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| WORLD METEOROLOGICAL ORGANIZATIONCOMMISSION FOR BASIC SYSTEMS-----------------------------FOURTH MEETING OFINTER-PROGRAMME EXPERT TEAM ONDATA REPRESENTATION MAINTENANCE AND MONITORINGGENEVA, SWITZERLAND, 30 MAY - 3 JUNE 2016 |  | IPET-DRMM-IV / Doc. 1.2 (2)(15. 3. 2016)-------------------------ITEM 1.2ENGLISH ONLY |

**EXPLANATORY MEMORANDUM TO THE PROVISIONAL AGENDA**

**1 ORGANIZATION OF THE MEETING**

1.1 Opening of the meeting

The fourth meeting of the Inter-Programme Expert Team on Data Representation Maintenance and Monitoring (IPET-DRMM) will take place in Geneva, Switzerland from 30 May to 3 June 2016. The meeting will open at 9:00 AM at the Press room of the Headquarters of the Secretariat.

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 GRIB**

 2.1 Amendments to GRIB regulations

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 Additions to and modifications of templates and tables

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 tables, which are required for the data and products. The meeting may also discuss amendments based on future needs.

2.3 GRIB new edition

The meeting will discuss the new edition of GRIB with a view to finalizing for the CBS session in November 2016.

**3 BUFR AND CREX**

3.1 Amendments to BUFR/CREX regulations

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.

3.2 Additions to and modifications of tables

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 tables, which are required for the data and products. The meeting may also discuss amendments based on future needs.

3.3 BUFR and CREX new editions

The meeting will discuss the new edition of BUFR with a view to finalizing for the CBS session in November 2016. The meeting may also discuss the new edition of CREX, which should be compliant with the new edition of BUFR.

**4 SUMMARY AND CONCLUSION OF PROPOSALS**

4.1 Summary on amendments after IPET-DRMM-III

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

4.2 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.

**5 REGULATIONS FOR REPORTING TRADITIONAL OBSERVATION DATA IN TABLE-DRIVEN CODE FORMS (TDCF): BUFR OR CREX**

5.1 Amendments to B/C regulations

The meeting will discuss amendments to the B/C regulations.

**6 TRADITIONAL ALPHANUMERIC CODES**

6.1 Amendments that result from Amendment 77 to ICAO Annex 3

 The meeting will be informed of status of the Amendment 77 to ICAO Annex 3 with a view to finalizing amendments to the Manual on Codes.

**7 MIGRATION TO TABLE DRIVEN CODE FORMS (TDCF)**

7.1 Status of migration by WWW Monitoring Exercise

7.2 Reports by members on status of migration

 The meeting will be informed of the status of Migration to TDCF. Regional Rapporteurs or coordinators should submit a report on the status of migration in their region and other participants may submit their initiatives on the migration in their countries or regions.

**8 MANUAL ON CODES**

8.1 Review of the Procedures for maintaining Manuals and Guides managed by CBS

The meeting will be informed of a recent initiative within the Secretariat to facilitate the consultation with other technical commissions by the president of CBS, which is requested by the new procedures for amending the Manuals on Codes and the GTS.

**9 WMO STANDARD DATA DESIGNATORS**

9.1 Amendments to the Manual on the GTS on abbreviated headings

**10 TASK TEAMS IN IPET-DRMM**

10.1 Overview and work plan of task teams in IPET-DRMM

The meeting will be informed of the summary on activities by the Task Teams in the IPET-DRMM; TT-GRIB, TT-BUFR, TT-DSM and TT-AvCI. The meeting will review their activities and tasks for consideration of re-establishment by or after the CBS session in November 2016.

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

**12 CLOSURE OF THE MEETING**