



## 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

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30 July 2019

Annexes: 2 (available in English only)

Subject: OSCAR/Surface update activities and Training Course for RA VI National Focal Points, Kyiv, Ukraine, 1-3 October 2019

Action required: To confirm your country's participation in the OSCAR/Surface update activities and to nominate an OSCAR/Surface National Focal Point from your country to participate in the course, no later than **9 August 2019**

Dear Sir/Madam,

I am pleased to inform you that the World Meteorological Organization (WMO) is organizing a series of activities within the WIGOS Implementation Plan for Regional Association VI (RA VI), with the intention of updating OSCAR/Surface. The activities include a series of webinars as well as the drafting and implementation of an OSCAR/Surface update plan for the region and will be grouped around an OSCAR/Surface Training Course for RA VI, in Kyiv, Ukraine from 1 to 3 October 2019. You will find more details about the planned activities, including their dates, in Annex I.

OSCAR/Surface is the Observing Systems Capability Analysis and Review tool for surface-based observations. It is a critical component of WIGOS, which is one of the strategic priorities of WMO. It has been developed by WMO and MétéoSuisse and its website is available at: <https://oscar.wmo.int/surface>.

The course is primarily for OSCAR/Surface National Focal Points (NFPs) of RA VI, and I would like to invite you to nominate an NFP for OSCAR/Surface from your country, who would participate in these activities, including the course. For your information, please find attached the Terms of Reference of the OSCAR/Surface NFPs in Annex II.

As financial resources are limited, it is hoped that all costs associated with the participation of your NFP will be borne by the Government of your country. If this is not possible, WMO will consider, upon request, the possibility of providing some financial support, such as the cost of travel (the most economic air fare based on the most direct route) and/or per diem. Kindly confirm the participation of your NFP, or his/her alternate, and if financial support will be required, by notifying the WMO Secretariat with a copy to Mr Timo Proescholdt, WIGOS Development Officer ([tproescholdt@wmo.int](mailto:tproescholdt@wmo.int)), and the Regional Office for Europe ([Roe@wmo.int](mailto:Roe@wmo.int)), at your earliest convenience and preferably by **9 August 2019**.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO in RA VI (Albania, Andorra, Cyprus, Ireland, Israel, Latvia, Luxembourg, Malta, Monaco, Montenegro, Republic of Moldova, Republic of North Macedonia, Serbia, and Syrian Arab Republic) (limited distribution)

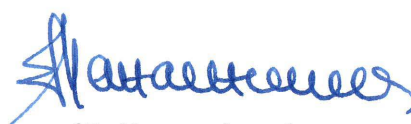
cc: Hydrological Advisers to Permanent Representatives

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

*"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, WMO accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services on behalf of the Organization. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate".*

I look forward to the participation of your NFP for OSCAR/Surface in this training course and I thank you for supporting the programmes and activities of WMO.

Yours faithfully,



(E. Manaenkova)  
for the Secretary-General

## OSCAR/Surface update activities, including training, in RA VI (Kyiv, October 2019)

The Observing Systems Capability Analysis and Review tool for the metadata of surface-based observing systems

Ref.: 19830/2019-1.1 OBS-WIGOS/OSCAR

General description	The OSCAR/Surface database is an online tool that is available for WMO Members to register all WIGOS metadata regarding their surface observing systems. This tool is a practical implementation of the WIGOS Metadata Standard, which was approved in 2015 by Congress 17 and entered in force from July 2016. WMO Members need to learn how to use the tool. The Regional WIGOS Implementation Plan for RA II also contains provisions for updating OSCAR/Surface.
Activities	<ul style="list-style-type: none"> <li>- Preparatory webinar September 2019 (online)</li> <li>- <b>OSCAR/Surface training 1-3 October Kyiv 2019 (Ukraine)</b></li> <li>- Follow-up webinar November 2019 (online)</li> <li>- Implementation plan review December 2020 (online)</li> <li>- Closure and evaluation February 2020 (online)</li> </ul>
Expected outcomes	<p>After completing the training, participants will be able to:</p> <ul style="list-style-type: none"> <li>- (primary outcome 1) interact with the Web interface of OSCAR/Surface, via Internet to find and extract observational metadata, as well as to manage (insert, correct/update) their observational metadata.</li> <li>- (primary outcome 2) understand the WIGOS Metadata Representation model and to contribute to the exchange of metadata using the corresponding XML Schema and API.</li> <li>- (primary outcome 3) continue documenting the national observing systems in OSCAR/Surface.</li> <li>- (secondary outcome) review and improve their national processes related to the collection and processing of observational metadata.</li> </ul>
Audience(s)	<p>Primary audience:</p> <ul style="list-style-type: none"> <li>- National Focal Points for OSCAR/Surface in RA VI of countries that have not received training yet.</li> </ul> <p>Secondary audience:</p> <ul style="list-style-type: none"> <li>- Other staff involved in Station or Network maintenance</li> </ul>
Topics outline	<ol style="list-style-type: none"> <li>1. Introduction to WIGOS</li> <li>2. The WIGOS Metadata Standard</li> <li>3. WIGOS Station Identifiers</li> <li>4. OSCAR/Surface Functional Description</li> <li>5. Register/login process in OSCAR/Surface</li> <li>6. How to find information in OSCAR/Surface</li> <li>7. How to extract metadata from OSCAR/Surface</li> <li>8. Data integration including transition from Vol.A</li> <li>9. How to manage the metadata in OSCAR/Surface</li> <li>10. How to create a new station in OSCAR/Surface</li> <li>11. The WMDS representation/XML schema</li> <li>12. The machine-to-machine interface and API</li> </ol>
Course format	A mixture of online and classroom type courses. Training material will be available prior to the sessions and also for the use after training event. It will consist of lectures and practical

Learning activities	<p>exercises about using OSCAR/Surface and the machine-to-machine interface. The internet based WMO webex system will be used for the webinars.</p> <p>a) Learners will discuss about relevance of observational metadata and what, how and when it should be collected.  b) Learners will do a set of practical exercises for managing observational metadata in OSCAR/Surface.  c) Learners will have to work on a small project related to manage observational metadata from their own countries.  d) Learners will contribute to developing an OSCAR/Surface update implementation plan</p>
Learning assessment	<p>During the training a formative assessment of the learners will be made based on observation of practical exercises.  At the end of the training a summative assessment of the learners will be made, based on a final project on managing a set of metadata in OSCAR/Surface.</p>
Evaluation	<ul style="list-style-type: none"> <li>- One end-of-course questionnaire.</li> <li>- Classroom discussions and practical exercises to determine how well students are learning.</li> <li>- An area in the WMO Moodle will be made available for follow-up discussions amongst participants, as well as to access the training material.</li> <li>- The success of the OSCAR/Surface update activities will be evaluated based on updates to OSCAR/Surface at the closure event.</li> </ul>
Learning resources	<p>The OSCAR/Surface platform/website:  <a href="https://oscar.wmo.int/surface/">https://oscar.wmo.int/surface/</a>  OSCAR/Surface moodle platform:  <a href="https://etrp.wmo.int/course/view.php?id=146">https://etrp.wmo.int/course/view.php?id=146</a>  The Manual on WIGOS:  <a href="http://www.wmo.int/pages/prog/www/wigos/WRM.html">http://www.wmo.int/pages/prog/www/wigos/WRM.html</a>  The Guide to WIGOS:  <a href="http://www.wmo.int/pages/prog/www/wigos/WGM.html">http://www.wmo.int/pages/prog/www/wigos/WGM.html</a></p>
Certificate	<p>Learners who participate the full time of the course and who succeed to do the final project will receive a course certificate.</p>

### **World Meteorological Organization**

Terms of Reference (ToRs) of the National Focal Points (NFPs) for OSCAR/Surface (Observing Systems Capability Analysis and Review tool for surface-based observations)

The National Focal Point (NFP) for the OSCAR/Surface shall provide linkages between the Member country/territory and the WMO Secretariat to ensure that all WIGOS metadata required for the OSCAR database regarding the observing systems operated and maintained by the country/territory are recorded, entered into OSCAR and updated as needed.

In this respect, the NFP shall:

1. Liaise with the National WIGOS FP in the country/territory to ensure that all the operators of the relevant observing systems in the country/territory are aware of OSCAR and ready to make the required metadata routinely available to OSCAR.
2. Coordinate user account creation in OSCAR for the people accredited, to manage within OSCAR the relevant metadata from the country/territory.
3. Promulgate the WMO technical regulations relevant to OSCAR, as well as the guidance and training materials for an adequate use of OSCAR.
4. Make all efforts to ensure that all accredited users of OSCAR are well trained to make the right use of the editing tools available in OSCAR.
5. Promote, in collaboration with WMO Secretariat, and in compliance with the required standards, the use of automatic, or semi-automatic, machine-to-machine transfer of information for insertion/updates of metadata within OSCAR, from the relevant observing systems of the Member country/territory.
6. Work closely with the established Regional WIGOS Centre (RWC) of the region/sub-region.
7. Upon request, provide the Secretariat and the RWC with an overview of the country/territory WIGOS metadata status in OSCAR.
8. Take, without any delay, actions in order to correct any erroneous and/or missing metadata identified in OSCAR, regarding the Member country/territory observing systems.
9. Collaborate with the relevant WMO working bodies and the Secretariat to perform the critical review and gap analysis at national and regional levels, using the OSCAR/Analysis tool.