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| WORLD METEOROLOGICAL ORGANIZATION  COMMISSION FOR BASIC SYSTEMS  -----------------------------  SECOND MEETING OF  INTER-PROGRAMME EXPERT TEAM ON CODES MAINTENANCE  OFFENBACH, GERMANY, 28 MAY - 1 JUNE 2018 |  | IPET-CM-II / Doc. 8.3  16.03.2018  -------------------------  ITEM 8.3  ENGLISH ONLY |

ADMINISTRATIVE ISSUES

**Category of amendments**

*Submitted by the Secretariat*

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**Summary and Purpose of Document**

This document is to suggest the *Categories of amendments* to Manuals on Codes (WMO-No. 306) and the GTS (WMO-No. 386).

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**ACTION PROPOSED**

The meeting is invited to review the suggestion to categorize amendments (within IPET-CM for the time being) with a view to facilitating approval of amendments with low risk.

**ANNEXES:**

**DISCUSSIONS**

1. In terms of Manual on Codes (WMO-No. 306) and the Attachment II-5, Manual on the GTS (WMO-No. 386), amendments are in principle connected closely to (emerging) data productions, such as observations, statistics, forecasting and any other data processing unless it is to clarify (clarifications) or to correct editorially (editorial corrections).

2. Impact to Members' systems and operations would be the most critical factor in adoption by WMO Members and WMO officers (the presidents and vice-presidents of the constituent bodies) together with the date of implementation, although some may be interested in coding aspects, which is also encouraged.

3. Due to diversity of amendments, each amendment is usually listed without additional information about data production and exchange in the draft amendments for fast-track, adoption between CBS sessions and CBS sessions. If such additional information is available, Members and WMO officers, such as the President of WMO, could EFFICIENTLY review and approve amendments with LOW RISK in the very tight schedule for the fast-track and adoption between CBS sessions.

**SUGGESTION**

It is therefore suggested that, when amendments to Manuals on Codes and the GTS, which are the responsibility of IPET-CM, are proposed, a category of amendments be specified, if possible, in the proposal so that the Secretariat will use the information in the process of approval, as needed, and hopefully will use the category itself in the future when agreed. The categories are composed of the factors:

*Involvement*: Global (1), Regional (2), Local (3) or National (4) level

This is to indicate the maximum range of Members involved in the activity, including international centres within the framework of WMO, which is managed by a Technical Commission, Regional Association, International centre, WMO Member or their collaboration.

Such Members should note the amendment and could make technical comments, if any, provided it is not compulsory to use the data produced from the activity (usually it is the case).

*Production*: Data production by Members as a WMO standard practice (a), data production tasked to specific Members (b) or as a recommended practice (c)

This is to indicate Members who are responsible for the data production.

In the case (a), Members, who meet the data production criteria of the standard practice, have to carefully review the amendments from the perspective of the impacts and the date of implementation as well as coding aspects (high impact). Other Members could review the amendments from users perspective or coding aspects.

In principle, an appropriate procedure other than fast-track should be pursued for adoption of this type.

In the case (b), Members, who are tasked the data production, have to carefully review the amendments from the perspective of the impacts and the date of implementation as well as coding aspects, however, since these Members would have been involved in the planning, serious issues may not be identified (mid to low impact).

In the case (c), no Members are requested compulsory data production (legally no impact).

*Expansion* factor: Future expansion of the data production, including generalization (+)

This is to indicate **expectation** on the future expansion of the data production and may imply future standard practice, which is currently a recommended practice.

This is just for awareness by Members and not critical. When the expansion is planned, it will result in a change to relevant regulations, framework or something that rule the practice.

These factors could be supplemented by some detailed information, such as the name of a technical commission and data production centre.

Examples are shown below.

**Category 1a (CBS-Standard):** Global and production as a WMO standard practice

This is applied to amendments for data production, such as a new observation, as a WMO standard practice (high impact).

**Category 1b (CBS-Japan):** Global but production by tasked Members

Data production is tasked to specific Members, who would have been involved in the planning (mid to low impact to the tasked Members).

**Category 2c (RA II-regional practice):** Regional and production as a regional practice

This is applied to amendments for data production, such as a new observation, in the region, as a regional practice, i.e. no WMO standard practice (legally no impact).

**Category 3b (Europe-ECMWF):** Local and production by an international centre

This is for a new data production, such as a new NWP product by an international NWP centre. If the proposal is submitted by the data production centre, no risk and no impact in adopting the amendment, provided use of the product is not compulsory for members of the centre (usually this is the case).

**Category 4b+ (Germany-DWD):** National and production by the Member but may expand to other Members locally, regionally or globally

This is a category for domestic data production by a Member but the data production centre may increase. No impact, since the expansion will result in a change to relevant regulations, framework or something that rule the practice, when the expansion is planned.

**Category CLR:** Clarification

Clarification is one of editorial corrections and is made mainly to wording to eliminate ambiguity. In worst case, this may have an impact to Members' systems and operations that have been established within a broad interpretation to the ambiguity (but, in most cases, no impact).

**Category EDT:** Editorial corrections

Editorial corrections are made mainly for technical terms and typographic errors together with wording. This should not have an impact to Members' systems and operations (no impact).