
**JOINT MEETING:
CBS EXPERT TEAM ON AIRCRAFT BASED
OBSERVATIONS
(Third Session)
AND
AMDAR PANEL
(Fourteenth Session)**

(5.X.2011)

ITEM: 2.1

Original: ENGLISH ONLY

(QUEBEC CITY, CANADA, 2-4 NOVEMBER 2011)

PROVISIONAL ANNOTATED AGENDA**1 OPENING OF THE MEETING**

The Fourteenth AMDAR Panel Meeting (AMDAR-14), conjointly organized with the Third Session of the CBS Expert Team on Aircraft Based Observations (ET-AIR), will open at 9:00 hours on Tuesday, 2 November 2011, at the Fairmont, le Chateau Frontenac, Quebec City, Canada.

2 ORGANIZATION OF THE MEETING**2.1 Adoption of the agenda**

The Provisional Agenda will be submitted for adoption. The order of the items may be modified and additional items may be introduced if necessary.

2.2 Working arrangements and other organizational matters

The Chairperson of the AMDAR Panel and ET-AIR, Mr Frank Grooters (the Netherlands), will chair the meeting. The work of the meeting will be conducted as a committee of the whole, however, sub-groups may be established as required to consider specific problems. The meeting will adopt its own working hours and other arrangements necessary for the efficient conduct of the meeting. The session and documentation will be in English only. The pre-meeting documents are to be e-mailed to the WMO Secretariat for subsequent posting on the WMO Server at:

<http://www.wmo.int/pages/prog/www/BAS/CBS-meetings.html>

3 AMDAR PROGRAMME STATUS

The Chairperson, the Secretariat, Project Coordinators and Leaders will inform the meeting about progress achieved in implementing the AMDAR Programme since the last meeting in Geneva, Switzerland, October 2010.

3.1 Status of technical support to the AMDAR Panel

The Chairperson and the Secretariat will inform the meeting about the new arrangements for technical support to the Panel arising out of the changes to be implemented in the WMO secretariat as a result of WMO Congress XVI. The meeting will discuss the implications for the AMDAR Panel work programme.

3.2 Report on the status of the AMDAR programme

A report will be presented providing an overview of the progress achieved in implementing the work programme of the AMDAR Panel over the previous 12 months.

3.3 Reports on activities by the Panel sub-groups

The meeting will be informed by the respective Convenors about the activities of the AMDAR Panel Training and Outreach Sub-Group and Science and Technical Sub-Group.

3.4 Status reports on national and regional programmes

3.4.1 *Established AMDAR programmes*

National and Regional AMDAR programme representatives at the meeting will report on the operational status and expected new developments of their respective AMDAR programmes. The Meeting may wish to discuss important issues arising from these reports, in particular, the need for regional coordination and cooperation.

3.4.2 *New, emerging and potential AMDAR programmes*

The Meeting will be informed about the progress of those AMDAR Panel Members seeking to establish national or regional AMDAR programmes. The Meeting may wish to discuss opportunities for the Panel to provide assistance and advice to such Members.

4 PROJECTS, PLANNING AND WORK PROGRAMME

The Meeting will be informed about the status of the various projects and tasks within the AMDAR Panel work programme. The Meeting will discuss strategies and plans for the development of the future work programme of the AMDAR Panel.

4.1 WIGOS Pilot Project – Review and Planning Update

The Meeting will be informed about progress in implementing the tasks associated with the WIGOS Pilot Project including: Update of the BUFR template; metadata management; strategy for development of a data management framework for AMDAR; water vapour sensor development; integration of AMDAR regulatory material; and, generic software specification for AMDAR.

4.2 Global AMDAR Programme Development

Reports will be presented regarding specific projects and developments associated with the development of the Global AMDAR Programme including: the upcoming Mexico AMDAR Regional Workshop; and, data targeting for data sparse areas. The Meeting will discuss and develop plans for the continued development of the programme.

4.3 AMDAR Software Development

The Meeting will receive reports on issues and projects associated with the development of AMDAR software applications and specifications.

4.4 AMDAR Quality Management System

Project and Sub-group leaders will present progress made in developments and improvements to the AMDAR Quality Management System leading to discussion and planning for

future work activities. The issues covered will include: improvement in data exchange and quality control; requirements for a quality management framework for AMDAR and AMDAR data policy.

4.5 AMDAR documentation, training and outreach

The Meeting will receive reports and conduct discussion on matters relating to documentation, training and outreach including: the WMO AMDAR Panel website; AMDAR guidance and training material and Panel interactions with the aviation industry.

4.6 AMDAR Science and Technical Development

This agenda item will focus on planning and development associated with the scientific and technical aspects of the AMDAR Programme. In particular, reports and discussion will focus on the international approach to a water vapour sensor measurement programme and the implementation of turbulence.

4.7 AMDAR Planning

The AMDAR Panel Members will discuss and formulate plans and strategies for the future AMDAR Panel work programme. This will include the development or update of short, medium and long-term plans.

5 FINANCIAL AND ADMINISTRATIVE MATTERS

5.1 Status of the AMDAR Trust Fund

A report on the status of the AMDAR Trust Fund since the last Panel meeting in 2010 will be presented by the WMO Secretariat and discussed by the meeting.

5.2 Budget for 2011-2012

The Meeting will be invited to review the proposed biennial budget for January-December 2012 and 2013, and in light of anticipated contributions to the AMDAR Trust Fund, amend it as necessary.

5.3 Future Governance of the AMDAR Programme

The Joint Meeting will discuss the future governance of the AMDAR Programme and the respective roles and functions of the AMDAR Panel and the ET-AIR.

5.4 Review of Rules and Procedures

The meeting will be invited to review the rules and procedures as agreed at the last meeting of the Panel held in 2010. Items proposed for review include:

- a) Goals and Terms of Reference for the Panel on Aircraft Meteorological Data Relay (AMDAR Panel);
- b) Membership and Operating Procedures for the Panel on Aircraft Meteorological Data Relay (AMDAR Panel);
- c) Terms of Reference for the Science and Technical Sub-group and Training and Outreach Sub-group;

- d) Terms of Reference for the AMDAR Trust Fund;
- e) Terms of Reference and the job description of the Technical Co-ordinator.

5.5 Election of officers

The meeting will be invited to elect an AMDAR Panel Chairperson and a Vice-chairperson to serve until the end of the Fifteenth AMDAR Panel meeting.

6 ET-AIR ADMINISTRATIVE MATTERS AND REPORTING TO CBS

The Joint Meeting will address the administrative matters relating to the governance of the ET-AIR including the Terms of Reference, the Work Plan and the report to CBS.

7 ANY OTHER BUSINESS

Members will be invited to consider any other relevant business.

8 DATE AND PLACE OF THE NEXT MEETING OF THE AMDAR PANEL

The Panel will be asked to agree on the date and location of the next meeting of the AMDAR Panel.

9 CLOSURE OF THE MEETING

The meeting is scheduled to close by 4:00 p.m. on Friday, 4 November 2011.