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| WORLD METEOROLOGICAL ORGANIZATIONCOMMISSION FOR BASIC SYSTEMSOPAG on DPFS MEETING OF THE RA-I EXPERTS GROUP ON SEVERE WEATHER FORECASTING DEMONSTRATION PROJECT (SWFDP)Abidjan, Côte d’Ivoire, 4-8 September 2017  |  | WDS-DPFS/RAI-WA-SWFDP/Doc. 2.1(2)(28.VII.2017)\_\_\_\_\_\_\_\_\_\_\_ |

**ANNOTATED PROVISIONAL AGENDA**

1. **OPENING**

The Meeting of the RA-I Experts Group on Severe Weather Forecasting Demonstration Project (SWFDP) will be opened at 9 a.m. on Monday 4 Sept 2017 in Abidjan. Opening and welcome remarks are anticipated to be made by the representatives of Ivory Coast Meteorological Service and the WMO Secretariat.

**2. ORGANIZATION OF THE MEETING**

The meeting will proceed with the adoption of the Agenda and will agree on the working arrangements

**2.1 Adoption of the agenda**

The meeting will review and adopt the provisional agenda. The draft of provisional agenda has been made available to the participants prior to the meeting.

**2.2 Working arrangements**

The meeting will agree on the details concerning the organization of its work programme including working hours with appropriate lunch/coffee breaks and any other practical session arrangements. The documentation for the meeting and the meeting itself will be in English. A Documentation Plan (INF. 1) including provisional and annotated agenda has been developed to assist participants to prepare for the meeting. The same has been posted on the WMO web site at: <http://www.wmo.int/pages/prog/www/BAS/CBS-meetings.html>

All participants are requested to provide input on assigned agenda items before end of August 2017. They are also welcomed to provide input to any other items.

**3. SEVERE WEATHER FORECASTING DEMONSTRATION PROJECT (SWFDP) FRAMEWORK**

**3.1 SWFDP Guidebook for Planning Regional Subprojects (2016 version) and overall framework** **including requirements from participating centres, project management and sustainability**

The meeting will be presented with information on the SWFDP framework, including guidance from the Commission for Basic Systems (CBS), and the “*SWFDP Guidebook for Planning Regional Subprojects”* which is developed and reviewed by CBS Steering Group for SWFDP to provide guidelines on development planning of a SWFDP regional subproject in a geographical area and its implementation plan. The meeting will also be informed on summary of SWFDP experiences since its inception in 2006, and SWFDP requirements from all participating centres (global, regional and national), and project management and its sustainability. The meeting will consider this information and follow up discussions in developing the Regional Subproject Implementation Plan (RSIP) for SWFDP- Eastern Caribbean.

**3.2 Summary of the inception meeting in Dakar, Senegal (Dec 2015)**

The secretariat will summarize the results of the last meeting held in Dakar Senegal in Dec 2015.

**4. THE SWFDP CASCADING FORECASTING PROCESS**

**4.1 Roles of Global centres and products availability: Meteo France, ECMWF, US NOAA/NCEP, Environment Canada and UK Met Office**

The representatives of Meteo France, ECMWF and US NOAA/NCEP will inform the meeting of the general features of their global NWP production and Nowcasting system as appropriate, their future development plans and the kinds of NWP/EPS and Nowcasting products that they could provide for the sub-region within the framework of SWFDP, with focus on severe weather monitoring, forecasting and early warnings.

The representatives of Global Centres will also inform the meeting on potential contributions for global and regional NWP LAM capabilities for the subproject and their roles and contributions in various other projects in synergy with the SWFDP in the sub-region. The meeting will consider this information and follow up discussions in developing the Regional Subproject Implementation Plan (RSIP) for SWFDP-Eastern Caribbean.

**4.2 Roles of Regional centres and of few advances NMHSs: Morroco, Nigeria, RCC ACMAD and Agrhymet**

Under this agenda item, the meeting will be informed of potential role and responsibilities of the following advanced centres in the supporting SWFDP-WA: NMHSs Morrocco and Nigeria, RCC ACMAD and Agrhymet. These centre representatives are expected to provide a 15 minute presentation covering all aspects of their contribution to SWFDP-WA.

**4.3 National Meteorological Centres (NMCs): Update on operational systems, Capacity, Needs and ongoing projects**

The representatives of NMCs will update the meeting on forecasting and warning capacity of the NMCs in the sub-region including NMCs’ contingency planning and Standard Operating Procedures (SOPs). Representatives will ensure to share information on various meteorological projects and on donors in their respective countries. In addition, they are expected to report on major gaps in terms of their capacity to provide early warnings and on the important thresholds for weather warnings in their respective countries.

**5. ROLE OF RMSC DAKAR AND IDENTIFICATION OF GAPS**

The representative of RSMC DAKAR will update the meeting on progress they have made in getting ready for SWFDP-WA. (website, regional models, etc) and on gaps related to its readiness.

**6. PUBLIC WEATHER SERVICES (PWS): DELIVERY OF WARNING SERVICES**

The Secretariat will update on WMO Strategy for Service Delivery including on impact based forecasts and warnings, and on the use of Common Alerting Protocol (CAP) in dissemination of warnings. The Secretariat will cover the method to follow to implement the service delivery strategy and CAP.

**7. REPORTING MECHANISM AND FEEDBACK BY NMCs**

**(Submission of regular Progress Reports by NMCs including Verification of Forecasts, Case Studies, Users’ Response etc.)**

As part of SWFDP implementation, regular feedback from NMCs on the progress of SWFDP implementation at national/local levels including issuance of forecasts and dissemination of warnings (both accuracy and timeliness), verification of forecasts and warnings, usefulness of forecasts and warnings, and user’s response, is highly important for overall improvement in the observational and forecasting/warning system. Based on SWFDP experience in Africa, WMO Secretariat has published “Forecast Verification in African Severe Weather Forecasting Demonstration Projects” (WMO No. 1132) in 2014. The meeting will also be briefed on the status of the development of SWFDP database using WMO’s Country Profile Database (CPDB) platform.

The NMCs involved in the SWFDP-Eastern Caribbean are required to provide their feedback in the form of Quarterly Progress Reports on types of severe weather observed, forecasts and warnings issued dissemination channels, users’ response, and verification of forecasts and warnings etc. The NMCs are also expected to do case studies of selected severe events and provide key findings of case studies as part of their progress reports. The meeting will review the template of Progress Report. The meeting will consider this information and follow up discussions in developing the Regional Subproject Implementation Plan (RSIP) for SWFDP-Eastern Caribbean.

**8. DEVELOPMENT OF REGIONAL SUBPROJECT IMPLEMENTATION PLAN (RSIP) FOR SWFDP-West Africa**

A discussion session on parameters for consideration and thresholds and agreement on guidance products. Areas for discussion include:

**8.1** **Products/Data to be shared: Brainstorming Session on NWP**

**8.2 Products/Data to be shared: Brainstorming Session on Observations and other relevant information**

**8.3 Guidance Products for NMCs: Brainstorming Session on Guidance Products (including thresholds for warnings)**

**8.4 Development and Review of draft RSIP for SWFDP-West Africa**

**9. ANY OTHER BUSINESS (AOB)**

The meeting may consider any other issue(s) requiring discussions and/or actions.

**10. REVIEW OF THE MEETING REPORT AND NEXT STEPS**

The meeting will be invited to review the Report of the Meeting.

**11. CLOSING**

The meeting is expected to close at 5 p.m. on Friday, 8 September 2017.

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