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| **World Meteorological Organization**  **Commission for Instruments and Methods of Observation**  **CIMO Management Group**  **Fifteenth Session** Geneva, Switzerland, 26 – 29 March 2018 | **CIMO/MG-15/Doc. 2.4(2)** |
| Submitted by: V. Kurz  24.03.2018 |

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# Report on progress, recommendations and future activities of CIMO Editorial Board

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| **Summary and purpose of document**  This document provides information on the activities of the CIMO Editorial Board and details several proposals. |

**Action proposed**

The Meeting is invited to review the report and to approve several proposals.

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**Appendices:** I [Updated Workplan](#Appendix1)

II Guidelines

III [Topics and deliverables for after CIMO-17](#Appendix3)

**EXECUTIVE SUMMARY**

* All tasks are done, the Editorial Board ist about to finalize contributions to the 2018 Edition of the CIMO Guide.
* The Management Group is asked to approve
  + three new members of the CIMO Editorial Board,
  + Dr Jitze van der Meulen as Associate member to establish a firm relationship to WIGOS regulatoy material,
  + changing Parts into Volume,
  + re-baptizing the Guide to Instruments and Methods of Observation to Guide to Observations,
  + updated guidelines for the Guide to Observation,
  + the new workplan.

**REPORT ON ACHIEVEMENTS, RECOMMENDATIONS AND FUTURE ACTIVITIES OF CIMO EDITORIAL BOARD**

1. ***Major achievements with respect to Workplan***
   1. All tasks from the workplan are done. The Editorial Board is about to finish editorial reviews of contributions to the 2018 Edition of the CIMO Guide so these can be submitted in time to the members for comment. The 2018 Edition should then be ready for approval by CIMO 17 in October 2018.
   2. The head of the Editorial Board was acting in several CBS working groups to provide regulatorial material from the CIMO Guide to the Manual on WIGOS and WIGOS Technical Regulations. This task is now taken over by Jitze van der Meulen.
   3. The Editorial Board had a meeting in Offenbach, Germany from January, 30 until February, 1 and a video conference an March, 14. More video conferences are planned for April to finish the editorial tasks for the 2018 Edition.
2. ***Problems encountered*** 
   1. It took a rather long time to publish the 2014 Edition. Hopefully, these publishing problems were solved as can be seen by the fast appearence of an intermediate 2017 Edition.
3. ***Recommendations***
   1. Three new volunteers could be recruited, among these two female experts. These persons already started their work as invited experts and joined the meeting and the video conference. The Management Group is asked to approve the following persons as formal members of the CIMO Editorial Board: Dr Jane WARNE, Prof. Ann WEBB, Dr Tilman HOLFELDER.
   2. Dr Jitze van der Meulen acts as an important interface between the Guide and WIGOS regulatory material. It is considered that a close connection should be established between him and the Editorial Board. So the Management Group is proposed to provide an appropriate status to Dr van der Meulen, e.g. as an associate member of the CIMO Editorial Board. It is understood that Dr van der Meulen should not be burdoned with the tasks of an ordinary member but be given the opportunity to keep close relationship between the recommendations and the mandatory material in the area of meteorological sensors and methods of observation.
   3. A new structure for the CIMO Guide was proposed to the Editorial Board and accepted. According to common practice, the Parts shall be promoted to Volumes. This eases the publishing process considerably. The Management Group is asked to approve that decision.
   4. Along ideas for restruccturing technical commissions, a new name for the CIMO Guide has to be found. The Editorial Board‘s proposal is „Guide to Observations“. The Management Group is asked to approve this new title. It could beconsidered as an abbreviation, so no renumberung of the guide (WMO Number 8) is neessary.
   5. The revised guidelines for the Guide to Observations were alredy used for the preparation of the 2018 Edition, and the Management Group is asked to formally approve those guidelines given in Annex II. The text already reflects the proposals from 3.3 and 3.4.
4. ***Major topics for future work with expected associated deliverables***
   1. It is proposed to expand the canonical workplan to the next period, extended by a new task reflecting the connection between recommendations of the Guide to Observations and WIGOS regulatory material.

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**APPENDIX I**

**UPDATED WORKPLAN**

(Version: as approved by CIMO-MG-13 in Dec. 2014, updated at EdBd-1 meeting, 30 Jan – 1 Feb 2018)

| **No.** | **Task description** | **Person responsible** | **Action** | **Deliverable** | **Deadline for deliv.** | **Status**  **[%]** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | **Update guidelines for the drafting updates/new editions of the CIMO Guide** | **V. Kurz** | 1. Review general guidelines for authors / reviewers of CIMO Guide chapters in view of ensuring homogeneous presentation of material throughout the Guide 2. Update the guidelines to provide guidance to authors on how to indicate preferred methods to be used. | 1, 2. Document with revised guidelines for posting on website |  | 100 % | CIMO EdBd-2 para 4.6-7  CIMO-16, Doc. 6, para 6.20 |
| 2. | **Collect and review (small) modifications proposed by Members** | Z. Shilenje  S. Cohn  A. Lilja | 1. Collect proposals of revision received from Members and maintain list of outstanding issues 2. Consult with relevant ET Chairs/experts on appropriateness of proposals 3. Develop updates for relevant chapters | 1. List of proposals (received by whom and when) and their status /decisions taken (when and by whom were they approved or rejected)  2-3. Revised chapters | 1. Yearly  2. Yearly in March  3. Yearly in Dec. | 100 % | ETs to be prompted every year. ET and external contributors of a chapter (other TC) should be prompted before each new edition/update |
| 3. | **Review of fully revised chapters and chapters revised by ETs** | All (chapters will be assigned when received) | 1. Review newly revised chapters on their compliance with the guidelines / homogeneity with rest of guide. 2. Liaise with authors on need for amendments | 1. Revised chapters for consideration by Members | On-going | 30 % | Process started at the EdBd-1 meeting. |
| 4. | **Identification and planning of needed revisions** | **All** | 1. In collaboration with Secretariat, develop and maintain list of chapters requiring update, revision or complete rewrite   In collaboration with relevant expert teams, identify areas to be up-dated, revised or completely rewritten   1. Identify possible authors 2. Inform CIMO MG and Secretariat and liaise with them | 1. List of chapters and specific issues to be addressed 2. List of chapters/ sections to be rewritten, incl. recommendations on topics to address 3. Authors contacted 4. Document advising CIMO MG of problems and possible solutions | Yearly brainstorming session | 100 % | CIMO MG-11 para 2.5.11 (in particular Part II, Ch 5 Special Profiling Techniques for the Boundary Layer and the Troposphere)  CIMO EdBd-2 para 7.1  Liaise with other TCs etc regarding need for revision of chapters dealing with application areas (e.g. aeronautical observations) |
| 5. | **Contribution to the development/updates of the Manual on WIGOS, Guide to WIGOS, and WMO Technical Regulations** | **V. Kurz**  S. Cohn (ICA) | 1. Follow-up and contribute to the development of the Manual on WIGOS, Guide to WIGOS and WMO Technical Regulations as required 2. Liaise with CIMO ET on required contributions 3. Compile CIMO contributions for submission to ICG-WIGOS Task Team on WIGOS Regulatory Material and CBS IPET-WIFI Subgroup on Regulatory Material, if appropriate | 1. Document with CIMO contribution to Manual on WIGOS, Guide to WIGOS and WMO Technical Regulations | On-going | 100 % | CIMO-16, Doc. 6 para 6.23  Note: relevant also is the WIGOS Task Team on WIGOS Metadata |
| 6. | **Coherency between Manual on WIGOS, Guide to WIGOS, CIMO Guide and relevant ISO standards** | **V. Kurz**  S. Cohn (ICA) | 1. Review proposals of ETs for ISO/WMO standards and advise ETs on how to include them into the CIMO Guide.  2. Monitor level of convergence between WMO and ISO versions of common WMO-ISO standards |  | On-going | 100 % | CIMO-16 6.23, 7(12).7  Note: subtask 2 addresses only standards in which CIMO was involved. |

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**APPENDIX II**

**GUIDELINES FOR DRAFTING UPDATES / NEW EDITIONS OF THE   
GUIDE TO OBSERVATIONS   
(WMO No. 8)  
(2018)**

1. A degree of standardization for the chapter headings was rather strictly applied to the chapters of Volume I. The outline of the headings is in the Annex to this document. Headings in Volumes II to IV are much more flexible. When a new chapter is drafted for Volume II to IV, its structure should be, as far as possible, consistent with the other chapters of that Volume.
2. The CIMO Guide is intended primarily for national meteorological services, but many other organizations and institutions also make use of it. Its purpose is to give guidance on the most effective practices for meteorological measurements and observations to achieve a standard quality. Emphasis is given to practical advice on techniques which are well established and in regular use. The theoretical basis of the techniques should be outlined in the text, supported by references to background literature. Manufacturers are also using the Guide to Observations as guidance for their own products. Volume III (Space-based Observations) is primarily intended to tell people responsible for surface-based measurements what they can expect from space-based systems.
3. The level of technical detail and the content should be appropriate for the intended readers of the Guide to Observations. These are taken to include:

* supervisors of observations programs in meteorological and related services, both at the managerial and technical/operations levels,
* people with scientific background in other fields in research institutions, government agencies, etc., who need to make meteorological measurements,
* teachers, instructors and students in a wide range of studies.

1. The Guide to Observations deals only with techniques in routine use. When multiple instruments or methods are presented to measure the same quantity, they should, in general, be presented with methods that are recommended or in common use appearing first, and with methods that are obsolete or whose use is discouraged appearing afterwards. When a method is strongly preferred/obsolete, this should be stated clearly in the Guide to Observations.   
   Techniques that are rare may be included so long as they are fully operational. Techniques under development or in use only at specialised centres or not easily documented may be alluded to and referenced but not described at length.
2. The Guide to Observations should give practical advice on aspects of meteorological observations and measurements, especially those that are known from experience in meteorological operations but are not commonly published or otherwise readily available.

* Advice should be given on uncertainty, reliability and other aspects of performance, with comprehensive discussion of sources of error.
* It is desirable to give advice in general terms on management considerations, such as unusual demands on resources that a particular observational technique may incur, or on particular difficulties in implementation.
* Well-documented comparisons or evaluations of instruments should be described or referenced.
* Recommendations or decisions of the WMO Commission for Instruments and Methods of Observation must be included.

1. It is not practicable to give in the Guide to Observations detailed advice on operations and equipment, especially for the complex systems described in Volumes II and III. For such systems the Guide to Observations provides an outline, and an introduction to the literature, for the well-informed non-specialist. It should give a perspective on the technique in the general context of meteorological observing systems, and advice on the practice and practicability of the technique.
2. The Guide to Observations does not explicitly describe national practices and observing networks, and neither does it mention particular manufacturers or suppliers nor their observing networks.
3. Relevant material in WMO Manuals and other Guides should be referenced. Usually it should not be reproduced or re-stated, but there may be some instances where basic material should appear in the Guide to Observations as well as in other WMO documents.
4. The following practices have been adopted for references to literature.

* Reviewed and readily available papers and documents are preferred, but are not always sufficient. The Instrument and Observing Methods Reports issued by WMO may be useful references if suitable material does not appear elsewhere. Reports of conferences and inhouse papers are often too transient or inaccessible to be very useful and should be used only if necessary and if no other material is available.
* Recent general and review papers are particularly useful, and recent papers which contain other references to lead the reader into the literature.
* References are particularly appropriate in the sections dealing with scientific discussion of methods of measurement and sources of error, and for discussion of performance and results of evaluations. They are also appropriate for advice on advanced techniques.

1. Glossaries are not used: readers may be assumed to be familiar with normal scientific and technological terminology, and specialist terms should be defined in the text where appropriate. However, some key vocabulary should be introduced to promote uniform terminology. The terminology used in the Guide to Observations has to conform to the internationally adopted standards. These are in particular the International Meteorological Vocabulary (WMO-No. 182) <http://library.wmo.int/pmb_ged/wmo_182-1992_en.pdf> and the International Vocabulary of Metrology – Basic and General Concepts and Associated Terms (VIM) <http://www.bipm.org/en/publications/guides/vim.html>)
2. Uncertainties of instruments and systems should be expressed in compliance with the Evaluation of measurement data – Guide to the expression of uncertainty in measurement (GUM), <http://www.bipm.org/en/publications/guides/gum.html>)
3. Reporting practices should not be included in the Guide to Observations, but in the Manual on Codes (WMO-No. 306).
4. The presentation of the material should follow the WMO Style Guide and the WMO Editorial checklist available under <https://www.wmo.int/pages/prog/lsp/documents/WMO_Style_Guide_2014_en.pdf>.

1. Pictures may be included, but require obtaining written agreement of the copyright holders.

Appendix

SCHEMATIC HEADINGS FOR CHAPTER x of PART I

**Contents** (1)

1. **General** Put introductory text here if it is required, then...

x.1.1 **Definitions** (2)

x.1.2 **Units and/or scales**

x.1.3 **Meteorological requirements** (3, 4)

x.1.4 **Methods of measurement** (4, 5)

1. Quantity and/or technique and/or sensor and/or instrument no. 1 (6)

Use paragraph numbers x.2.1, x.2.3.4

1. Quantity/technique/sensor/instrument no. 2

Etc. If there are only 2 techniques, go to...

1. *Additional headings*
2. " "

Etc.

*Annex x.A* (7)

*Annex x.B*

Etc.

References and further reading (8)

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NOTES

**Bold** means this layout has been used in all chapters of Part I.

*Italic* means very flexible.

(1) A list of chapters will appear at the front of the volume. A list of headings (down to x.a.b.c) will appear at the front of each chapter.

(2) This means definitions specific to this chapter.

(3) Includes applications for the data, reference to WMO documents, etc., and requirements for desirable and achievable accuracy which are not covered in Chapter 1 of Part I.

(4) As they apply to the whole chapter. Subsets of these may appear in subsequent sections on particular techniques.

(5) General principles, overview of systems, physics and chemistry, as appropriate.

(6) In principle, for each quantity/technique/instrument it should be possible to find, somewhere in the chapter, general or specific information on:

*description (including the scientific principle)*

*procedures*

*exposure and siting*

*standards*

*sources of error*

*comparisons/calibration in field/laboratory*

*corrections*

*maintenance.*

These will not all be necessary for all cases, and they can be in sections like x.2 or in more general sections like x.4. This is all very flexible, and at the author's discretion.

(7) Annexes can include almost anything that is inconvenient elsewhere in the text, e.g. formal statements of requirements or procedures, formulae, constants, detailed tables, etc.

(8) Information within the chapters of Part III (Space-based Observations) is closely related. For this Part References and Further Reading appear at the end of the Part rather than at the end of each Chapter.

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**APPENDIX III**

**APPENDIX III: Draft workplan for after CIMO-17**(Note: do not fill in colums Person Responsible/Deadline/Status)

| **No.** | **Task description** | **Person responsible** | **Action** | **Deliverable** | **Deadline for deliv.** | **Status**  **[%]** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | **Update guidelines for the drafting updates/new editions of the CIMO Guide** |  |  |  |  |  |  |
| 2. | **Collect and review (small) modifications proposed by Members** |  |  |  |  |  |  |
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| 5. | **Contribution to the development/updates of the Manual on WIGOS, Guide to WIGOS, and WMO Technical Regulations** |  |  |  |  |  |  |
| 6. | **Coherency between Manual on WIGOS, Guide to WIGOS, CIMO Guide and relevant ISO standards** |  |  |  |  |  |  |
| 7 | **To reflect the connection between recommendations of the Guide to Observations and WIGOS regulatory material** |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |

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