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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. 8.1  (12. 5. 2016)  -------------------------  ITEM 8.1  ENGLISH ONLY |

MANUAL ON CODES

Review of the Procedures for maintaining Manuals and Guides  
managed by the Commission for Basic Systems

*Submitted by the Secretariat*

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**Summary and Purpose of Document**

This document is to brief amendments to the Procedures for Maintaining Manuals and Guides to be applied to the Manual on Codes and the Manual on the GTS. This is also to provide information on a structure established for supporting the procedures.

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**ACTION PROPOSED**

The meeting is invited to note the information in this document.

**REFERENCES:**

- Draft Resolution 19.2/2 — *Fast-track procedure of amendments to manuals and guides managed by the Commission for Basic Systems* (Doc. 19.2(2) - EC-68)

- [Supporting structure (TC representatives and secretariat concerned)](http://www.wmo.int/pages/prog/www/ISS/Meetings/IPET-DRMM_Geneva2016/References/Inf3_Supporting-Structure_2016.docx)

**ANNEX:**

Procedures For Maintaining Manuals And Guides Managed By The Commission For Basic Systems (Rec. 15 (CBS-Ext.(2014)/Res. 21 (Cg-17))

**DISCUSSIONS**

AMENDMENT TO PROCEDURES

1. The seventeenth World Meteorological Congress (Cg-17) adopted the Procedures For Maintaining Manuals And Guides Managed By The Commission For Basic Systems (Rec. 15 (CBS-Ext.(2014))/Res. 21 (Cg-17)), which have come into force on 1 January 2016.

2. The procedures are applied to the recent amendments to the Manual on Codes (WMO-No. 306), which are the fast-track 2016-1 and the adoption between CBS sessions 2016. The former (FT2016-1) were implemented on 4 May 2016 and the latter will be implemented on 16 November 2016.

3. The 68th session of Executive Council (EC-68) will take place in Geneva from 15 to 24 June 2016 and will review the fast-track procedure; the scope of fast-track and involvement of the President of WMO in compliance with the WMO General Regulations (Regulation 9(5)).

4. Review of the scope of fast-track will not be significant, because the fast-track could be applied to amendments to technical specifications, which I think is in compliance with the current procedure applied to the Manual on Codes. The meeting will be invited to note the other one that involvement of the President of WMO will be expected at the final stage of approval and the fast-track procedure will take a little more time than before accordingly.

SUPPORTING STRUCTURE

5. As specified in the current Procedures, the president of CBS may consult with (co-) presidents of other technical commissions when reviewing amendments relevant to the other commissions. In this consultation, assistance to the consulted presidents will play the significant role in rapid and smooth approval, which are indeed the purpose of the fast track procedure.

6. Representatives nominated by a commission, however, may not always be able to assist the consultation, because tasks of technical commissions are obviously too wide and many to be dealt by an expert. It is therefore noted, instead of the representatives from technical commissions, a staff member of the Secretariat, when required, could find the best person who could assist the consultation.

7. The meeting will note the [Supporting structure (TC representatives and secretariat concerned)](http://www.wmo.int/pages/prog/www/ISS/Meetings/IPET-DRMM_Geneva2016/References/Inf3_Supporting-Structure_2016.docx), which will be filled and modified as appropriate and in due course.