

PROCEDURES FOR UPDATING THE CIMO GUIDE

(as approved by CIMO Management Group, Tenth Session, Brussels, Belgium, 19-20 Oct. 2012)

Generalities

1. Updates/revisions of the Guide are initiated as soon as a sound proposal is submitted.
2. Proposals (apart from minor changes and typos) have to be included **in track-change mode** in the MS-Word file of the most recent version of the CIMO Guide. (The author of the proposal should contact the Secretariat to get the most up-to-date MS-word file of the corresponding chapter).
3. Proposals for updates of the CIMO Guide have to be submitted to the CIMO Guide Editorial Board, with copy to the Secretariat.
4. CIMO Expert Teams (ET) and Theme Leaders (TL) are responsible for developing updates of the CIMO Guide incorporating the relevant outcomes of their ET/TL work programme and for identifying technical aspects needing to be updated within their Terms of Reference, while the CIMO Guide Editorial Board should address aspects relating to the homogeneity of the CIMO Guide and identifying areas/parts that need to be completely rewritten. ETs are encouraged to inform HMEI (hmei(at)wmo.int) when they are working on an up-date or a specific revision to incorporate relevant contributions from manufacturers.
5. People interested in contributing to on-going revisions or reviewing/commenting draft updates should liaise with the relevant ET, as listed on the CIMO/IMOP website.
6. Some chapters of the Guide (such as for example Marine Observations (JCOMM), Satellite Part (ET-SAT/CBS), Measurement of Ozone and Measurement of Chemical Composition (CAS)), are maintained/updated by other Technical Commissions or groups and will be handled accordingly.
7. Proposals for improvement are also welcome from experts outside of the CIMO expert teams/theme leader membership. Proposals from manufacturers are also welcome and should preferably be submitted through the HMEI representative on the CIMO Guide Editorial Board to ensure they are neutral and not biased towards the systems of some companies.

General approval steps *(shown in track change with respect to the version presently in force and provided in Doc. 4)*

The principles below summarize the approval of updates/new edition of the CIMO Guide and are illustrated in the attached diagram.

- a) Responsibility for coordinating updates/revisions resides with the CIMO Guide Editorial Board;
- b) Proposals for changes must be submitted to the CIMO Guide Editorial Board and the Secretariat, which will direct it to the relevant CIMO Expert Team;
- c) Soundness of proposal is reviewed / corrected /further developed by the relevant Expert Team, in collaboration with the author of the proposal;
- d) In the case of proposals submitted by other Technical Commissions or groups, the CIMO president will appoint a CIMO authority (likely Expert Team Chair or MG members) to review and provide approval on the scientific and technical content of the document and its relevance and consistency to the CIMO Guide in the context of WIGOS;

For major updates only:

- e) *The CIMO Guide Editorial Board coordinates activities with the Secretariat when addressing substantial updates/revisions, especially when a paid pre-editor is required or when a task to update/revise a particular part of the Guide is needed to be addressed by an expert requiring payment;*

- f) *Technical editors are selected by the relevant OPAG co-chairpersons and approved by the president of CIMO;*
- g) The CIMO Guide Editorial Board ensures conformity of the proposal with the editorial guidelines and submits updates/revisions to the Secretariat in a form of tracked text of the current version. The Secretariat assures, in this way, the traceability to older versions;
- h) The CIMO president approves preliminary issue of updates/new editions on behalf of the CIMO-MG for a general consultation of **all** WMO Members;
- i) Preliminary issues are posted on a web repository after approval by the CIMO President. People wanting to comment on them should provide their comment to the Permanent Representative of their country.
- j) The Permanent Representatives of **all** WMO Members¹ are requested to provide their comments to the preliminary issue, as well as a focal point to solve any divergence of views. Comments are reviewed and consolidated by authors, relevant ET or the technical editors, as appropriate, in collaboration with the CIMO Guide Editorial Board and Secretariat;
- k) The consolidated updates/revisions are approved for publication by CIMO, or by the CIMO president² with the support of the CIMO Management Group on behalf of the Commission between sessions;
- l) The Secretariat publishes the Guide as a new edition or updated edition;
- m) A report is provided to regular sessions of CIMO for information.

Proposal for chapters maintained by other Technical Commissions follow the same principles, using the relevant groups of those commissions. In such cases, the approval of the proposal by the president of that Technical Commission is also required in addition to the approval by the president of CIMO.

¹ According to WMO General Regulation 66, consultation shall be that of Members represented on the commission. Here a wider consultation of all WMO Members is proposed to ensure even wider endorsement of the proposal, and in particular that the consultation covers the membership of other relevant WMO technical commissions for those chapters not maintained by CIMO itself.

² According to WMO General Regulations 77, the CIMO president may approve a proposal on behalf of CIMO (provided among others that 90 days were allowed for replies and that no objections were received).

Diagram summarizing the approval process
(for additional details, see accompanying text)

