

WORLD METEOROLOGICAL ORGANIZATION

COMMISSION FOR INSTRUMENTS AND METHODS  
OF OBSERVATION

CIMO MANAGEMENT GROUP  
First session

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

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ITEM: 1.2

ENGLISH only

## **EXPLANATORY MEMORANDUM**

### **1. ORGANIZATION OF THE SESSION**

#### **1.1 Opening of the session**

The first session of the CIMO management group will be opened on Wednesday, 13 February 2003, at 09:00 a.m. in Westin Long Beach hotel, Los Angeles, USA.

#### **1.2 Adoption of the agenda**

The meeting will be invited to consider the provisional agenda with a view to its adoption.

#### **1.3 Working arrangements for the session**

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

### **2. FOLLOW-UP OF THE DECISIONS OF CIMO-XIII**

#### **2.1 Review of the tasks to be undertaken of the OPAGs**

The meeting is expected to review the tasks to be undertaken by OPAGs in the next period, taking into account the conclusions and directives from CIMO-XIII.

#### **2.2 Terms of Reference of Expert Teams**

The meeting is invited to review proposed structure of CIMO OPAGs and Terms of Reference of CIMO Expert Teams for the next period.

#### **2.3 Composition of Expert Teams**

The meeting is expected to decide on the leadership and membership of Expert teams, on the basis of proposals of OPAG's co-chairpersons.

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

The meeting is invited to review and adopt Milestone Plan for CIMO and Expert Teams and working mechanism for Expert Teams and OPAGs.

## **2.5 Working Plan for 2003**

The meeting is invited to review and adopt the proposed Working Plan for 2003.

## **3. CIMO GUIDE, IOM REPORTS**

### **3.1 Status and plan for update of the CIMO Guide**

The meeting will be informed on the status of preparation of, and plans for updates in the CIMO Guide and is expected to make a decision on further action.

### **3.2 Status and plan for IOM Reports**

The meeting will be informed on the status of preparation of, and plans for IOM Reports and is expected to make a decision on further action.

## **4. ANY OTHER BUSINESS**

### **4.1 Other matters**

Under this agenda item, the meeting will be invited to discuss issues that may be brought forward by participants at the meeting.

## **5. CLOSURE OF THE SESSION**

It is expected to close the meeting on Friday, 15 February 2003, late afternoon.