**Workplan of the CIMO Editorial Board (2014-2018)**(Version: as approved by CIMO-MG-13 in Dec. 2014)

| **No.** | **Task description** | **Person responsible** | **Action** | **Deliverable** | **Deadline for deliv.** | **Status**  **[%]** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | **Update guidelines for the drafting updates/new editions of the CIMO Guide** | **V. Kurz** | 1. Review general guidelines for authors / reviewers of CIMO Guide chapters in view of ensuring homogeneous presentation of material throughout the Guide 2. Update the guidelines to provide guidance to authors on how to indicate preferred methods to be used. | 1, 2. Document with revised guidelines for posting on website |  |  | CIMO EdBd-2 para 4.6-7  CIMO-16, Doc. 6, para 6.20 |
| 2. | **Collect and review (small) modifications proposed by Members** | **K. Premec**  Z. Shilenje  S. Cohn  A. Lilja | 1. Collect proposals of revision received from Members and maintain list of outstanding issues 2. Consult with relevant ET Chairs/experts on appropriateness of proposals 3. Develop updates for relevant chapters | 1. List of proposals (received by whom and when) and their status /decisions taken (when and by whom were they approved or rejected)  2-3. Revised chapters | 1. Yearly  2. Yearly in March  3. Yearly in Dec. |  | ETs to be prompted every year. ET and external contributors of a chapter (other TC) should be prompted before each new edition/update |
| 3. | **Review of fully revised chapters and chapters revised by ETs** | **K. Premec**  With support of all (chapters will be assigned when received) | 1. Review newly revised chapters on their compliance with the guidelines / homogeneity with rest of guide. 2. Liaise with authors on need for amendments | 1. Revised chapters for consideration by Members | On-going |  |  |
| 4. | **Identification and planning of needed revisions** | **All** | 1. In collaboration with Secretariat, develop and maintain list of chapters requiring update, revision or complete rewrite   In collaboration with relevant expert teams, identify areas to be up-dated, revised or completely rewritten   1. Identify possible authors 2. Inform CIMO MG and Secretariat and liaise with them | 1. List of chapters and specific issues to be addressed 2. List of chapters/ sections to be rewritten, incl. recommendations on topics to address 3. Authors contacted 4. Document advising CIMO MG of problems and possible solutions | Yearly brainstorming session |  | CIMO MG-11 para 2.5.11 (in particular Part II, Ch 5 Special Profiling Techniques for the Boundary Layer and the Troposphere)  CIMO EdBd-2 para 7.1  Liaise with other TCs etc regarding need for revision of chapters dealing with application areas (e.g. aeronautical observations) |
| 5. | **Contribution to the development/updates of the Manual on WIGOS, Guide to WIGOS, and WMO Technical Regulations** | **V. Kurz**  K. Premec  S. Cohn (ICA) | 1. Follow-up and contribute to the development of the Manual on WIGOS, Guide to WIGOS and WMO Technical Regulations as required 2. Liaise with CIMO ET on required contributions 3. Compile CIMO contributions for submission to ICG-WIGOS Task Team on WIGOS Regulatory Material and CBS IPET-WIFI Subgroup on Regulatory Material, if appropriate | 1. Document with CIMO contribution to Manual on WIGOS, Guide to WIGOS and WMO Technical Regulations | On-going |  | CIMO-16, Doc. 6 para 6.23  Note: relevant also is the WIGOS Task Team on WIGOS Metadata |
| 6. | **Coherency between Manual on WIGOS, Guide to WIGOS, CIMO Guide and relevant ISO standards** | **V. Kurz**  K. Premec  S. Cohn (ICA) | 1. Review proposals of ETs for ISO/WMO standards and advise ETs on how to include them into the CIMO Guide.  2. Monitor level of convergence between WMO and ISO versions of common WMO-ISO standards |  | On-going |  | CIMO-16 6.23, 7(12).7  Note: subtask 2 addresses only standards in which CIMO was involved. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_