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| WORLD METEOROLOGICAL ORGANIZATION  COMMISSION FOR BASIC SYSTEMS  -----------------------------  FOURTH MEETING OF  INTER-PROGRAMME EXPERT TEAM ON DATA REPRESENTATION MAINTENANCE AND MONITORING  GENEVA, SWITZERLAND, 30 MAY - 3 JUNE 2016 |  | IPET-DRMM-IV / Doc. 10.1  (24. 5. 2016)  -------------------------  ITEM 10.1  ENGLISH ONLY |

IPET DRMM AND TASK TEAMS

Terms of References of IPET-DRMM and Task Teams

*Submitted by the Secretariat*

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**Summary and Purpose of Document**

This document is to present the decision on the working structure of CBS OPAG-ISS and the terms of references of IPET-DRMM by the CBS Management Group at the 16th meeting.

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**ACTION PROPOSED**

The meeting will review the proposed terms of references of IPET-DRMM and its working structure.

**REFERENCES:**

- [Membership](http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/ipet-drmm) and [tasks](http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/ipet-drmm/tors) of IPET-DRMM

- [Membership](http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/ipet-drmm-tt-grib/members) and [tasks](http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/ipet-drmm-tt-grib/tors) of Task Team on GRIB (TT-GRIB)

- [Membership](http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/ipet-drmm-tt-bufr/members) and [tasks](http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/ipet-drmm-tt-bufr/tors) of Task Team on BUFR (TT-BUFR)

- [Membership](http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/ipet-drmm-tt-dsm/members) and [tasks](http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/ipet-drmm-tt-dsm/tors) of Task Team on Data Standards Monitoring (TT-DSM)

- [Membership](http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/ipet-drmm-tt-avci/members) and [tasks](http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/ipet-drmm-tt-avci/tors) of Task Team on Aviation Coding Issues (TT-AvCI)

**ANNEXES**

1. Terms of References of IPET-DRMM by CBS Management Group

**DISCUSSIONS**

1. The 16th meeting of CBS Management Group (MG) took place from 15 to 19 February 2016 in Geneva. It discussed among issues within CBS the structure of CBS after the 16th session of CBS (CBS-16).

2. It decided the proposal to be submitted to CBS-16 on the structure of OPAG ISS as in the Annex I to this document. IPET-DRMM retains as IPET but the name was slightly shortened to IPET-CM (Codes Maintenance).

3. The Terms of References of IPET-CM will be decided at the next meeting of ICT-ISS in Geneva from 29 June to 1 July 2016.

4. The meeting will review the TOR of IPET-CM in consideration of the future work following expected re-establishment at CBS-16 along with those of TTs.

**ANNEX I**

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DRD

### Inter-Programme Expert Team on Codes Maintenance (IPET-CM)

Note: IPET-CM is expected to deliver its responsibilities through task teams that work by correspondence.

(a) Review and maintain the Table Driven Code Forms by defining descriptors, common sequences, data templates and the regulations supporting these, including data representation of regional practices, so they meet the requirements of all Members, WMO Programmes and other concerned international organizations, such as ICAO;

(b) Review and update guidance to Members and technical commissions on data representation, including national practices, and invite, coordinate and assist Members to validate modified or new data representations;

(c) Review, develop and update the Manual on Codes (WMO-No 306) and associated reference and guidance material as required, and publish these in suitable electronic formats for human and automated use including codes.wmo.int;

(d) Review and develop procedures and guidance to enable the interoperability of metadata and data between WMO standards and formats used within other communities, such as NetCDF, using the WMO Logical Data Model as a tool to achieve this;

(e) Monitor conformance of data exchanged within the WIS and metadata records published to the WIS DAR catalogue with WMO data representation standards for utility and conformance with the guidance and WMO Core Metadata Profile, and develop action plans, including capacity-building, to address issues identified by monitoring;

(f) Review and update the procedures used to maintain WMO data representations, taking into account opportunities presented by the WMO Logical Data Model;

(g) Monitor progress towards and coordinate actions to implement migration to Table Driven Codes Forms;

(h) Identify implementation issues requiring the urgent consideration of the OPAG on ISS;

(i) Contribute to the maintenance of WIS competencies related to use of codes and associated training and learning guides and facilitate training.

**ANNEX II**

### Task Team on GRIB (TT-GRIB)

(a) Manage changes to the GRIB tables, operating change requests, change design, change testing and change implementation within the common frameworks of IPET-DRMM.

(b) Identify issues that cannot be addressed by the current editions of GRIB and develop the requirements for the next edition of GRIB

(c) Develop the next edition of GRIB to include the definition of the GRIB format for representation, design and content of GRIB tables, the “grammar” and “syntax” used when representing data in GRIB, and defining tests that validate the correct operation of tools to support the new GRIB edition - in a way that is compatible with the WMO Logical Data Model.

(d) Implementing machine readable versions of the GRIB tables that allow automatic updating of applications based on GRIB.

(e) Development of specifications that are necessary to allow standard utilities to manipulate GRIB files to be created and maintained.

### Task Team on BUFR (TT-BUFR)

(a) Manage changes to the BUFR tables, operating change requests, change design, change testing and change implementation within the common frameworks of IPET-DRMM

(b) Identify issues that cannot be addressed by the current editions of BUFR and develop the requirements for the next edition of BUFR

(c) Develop the next edition of BUFR to include the definition of the BUFR format for representation, design and content of BUFR tables, the “grammar” and “syntax” used when representing data in BUFR, and defining tests that validate the correct operation of tools to support the new BUFR edition - in a way that is compatible with the WMO Logical Data Model.

(d) Implementing machine readable versions of the BUFR tables that allow automatic updating of applications based on BUFR.

(e) Development of the specifications that are necessary to allow standard utilities to manipulate BUFR files to be created and maintained.

### Task Team on Data Standards Monitoring (TT-DSM)

(a) Develop requirements for and specifications of monitoring to identify whether information is being represented correctly in the data formats recognised by WMO for exchange on WIS (including the Table Driven Code Forms and those data representations that have been mapped onto the WMO Logical Data Model).

(b) Implement mechanisms to monitor the quality of data representation used within the WIS.

(c) Analyse the data produced by monitoring the quality of data representation within the WIS and take appropriate action to remedy systematic problems that are identified by the analysis.

(d) Report annually to ICT-ISS on the quality of data representations used within WIS.

### Task Team on Aviation Coding Issues (TT-AvCI)

(a) Develop amendments to the Manual on Codes specific to aviation, including Traditional Alphanumeric Codes (TAC) and Table-Driven Code Forms (TDCF) in collaboration with the International Civil Aviation Organization (ICAO).

(b) Contribute to the development of WMO Logical Data Model (LDM) by TT-AvXML.

(c) Pursue the most efficient approach to synchronized implementation of amendments to the Manual on Codes and Amendment to ICAO Annex 3 (WMO Technical Regulations, Volume II (WMO-No. 49).

(d) Oversee the maintenance of Aviation XML after version 1.0 has been approved by CBS.

(e) Act as the primary body on issues specific to aviation within the IPET-DRMM.