

From Manual on WIS

2.5 ROLLING REVIEW OF WIS CENTRES

2.5.1 Background

The ongoing performance of WIS relies on the continued compliance of WIS centres with agreed standards and practices. To this end, GISCs, DCPCs and NCs should have a rolling review of their compliance with WIS standards and practices.

2.5.2 Responsibility

Members are responsible for ensuring that their centres remain compliant with WIS standards and practices. The Commission for Basic Systems will oversee and support the rolling review processes with the aim of confirming a centre's compliance every eight years for NCs and DCPCs and every four years for GISCs.

2.5.3 Procedure

Guidelines for the rolling review of WIS centres are given in the *Guide to the WMO Information System* (WMO-No. 1061).

From Guide To WIS

ANNEX TO PARAGRAPH 6.6.2: RECOMMENDED PRACTICES FOR THE ROLLING REVIEW OF WIS CENTRES

Note: If the structure of CBS changes, all references to Open Area Programme Group (OPAG), Implementation Coordination Team (ICT), Expert Team (ET) or Task Team (TT) are intended to apply to successors of the named bodies.

1. Background

The Commission for Basic Systems is responsible for certification of WIS centres' compliance with the WIS technical specifications defined in the *Manual on WIS*, Appendix D. The Commission for Basic Systems will maintain, within its OPAG on Information Systems and Services (OPAG-ISS) structure (or its successor), a task team to coordinate audits and certification of WIS centres. For the purpose of this Guide, the task team or its equivalent group of experts is referred to as the Task Team on Centre Audit and Certification (TT-CAC).

2. **Auditing and certification**

Auditors and certifiers shall be or shall become members of TT-CAC. New members must have relevant technical or audit experience (the nomination form is at <http://wis.wmo.int/Expert-Form>). They must be members (core or associate) of an OPAG-ISS expert team or have written commitment of the Permanent Representative of their country with WMO allowing them to participate as members of the TT-CAC. New members will be mentored by a nominated existing expert. Note that regional diversity of members of TT-CAC is essential.

Access to TT-CAC workspace and online databases is restricted to TT-CAC and the WMO Secretariat.

2.1 **GISC audits**

The Task Team on Centre Audit and Certification, on behalf of CBS, is responsible for audit and certification of GISCs.

A GISC should be audited by two experts, one of whom must have previous experience of auditing GISCs. Auditors should be from a different region than that of the GISC.

Travel and per diem should be at the GISC's expense and arranged through WMO.

2.1.1 **Scope of GISC audits**

Full audits will cover all aspects of WIS compliance and shall include site visits using practices in line with those of the ISO 9000 series standards.

Interim audits will focus on a particular subset of topics. Actual elements to be focused on will be determined by the Implementation Coordination Team on Information Systems and Services (ICT-ISS) or its delegated expert team in coordination with ICT-ISS members. Centres will be told in advance on which subset of topics the interim audit will focus. Possible areas for review in interim audits include:

- (a) GISC to GISC backup;
- (b) Security;
- (c) Monitoring;
- (d) Quality of service provided by the WIS;
- (e) WIS core network (e.g. in 2014, this was the Regional Meteorological Data Communication Network – Next generation);
 - (i) Connectivity and management;
 - (ii) Caching of “Globally distributed data” content;
- (f) Management of the GISC area of responsibility;
 - (i) Capacity development;
 - (ii) The AMDCN connecting the GISC to NCs and DCPCs in its area;
 - a. Caching of “Area of responsibility” content;
 - (iii) Participation in WIS coordination and planning mechanisms (e.g. CBS Inter-programme Expert Teams, Expert Teams and Task Teams).

2.2 **DCPC certification**

Data Collection or Production Centres are to be certified by the TT-CAC. Where a DCPC is not using the infrastructure of its principal GISC, and its principal GISC is operational, it can be certified by TT-CAC once the principal GISC has performed the necessary tests. However, if the principal GISC is not operational, the TT-CAC will arrange for a suitable GISC to perform the tests. Where a DCPC uses the infrastructure of its principal GISC, it is certified as a part of the GISC certification process.

The certification of a DCPC requires only one TT-CAC coordinator, who will ask a GISC to undertake tests with the DCPC. It is expected that the centre's principal GISC will undertake those tests.

2.3 **Verification of compliance of NCs**

Compliance of NCs is the responsibility of the Permanent Representative with WMO of the Member accountable for the centre. Verification of compliance of an NC should be done by its principal GISC. The Task Team on Centre Audit and Certification will monitor the NC compliance process in consultation with NCs and GISCs.

3. **The review cycle**

The review cycle should start from the date of CBS endorsement. For centres endorsed before 1 January 2012 (the date on which WIS became operational) the cycle will start on 1 January 2012. Audits should take place within the calendar year in which the cycle ends and their timing will need to be coordinated with the experts called upon to undertake them.

The CBS endorsement date should be recorded in the WIS centre database. The date on which the centre became operational should also be recorded if known.

Similarly to an ISO 9001:2008 audit process, the GISC audit will follow the principle of alternating intermediate and full audits aligned with the CBS/EC four-year cycle:

- (a) Intermediate audit (interim, four years): a mid-cycle review of performance and compliance to provide, if necessary, opportunities to introduce corrective actions well in advance of a full audit;
- (b) Full audit (every second audit, i.e. every eight years): this audit will result in a recommendation for confirmation or cancellation of endorsement.

3.1 **Review of DCPCs**

The DCPC review cycle will be eight years. Reviews will cover all aspects of WIS compliance.

3.2 **Review of NCs**

Review of NC compliance is the responsibility of the Permanent Representative with WMO of the Member responsible for the Centre in liaison with the NC and its principal GISC.

4. **Ad hoc audits or reviews**

An ad hoc audit or review can be requested by the president of CBS due, for example, to non-conformance causing problems with WIS operations.

5. **Audit or review outcome**

The outcome of the audit or review will be categorized as “endorsed”, “endorsed with qualification” or “not endorsed”. Audit or review recommendations will be provided to the president of CBS and to the Director of WIS.

6. **Format of report**

The Task Team on Centre Audit and Certification will use a template for final reports, although the content will reflect the areas audited.

7. **Public notification of type of CBS endorsement**

The endorsement of CBS is based on continued successful audit outcomes. Centre endorsements are published only as “CBS endorsed” with no public declaration of whether endorsement was with “qualifications”.

Details of reviews and audits of centres are confidential. Auditors will have access to the previous reports on a centre in order to perform their role.

8. **Review of audits with qualification**

Global Information System Centres that were “endorsed with qualifications” have two years from the date of the audit to demonstrate that they have taken remedial action on the points of qualification.

The Task Team on Centre Audit and Certification will investigate GISCs that were “endorsed with qualifications” and have not demonstrated that they have taken remedial action within two years of the date of audit. The Task Team should report to CBS on progress in addressing the aspects that incurred the “qualification”, and can recommend to CBS that it revokes its endorsement.
