

**WORLD METEOROLOGICAL ORGANIZATION**

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COMMISSION FOR INSTRUMENTS AND  
METHODS OF OBSERVATION

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**CIMO MANAGEMENT GROUP**  
*First session*

ITEM: 2.4

Los Angeles/CA., USA, 13-15 February 2003

ENGLISH only

## **Milestone Plan and working mechanism for the Expert Teams and OPAGs**

*(Submitted by the Secretariat)*

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### **Summary and purpose of document**

This document contains a draft Milestone Plan of CIMO and Expert Teams and working mechanism for Expert Teams and OPAGs.

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### **Action proposed**

The meeting is invited to examine the draft Milestone Plan of CIMO and Expert Teams and working mechanism for Expert Teams and OPAGs and to decide on final plan and working mechanism.

## **Milestone Plan**

1. CIMO-XIII requested CIMO Management Group (CIMO-MG) to plan, coordinate and actively manage the work of the Commission. In this regard, a Milestone Plan was prepared to provide a basic guidance for planning of CIMO activities.
2. The Milestone Plan is based on CIMO OPAGs' structure and their TOR as presented in Doc.2.2. The Plan should assist co-chairpersons of OPAGs and leaders of ETs in preparing their Working Plans. The Milestone Plans of CIMO and ETs are presented in Annex 1 and Annex 2 respectively.
3. The construction of the Milestone Plan is based on the following assumptions:
  - a) Most of ETs would be activated in the 1<sup>st</sup> half of 2003;
  - b) CIMO-XIV would be held in the beginning of 1<sup>st</sup> quarter of 2007;
  - c) No more than one meeting of ET should be held in one calendar quarter;
  - d) Meetings of ETs should be held only if substantial work on the allocated tasks were done and comprehensive Preliminary or Final Reports are expected to be discussed and approved by the meeting;
  - e) Meeting of ET on Training Activities and Meeting of Heads of RICs would be conjointly held with TECO-2004;
  - f) Two major CIMO-MG meeting are planned, in the 1<sup>st</sup> quarter of 2003 and the 2<sup>nd</sup> quarter of 2006 (other meetings would be held by opportunity, if necessary);
  - g) All tasks related to guidance and training materials (Guides, Manuals, IOM Reports, etc.) should be finalized before the meeting of ET on Development Guidance and Training Materials;
  - h) Members of ETs on Instrument Intercomparisons are selected in a way so that those two ETs would also serve as two International Organizing Committees for all WMO Intercomparisons;
  - i) WMO Intercomparisons are planned as suggested by CIMO-XIII;
  - j) Final Reports of Intercomparisons should be produced within 6 months after completions of the Intercomparison;
  - k) All tasks should be completed, as far as possible, 3 months before the second major CIMO-MG meeting;
  - l) Enough funds would be allocated by Cg-XIV for the planned activities.

## **Working Mechanism for Expert Teams**

4. The ETs work by correspondence or meetings, as necessary, to accomplish task(s) entrusted to the teams. The need for the meetings of the ETs will be considered by the MG in consultation with the Secretariat taking due note of the nature and urgency of the task(s).
5. Based on the Milestone Plan approved by CIMO-MG, an ET chair should plan the tasks and mile stones that constitutes the Working Plan of an ET, within 2 months after activation of an ET, for approval by a responsible parent OPAG co-chairperson.
6. An ET chair reports regularly on the progress achieved in carrying out tasks assigned to the team. Progress Reports are produced at least once a year by the end of November of every calendar year and should be sent to the parent OPAG co-chairperson who is responsible for a particular ET, and copied to the Secretariat.
7. An ET should deliver its final working results within a specific time period, defined in the Working Plan of ETs, to their parent OPAG co-chairperson, and copied to the Secretariat.
8. All reports of the ETs will generally be accessible through the WMO/CIMO Web site or distributed through the CIMO Newsletter or by regular mail, as feasible.

9. ET chairs may, with the approval of the CIMO-MG, draw upon CIMO experts as required to accomplish their tasks.

### **Working Mechanism for CIMO-MG**

10. The co-chairpersons of the OPAGs decide on an appropriate allocation of responsibilities among them for a sound management and technical guidance of the work of the OPAG area, and for a clear leadership of all ETs, including guidance and coordination of their work, reports, information distribution to interested experts, etc., and allocation of responsibilities.

11. Based on the Milestone Plan approved by CIMO-MG, the co-chairpersons of OPAGs prepare the Working Plan of the OPAGs with a clear indication of deliverables and the need for any ET meetings.

12. The co-chairpersons of OPAGs assist ETs in preparation of their Working Plans to harmonize CIMO-MG Milestone Plan, OPAG and ET Working Plans.

13. The responsible co-chairperson of an OPAG should assess Progress Reports provided to him/her by ETs and prepares a concise OPAG Progress Reports on all ETs within his/her responsibility to the Secretariat for inclusion in the December issue of CIMO Newsletter.

14. The responsible co-chairperson should assess the Final Reports provided by ETs to him and prepares an OPAG Final Report on all specific activities/tasks under his/her responsibility and defined in the TOR of an OPAG, in the form of working documents for next CIMO session.

[Annex 1 - Milestone Plan for CIMO.xls](#)

[Annex 2 - Milestone Plan for ETs.xls](#)