|  |  |
| --- | --- |
| **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. 5.1**  |
| Submitted by:The Secretariat21.03.2018 |

#

# ISSUES RELATED TO THE PLANNING, COORDINATION AND MANAGeMENT OF COMMISSION ACTIVITIES

**Arrangements for CIMO-17**

|  |
| --- |
| **Summary and purpose of document**This document provides information on the arrangements for CIMO-17, in particular the draft Agenda and plans for the preparation of the CIMO-17 documentation. |

**Action proposed**

 The Meeting is invited to review the proposed Agenda for CIMO-17. It is also invited to make any recommendations relevant to the organization of CIMO-17 and preparation of the session documents.

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

**Appendix:**  [Draft Provisional Agenda for CIMO-17](#Appendix)

**ARRANGEMENTS FOR CIMO-17**

1. CIMO-17 will be held in Amsterdam, the Netherlands, from 12 to 16 October 2018. It will be two days shorter than the CIMO-16 session. CIMO-17 will be preceded by CIMO TECO-2018, which will be held from 8 to 11 October 2018 in conjunction with Meteorological Technology World Expo (MTWE) that will last from 9 to 11 October 2018. CIMO-17 and TECO-2018 will be held at the RAI premises, but in different buildings. MTWE will not be overlapping with CIMO-17. Satcom-2 will be held in parallel with TECO-2018. However, it is envisaged that another WMO event might be organized on 11 and 12 October, in parallel to the last day of TECO-2018 and to the first day of CIMO-17.
2. The proposed draft agenda for the session is provided in the Appendix.
3. In the latest sessions of most WMO constituent body meetings, all the work was carried out in plenary only with simultaneous interpretation. This was already the case for CIMO-16, in 2014. It is proposed that the same will be done for CIMO-17 and that the agenda items will be split between two plenaries, chaired by the CIMO president and vice-president.
4. According to WMO General Regulation 189, the provisional agenda and an explanatory memorandum summarizing the problems to be discussed shall be ready at least 120 days before the date of opening. The documents for the session shall be sent as soon as possible, and preferably not later than 45 days before the opening of the session.
5. Documents for constituent body meetings, must be translated in the working language of the constituent body. It should be noted that many WMO constituent bodies will be meeting in the coming months, as well as shortly after CIMO-17, what will be imposing strong pressure on the translators. It is therefore crucial that the preparation of the documents is well planned to ensure they can be made available publicly sufficiently ahead of the session.
6. In order to enable translation of the session documents and dispatch them to all WMO Members by the requested deadlines, it is proposed to have 3 main deadlines for finalization of documents by the authors and IMOP Secretariat staff: 20 May, 10 June and 30 June 2018. This takes into account the availability of short-term staff to support the preparation of the documents, and the timeframe of July-August during which coordination is difficult because of the holiday season in the northern hemisphere. It is proposed that the MG members would provide their inputs for the 20 May deadline, at the latest, to enable editing and consolidation by the Secretariat. The meeting is invited to make arrangements to ensure documents needed to be provided by the CIMO Management Group members are available by the agreed deadlines for further finalization and processing by the Secretariat.

***Type of documents***

1. The style of documents submitted to WMO constituent body meetings has strongly evolved in the last years. Nowadays, documents are much shorter and focusing on decisions needed to be taken by the constituent body. All decisions are formulated in a way reminiscent to the style used for constituent body recommendations and resolutions. Information documents (INFs) are used to provide background information needed for the constituent body to adopt the decisions/resolution/recommendations. Reports submitted to the constituent bodies (like the president report, OPAG Chair reports) are also submitted as INF documents. The content and wording of INF documents are not reviewed by the session.

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

**DRAFT PROVISIONAL AGENDA FOR CIMO-17**

# OPENING OF THE SESSION

# ORGANIZATION OF THE SESSION

2.1 Consideration of the report on credentials

2.2 Adoption of the agenda

2.3 Establishment of committees

2.4 Other organizational matters

# REPORTs BY THE PRESIDENT OF THE COMMISSION, OPAG-Chairpersons and FOCAL POINTS

# Decisions emerging from specific CIMO activities

4.1 In-Situ Technologies and Instrument Intercomparisons

4.2 Remote-Sensing Technologies

4.3 Capacity Development and Operational Metrology

4.4 Other

*[incl. update of the CIMO Guide, review of Testbeds and Lead Centres, and possibly new proposals for nomination of TB & LC]*

# CIMO in the context of the WMO Strategic planning and its collaboration with WMO technical commissions, regional associations and programmes

*[incl. WIGOS, WIS, GFCS, DRR, Aeronautical Meteorology, Capacity Development; and also GAW, GCW (Polar observations), QMF, Hydrology, Agrometeorology, Climate (Centennial Stations), Regional Instrument Centres and Regional Radiation Centres, and more]*

# COLLABORATION WITH RELEVANT INTERNATIONAL ORGANIZATIONS

# FUTURE WORK AND WORKING STRUCTURE OF THE COMMISSION AND STRATEGIC PLANNING

*[incl. gender mainstreaming, Strategic Planning, any new activities not addressed above]*

# REVIEW OF PREVIOUS RESOLUTIONS AND RECOMMENDATIONS OF THE COMMISSION AND OF RELEVANT RESOLUTIONS OF THE EXECUTIVE COUNCIL

# ELECTION OF OFFICERS

# DATE AND PLACE OF THE EIGHTEENTH SESSION

# CLOSURE OF THE SESSION

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