**WORLD METEOROLOGICAL ORGANIZATION**

**INTER-COMMISSION COORDINATION GROUP ON WIGOS**

**(ICG-WIGOS)**

**WIGOS Editorial Board (WEdB)**

**FIRST SESSION**

***Geneva, Switzerland, 13-15 June 2016***

**FINAL REPORT**

DISCLAIMER

**Regulation 42**

Recommendations of working groups shall have no status within the Organization until they have been approved by the responsible constituent body. In the case of joint working groups the recommendations must be concurred with by the presidents of the constituent bodies concerned before being submitted to the designated constituent body.

**Regulation 43**

In the case of a recommendation made by a working group between sessions of the responsible constituent body, either in a session of a working group or by correspondence, the president of the body may, as an exceptional measure, approve the recommendation on behalf of the constituent body when the matter is, in his opinion, urgent, and does not appear to imply new obligations for Members. He may then submit this recommendation for adoption by the Executive Council or to the President of the Organization for action in accordance with Regulation 9(5).

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**Agenda**

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**Executive Summary**

The First session of the ICG-WIGOS/WIGOS Editorial Board (WEdB) was held at the WMO Secretariat in Geneva, Switzerland, from 13 to 15 June 2016. The session was chaired by Mr Russell Stringer, chair, WEdB.

Three days was not enough time for a detailed review of the draft material; instead WEdB completed an aggressive process of broadly assessing and shaping the material to fit together as the initial Guide. Progress drafts were made available on the WMO website (<http://www.wmo.int/pages/prog/www/wigos/WGM.html>) and a goal of having the final draft on the website by the close of business on Friday (17 June 2016) was agreed.

At the close of the meeting a short-term work plan was identified for the subsequent two days following the meeting (Appendix IV), with planning beyond that time scale to be undertaken in due course.

A general concept of holding a monthly teleconference was considered to be a possible means of keeping informed and maintaining some momentum where it is needed. The WIGOS-PO was requested to elaborate and update the timeline for further development of the WIGOS Regulatory Material, taking into account the Plan for the WIGOS Pre-operational Phase (PWPP), as reproduced in Appendix III.

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**General summary**

**1.** **ORGANIZATION OF THE SESSION**

**1.1 Opening of the session**

1.1.1 The First session of the ICG-WIGOS/WIGOS Editorial Board was held at the WMO Secretariat in Geneva, Switzerland, from 13 to 15 June 2016. The session was chaired by Mr Russell Stringer, chair, WEdB. The Chair welcomed the participants to the session.

1.1.2 On behalf of the Secretary-General of WMO and the Director of the Observing and Information Systems Department (OBS), Dr L. P. Riishojgaard, PM/WIGOS opened the session and welcomed the participants to Geneva. At the end of his opening statement, he assured the participants of full support to their work by the WMO Secretariat.

1.1.3 The list of participants is given in [Appendix I](#Appendix_I).

**1.2 Adoption of the agenda**

 The session adopted the [Agenda](#AGENDA) for the meeting, which is reproduced at the beginning of this report.

**1.3 Working arrangements**

1.3.1 The session agreed on its working hours and adopted a tentative work plan for consideration of the individual Agenda Items.

1. **REPORT BY CHAIR**
	1. Mr R. Stringer set the scene for the work to be done during the session. He briefed on the development of the Technical Regulations (WMO-No. 49), Volume I, Part I – WIGOS and its Annex VIII, Manual on WIGOS (WMO-No. 1160), approved by Cg-17 in 2015, and noted that the new WIGOS related regulations will come into force on 1 July 2016. He further noted that Cg-17 had called for an initial Guide to WIGOS to be available to Members before that date and that the 68 session of Executive Council (EC-68) was scheduled to consider the initial Guide to WIGOS on 18 June, just three days following this meeting. Hence there was a hard deadline for WEdB to review and complete the initial Guide and our work would need to be very focused on that deadline.
2. **GUIDANCE FROM ICG-WIGOS-5**
	1. Dr I. Zahumensky, the Secretariat, briefed the session on guidance from ICG-WIGOS-5 relevant to the work of WEdB.
	2. The Terms of Reference of the WEdB (see [Appendix II](#Appendix_II)) approved by the ICG-WIGOS was presented and briefly discussed. It was noted that the migration of the Manual on the GOS (WMO-No. 544) into the Manual on WIGOS should be expressed more visibly.
	3. The session was further informed about the draft Roadmap to Enhanced WMO Technical Regulations Framework, which aims to facilitate the development of a fully updated and consistent set of WMO regulatory publications for consideration by Eighteenth Congress (Cg-18) in 2019. The WMO Secretariat, through an appropriate coordination mechanism, should carry out the necessary editorial work on the proposed draft amendments and updates. Optimization of the processes for development and maintenance of the WMO Technical Regulations should be sought during the financial period, through innovations including a scheduled migration to a content-management system (CMS) that would facilitate the access and use of the regulatory material by Members.
	4. In this regard, the WIGOS-PO was requested to update WEdB accordingly on this subject.
	5. WEdB further requested the WIGOS-PO to provide information about the official source of definitions to be used in Technical Regulations and its Annexes, and about the official status and aim of the *International Meteorological Vocabulary* (WMO-No. 182) and the Meteoterm available at <http://www.wmo.int/pages/prog/lsp/meteoterm_wmo_en.html>.
	6. The WIGOS-PO was also requested to check correctness of all observation related references in the *Technical Regulations* (WMO-No. 49), Volume I, Part II – VI.
3. **WMO TECHNICAL REGULATIONS AND GUIDANCE MATERIAL RELEVANT TO WIGOS**
	1. The session was briefed by I. Zahumensky on the latest status and foreseen updates of WIGOS relevant regulatory material, specifically Technical Regulations (WMO-No. 49), Volume I, Part I – WIGOS, Manual on the WIGOS (WMO-No. 1160), and Manual on the GOS (WMO-No. 544).
	2. the session was further informed about all WMO publications which contain technical regulations relating to observations and key WMO publications which contain guidance material relating to observations.
4. **review of Wigos guidance material**
	1. The session reviewed the guidance material needed for the initial version of the Guide to WIGOS to be available to Members before 1 July 2016, namely 1) OSCAR/Surface; 2) WIGOS metadata; 3) WIGOS Station Identifiers; all to be incorporated in 4) the initial version of the Guide to WIGOS.
	2. Discussing the individual chapters of this initial version of the Guide, WEdB provided many suggestions which were incorporated into the text by the chapter authors, as well as undertaking significant editing in session, particularly of items 2) and 4). Some of the thoughts of WEdB were documented as reproduced in [Annex](#Annex_52) to this paragraph.
	3. The initial version of the Guide was drafted in a simple four chapter format. Regarding the next version, WEdB agreed on the desirability of following the same structure as the Manual on WIGOS, as far as possible and sensible. Noting the "thin layer" approach, future versions of the Guide to WIGOS should have extensive and accurate references to existing material in existing Guides and Manuals, while new text will only be needed to assist Members to understand and comply with some of the new WIGOS related technical regulations.
	4. It agreed that the initial Guide should contain only the newly developed guidance material, as listed in paragraph 5.1. When relevant guidance material already exists, there should be only a specific reference to it rather than replication in the Guide.
	5. WEdB noted that the Guide to WIGOS would need to be a steadily evolving document during its initial phase. New drafts should be sought and reviewed consistently with the priorities identified by ICG-WIGOS (see [Appendix III](#Appendix_III)). The new CBS "simple (fast track)" procedures may facilitate this. Feedback provided by users and experts will assist its further improvement.
	6. Three days was not enough time for a detailed review of the draft material; instead WEdB completed an aggressive process of broadly assessing and shaping the material to fit together as the initial Guide. At the close of the meeting a short-term work plan was agreed ([Appendix IV](#Appendix_IV)) for the subsequent two days available before the initial Guide was scheduled for consideration by the 68th session of Executive Council. Progress drafts were made available on the WMO website and a goal of having the final draft on the website by the close of business on Friday (17 June 2016) was agreed.
	7. The evolving draft versions of the initial Guide to WIGOS were available at: <http://www.wmo.int/pages/prog/www/wigos/WGM.html>. The final draft following EC-68 will be available at that location, with further changes to be made only in response to decisions of EC-68.
5. **FUTURE WORK PROGRAMME AND ACTION PLAN OF WEdB**
	1. The future work program was identified for the two days following the meeting ([Appendix IV](#Appendix_IV)), with planning beyond that time scale to be undertaken in due course. A general concept of holding a monthly teleconference was considered to be a possible means of keeping informed and maintaining some momentum where it is needed. The WIGOS-PO was requested to elaborate and update the timeline for further development of the WIGOS Regulatory Material, taking into account the Plan for the WIGOS Pre-operational Phase (PWPP), as reproduced in [Appendix III](#Appendix_III).
	2. The draft timeline is presented in [Appendix V](#Appendix_V).
	3. It was agreed that Webex sessions should be organized by WIGOS-PO in coordination with Chair, on a monthly basis.
6. **ANY OTHER BUSINESS**
	1. There was no other business issue raised by the participants.
7. **CLOSURE OF THE SESSION**
	1. The session closed on Wednesday, 15 June 2016, at 16:45 hours.

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**Appendix I**

**LIST OF PARTICIPANTS**

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| --- | --- |
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**Annex to 5.2**

**List of recommendations for the further elaboration**

In each individual chapter (when published as a stand-alone guidance) as well as in the Initial version of the Guide to be included: 1) Version Control table; 2) wigos-help@wmo.int

* 1. **OSCAR/Surface**

***1) Initial findings & that can be fixed by 17 June 2016:***

- a note that we can see the station fields by creating a “dummy”
station; then see what fields are required

-Search
-- criteria can be combined
-- add table with main criteria

- link to WIGOS identifier material
- an example for an WIGOS ID

- how to add new WIGOS identifier when an old one is already there
- how can we make sure the identifier stays here
- how did the current identifier come about?

-- input
-- explain what happens when there is an error
-- add a note that some stuff takes long
-- timeout.

- quick search
-- make clear what can be input here
-- we should remove the sound similarity search

- link to FAQ for first help: notification of planned outages

***2) things that can be fixed later:***
- WIGOS ID input field in OSCAR can be more smart.
- prepopulate with the right ISO number already?
- dropdown

* 1. **WIGOS metadata**
* Explain use of XML schema when developed
* Role of a National OSCAR/Surface FP
* Expand guidance on optional elements
* Code table 3-04 to be updated
* “Link” to a National OSCAR/Surface FP

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**Appendix II**

**Terms of Reference for WIGOS Editorial Board (WEdB)**

Terms of Reference for the ICG-WIGOS/WIGOS Editorial Board (WEdB) are as follows:

1) Coordinate activities for the updating of the WMO *Technical Regulations* (WMO-No. 49), the Volume I, Part I – WIGOS, and the Manual on WIGOS (WMO-No. 1160), in close collaboration with the WMO Secretariat (WIGOS-PO), namely:

1. Identify areas to be updated, revised or completely rewritten and advise the ICG-WIGOS;
2. Provide draft updates in a form of track changes for consideration by the ICG-WIGOS;
3. Review proposals for new text developed by relevant constituent bodies (ICG-WIGOS task teams, TCs expert teams/groups) and the WMO Secretariat and submit them to ICG-WIGOS for consideration;

2) Review proposals for guidance material for an initial version of the Guide to WIGOS developed by relevant constituent bodies (ICG-WIGOS task teams, TCs expert teams/groups).

3) Coordinate with the ICG-WIGOS as needed and report annually to the ICG-WIGOS on the progress.

**\_\_\_\_\_\_\_\_\_****Appendix III**

**Extract from the Plan for the WIGOS Pre-operational Phase (PWPP) approved by EC-68**

**3.2 WIGOS Regulatory Material complemented with necessary guidance material to assist Members with the implementation of the WIGOS technical regulations**

An update of the *Manual on WIGOS* (WMO-No. 1160) may be proposed either to EC-69 (2017) or EC-70 (2018). The 2019 edition of the Manual submitted to Cg-18 should include: (i) a full integration of the existing *Manual on the Global Observing System* (WMO-No. 544), the existing version of which will be retired at that point; and (ii) new standards and recommendations on the Regional Basic Observing Networks, remote sensing, and data quality monitoring.

Concerning the necessary guidance material, most urgently needed is in the following areas: (1) OSCAR, Metadata, and Station Identifiers; (2) Data Quality Monitoring, Regional WIGOS Centres, AWS, national partnerships; (3) National observing strategy, RBON, and integration of space-based observations. The guidance material listed under (1) is needed for the initial version of the Guide to WIGOS to be available to Members before 1 July 2016. The material for those listed under (2) and (3) above should be developed in subsequent steps. A more complete Guide to WIGOS should be developed during the remainder of the financial period with a substantial amount of new material that will have to be developed.

The following key items with milestones are proposed:

1. Updates to Manual on WIGOS by EC-69 and/or EC-70; a new edition by Cg-18;
2. Initial version of the Guide to WIGOS, including guidelines on OSCAR/Surface, WIGOS Metadata, and Station Identifiers, by July 2016;
3. Guidance on National WIGOS Development and Partnerships, by end of 2016;
4. Guidance on RWCs, their capabilities and performance evaluation, by end of 2016;
5. WIGOS guidance on Data Partnerships, Lifecycle Data Management and Data Stewardship, including integration of observations from multiple sources, progressively from 2016;
6. Standards and recommendations supported by best practices and procedures for implementation of the RBON by all regional associations; developed by end of 2017;
7. Standards and recommendations supported by best practices and procedures for surface-based remote sensing (mainly weather radars and wind profilers) by end of 2017;
8. Standards and recommendations supported by best practices and procedures for improving observational data and products quality (WIGOS Data Quality Monitoring) by end of 2017;
9. Guidance on the transition of existing observing systems to meet WIGOS requirements and standards, by end of 2017;
10. Guide to WIGOS fully developed by Cg-18.

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**Appendix IV**

**Short-term work plan for completion of the initial Guide to WIGOS**

|  |  |  |
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| No. | Actions to be done by Friday 14:30 | who  |
|  | Skeleton: intro | Russell draft, review with Igor |
|  | Skeleton: intro to WIGOS | Russell draft, review with Igor |
|  | Ch 2: Station IDs | All read current (end of meeting) web version, and report back any remaining concerns to our group |
|  | Ch 3: metadata | * Wed post meeting: review details in (new) sections 2 and 3
* Section 1: Russell draft, review with Luis
* All provide further comments by Fri lunchtime
 |
|  | Ch 4: OSCAR/Surface | * All (re)read and report back to group any remaining concerns
* Timo revision for discussion with Russell Igor Fri lunchtime
 |
|  | Consistent formatting (cover page, typeface, ….?) | Igor |
|  | Compile and finalise all content | Igor Friday afternoon |
|  |  |  |
|  | ========After Fri 17 Jun ======= |  |
|  | TBA (Russell, Igor)  | Monthly WEdB Webex session |
|  |  |  |

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**Appendix V**

**Draft timeline for further development of the WIGOS Regulatory Material and the guidance material for the Guide to WIGOS**

(Note: this timeline was drafted by the WIGOS-PO but not reviewed by WEdB)

|  | **Significant events** | **Manual on WIGOS** | **Guide to WIGOS** |
| --- | --- | --- | --- |
| Late 2016 | CBS-16 | Draft text for RBON related RM considered  |  |
| Dec 2016 |  |  | Draft Guidance on: a) National WIGOS Development and Partnerships;b) RWCs, their capabilities and performance evaluation |
| Early 2017 | ICG-WIGOS-6 | Draft text for RBON related RM approved |  |
| Early 2017 |  | Draft text for RBON related RM submitted to RAs/MGs for review |  |
| June 2017 | EC-69 | Draft text for the updated Manual as appropriate  |  |
| Early 2017 |  | Drafting of the standards and recommendations for surface-based remote sensing (mainly weather radars and wind profilers) and data quality monitoring |  |
| Late 2017 | ICG-WIGOS WEdB | Text from the Manual on GOS and new standards and recommendations on RBON, remote sensing, and data quality monitoring incorporated in the draft Manual on WIGOS | Draft guidance on the transition of existing observing systems to meet WIGOS requirements and standards, by end of 2017 |
| Early 2018 | ICG-WIGOS-7 | Approved by ICG-WIGOS; submitted to P-TCs for TCs review | All available drafts submitted to ICG-WIGOS and PTC |
| June 2018 | EC-70 | Draft text for the updated Manual as appropriate | Draft guidance on Data Partnerships, Lifecycle Data Management and Data Stewardship, including integration of observations from multiple sources |
| Mid 2018 |  | Feedback from TCs integrated;translated to all official languages; submitted to CBS-Ext.(2018) | Translated to all official languages; submitted to CBS-Ext.(2018) |
| Late 2018 | CBS-Ext.(2018) | Update endorsed by CBS-Ext. | Draft Guide endorsed by CBS-Ext. |
| Oct 2018 |  | Submitted to Members for comments |  |
| Mid 2019 | Cg-18 | New version submitted for approval | Guide submitted for approval |

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