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| **World Meteorological Organization****Commission for Instruments and Methods of Observation & Global Cryosphere Watch****CIMO-GCW Collaborative Workshop**Geneva, Switzerland, 19-20 June 2017 | **CIMO-GCW-Wshp/Doc. 1.2(2)**  |
| Submitted by:The Secretariat19.05.2017**DRAFT 1** |

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# explanatory memorandum

1. **Organization of the Session**
	1. **Opening of the Session**

The Collaborative Workshop between the Commission for Instruments and Methods of Observation (CIMO) and the Global Cryosphere Watch (GCW) will open at 09:00 hours on Monday, 19 June 2017, at the WMO Secretariat in Geneva, Switzerland.

* 1. **Adoption of the Agenda**

The provisional agenda will be submitted to the Session for adoption.

* 1. **Working Arrangements**

The Meeting will agree on details concerning the organization of its work, including working hours. The documentation and meeting will be conducted in English only.

1. **Guidelines on the Observation and Measurement of Snow**

The meeting will be presented with a draft chapter on guidelines for the observations and measurements of snow, towards its possible inclusion in the WMO Guide to Meteorological Instruments and Methods of Observation (WMO-No.8, CIMO Guide). The meeting participants will be invited to review it, agree on needed amendments and work collaboratively at finalizing the chapter.

The meeting will also be invited to consider whether the material is suitable for inclusion in the CIMO Guide, or recommend where it should be published, and the needed approval process to ensure that this document is recognized by both the GCW and CIMO communities.

The meeting will be invited to consider any work that would still be required to finalize the chapter and agree on responsibilities for its conduction.

1. **future collaboration between CIMO and GCW on observation and measurement practices**

The meeting will also be invited to address the matter of future collaboration between CIMO and GCW regarding the development of guidelines for the measurement and observation of cryosphere components. It will consider the suitability of the process tested through this workshop for collaboration on other relevant meteorological variables, and develop recommendations towards future collaboration to make best use of the expertize of experts from both communities, avoid duplications of activities and work collaboratively in a WIGOS spirit.

The meeting will finally be invited to consider whether other joint activities between CIMO and GCW would be desirable, as on the possible conduction of training activities, and/or survey of members on their requirements for specific training related to both CIMO and GCW.

The recommendations developed by the workshop would be shared with relevant CIMO and GCW teams for consideration, and possible approval.

1. **Other Business**

Under this agenda item, the meeting will be invited to consider any other issue brought forward by participants at the meeting.

1. **Closure of the Session**

The Session is tentatively scheduled to close around 17:30 on Tuesday 20 June 2017.

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