

WORLD METEOROLOGICAL ORGANIZATION

**COMMISSION FOR INSTRUMENTS
AND METHODS OF OBSERVATION**

**CIMO GUIDE EDITORIAL BOARD
Second Session**

Geneva, Switzerland

13 to 15 November 2013

FINAL REPORT



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EXECUTIVE SUMMARY

The second session of the CIMO Guide Editorial Board was held from 13 to 15 November 2013 at the WMO Headquarters in Geneva, Switzerland.

The meeting was provided with a draft input from CIMO for the WIGOS regulatory material. The meeting considered possible approaches for the drafting of this contribution and recommended that the CIMO input for the WIGOS regulatory material should mainly include motherhood statements making reference to the relevant parts of the CIMO Guide, rather than extracting or duplicating relevant sections from the CIMO Guide.

The meeting reconsidered further developing the guidelines for authors for the edition of the CIMO Guide. It also recommended a method to identify the correspondence between the WIGOS regulatory material and the CIMO Guide to ensure that cross-references are properly update whenever a document is being revised.

The meeting reviewed draft updates of various CIMO Guide chapters. It approved the updated text of a number of chapters as finalized during the meeting and agreed on follow-up steps for each of the remaining ones towards completing the review and approval of all chapters by 20 December 2013.

AGENDA

- 1. ORGANIZATION OF THE SESSION**
 - 1.1 Opening of the Session
 - 1.2 Adoption of the Agenda
 - 1.3 Working Arrangements for the Session
- 2. REPORT OF THE CHAIRPERSON**
- 3. WIGOS REGULATORY MATERIAL**
- 4. PROCEDURES FOR UPDATING THE CIMO GUIDE**
- 5. REVIEW OF PROPOSED MODIFICATIONS TO CIMO GUIDE CHAPTERS**
- 6. NEED FOR UPDATES OF SPECIFIC CHAPTERS**
- 7. OTHER BUSINESS**
- 8. CLOSURE OF THE SESSION**

GENERAL SUMMARY

1. ORGANIZATION OF THE SESSION

1.1 Opening of the Session

1.1.1 The second session of the CIMO Guide Editorial Board was opened on Wednesday, 15 November 2013 at 9:30, by the Chairperson of the CIMO Guide Editorial Board, Dr Volker Kurz. The list of participants is given in [Annex I](#).

1.2 Adoption of the Agenda

The meeting adopted the Agenda as reproduced at the beginning of this report.

1.3 Working Arrangements for the Session

The working hours and tentative timetable for the meeting were agreed upon.

2. REPORT OF THE CHAIRPERSON

2.1 Dr Kurz reported on matters of relevance to the CIMO Guide Editorial Board and on the activities of the team since its first meeting in May 2012. These included the following:

- Publication of the CIMO Guide 2008 Edition, Updated in 2010,
- Several proposals for changes to the CIMO Guide were received,
- A considerably updated version of the new Satellite Part was submitted to the Editorial Board,
- Several task teams addressed the challenge of providing regulatory material, including a Manual on WIGOS. Some material from the CIMO Guide was selected to be promoted as regulatory material, and
- Slow progress with regard to the development of a search tool to the CIMO Guide and other relevant WMO guides and manuals.

2.2 As far as the search tool is concerned, Dr Kurz noted that a more general publishing tool was being considered. However, it is not clear whether this will match the original request or which amount of additional work will be put upon the authors. His current impression is that the indexing process for each document will not be automatic. He stressed that any search tool that requires manual indexing will not be a realistic solution as it would likely not be kept up to date.

2.3 He mentioned the need to revise the working schedule of the Editorial Board, prioritizing work and setting clearer targets and deadlines for the future. This should help optimize the work of the team and better distribute the work over the year.

3. WIGOS REGULATORY MATERIAL

CIMO's contribution to the WIGOS Regulatory Material

3.1 The meeting was informed about the work of the ICG-WIGOS Task Team on Regulatory Material, in which Dr Kurz is representing CIMO. The meeting was provided with a draft input from CIMO for the WIGOS regulatory material (update of the WMO Technical Regulations and WIGOS Manual) and invited to advise on the approach that should be followed to complete this material.

3.2 The meeting was informed that the Task Team on WIGOS Regulatory Material had addressed the difference between the WMO Technical Regulations/WMO Manuals and WMO Guides. The Technical Regulations and Manuals prescribe WHAT has to be done by Members, while the Guides explain WHY and HOW to do it.

3.3 The meeting noted that promoting material from the CIMO Guide to the Manual on WIGOS would also change the process for the update of such material. Regulatory documents tend to be updated less frequently than guidance material and have to be approved by the WMO Executive Council and/or Congress.

3.4 The meeting considered in particular whether text should be cut out of the CIMO Guide to be included in the WIGOS regulatory material, or whether the WIGOS regulatory material should mainly include motherhood statements making reference to the relevant parts of the CIMO Guide.

3.5 The meeting recommended the second approach to ensure the various documents meet the requirements of their target audiences, to avoid spreading information over various documents, to avoid duplications, to ensure the consistency of the text of the CIMO Guide, and to simplify the update process of the various documents, while ensuring relevant groups keep ownership of their documents and responsibility for updating them regularly.

3.6 In order to avoid misunderstandings on the status of the guidance provided in the CIMO Guide, the meeting recommended avoiding the use of the term “shall” in the CIMO Guide as it implies an obligation to Members. “Must” would be more appropriate

3.7 The meeting was informed that the CIMO Expert Team on Regional Instrument Centres, Calibration and Traceability had recommended including in the WMO regulatory material (WIGOS Manual or Technical Regulations) the following statement addressing the traceability of observations: “Members have to ensure the traceability of their observations to SI, and to the WRR for solar radiation” or an equivalent text with similar meaning. The meeting recommended putting this statement in the form “Members shall do their utmost to...”.

International Cloud Atlas

3.8 The International Cloud Atlas (ICA, WMO-No.407) is the standard for the observation and identification of cloud types and the primary global training aid for professional weather observers. It consists of two volumes. Volume I (revised edition 1975) is the Manual on the Observation of Clouds and Other Meteors, and is partly Annex 1 to the WMO Technical Regulations. It includes text definitions and descriptions, as well as information on standardized coding of clouds in meteorological reports. Volume II (1987) provides numerous examples of photographs of clouds along with contextual information. Until very recently it was only available in hard copy.

3.9 As one part of the Cloud Atlas is an Annex to WMO Technical Regulations (WMO-No. 49) regulating the practices that shall be followed by Members, it had to be considered as a standard and needed to be maintained as such.

3.10 Community interest in clouds has always been extraordinary, but since the advent of the world wide web, and in the absence of a web-based version of the ICA, there has been a proliferation of web-based “cloud atlases”. To promote global standardization of cloud observations, WMO is responding to this challenge by making the ICA available on the www. This has recently been completed in a very basic way – by creating a digitized scan of the hard copy and making it available on the WMO website (Volume I: http://library.wmo.int/pmb_ged/wmo_407_en-v1.pdf, Volume II: http://library.wmo.int/pmb_ged/wmo_407_en-v2.pdf).

3.11 The meeting was informed that a Task Team had been established by the CIMO Management Group to do a feasibility study for the update of the cloud atlas. The Task Team is chaired by Steve Cohn. It started its work in August 2013 and is planning to complete it by the end of the year. The Team’s primary deliverable is to prepare a proposal for Cloud Atlas revision and production in digital form. A follow-on Task Team will undertake the specific revision tasks. Specific areas of recommendations will include: Desirable features for a digital ICA, updates to a graphical decision aid to classify observed clouds, a suggested template to display and describe included cloud images and associated information, possible additional new cloud classifications, and opportunities for further enhancement that are enabled by creation of a digital format such as inclusion of more imagery.

3.12 The meeting noted this information and recognized the importance of the International Cloud Atlas to remain a globally recognized standard. It also recognized that follow-up activities could only be planned once the Task Team would have completed its work and that it did not require any special action of the CIMO Guide Editorial Board at this stage.

4. PROCEDURES FOR UPDATING THE CIMO GUIDE

Tracking procedure for chapters that were deleted from the CIMO Guide

4.1 The CIMO Management Group had noted that no chapter of the CIMO Guide had been deleted earlier and that such deletion would have to be reflected somewhere in the Guide. It requested the CIMO Guide Editorial Board to develop a tracking procedure for chapters of the CIMO Guide that were deleted.

4.2 The meeting noted that former versions of the CIMO Guide were available on request from the WMO library and that the information from chapters that were deleted remained accessible in that way. It recommended that when a chapter is deleted, this be indicated in the preface to the first edition in which it is not appearing anymore.

Cross-reference between WIGOS documents

4.3 As discussed under item 3, it is expected that the WIGOS regulatory material will be referencing specific sections of the CIMO Guide. When developing updates to the CIMO Guide, it is important that authors be aware of which sections are being cited in the WIGOS regulatory material to ensure the referencing of the documents remains correct, and also to properly inform Members of the implications of specific changes, when this requires them to change their practices.

4.4 The meeting therefore recommended that a table be developed which would provide the correspondence of the section of the WIGOS regulatory material to the relevant sections of the CIMO Guide. That table would have to specify to which version of both documents it is referring. A new table should be created each time that a new edition of one of the documents is published. Those tables should be accessible from the webpage of the CIMO Guide as well as from the webpage of the relevant WIGOS regulatory document. The table should be presented sorted in two ways: according to the numbering in the WIGOS regulatory document and according to the numbering of the CIMO Guide.

4.5 The meeting recommended that the WIGOS Task Team Regulatory Material considers making this a general practice for all WIGOS documents.

Guidance to authors of CIMO Guide Chapters

4.5.1 The CIMO Management Group had also recognized that most CIMO Guide chapters were starting with the description of old technologies and ending with new technologies, while it might be more appropriate to have at the beginning of the chapter the recommended technologies and at the end the less-recommended technologies, but recognized that it would require considerable work. In this context, it tasked the CIMO Guide Editorial Board to identify other possibilities of conveying to the reader which technologies should be preferred and to develop appropriate guidance to authors on how to address this in future updates of the CIMO Guide.

4.6 The meeting was of the opinion that this could be solved in different ways:

- Including an executive summary at the beginning of each chapter, which would inform the reader of the main topics addressed in the chapter, which methods should generally be preferred and which ones should be avoided, as well as which ones are in most commonly use.
- Reorganizing the content of chapters that are being completely updated or newly written providing first the preferred technologies, then the upcoming technologies and finally the technologies that should be deemphasized.
- Include at the beginning of the chapter, or in the chapter's executive summary proposed above, a chart listing the pros and cons of each methods.

4.7 The meeting decided that it would identify one of its members to draft a guidance statement for authors that could later be included in the Guidelines for the Edition of the CIMO Guide.

4.8 The meeting recognized that some of the technologies presented in the CIMO Guide should not anymore be recommended. However, it noted that a number of these technologies are still in wide use in some countries, which cannot afford to replace them yet, and which still need guidance on their use and maintenance. It would therefore not be appropriate to delete such material from the guide. However, old technologies that are not anymore in use, like the chapter on “Rocket Measurements in the Stratosphere and Mesosphere”, could be deleted.

5. REVIEW OF PROPOSED MODIFICATIONS TO CIMO GUIDE CHAPTERS

5.1 In reviewing the proposal for updates of the CIMO Guide, the meeting recognized that it would have to keep in mind the target audience of the CIMO Guide, which is primarily surface-based network managers and operators. In particular, the meeting stressed the importance for the new “Space-based Observations” part to make use of terminology that is understandable by this audience to ensure they can benefit from this information, understanding the potential of space-based observations as complement to surface-based observing techniques.

5.2 Mr Premec informed the meeting on his activities prompting CIMO Expert Teams and Theme Leaders to provide updates to the CIMO Guide. He also provided a summary of the proposals that were received based on this prompting and of their status of inclusion in the revised chapters that are being presented to the meeting for its approval. With few exceptions, all proposals were included in the revised chapters.

5.3 The meeting noted that very relevant comments were received regarding the Chapter on Road Meteorological Measurements. However, as these proposals were not specific, further work will be needed to review the chapter and include relevant proposals in it. This will require identifying an expert on the subject.

Chapters having completed the review process

5.4 The meeting reviewed each of the proposed modified chapters, including verifying their adherence to the Guidelines for the Edition of the CIMO Guide, made small modifications in case of need and agreed on the following decisions:

5.5 ***Part I, Chapter 1: General:*** The meeting approved the updated text of this chapter as finalized during the meeting.

5.6 ***Part I, Chapter 2: Measurement of temperature:*** The meeting approved the updated text of this chapter as finalized during the meeting.

5.7 ***Part I, Chapter 3: Measurement of atmospheric pressure:*** The meeting approved the updated text of this chapter as finalized during the meeting.

5.8 ***Part I, Chapter 4: Measurement of humidity:*** The meeting approved the updated text of this chapter as finalized during the meeting.

5.9 ***Part I, Chapter 5: Measurement of surface wind:*** The meeting approved the updated text of this chapter as finalized during the meeting. The meeting further noted the need to clarify one additional proposal for this chapter dealing with the resolution and required measurement uncertainty of wind measurements. It requested the Secretariat to support the Editorial Board in clarifying this point and decided to endeavor agreeing on it by teleconference.

5.10 ***Part I, Chapter 12: Measurement of upper-air pressure, temperature, humidity:*** The meeting approved the updated text of this chapter as finalized during the meeting.

5.11 ***Part I, Chapter 13: Measurement of upper wind:*** The meeting approved the updated text of this chapter as finalized during the meeting. However, the meeting noted that Fig. 13.3 had to be corrected.

5.12 ***Part I, Chapter 14: Observation of present and past weather, state of the ground:*** The meeting approved the updated text of this chapter as finalized during the meeting. The meeting further noted the need to clarify one additional proposal dealing with the criteria for intensity of

snow pellets. It requested the Secretariat to support the Editorial Board in clarifying this point and decided to endeavor agreeing on it by teleconference.

5.13 **Part II, Chapter 3: Aircraft Observation:** The meeting approved the updated text of this chapter as finalized during the meeting. It recommended that the axis description and values of Figure 3.3 be enlarged. It further noted that a few additional sentences would be provided by Jitze van der Meulen for inclusion in the chapter.

5.14 **Part II, Chapter 5: Special profiling techniques for the boundary layer and the troposphere:** The meeting approved the updated text of this chapter as finalized during the meeting.

5.15 **Part II, Chapter 6: Rocket measurements in the stratosphere and mesosphere:** The meeting reconfirmed that this chapter would not be included anymore in the upcoming edition.

5.16 **Part II, Chapter 7: Lightning Detection:** The meeting was informed about all the exchanges that took place during the development of this fully revised chapter. The meeting approved the updated text of this chapter as finalized during the meeting. The meeting further noted the need to include a few additional definitions and requested the Secretariat to finalize these inclusions.

5.17 **Part II, Chapter 10: Balloon Techniques:** The meeting approved the updated text of this chapter as finalized during the meeting.

5.18 **Part III, Chapter 4: Testing, calibration and intercomparison:** The meeting approved the updated text of this chapter as finalized during the meeting.

Chapters for which the review process will be completed by teleconference

5.19 The following updated chapters were made available to the Editorial Board, which decided to finalize their review after the meeting, by teleconferences. It assigned each chapter to one member of the Editorial Board as lead reviewer and fixed the time and dates for the teleconferences at which these chapters would be reviewed as follows:

5.20 **Part I, Chapter 16: Measurement of atmospheric composition (substituting Part I, Chapter 16 & 17 of previous Editions):** Lead reviewer: K. Premec, Teleconference: 2 Dec. 2013 at 16:00 (UTC+1).

5.21 **Part I, Chapter 11: Measurement of soil moisture:** (To be handled in conjunction with *New Satellite Part, Chapter 5: Space-based observation of geophysical variables*): Lead reviewer: S. Cohn, Teleconference: 2 Dec. 2013 at 16:00 (UTC+1).

5.22 **New Satellite Part, Chapter 1: Introduction:** Lead reviewer: A. Lilja, Teleconference: 2 Dec. 2013 at 16:00 (UTC+1).

5.23 **New Satellite Part, Chapter 2: Principles of Earth observation from space:** Lead reviewer: V. Kurz, Teleconference: 2 Dec. 2013 at 16:00 (UTC+1).

5.24 **New Satellite Part, Chapter 3: Remote sensing instruments:** Lead reviewer: V. Kurz, Teleconference: 16 Dec. 2013 at 16:00 (UTC+1).

5.25 **New Satellite Part, Chapter 4: Satellite programmes:** Lead reviewer: S. Cohn, Teleconference: 16 Dec. 2013 at 16:00 (UTC+1).

5.26 **New Satellite Part, Chapter 5: Space-based observation of geophysical variables** (To be handled in conjunction with *Part I, Chapter 11: Measurement of soil moisture*): Lead reviewer: S. Cohn, Teleconference: 16 Dec. 2013 at 16:00 (UTC+1).

5.27 **New Satellite Part, Chapter 6: Calibration and validation:** Lead reviewer: K. Premec, Teleconference: 2 Dec. 2013 at 16:00 (UTC+1).

5.28 **New Satellite Part, Chapter 7: Cross-cutting Issues:** Lead reviewer: V. Kurz, Teleconference: 16 Dec. 2013 at 16:00 (UTC+1).

5.29 The meeting was very pleased with the significant improvements that had been made to the new Satellite Part and felt it was much better addressing the target audience of the CIMO Guide than the previous version.

5.30 The meeting recalled that the Part on “Space-based Observations” would become Part III of the upcoming edition of the CIMO Guide and that the present Part III would become Part IV.

Chapters needing some additional editorial work before consideration by the Editorial Board

5.31 The meeting also noted that the revisions of a few chapters were almost completed and close to being submitted to the Editorial Board for review. The meeting reiterated the need for the author of a revised chapter to ensure an internal review of the document is made within the CIMO Expert Team most relevant to the topic treated before it is submitted to the Editorial Board. The meeting requested the Secretariat to help in ensuring and organizing this internal review with the CIMO ETs.

5.32 The meeting requested the authors to provide the final version of their chapters, **having completed the internal review by CIMO experts**, to the Editorial Board through the Secretariat by the following deadlines at the latest to enable their timely review:

- Measurement of Precipitation 16 December 2013
- Measurement of Radiation 3 December 2013
- Measurement of Sunshine Duration 3 December 2013
- Marine Observations 9 December 2013
- Radar Measurements 9 December 2013

5.33 The meeting decided to assign each chapter that had not yet been finalized, or that required the internal review by relevant CIMO experts to one member of the Editorial Board as lead reviewer and fixed tentative dates and time for the teleconferences at which these chapters should be reviewed as follows:

Part I, Chapter 6: Measurement of precipitation: Lead reviewer: V. Kurz, Teleconference: 16 Dec. 2013 at 16:00 (UTC+1).

Part I, Chapter 7: Measurement of radiation: Lead reviewer: K. Premec, Teleconference: 16 Dec. 2013 at 16:00 (UTC+1).

Part I, Chapter 8: Measurement of sunshine duration: Lead reviewer: K. Premec, Teleconference: 16 Dec. 2013 at 16:00 (UTC+1).

Part I, Chapter 9: Measurement of visibility: Lead reviewer: K. Premec, Teleconference: 16 Dec. 2013 at 16:00 (UTC+1).

Part II, Chapter 4: Marine Observations: Lead reviewer: S. Cohn, Teleconference: 16 Dec. 2013 at 16:00 (UTC+1).

Part II, Chapter 9: Radar Measurements: Lead reviewer: K. Premec, Teleconference: 16 Dec. 2013 at 16:00 (UTC+1).

5.34 The lead reviewer will carry out the review of the chapters and inform the Editorial Board by correspondence or by teleconference of their assessment. The Editorial Board would subsequently finalize the review and approval of these chapters by webex teleconferences.

5.35 The meeting also noted that all updated chapters would have to be posted on the WMO website to enable all WMO Members to review the proposed changes to the next edition of the CIMO Guide and notify WMO in case they are not in agreement with some of the proposed

changes. Subsequently, relevant comments would have to be taken into consideration prior to finalizing the version that will be submitted to the Sixteenth CIMO session (10-16 July 2014) for its approval. The meeting recommended that the following deadlines should be adhered to:

- 20 December 2013: All updated chapters approved by the Editorial Board,
- 31 March 2013: Deadline for comments by WMO Members.

6. NEED FOR UPDATES OF SPECIFIC CHAPTERS

6.1 The meeting was informed that the CIMO Expert Team on Regional Instrument Centres, Calibration and Traceability had identified the need to further update the chapter on "Measurement of Atmospheric Pressure" with regard to the calibration of digital barometers, the practices, use and status of regional barometers, accounting for the implications of the Minamata Convention on Mercury and reviewing the consistency of the recommendations related to the bore diameters of mercury barometers.

6.2 CIMO Guide Editorial Board members reviewed the CIMO Guide with a view to identify areas/chapters of the CIMO Guide that needed to be updated, revised or completely rewritten. The meeting felt it would be valuable to include information on dangerous chemicals and the impact of the Minamata Convention on Mercury in Part I, Chapter 1 of the CIMO Guide and to refer to it from all chapters mentioning the possible use of mercury.

7. OTHER BUSINESS

Structure of the CIMO Guide

7.1 The meeting reviewed the present structure of the CIMO Guide and considered a possibility to modify this structure in the future, splitting the present Part II into two individual parts on observing systems and applications areas. The meeting recommended to the CIMO Management Group to consider making this a task to be addressed by the Editorial Board in the next inter-sessional period. In this context, the meeting recognized that it would be valuable to develop a new chapter on procurement practices. Additional chapters on specific remote-sensing technologies, such as wind profilers, might also be needed in the future.

7.2 In order to help reader identifying relevant sections of the CIMO Guide, the meeting recommended that hyperlink be inserted from the table of contents to the specific chapters in the pdf document, and individual headings available throughout the CIMO Guide. A table of contents including all the section-, sub-section- and other headings would be useful to guide the reader and should include such hyperlinks as well. The meeting recommended that Dr Kurz brings this suggestion to the attention of the CIMO Management Group for further consideration and recommendation.

Status of IOM Reports and of common WMO-ISO Standards

7.3 The meeting was informed about the Instruments and Observing Methods (IOM) Reports that were recently published, and of those would be published shortly, pending some editorial work and negotiations on copyright with relevant organizations.

7.4 The meeting was also informed about the status of common WMO-ISO standards: Following a request from the WMO Secretary-General made in September 2012, WMO and ISO are collaborating on the development of two common WMO-ISO standards. These are the following:

1. The Siting Classification for Surface Observing Station on Land that was approved by CIMO-XV and is published in the Guide on Meteorological Instruments and Methods of Observation (WMO-No. 8, CIMO Guide, Part I, Chapter 1, Annex 1B, <http://www.wmo.int/pages/prog/www/IMOP/CIMO-Guide.html>). According to the proposal from the CIMO Expert Team on Standardization, the WMO Secretary-General recommend

to ISO to adopt this standard “as is” following the ISO Fast-Track procedure. ISO has responded positively and is presently in the voting process to adopt this standard. The vote should be concluded in the course of December 2013.

2. The draft ISO standard “Ground-based remote sensing by Doppler wind lidar” that is presently being developed by ISO TC146/SC5 with the contribution from CIMO experts, and possibly other WMO Technical Commissions.

Workplan

7.5 The meeting reviewed its workplan as provided in Annex II.

8. CLOSURE OF THE SESSION

The session closed on Friday, 15 November 2013 at 15:32 hours.

LIST OF PARTICIPANTS

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**UPDATED WORKPLAN
C2: CIMO Guide Editorial Board
(2011-2014)**

No.	Task description	Person responsible	Action	Deliverable	Deadline for deliv.	Status [%]	Comments
1.	Guidelines for the drafting/ updating of CIMO Guide chapters	All (in collab. with Secretariat) 3. S. Cohn	<ol style="list-style-type: none"> 1. Develop general guidance for authors / reviewers of CIMO Guide chapters in view of ensuring homogeneous presentation of material throughout the Guide 2. Review and document procedure for approval of modifications to the CIMO Guide <ol style="list-style-type: none"> a. For technical review b. For formal approval process of new version 3. Update to guidelines providing guidance to author on how to indicate preferred methods to be used 	<ol style="list-style-type: none"> 1. Document with guidelines for posting on website 2. Document with procedure (for posting on website) <ol style="list-style-type: none"> a. on technical review b. on approval process 	2011 2011 2012 (MG-10) 2014	100 % 100 %	CIMO-XV, para 7.8
2.	Collect and review (small) modifications proposed by Members	K. Premec	<ol style="list-style-type: none"> 1. Collect proposals of revision received from Members and maintain list of outstanding issues 2. Consult with relevant ET Chairs/experts on appropriateness of proposals 3. Develop updates for relevant chapters 	<ol style="list-style-type: none"> 1. List of proposals (received by whom and when) and their status /decisions taken (when and by whom were they approved or rejected) 2. Revised chapters 	On-going	On-going	ETs to be prompted every year. ET and external contributors of a chapter (other TC) should be prompted before each new edition/update
3.	Review of fully revised chapters and chapters revised by ETs	V. Kurz S. Cohn K. Premec	<ol style="list-style-type: none"> 1. Review newly revised chapters on their compliance with the guidelines / homogeneity with rest of guide 2. Liaise with authors on need for amendments 3. In collaboration with relevant expert teams, identify areas to be up-dated, revised or completely rewritten 	<ol style="list-style-type: none"> 1. Revised chapters for consideration by Members 2. Authors contacted 3. List of chapters/sections to be rewritten, incl. recommendations 	As needed As needed 2011	90%	CIMO-XV, para 7.8

No.	Task description	Person responsible	Action	Deliverable	Deadline for deliv.	Status [%]	Comments
				on topics to adress			
4.	Contribution to the development of the Manual on WIGOS	V. Kurz (find out what is requested, then plan further)	<ol style="list-style-type: none"> 1. Follow-up and contribute to the development of the Manual on WIGOS as required 2. Liaise with CIMO ET on required contributions 3. Compile ET contributions for submission to WIGOS, if appropriate 	1. Document with CIMO contribution to Manual on WIGOS	Upon request	On-going	CIMO-XV, para 7.8
5.	Development of CIMO Manual	V. Kurz (discuss with MG what is required and when, then plan further)	<ol style="list-style-type: none"> 1. Develop a strategy for the development of the CIMO Manual (incl. position on appropriateness to develop CIMO Manual in context of development of Manual on WIGOS) 2. Consider the possibility of upgrading non controversial parts of the CIMO Guide to the level of common ISO/WMO standards 3. Propose expert to review CIMO Guide and identify non-controversial parts/guidelines that would be appropriate to be published as standard practices (WIGOS Manual and possibly ISO-WMO standard), in collab. with relevant CIMO ETs 	1. Statement on strategy for consideration by MG	2011 Spring 2012 Mid 2012	100% 100% 100%	<p>CIMO-XV, para 7.7 No separate CIMO Manual, but contribution to Manual on WIGOS</p> <p>Siting classification should be submitted as common ISO/WMO standard</p> <p>V. Kurz will contact ETs and ask for their proposals.</p>
6.	Contribute to the implementation of WIGOS and provide relevant advice and support to the CIMO-MG	V. Kurz	<ol style="list-style-type: none"> 1. Address relevant items of WIGOS Implementation Strategy approved by Cg-XVI and subsequent WIGOS IP 2. Prepare information for MG-10 	TBD after Cg-XVI		100%	<p>Contributing to the development of the WIGOS Manual</p> <p>S. Cohn contributing to the update of the Cloud Atlas (CA) and chairing the TT-CA</p>

Lower priority							
7.	Coherency between Manual on WIGOS, CIMO Manual, CIMO Guide and relevant ISO standards		1. Review proposals of ETs for ISO/WMO standards and advise ETs		Upon request	100%	CIMO-XV, para 7.8