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| **World Meteorological Organization**  **Commission for Instruments and Methods of Observation**  **Planning Meeting for the 2021 Upper-air Intercomparison** Payerne, Switzerland, 19 – 21 February 2019 | **CIMO/UAI-Prep/Doc. 1.2(2)** |
| Submitted by: The Secretariat  14.02.2019 |

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# explanatory memorandum

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

The Planning Meeting for the 2021 Upper-Air Intercomparison will open at 13:00 hours on Tuesday, 19 February 2019, at the at the MeteoSwiss Aerological Station in Payerne, Switzerland.

* 1. **Adoption of the Agenda**

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

* 1. **Working Arrangements**

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

1. **plan for the 2021 upper-air intercomparison** 
   1. **The Context of the Intercomparison**

The meeting will be presented with the requirements for upper-air measurements for the independent application areas as listed in OSCAR.

* 1. **Overall Arrangements for the Intercomparison**

The Chairperson of CIMO Task Team on Upper-Air Intercomparison will present the overall plan for the intercomparison. Based on the concept note that was provided to CIMO-17, the meeting will then be invited to develop a detailed plan for the conduction of the intercomparison, that will include among others the main objectives, place, date and duration of the intercomparison, condition for participation, data acquisition, processing and analysis methodology, plans for the publication of results, intercomparison rules, and responsibilities of the host and participants. In doing so, the meeting would follow the Guidelines for Organizing Radiosonde Intercomparsions and for the establishment of test sites, as well as the Procedures of WMO Global and Regional Intercomparisons of Instruments and Guidelines for Organizing WMO Intercomparisons of Instruments as specified in *Guide to Meteorological Instruments and Methods of Observation*, WMO-No.8, Part I, Chapter 12, Annex 12.C and Part IV, Chapter 4, Annex 4.A and Annex 4.B respectively.

* 1. **The Radio-sonde Part of the Intercomparison**

Under this agenda item, the meeting will be presented with the global distribution of the latest radiosonde-types based on ECMWF monitoring of reported metadata.

The meeting will then be invited to finalize the plan for the radio-sonde part of the intercomparison, including among others rules for participation, conduction of the experiment and procedures for the evaluation of the participating instruments. This will cover the laboratory tests, as well as the field test. The meeting will also consider the methodologies that will be used for the data analysis and evaluation of the participating instruments that is specific to the radiosonde part of the intercomparison.

* 1. **The Non-radio-sonde Part of the Intercomparison**

Under this agenda item, the meeting will be invited to finalize the plan for the non-radio-sonde part of the intercomparison, that is expected to include ground-based remote-sensing instruments, aircraft-based observations, satellite observations, drones, etc. The meeting will also consider how the data is expected to be analysed and the potential involvement and need for support from other groups to achieve the expected results.

* 1. **Database, Data Management and Data Analysis**

The meeting will review the plan for the data collection data formats that will be used and need for specific software developments that may need to be developed prior to the intercomparison.

The meeting will also discuss the plan for the overall analysis of the intercomparison integrating the data from all observing systems that will be used during the intercomparison.

* 1. **Data Policy**

The meeting will be invited to develop a tentative data policy for the intercomparison.

* 1. **Next Steps**

The meeting will discussed the next steps to be taken between now and the intercomparison. These will include potential discussions with manufacturers during Congress-17, establishment of the International Organizing Committee, and the need for a meeting of the IOC and project team.

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 13:30 on Thursday 21 February 2019.

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