WORLD METEOROLOGICAL ORGANIZATION	CBS/OPAG-IOS/ET-SBO-1/6.2.2
_____	
COMMISSION FOR BASIC SYSTEMS	10.7.2013
OPEN PROGRAMME AREA GROUP	_____
ON INTEGRATED OBSERVING SYSTEMS	
EXPERT TEAM ON SURFACE-BASED OBSERVATIONS	ITEM: 6.2.2
FIRST SESSION	Original: ENGLISH
Geneva, Switzerland, 9-12 July, 2013	

6.2.2

Improving Technical Documents

Submitted by Daniel Michelson, Sweden

SUMMARY AND PURPOSE OF DOCUMENT

This document outlines a process for proposing and approving changes to the content of the Manual on the GOS (WMO No. 544) and other relevant documentation.

ACTION PROPOSED

Members are invited to consider the content of this document at the meeting.

References

1.   Manual on the GOS (WMO No. 544), 2010 edition.

_____

IMPROVING TECHNICAL DOCUMENTS

1. Governance and stewardship

The term "governance" implies ownership, and the right to act and the power to govern what is owned. "Stewardship" is a softer term that implies the act of carefully and responsibly managing or supervising something that is not necessarily owned. In the case of WMO No. 544, it is jointly owned by CBS and CIMO. There is a need for a regulatory mechanism for drafting, recommending and approving changes to this and other relevant documents. Owing to the chain of ratification of changes that are drafted and recommended, passing from the ET level to the OPAG level and ultimately to the EC and Congress, it is perhaps more appropriate to articulate the need for stewardship mechanisms at the ET level, whereas governance is imposed at higher levels. The scope of such a process is limited to the ET level in this document.

2. Process

i.   The ET collectively identifies what needs to be changed. This may be initiated by the Chair or by a member. The decision on which needs are to be prioritized should be agreed upon through consensus in the ET. The preferred forum for such decisions is a physical meeting where the ET members are present.

ii.   The magnitude of the need for change may be deemed to be large enough to warrant the formation of a group tasked to draft such change. The Chair may propose a lead for such a group; members may also volunteer to take the lead.

iii.   The lead of a group tasked to draft change(s) may wish to propose other members of the group, taking into account volunteers. Ideally, the group should endeavour to comprise representatives of different Regional Associations, representatives from relevant CIMO activities, and possibly also external organizations.

iv.   The group tasked to draft changes will formulate a task plan, stating the group membership (resources), defining and describing the task, listing deliverables, explaining dependencies, along with a schedule of when the items will be completed (milestones), and listing foreseen issues that can impact on the task. The ET Chair will approve this plan.

v.   Drafted changes will be made available to the ET for its feedback sufficiently in advance of a decision deadline. They will also be made available to external organizations that express their interest in providing their feedback, also sufficiently in advance of a decision deadline.

vi.   If a decision to approve drafted changes cannot be reached through consensus, then the Chair may recommend that the draft be passed to the OPAG level or, alternatively, that the draft be rejected.

Should this process prove to be insufficient, the ET may recommend that an editorial board similar to that in CIMO be established to serve its purposes.