**Workplan of the Task Team on Competencies (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. | **Competency sets required for IMO** | **Shandu**  All | 1. Review existing relevant material and examples (e.g. competencies developedby other TCs and work done by former ET-RIC) 2. Liaise with EC Panel of Experts on Education and Training to follow WMO overall approach to this topic. 3. Derive overall competency sets required to cover all functions related to instrumentation and observations | 1. Documentation List 2. List of competency sets. | 1. 10 Nov 2014 2. 13 Nov 2014 | 100%  100% | CIMO-XV, para 6.20  CIMO-16 6.19, 7(6).3  Four sets resulted (see Tasks 2,3,4&5) |
| 2. | **Competencies for meteorological observations.** | **Shandu**  All | 1. Develop competencies for meteorological observations. | 1. Document with required competencies for consideration of CIMO MG. | 1. Mar 2015 | 90% |  |
| 3 | **Competencies for instrumentation (installation, operation, maintenance)** | All:   1. **Shandu**   Chen   1. **Chan**   Angulu   1. **Harper**   Atilan | 1. Develop draft competencies for observational instrumentation. 2. HLCs 1,5 3. HLCs 3,4 4. HLCs 2 5. Finalise | 1. Document with required competencies for consideration of CIMO MG. | 1. Teleconf Feb 2015 | 30% |  |
| 4 | **Competencies for instrument calibration** | **Harper**  All | 1. Review and revise draft competencies for instrument calibration developed by ET-RIC. 2. Finalise | Document with required competencies for consideration of CIMO MG. | 1. Teleconf Feb 2015 | 70% | Note: Must take into account the ISO 9001 aspects of ISO17025 |
| 5 | **Competencies for observing network and programme management** | 1. **Chen**   Shandu   1. **Angulu**   Chan   1. **Atilan**   Harper | 1. Develop draft competencies for meteorological observations. 2. a Network Management 3. b Planning 4. c Procurement and Installation | Document with required competencies for consideration of CIMO MG. | Teleconf Sep 2015 | 5% |  |
| 6 | **WMO Regulatory and/or Guidance Material** | **Shandu**  All | 1. Recommend to CIMO MG on where output should appear. 2. Arrange for inclusion of competencies in CIMO Guide and/or WMO regulatory documentation | 1. Recommendation to CIMO MG on regulatory status of competencies. 2. Update of relevant CIMO Guide chapter or regulatory material | 1. Dec 2015 | 0% | Note: ultimately CIMO MG will submit agreed version to WMO ETD for review. |

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