



World Meteorological Organization  
Organisation météorologique mondiale

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Weather • Climate • Water  
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Our ref.: 8710-16/OBS/OSD/MAR/SOT

GENEVA, 3 February 2016

Annex: 1

Subject: Ship Observations Team (SOT) – National submission for the SOT Annual Report for 2015

Action required: Submit input for the SOT Annual Report for 2015 by **15 March 2016**

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 fourth session (JCOMM-4), held in Yeosu, Republic of Korea, from 23 to 31 May 2012. 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 2015 SOT Annual Report, instructions for the preparation and completion of your country's 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 Alida Catcheside ([acatcheside@wmo.int](mailto:acatcheside@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 [acatcheside@wmo.int](mailto:acatcheside@wmo.int)) **no later than 15 March 2016**.

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 Chris Marshall, Chairperson, SOT )  
Ms Sarah North, Chairperson, VOSP ) (for information)  
Ms Rebecca Cowley, Chairperson, SOOPI )  
Dr Rudolf Krockauer, Chairperson, ASAP Task Team )

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

<http://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,

A handwritten signature in blue ink, consisting of a stylized 'J' followed by a long, sweeping horizontal line that curves upwards at the end.

(J. Lengoasa)  
for the Secretary-General

# WORLD METEOROLOGICAL ORGANIZATION

8710-16 OBS/WIGOS/OSD/MAR/SOT, ANNEX

## INSTRUCTIONS FOR THE PREPARATION AND COMPLETION OF THE NATIONAL SUBMISSIONS FOR THE SHIP OBSERVATIONS TEAM (SOT) ANNUAL REPORT FOR 2015<sup>1</sup>

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

<http://www.wmo.int/pages/prog/amp/mmop/documents/sot/2015/SOT2015-instructions.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 Alida Catcheside at [acatcheside@wmo.int](mailto:acatcheside@wmo.int):

SOT	<a href="http://www.jcomm.info/info/sot-nfp">www.jcomm.info/info/sot-nfp</a>
VOS	<a href="http://www.jcomm.info/vos-nfp">www.jcomm.info/vos-nfp</a>
SOOPIP	<a href="http://www.jcomm.info/soopip">www.jcomm.info/soopip</a>
ASAP	<a href="http://www.jcomm.info/asap-nfp">www.jcomm.info/asap-nfp</a>
PMOs	<a href="http://www.jcomm.info/pmos">www.jcomm.info/pmos</a>

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-2015.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: [acatcheside@wmo.int](mailto:acatcheside@wmo.int) with copy to the SOT Technical Coordinator ([mkramp@jcommops.org](mailto:mkramp@jcommops.org)) by 15 March 2016.
4. All Member countries are required to provide input for the 2015 SOT National Reports according to the following guidelines:

	Form to use	Submitted to	Required if
SOT	Country-SOT-2015.docx (or .rtf)	<ul style="list-style-type: none"><li>• <a href="mailto:acatcheside@wmo.int">acatcheside@wmo.int</a></li><li>• cc'ed to <a href="mailto:mkramp@jcommops.org">mkramp@jcommops.org</a></li></ul>	Member is operating either a VOS, SOOP, or ASAP programme
VOS	Country-VOS-2015.docx (or .rtf)	<ul style="list-style-type: none"><li>• <a href="mailto:acatcheside@wmo.int">acatcheside@wmo.int</a></li><li>• VOSP Chairperson, Ms Sarah North (<a href="mailto:sarah.north@metoffice.gov.uk">sarah.north@metoffice.gov.uk</a>)</li><li>• cc'ed to <a href="mailto:mkramp@jcommops.org">mkramp@jcommops.org</a></li></ul>	Member is operating a VOS programme
SOOP	Country-SOOP-2015.docx (or .rtf)	<ul style="list-style-type: none"><li>• <a href="mailto:acatcheside@wmo.int">acatcheside@wmo.int</a></li><li>• SOOPIP Chairperson, Ms Rebecca Cowley (<a href="mailto:Rebecca.Cowley@csiro.au">Rebecca.Cowley@csiro.au</a>)</li></ul>	Member is operating a SOOP programme

<sup>1</sup> See also past annual reports at:

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

ASAP	Country-ASAP-2015.docx (or .rtf)	<ul style="list-style-type: none"> <li>• cc'ed to <a href="mailto:mkramp@jcommops.org">mkramp@jcommops.org</a></li> <li>• <a href="mailto:acatchside@wmo.int">acatchside@wmo.int</a></li> <li>• ASAP Task Team Chairperson, Mr Rudolf Krockauer (<a href="mailto:Rudolf.Krockauer@dwd.de">Rudolf.Krockauer@dwd.de</a>)</li> <li>• cc'ed to <a href="mailto:mkramp@jcommops.org">mkramp@jcommops.org</a></li> </ul>	Member is operating an ASAP programme. Note: E-ASAP may submit a consolidated ASAP report for ships 'managerially' transferred to E-ASAP
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