**Template and general guidance for generation of material for ET-SBO-SG-RM-1**

Ver 0.1 updated by Stuart Goldstraw

For the purposes of this meeting new, or revised, regulatory material is being proposed. This material will either be considered for inclusion in one of the following publications:

* The new Manual on WIGOS, current Ver0.10, specifically in Chapter 7 ‘Global Observing System of the World Weather Watch’
* The new Guide on WIGOS, yet to be produced and so the new text will be held until the new Guide is available but is likely to form part of the new Chapter 7
* WMO No.8 The CIMO Guide

Whilst WMO No.544 the Manual on the GOS and WMO No. 488 the Guide to the GOS continue to exist it is the author’s understanding that new material will not be included in these documents, although modifications to the existing text may be considered. Over time the Manual on the GOS and the Guide to the GOS will be retired and replaced by Chapter 7 of the WIGOS Manual and Chapter 7 of the WIGOS Guide.

The main goal of the meeting is to:

Identify suitable text, and so operational practices, to be included in Chapter 7 of the WIGOS Manual, Chapter 7 of the WIGOS guide or Chapter X of the CIMO Guide.

The main areas where CBS related regulation and guidance material is missing can be linked directly to the following chapter & section headings:

Section 7.4 Operations

Sub section 7.4.1 General requirements

Sub section 7.4.2 Observing Practices

Sub section 7.4.3 Quality Control

Sub section 7.4.4 Data and Metadata Reporting

Sub section 7.4.5 Incident Management

Sub section 7.4.6 Change Management

Sub section 7.4.7 Maintenance

Sub section 7.4.8 Inspection & Supervision

Sub section 7.4.9 Calibration procedures

Note that this structure for Chapter 7 replicates the structure in Chapters 2 & 3.

If the text is to be considered for inclusion in WIGOS Manual or Guide then the next step will be to engage CBS IOS IPET WIFI in the review process.

If the text is to be considered for inclusion in the CIMO Guide then the next step will be to engage the CIMO Editorial board, through the appropriate CIMO ET in the review process.

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| Proposal Identifier | A unique number to identify the text being considered for inclusion in WMO regulatory material. Usually SBO-SGRM-xxx where xxx is a number between 1 and 999. |
| Proposal lead | The name of the individual, and their role within WMO, who is the principal point of contact for the information, usually the technology lead for each area, WxR Daniel, WPR Dominique, AWS Karl etc. |
| Original Text | Reference paragraph(s) numbers or whole text inclusion, including para number(s) where appropriate, or N/A is an existing section does not exist. |
| Newly Proposed Text | The full wording of the new text to be considered. |
| To be included in which Manual / Guide | State if considered for inclusion in WIGOS Manual, WIGOS Guide or CIMO Guide. |
| To be included in which section | Identify in which section the text should be included: Eg Chapter 7, Section 7.4.2 Observing Practices, Section 7.4.5 Incident Management. |
| Next action required | State whether further review by experts is required or whether the adoption process needs to be considered by passing the information to the appropriate owning body. |
| Status of Action | Provide an update on the status of the activity defined above. Eg: Being reviewed by other ET-SBO experts; passed to IPET-WIFI for consideration; endorsed by CBS; approved by Congress etc |
| Location information stored | Reference to the electronic source for the proposal – likely to be provided by Dean Lockett. |

A short example, using the above template is provided below:

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| Proposal Identifier | SBO-SG-RM1-001 |
| Proposal lead | Stuart Goldstraw |
| Original Text | Information relating to calibration of Weather Radars:  **WMO No.488: Paragraph 3.9.2.1.7 *Personnel***  Weather radar personnel requirements with regard to category and number depend on the type of equipment used, the level of automation and the number of observations required. Maintenance and technical personnel responsible for the weather radar station or the entire network must have specialized training in the maintenance and operation of equipment used and a basic understanding of electronics and radar techniques. A station supervisor is needed to carry out periodic checks of the calibration and the interpretation methods used in manual or semi-automatic observations. |
| Newly Proposed Text | Para 7.4.9.x.y The maximum interval between Weather Radar receiver sensitivity checks *‘calibrations’* should be 12 months. The date of each calibration shall be uploaded to the WMO Radar Metadata database by the national WMO Weather Radar focal point. (Additional notes relating to manufacturers guidelines to be added). |
| Rationale for inclusion of text | Whilst Chapter 2 of the WIGOS Manual Section 2.4.9 and Para 3.9.2.1.7of WMO No.488, noted above, highlight the importance of calibration neither specify the acceptable interval between calibration or check activities. The importance of Wx Radar data to users is such that check or calibration periods should be specified more clearly in the technical regulations and the metadata captured. |
| To be included in which Manual / Guide | WIGOS Manual or WIGOS Guide if consequences of the proposed material is considered to significant a step for all members to adopt as a regulation. |
| To be included in which section | Chapter 7 Section 3.4.9 Calibration Procedures |
| Next action required | Review by all ET-SBO members and all CIMO ET-ORS Members and then pass to IPET-WIFI for inclusion in next update of WIGOS Manual. |
| Status of Action | Not yet passed to all ET-SBO Members, this will be done following ET-SBO SG-RM-1. Then to be passed to IPET-WIFI for inclusion in next release of WIGOS Manual. |
| Location information stored | <<web link on ET-SBO Google page to be included here>> |

I hope this makes sense and can be used as the basis of collecting and tracking proposed changes to the technical regulations. The wording I have used here is not pure WMO speak and so improved language would be required.