

WORLD METEOROLOGICAL ORGANIZATION

**INTERGOVERNMENTAL OCEANOGRAPHIC
COMMISSION (OF UNESCO)**

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

SHIP OBSERVATIONS TEAM (SOT)

SEVENTH SESSION

VICTORIA, CANADA, 22-26 APRIL 2013

SOT-7/ INF. 2 Rev. 1
(25.02.2013)

ITEM: All

Original: ENGLISH

DOCUMENTATION PLAN

(Submitted by the Secretariats)

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.

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.

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

Doc. No.	Agenda item	Title	Prepared by	Size	Due date
INF. 1		Logistical information	Canada	M	Done
INF. 2		Working Arrangements (Documentation Plan)	Secretariat	S	15/2/2013
INF. 3		Provisional List of Participants	Secretariat	M	See website ¹
INF. 4		Time Table	Secretariat	S	15/2/2013
1.2(1)	1.2	Provisional Agenda	Secretariat	S	15/2/2013
1.2(2)	1.2	Provisional Annotated Agenda	Secretariat	M	15/2/2013
2	2	Programme, Scientific and Technical Workshop	SOT & Workshop Chairs	M	15/2/2013
3.1	3.1	Report from the Secretariat	Secretariat	M	15/3/2013
3.2	3.2	Report from the Observations Programme Area Coordinator	C. Clark & D. Meldrum	M	15/3/2013
3.3	3.3	Report from the SOT Chairperson	G. Ball	M	15/3/2013
3.4	3.4	Report from the SOT Technical Co-ordinator	M. Belbeoch	M	15/3/2013
4	4.	Review of Action Items from SOT-6	Secretariat	M	15/3/2013
5.1	5.1	Requirements for ship-based observations (RRR and OOPC)	WMO & OOPC ²		15/3/2013
6	6.	Reports and Recommendations by the Task Teams	TT Chairs ³	L	15/3/2013
7.1.1	7.1.1	Report by the VOSP acting Chairperson	S. North	S	15/3/2013
7.1.2	7.1.2	Report on VOS issues from the E-SURFMAR Expert Team	P. Blouch	M	15/3/2013
7.2	7.2	VOS Programme Status and Implementation ⁴	S. North	M	15/3/2013

1 <http://www.jcomm.info/sot6>

2: OOPC : IOC Secretariat; RRR: WMO Secretariat

3: 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

4: Including VOS status, trends and developments, Electronic logbook software, Status of VOS automation, E-SURFMAR S-AWS developments, PMO activities and inspections - implications of automation, the VOS Donation Programme, as well as input from the VOSclim Focal Point (John Wasserman)

Doc. No.	Agenda item	Title	Prepared by	Size	Due date
7.3.1	7.3.1	VOS Ancillary Pilot Project	S. North	M	15/3/2013
8.1.1	8.1.1	Report from the SOOPIP Chairperson	G. Goni	S	15/3/2013
8.2	8.2	SOOP Programme Status and Implementation ⁵	G. Goni	M	15/3/2013
8.3	8.3	Interactions with other programmes or projects ⁶	G. Goni	S	15/3/2013
8.4	8.4	Issues for the SOOP ⁷	G. Goni	M	15/3/2013
9.1.1	9.1.1	Regional Specialized Meteorological Centre (RSMC), Exeter, VOS monitoring report	C. Parret	M	15/3/2013
9.1.2	9.1.2	Real-Time Monitoring Centre (RTMC) for the VOSclim data	C. Parret	M	15/3/2013
9.1.3	9.1.3	Global Collecting Centres (GCC) report on the VOS and VOSclim	N. Scott	M	15/3/2013
9.1.4	9.1.4	VOSclim Data Assembly Centre (DAC) report	A. Hall	M	15/3/2013
9.1.5	9.1.5	ASAP QC Monitoring report	ECMWF & Météo France	M	15/3/2013
9.1.6	9.1.6	Global temperature and Salinity Profile Programme (GTSP)	C. Sun	M	15/3/2013
9.1.7	9.1.7	Global Ocean Surface Underway data Pilot Project (GOSUD)	L. Petit de la Villeon	M	15/3/2013
9.2	9.2	Operational Coding requirements ⁸	Secretariat	M	15/3/2013
9.3	9.3	SOOP, GO-SHIP, and ASAP Metadata requirements	Secretariat & M. Kramp	M	15/3/2013
10	10	SOT Implementation Strategy (draft)	G. Ball	M	15/3/2013
11.1	11.1	JCOMM <i>in situ</i> Observations Programme Support Centre (JCOMMOPS)	M. Belbeoch	M/L	15/3/2013
13.3	13.3	Funding issues (SOT Technical Co-ordinator, Ship Consumables Trust Fund, ASAP Trust Fund)	Secretariat	M	15/3/2013
14	14.	National reports	Members	T	15/3/2013

Background documents:

- JCOMM Technical Report No. 4, Revision 2, JCOMM VOS Framework document
- Chapter 6 (the VOS Scheme) of WMO No. 471, Guide to Marine Meteorological Services
- Chapter 4 (Marine Instruments), Part II, WMO No. 8, Guide to Meteorological Instruments and Methods of Observation (CIMO Guide)

5: Including Status of SOOP implementation, sampling scheme, and user requirements, XBT frequently repeated observations, Review of XBT transect responsibilities and International Collaborations, Operational XBT systems and development, XBT Science Team and SOOPIP

6: PCO2 systems, Thermosalinograph network

7: XBT data flow and GTS transmissions, Sippican Climate Quality XBT Probes, XBT Fall Rate Equation (FRE) experiments, and Plans for the future XBT network

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