT Management Team

I-7.1.1 Mr. G. Ball, Chair of the SOT, presented a review of the SOT Management Team.

I-7.1.2 Mr Ball reminded the Team that the positions of the Chairs, of SOT, VOSP and the SOOPIP were all of a 4-year appointment by JCOMM, and will be reviewed at JCOMM-III, November 2009. The Team was invited to endorse the re-nomination of the incumbent chairs, or nominate new candidates for one or more of the positions.

Action: *The Team endorsed the re-nomination of Mr G. Ball as Chair of SOT, Ms J Fletcher as Chair of VOSP, and Mr G. Goni as the Chair of SOOPIP.*

I-7.1.3 Mr Ball described the recent re-organization at JCOMMOPS to take on a coordinating role for OceanSITES and the subsequent re-allocation of TC duties. He reminded the Team that the SOT-IV defined the role of the SOT TC as “*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.*”

I-7.1.4 Mr Ball outlined the functions of the SOT TC and highlighted some new work requirements proposed by the SOT Chair and the sub-panel chairs.

Action: *The Team endorsed the additional requirements proposed by the Chair of SOT and the sub-panel Chairs.*

I-7.1.5 Mr Ball reminded the Team that the SOT TC is employed and supervised by UNESCO, whilst the Chair of the SOT provides technical guidance and prioritising of tasks.

I-7.2. Funding issues

I-7.2.1 SOT Technical Coordinator

I-7.2.1.1 As reported by the chairperson under agenda item I-2.3, funding for the SOT Technical Coordinator is managed through the DBCP. Contributions for the position are made via the DBCP Trust Fund operated by WMO. Commitments to the DBCP Trust fund for 2009 are reproduced in Appendix D.

I-7.2.1.2 The Team noted that the DBCP, Argo, and the SOT share some of the expenditures such as logistical support, and JCOMMOPS Information System developments. However, there is no provision now in the DBCP budget for expenses related to missions of the SOT Technical Coordinator.

I-7.2.1.3 The Team agreed that contributions for the SOT TC would continue to be made to the DBCP, and invited the DBCP to record the SOT TC mission expenses as a separate line item (**action, DBCP, DBCP-25**). Considering the shared expenses, and actual contributions towards JCOMMOPS as a whole, and the SOT in particular, the Team asked the SOT Chairperson to negotiate with the DBCP Chairperson the amount that should be allocated to the proposed “SOT TC mission” line item, in view to make an agreeable proposal at DBCP-25 (**action, SOT Chairperson, ASAP**).

I-7.2.2 Ship Consumables Trust Fund

I-7.2.2.1 The Team recalled Recommendation 3 (JCOMM-II, Halifax, Canada, September 2005), *Consumables for Ship-Based Observations*, which effectively established a common fund for ship

consumables. This common fund will provide, Member States with a mechanism to pool financial resources for international programmes, therefore being able to take advantage of increased purchasing power to deliver (i.) better price for consumables, and (ii.) increased quantity of consumables, thus enabling developing programmes to take advantage of any surplus consumables. Whilst the Trust Fund is initially focusing on XBT probes, other expendables could be added in the future.

I-7.2.2.2 The Team noted that no contribution had been made to the Ship Consumables Trust Fund at this point. Countries were urged by the Team to consider contributing to the Trust Fund, which is administered by the WMO (**action, SOT members, ongoing**).

I-7.2.3 ASAP Trust Fund

I-7.2.3.1 As agreed at the seventh Session of the ASAP Coordination Committee (ACC-VII, June 1995) and at the request of the Chairperson of the ACC, the WMO Secretariat is maintaining a Trust Fund on behalf of the ACC, and its successor the Automated Ship Aerological Programme Panel (ASAPP). As agreed at the Fourteenth Session of the ASAP Panel (ASAPP-XIV, SOT-II, London, United Kingdom, 2003), this Trust Fund was used to support the WRAP Project, including the contract for project leader.

I-7.2.3.2 The meeting reviewed and accepted the final statement of account for the ASAP Trust the statements of account for this Trust Fund for the period 1 January 2004 to 31 December 2005, and for the period 1 January 2006 to 31 December 2006. These statements are given in Appendix B. The Team noted that no expenditure was made since the last SOT Session.

I-7.2.3.3 The Team agreed that no additional contributions were needed at this point.

I-7.2.3.4 The Team recalled the decision made at SOT-IV that the Australian Bureau of Meteorology (BOM) should eventually be reimbursed for the unspent funds corresponding to the substantial unspent contribution by Australia for the WRAP - due to the termination of the WRAP. The BOM Representative proposed to leave the unspent Australian funds (i.e. CHF 46,115) in the ASAP Trust Fund, provided these could be used for the benefit of the BOM as deemed appropriate by the incumbent BOM SOT Focal Point. The ASAP Panel agreed with these conditions.

I-7.2.3.5 Regarding the remaining funds in the ASAP Trust Fund, after subtracting the BOM contribution, the ASAP Panel also agreed at the SOT-IV to use the residual money for the design, editing, printing, and distribution of the new ASAP brochure. The ASAP Panel had also agreed that the remaining funds in the trust fund, after the expenditures for the new ASAP Brochure, could be spent as possibly recommended by the Chairperson of the new ASAP Task Team. Noting that no expenditures had been made during the last intersessional period in this regard, the Team agreed again with these decisions.

I-7.3 Review the Terms of Reference of the SOT

I-7.3.1 The Team recalled the small modifications to the Terms of Reference of the SOOPIP, as well as the proposed change of the ASAP Panel to become a Task Team of the SOT. Some further minor changes were proposed by the Secretariat in consultation with the Chairpersons of SOT, VOSP, ASAPP, and SOOPIP, to mention the ASAP Programme – which is continued - while the ASAP Panel is indeed being discontinued. The new Terms of Reference will have to be approved by JCOMM-III. The Team approved those changes and requested the Secretariat to submit the proposed revised version of TORs to JCOMM-III for consideration and approval (Appendix A). (**Action, Secretariat, ASAP**).

I-7.4 Status of ASAP Panel

I-7.4.1 The Team noted that the ASAP Panel would still formally exist until decided otherwise by JCOMM and, until JCOMM-III recommendations are approved by the following WMO Executive Council (mid-2010) at the earliest. The ASAP Programme will continue to exist until decided otherwise by the WMO Executive Council. The Team agreed that the ASAP Task Team established at SOT-IV was an effective mechanism for running the ASAP Programme.

- B - BACKGROUND INFORMATION

1. Review of the SOT Management Team

1.1. Appointment of the SOT and sub-panel Chairs

1.1.1 The positions of Chair of SOT, Chair of VOSP and Chair of SOOPIP are 4-year term appointments by JCOMM.

1.1.2 Mr G. Ball, Chair of SOT; Ms. J. Fletcher, Chair of VOSP; and Mr. S. Cook, Chair of SOOPIP; were all reappointed at JCOMM-II, Halifax, September 2005. Mr. Cook retired in December 2006, but attended and officiated as Chair of SOOPIP at SOT-IV. The Chair of SOT and the WMO Secretariat jointly nominated Mr G. Goni as Mr Cook's successor, which was approved by JCOMM executives prior to SOT-IV. Mr G. Goni was announced as the new Chair of SOOPIP at the conclusion of SOT-IV.

1.1.3 The positions of the SOT Chair, the VOSP Chair and the SOOPIP Chair will be reviewed at JCOMM-III, Morocco, November 2009. The current occupants of these positions have indicated their willingness to be re-nominated for another 4-year term if endorsed by the Team.

Recommendation

1.1.4 The Team is, therefore invited to:

1. Endorse the re-nomination of Mr G. Ball as Chair of the SOT; Ms. J. Fletcher as Chair of the VOSP; and Mr G. Goni as Chair of the SOOPIP;

or

2. Nominate new candidates for one or more of the positions.

1.2. SOT Technical Coordinator

Mr Mathieu Belbeoch occupies the position of the SOT Technical Coordinator (TC). Mr Belbeoch was originally the Argo Technical Coordinator. In 2008 after JCOMMOPS accepted a coordinating role for OceanSITES, Ms Hester Viola, the former DBCP/SOT TC, was appointed as the DBCP/OceanSITES TC and Mr Belbeoch was as appointed the Argo/SOT TC. There are natural synergies between the programs that are the responsibility of each TC.

1.2.1 JCOMMOPS Terms of Reference

1.2.1.2 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).

1.2.1.3 The Team may consider proposing new Terms of Reference for JCOMMOPS along the following lines:

Under the overall guidance of the JCOMM Observations Coordination Group and following the direction of the Data Buoy Cooperation Panel (DBCP), the Ship Observations Team (SOT), the Argo Steering Team (AST), the OCEAN Sustained Interdisciplinary Timeseries Environment observation System (OceanSITES), 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*

1.2.2 Role of the Technical Coordinator

1.2.2.1 The SOT TC provides 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 the secure database of REAL/MASK callsigns;
- Maintains quality control systems, in particular the VOS QCRelay;
- Provides SOT network monitoring; and
- Provides a network review, in particular the XBT SOOP.

1.2.2.2 The SOT-IV adopted the following statement to define 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.

1.2.3 Functions of the Technical Coordinator

1.2.3. The core functions of the SOT TC fall into four broad categories as described below. The major recurring or ongoing activities within each of the categories are also listed. TC's time devoted to SOT activities represents 30% of total time for the TC.

- (i.) Meetings and international issues (5% of total Argo/SOT TC time)
 - a. Biennial sessions of the SOT
 - b. SOT-related JCOMM meetings
 - c. Support to SOT community

- (ii.) Reporting & monitoring (10%)
 - a. SOOP annual report
 - b. Monthly SOT status report
 - c. Metadata (Pub 47)

- (iii.) Database admin (5%)
 - a. Metadata collection (expanded/improved automation)
 - b. Data distribution status (GTS and other sources)

- (iv.) Web admin and developments (10%)
 - a. Maintain website including mailing lists, contact details, news.
 - b. Develop the REAL/MASK web interface
 - c. Develop SOT metadata interface and SOT monitoring tools
 - d. Develop/maintain QC systems (VOS QCRelay)

1.2.4 Future SOT requirements for JCOMM OPSC

1.2.4.1 In addition to any tasks that might be delegated to the SOT TC during SOT-V, the following tasks are proposed, or reaffirmed from SOT-IV, as new requirements by the Chair of SOT and the sub-panel Chairs. These additional requirements are provided here only 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.
- Expand the XBT SOOP ship's metadata database to satisfy META-T requirements.
- Develop and maintain an ASAP ship's metadata database.

Recommendation

1.2.4.2 The Team is invited to endorse the additional requirements proposed by the Chair of SOT and the sub-panel Chairs, and or propose new tasks for the SOT TC.

1.2.5 Supervision and guidance

1.2.5.1 The Argo/SOT TC is employed by the IOC of UNESCO, and receives direct supervision by Keith Alverson, Head of Section and Director of the GOOS Project Office. The Argo/SOT TC receives technical guidance and the prioritising of tasks from the Co-Chairs of the Argo Steering Team and the Chair of SOT.

APPENDIX A

CHANGES PROPOSED BY THE SOT-IV TO THE TERMS OF REFERENCE OF THE SHIP OBSERVATIONS TEAM (SOT) FOR CONSIDERATION BY JCOMM-III

The Ship Observations Team shall:

1. Review and analyze requirements for ship-based observational data expressed by relevant existing international programmes and/or systems in support of marine services, and coordinate actions to implement and maintain the networks to satisfy these requirements;
2. Provide continuing assessment of the extent to which those requirements are being met;
3. Develop methodology for constantly controlling and improving the quality of data;
4. Review marine telecommunication facilities and procedures for observational data collection, as well as technology and techniques for data processing and transmission, and propose actions as necessary for improvements and enhanced application;
5. Coordinate PMO/ship greeting operations globally, propose actions to enhance PMO standards and operations, and contribute as required to PMO and observers training;
6. Review, maintain and update as necessary technical guidance material relating to ship observations and PMOs;
7. Liaise and coordinate as necessary with other JCOMM Programme Areas and expert teams, as well as with other interested parties;
8. Participate in planning activities of appropriate observing system experiments and major international research programmes as the specialist group on observations based onboard ships, including Voluntary Observing Ships (VOS), Ships-Of-Opportunity (SOO), ships from the Automated Shipboard Aerological Programme (ASAP), and research ships;
9. Seek for opportunities for deploying various kinds of measuring devices as recommended by the relevant panels and widely publicize those opportunities;
10. Develop as necessary new pilot projects and/or operational activities and establish new specialized panels as required;
11. Carry out other activities as agreed by participating members to implement and operate the SOT programme and to promote and expand it internationally;

Terms of Reference of Component Panels

SOOP Implementation Panel

1. Review, recommend on and, as necessary, coordinate the implementation of specialized shipboard instrumentation and in situ observing practices, taking into account the OOPC sampling strategies;

2. Coordinate the exchange of technical information on relevant oceanographic equipment and expendables, development, functionality, reliability and accuracy, and survey new developments in instrumentation technology and recommended practices;
3. Ensure the distribution of available programme resources to ships to meet the agreed sampling strategy in the most efficient way;
4. Ensure the transmission of data in real time onto the GTS and/or appropriate international ocean data exchange mechanism from participating ships; ensure that delayed mode data are checked and distributed in a timely manner to data processing centres;
5. Maintain, through the SOT Technical Coordinator, appropriate inventories, monitoring reports and analyses, performance indicators and information exchange facilities;
6. Provide guidance regarding the SOT Technical Coordinator's support for the SOOP;
7. Prepare annually a report on the status of SOOP operations, data availability and data quality

ASAP Panel

The ASAP Panel is terminated and all of its outstanding and, proposed future activities passed to the SOT Task Team on ASAP established by SOT-IV. Decisions regarding the management of the ASAP Trust fund are transferred to the SOT.

VOS Panel

1. Review, recommend and coordinate the implementation of new and improved specialized shipboard meteorological instrumentation, siting and observing practices, as well as of associated software;
 2. Support the development and maintenance of new pilot projects;
 3. Oversee the efficient performance and operation of the VOSclim Project
 4. Develop and implement activities to enhance ship recruitment, including promotional brochures, training videos, etc.
 5. Prepare annually a report on the status of VOS operations, data availability and data quality
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APPENDIX B

ASAP TRUST FUND STATEMENT OF ACCOUNT FOR 2007



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
7 bis, avenue de la Paix – Case postale 7300 – CH 1211 Genève 2 – Suisse
Tél.: +41 (0)22 73081 11 – Fax: +41 (0)22 73081 81
wmo@wmo.int – www.wmo.int

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ASAP Trust Fund
Statement of income and expenditure
For the period 1 January to 31 December 2007
Amounts in Swiss Francs

1. Balance of fund at 1 January 2007	47,875
2. Expenditure	-
3. Balance of fund at 31 December 2007	<u>47,875</u>

Certified correct:

A handwritten signature in blue ink, appearing to read 'Luckson Ngwirā'.

Luckson Ngwirā
Chief, Finance Division

20 March 2009

APPENDIX C

ASAP TRUST FUND STATEMENT OF ACCOUNT FOR 2008



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
7 bis, avenue de la Paix – Case postale 1300 – CH 1211 Genève 2 – Suisse
Tél.: +41 (0)22 730 81 11 – Fax: +41 (0)22 730 81 81
wmo@wmo.int – www.wmo.int

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ASAP Trust Fund
Statement of income and expenditure
For the period 1 January to 31 December 2008
Amounts in Swiss Francs

1. Balance of fund at 1 January 2008	47,875
2. Expenditure	-
3. Balance of fund at 31 December 2008	<u>47,875</u>

Certified correct:

A handwritten signature in blue ink, appearing to read 'Luckson Ngwira'.

Luckson Ngwira
Chief, Finance Division

20 March 2009

APPENDIX D

TABLE OF NATIONAL CONTRIBUTIONS TO THE DBCP TRUST FUND FOR 2009
(as reported in the final report of the 25th DBCP Session)

Country	JCOMMOPS	DBCP	SOT	JTA	Comment
Australia	USD 16,200				
Canada	CAD 25,000				CAD 25,000
CLS				USD 15,000	USD 15,000 for the JTA Chairperson
E-SURFMAR		EUR 40,000			Belgium, Croatia, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Netherlands, Norway, Portugal, Spain, Sweden and the United Kingdom
Germany			USD 5,000		Contribution for SOOPIP
India		USD 3,000			
New Zealand	USD 2,400				NZ to confirm that their contribution is for JCOMMOPS as a whole
South Africa		USD 4,500			
United States		USD 80,000	USD 25,000		Contribution made to the IOC