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| **World Meteorological Organization****Commission for Instruments and Methods of Observation** **Ad-hoc Meeting on the Review of the HMEI Tender Documentation**Geneva, Switzerland, 30 June 2017 | **CIMO/HMEI-TD/Doc. 1.2(2)**  |
| Submitted by:The Secretariat01.06.2017**DRAFT 1** |

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# explanatory memorandum

1. **Organization of the Session**
	1. **Opening of the Session**

The Commission for Instruments and Methods of Observation (CIMO) Ad-hoc Meeting on the Review of the HMEI Tender Documentation will open at 08:30 hours on Friday, 30 June 2017, at the WMO Secretariat in Geneva, Switzerland.

* 1. **Adoption of the Agenda**

The provisional agenda will be submitted to the Session for adoption.

* 1. **Working Arrangements**

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

1. **Review of the HMEI Tender Documentation**

HMEI, in collaboration with the World Bank, has developed a set of documents providing guidance on procurement practices. It is expected that this documentation would be supporting WMO Members on how to write tenders, ensuring that they can be clearly understood and responded to by manufacturers, and that the resulting measurements are fit-for-purpose (building on user requirements).

The meeting will be invited to review the HMEI Tender Documentation, and in particular the document “Requirement specifications for meteorological observing systems”. The meeting will then be invited to assess whether the documentation would be suitable to support WMO Members in their procurement activities in the WMO Integrated Global Observing System (WIGOS) context and to develop recommendations for the further development/finalization of the documentation.

The meeting will be presented with a draft list of recommendations to improve the material so that it would be suitable for use by WMO Members. That list builds on a preliminary review carried out by the meeting participants, and takes into account the presentation made by HMEI relating to the software tool that accompanies the documentation. The meeting will then be invited to finalize this list of recommendations, possibly building up also on other tender examples, towards sharing it with HMEI, and the World Bank.

1. **Working together to finalize the tender documentation**

The recommendations developed under agenda item 2 will be presented to representatives of HMEI and of the World Bank that will be invited to attend this part of the meeting.

WMO, HMEI and the World Bank will be invited to consider and agree on how to work together to ensure that speedy progresses are made in order to have the tender documentation suitable for WMO Members finalized by end of 2017 at the latest. (It is noted that this applies to the current scope of the documentation, and that a wider scope covering more meteorological parameters, etc., would be envisaged at a later stage.)

The meeting will also be invited to recommend options for maintaining the documentation, and the related web-tool in the future (responsibilities, hosting,…).

1. **Other Business**

Under this agenda item, the meeting will be invited to consider any other issue brought forward by participants at the meeting.

1. **Closure of the Session**

The Session is tentatively scheduled to close around 17:00 on Friday 30 June 2017.

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