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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. X.Y(Z)** |
| Submitted by: Author’s name  DD.MM.2018 |

# 

# Report on progress, recommendations and future activities of Expert team/Theme leader….

|  |
| --- |
| **Summary and purpose of document**  This document provides information on ... |

**Action proposed**

The Meeting is invited to …

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

II [Additional Information](#Appendix2)

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

**EXECUTIVE SUMMARY**

*[Short summary of maximum 1 page prepared by the OPAG Chair. All points requiring a CIMO-MG decision or a CIMO-17 decision should be highlighted here. It is expected that ONLY the summary will be discussed during the meeting. Relevant additional information can be put in the rest of the document and in the Appendices]*

* ….

**REPORT ON ACHIEVEMENTS, RECOMMENDATIONS AND FUTURE ACTIVITIES OF CIMO EXPERT TEAM/THEME LEADER …..**

*[The report below is expected to be provided by the OPAG Chairperson based on the input he received from the ET/TT Chairperson and Theme Leaders. Relevant additional information can be put in the Appendices]*

1. ***Major achievements with respect to Workplan***

*[Include here only brief description of the achievements (this will serve as the base for the report on achievements to CIMO-17), updated workplan to be provided in Appendix I. Additional information can be provided in Appendix II, if needed]*

* 1. Text.
  2. Text, etc.

1. ***Problems encountered***

*[If any, detailed information can be provided in Appendix II, if needed]*

* 1. Text.
  2. Text, etc.

1. ***Recommendations***

*[Include here recommendations that require actions or decisions from CIMO-MG and/or CIMO-17]*

* 1. Text.
  2. Text, etc.

1. ***Major topics for future work with expected associated deliverables***

*[Include here brief description of proposed future activities. Associated workplan with actions and deliverables can be provided in Appendix III]*

* 1. Text.
  2. Text, etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX I**

**UPDATED WORKPLAN**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX II**

**ADDITIONAL INFORMATION (if needed)**

Text...

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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** |
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