



WMO OMM

World Meteorological Organization
 Organisation météorologique mondiale
 Organización Meteorológica Mundial
 Всемирная метеорологическая организация
 المنظمة العالمية للأرصاد الجوية
 世界气象组织

Secrétariat

7 bis, avenue de la Paix – Case postale 2300
 CH 1211 Genève 2 – Suisse
 Tél.: +41 (0) 22 730 81 11
 Fax: +41 (0) 22 730 81 81
 wmo@wmo.int – public.wmo.int

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7 May 2018

Annex: 1 (available in English only)

Subject: Ship Observations Team (SOT) – National submission for the SOT Annual Report for 2017

Action required: Submit input for the SOT Annual Report for 2017 by **25 May 2018**

Dear Sir/Madam,

You will recall that the Ship Observations Team (SOT) was re-established by the Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM) during its fifth session (JCOMM-5), held in Geneva, Switzerland, from 25 to 29 October 2017. The SOT provides for a mechanism to coordinate implementation activities of the Voluntary Observing Ship (VOS) Scheme, the Ship-of-Opportunity Programme (SOOP), and the Automated Shipboard Aerological Programme (ASAP).

For the purpose of collecting necessary information to be included in the 2017 SOT Annual Report, instructions for the preparation and completion of your country report(s) are indicated in the Annex. In particular, I would like to invite you to check the lists of national contact points for the SOT, VOS, SOOP, ASAP and Port Meteorological Officers that can be obtained from the web pages indicated in the Annex, and to report any discrepancies or required changes to the WMO Secretariat, to the attention of Ms Champika Gallage (cgallage@wmo.int).

In line with the WMO Integrated Global Observing System (WIGOS) pre-operational phase for 2016-2019, JCOMM is closely working with WMO led Global Climate Observing System (GCOS) and Intergovernmental Oceanographic Commission of UNESCO (IOC-UNESCO) led Global Ocean Observing System (GOOS) to propose new observing network implementation targets and performance metrics. From that perspective, the feedback from the National Reports will be critical.

Please download the required forms from the webpage indicated in the Annex, fill them in as appropriate, and return them by e-mail to the WMO Secretariat (via cgallage@wmo.int) **no later than 25 May 2018**.

To: National Focal Points of the Ship Observations Team

cc: Permanent Representatives of Members of WMO participating in JCOMM
 Dr Albert Fischer, Director, GOOS Project Office
 Mr Darin Figurskey, Chairperson, SOT
 Mr Henry Kleta, Chairperson, VOSP
 Dr Rebecca Cowley, Chairperson, SOOIP
 Dr Rudolf Krockauer, Chairperson, ASAP Task Team

Please note that past SOT annual reports can be downloaded from the following web page:

<https://www.wmo.int/pages/prog/amp/mmop/documents/sot/SOT-annual-reports.html>

I look forward to hearing from you and thank you for your contribution to JCOMM and its Ship Observations Team.

Yours faithfully,



(W. Zhang)
for the Secretary-General

WORLD METEOROLOGICAL ORGANIZATION

INSTRUCTIONS FOR THE PREPARATION AND COMPLETION OF THE NATIONAL SUBMISSIONS FOR THE SHIP OBSERVATIONS TEAM (SOT) ANNUAL REPORT FOR 2017¹

Please visit the following webpage to download the appropriate template files:

<http://www.wmo.int/pages/prog/amp/mmop/sot-national-reports-2017.html>

1. Coordinate at the national level and nominate one SOT Focal Point. Check the lists of existing focal points at the following web pages and report discrepancies or required changes to the attention of Ms Champika Gallage at cgallage@wmo.int:

SOT	www.jcomm.info/info/sot-nfp
VOS	www.jcomm.info/vos-nfp
SOOPI	www.jcomm.info/soopip
ASAP	www.jcomm.info/asap-nfp
PMOs	www.jcomm.info/pmos

2. The name of the nominated SOT Focal Point should appear on the first page of the report under "prepared by" (see the form Country-SOT-2017.doc).
3. SOT Focal Points are responsible for:
 - i. Forwarding the VOS / SOOP / ASAP parts (as appropriate) to their national program operators;
 - ii. Receiving the completed VOS / SOOP / ASAP parts from their national program operators;
 - iii. Completing the SOT part of the report, including Focal Points and Port Meteorological Officers;
 - iv. Sending the individual programme VOS / SOOP / ASAP report(s) to the appropriate chairpersons.
 - v. Submitting the completed SOT and VOS / SOOP / ASAP parts (as appropriate) to: cgallage@wmo.int with copy to the SOT Technical Coordinator (ship-tc@jcommops.org) **by 30 April 2018.**
4. All Member countries are required to provide input for the 2017 SOT National Reports according to the following guidelines:

	<i>Form to use</i>	<i>Submitted to</i>	<i>Required if</i>
SOT	Country-SOT-2017.docx (or .rtf)	<ul style="list-style-type: none"> cgallage@wmo.int SOT Chairperson (darin.figurskey@noaa.gov) cc'ed to ship-tc@jcommops.org 	Member is operating either a VOS, SOOP, or ASAP programme
VOS	Country-VOS-2017.docx (or .rtf)	<ul style="list-style-type: none"> cgallage@wmo.int VOSP Chairperson, Mr Henry Kleta (Henry.Kleta@dwd.de) cc'ed to ship-tc@jcommops.org 	Member is operating a VOS programme
ASAP	Country-ASAP-2017.docx (or .rtf)	<ul style="list-style-type: none"> cgallage@wmo.int ASAP Task Team Chairperson, Mr Rudolf Krockauer (Rudolf.Krockauer@dwd.de) cc'ed to ship-tc@jcommops.org 	Member is operating an ASAP programme. Note: E-ASAP may submit a consolidated ASAP report for ships 'managerially' transferred to E-ASAP
SOOP	Country-SOOP-2017.docx (or .rtf)	<ul style="list-style-type: none"> cgallage@wmo.int SOOPI Chairperson, Ms Rebecca Cowley (Rebecca.Cowley@csiro.au) cc'ed to ship-tc@jcommops.org 	Member is operating a SOOP programme

¹ See also past annual reports at:

<http://www.wmo.int/pages/prog/amp/mmop/documents/sot/SOT-annual-reports.html>