

Memorandum of the RSMCs for EER in RAIL

Memorandum A

The Procedures for Joint Statements by RSMCs in RAIL

(Issued on 9 Nov. 2006, amended on 5 Nov 2010)

RSMC Beijing
RSMC Obninsk
RSMC Tokyo

1. All RSMCs in RAIL propose their draft for the joint statement to the chief RSMC in RAIL based on the result of their own model.
2. The chief RSMC refers to those drafts and makes a draft of the joint statement then sends it to other RSMCs.
3. RSMCs send their comments to the chief RSMC on the draft of the joint statement.
4. The chief RSMC refers to the comments and adjusts the draft of the joint statement then re-sends a new version of draft to other RSMCs.
5. When the RSMCs agree, they indicate their agreement to the chief RSMC. Otherwise, the RSMCs re-send their comments to the chief RSMC.
6. All RSMCs repeat the procedures 4 and 5 until an agreement.
7. When all RSMCs reach agreement, the chief RSMC distributes the joint statement to expected recipients.

(The all communications should be based on FAX. Duplication by e-mail is more desirable.)

Memorandum B

Chief RSMC in RAI

(Issued on 9 Nov. 2006, amended on 5 Nov 2010)

RSMC Beijing
RSMC Obninsk
RSMC Tokyo

1. Each RSMC shall send a notification of its receipt of request to the other RSMCs within 2 hours from the request. All RSMCs can substitute their products for the notification if in time. This procedure will be conducted to confirm each other's activation and capability of communication.
2. a) If one of RSMCs has not confirmed its activation within two hours, further work is performed by the two other centers.
b) When the request is received by the RSMC, but the RSMC can not communicate with other RSMCs, the RSMC performs all work for itself, including Joint statement production.
3. If "this year's chief RSMC" for joint statements can not communicate to the others, "next year's chief RSMC" shall play the leading role instead.
4. The chief RSMC will send notifications to the other RSMCs about its leading role.
5. The chief RSMC for joint statements shall be in the following order.
6. The chief RSMC will send an email announcement to the expected recipients, when all RSMCs in operation posted their products on the Mirrored Web-sites.

Year	chief RSMC in RAI
2010	Obninsk
2011	Beijing
2012	Tokyo
2013	Obninsk
2014	Beijing
2015	Tokyo
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Memorandum C

Communication Test by Email / FAX in RAI

(Issued on 5 Nov 2010)

RSMC Beijing
RSMC Obninsk
RSMC Tokyo

1. To review the contact information, RSMCs in RAI will conduct communication tests of operational email / fax contact points in the region.
2. Each RSMC will conduct a communication test once a year as indicated in the table below.

Month	RSMC
March	Beijing
July	Obninsk
November	Tokyo

3. A RSMC that has conducted such a communication test will report the result to other RSMCs as well as the WMO Secretariat.
4. If a centre cannot conduct a test, the centre shall report the reason in its annual report.

Note: The memorandum C should be effective in the year 2011 after the WMO Secretariat has completed the initial version of email and fax contact list in the region.