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| WORLD METEOROLOGICAL ORGANIZATION  COMMISSION FOR BASIC SYSTEMS  -----------------------------  FIRST MEETING OF  INTER-PROGRAMME EXPERT TEAM ON CODES MAINTENANCE  GENEVA, SWITZERLAND, 24 - 28 JULY 2017 |  | IPET-CM-I / Doc. 1.2 (2)  (15. 5. 2017)  -------------------------  ITEM 1.2  ENGLISH ONLY |

**EXPLANATORY MEMORANDUM TO THE PROVISIONAL AGENDA**

**1 ORGANIZATION OF THE MEETING**

1.1 Opening of the meeting

The first meeting of the Inter-Programme Expert Team on Codes Maintenance (IPET-CM) will take place in Geneva, Switzerland from 24 to 28 July 2017. The meeting will open at 9:00 AM at the Press room (ground floor) of the WMO Headquarters.

1.2 Approval of the agenda

The meeting will be invited to consider the provisional agenda with a view to its adoption.

1.3 Working arrangement

The meeting will agree on details of proceeding at the meeting, including possible teleconference. The documentation will be available in English only, and the meeting will be held in English. The meeting will note implementation dates and procedures to be taken for proposals.

**2 MANUAL ON CODES: TABLE DRIVEN-CODE FORMS**

*FM 92 GRIB*

2.1 The meeting will discuss proposed amendments, including possible clarifications, to the regulations and specifications of octet contents of GRIB edition 2, which are common in GRIB data representation.

2.2 The meeting will be informed of plans for global or local exchange of new data and products in GRIB edition 2, and discuss new templates and tables along with new entries in the existing GRIB2 tables, which are required for the data and products. The meeting may also discuss amendments based on future needs.

*FM 94 BUFR/FM 95 CREX*

2.3 The meeting will discuss proposed amendments, including possible clarifications, to the regulations and specifications of octet contents of BUFR or CREX, which are common in BUFR/CREX data representation. The amendments to BUFR or CREX Table C, which would have impacts to BUFR/CREX software, should also be discussed under this item.

2.4 The meeting will be informed of plans for global or local exchange of new data and products in BUFR/CREX, and discuss new templates and tables along with new entries in the existing BUFR/CREX tables, which are required for the data and products. The meeting may also discuss amendments based on future needs.

*Common Code tables to binary and alphanumeric codes*

2.5 The meeting will discuss amendments specific to Common Code tables.

*New editions of Table-Driven Code forms*

2.6 The meeting will discuss the new edition of GRIB adopted by Executive Council 69th session for experimental use.

2.7 The meeting may review development of the new editions of BUFR and CREX.

**3 MANUAL ON CODES: REGULATIONS FOR REPORTING TRADITIONAL OBSERVATION DATA IN TABLE-DRIVEN CODE FORMS**

The meeting may discuss amendments to the Regulations for reporting traditional observation data in TDCF (B/C Regulations).

**4 MANUAL ON CODES: TRADITIONAL ALPHANUMERIC CODES**

The meeting will be informed of the Amendment 78 to ICAO Annex 3 with a view to finalizing amendments to the Manual on Codes.

**5 MANUAL ON THE GTS: DATA DESIGNATORS**

The meeting may discuss amendments to the Manual on the GTS with regard to the data designator T1T2A1A2ii in Attachment II-5.

**6 SUMMARY AND CONCLUSION OF PROPOSALS**

6.1 Summary on amendments since IPET-DRMM-IV

The meeting will be informed of the brief summary on implementation of amendments since the fourth meeting of IPET-DRMM.

6.2 Conclusion on past proposals (in lieu of PFC)

The meeting will review validation status of the proposals under validation and conclude the discussions on proposals made during the intersessional period of IPET-DRMM in lieu of the Period for Conclusion (PFC). If a proposal is superseded by a new document of this meeting, the discussion should be made in the corresponding agenda item.

**7 LIST OF AMENDMENTS BY FAST-TRACK**

7.1 The meeting will be requested to draft and agree with the list of amendments to Manual on Codes and Manual on the GTS, if any, which should be adopted by the fast-track procedure (FT2017-2).

**8 MIGRATION TO TABLE DRIVEN CODE FORMS**

8.1 Status of migration by WWW Monitoring Exercise

8.2 Reports by members on status of migration

The meeting will be informed of the status of Migration to TDCF. Members who are in a position to do so, such as Regional Rapporteurs or coordinators, should submit a report on the status of migration in their region. Other participants may submit a paper on their initiatives to the migration in their countries, regions or communities.

**9 PUBLICATION**

9.1 The meeting will be informed of a recent action taken by the Secretariat to adjust the machine readable TDCF tables to incorporate the element description aiming at facilitating correct use of the information.

**10 IPET-CM AND TASK TEAMS**

The meeting will be informed of the Terms of Reference of IPET-CM and discuss the ToR and membership of each Task Team. Tentative action plans will also be discussed.

**11 COLLABORATION WITH OTHER ORGANIZATIONS AND TECHNICAL BODIES**

The meeting will review the report from CBS Management Group Task Team on Upper Air BUFR (TT-UABUFR).

**12 CLOSURE OF THE MEETING**