

**WMO OMM**

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

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Our ref.: 01608/2020/I/ESM/SOT-2019-Report

7 February 2020

Annex: 1 (available in English only)

Subject: Ship Observations Team (SOT) – National submission for the
SOT Annual Report for 2019

Action required: Submit input for the SOT Annual Report 2019 by **28 February 2020**

Dear Sir/Madam,

You will recall that the Ship Observations Team (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 2019 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, for the attention of Ms Champika Gallage, Marine Scientific Officer, (cgallage@wmo.int).

In line with the WMO Integrated Global Observing System (WIGOS) implementation, the Ocean observing networks are working closely with WMO led Global Climate Observing System (GCOS) and the 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-mails as instructed in the Annex no later than **28 February 2020**.

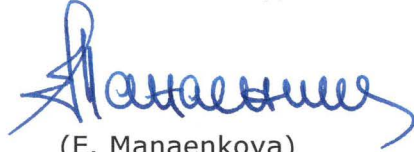
To: National Focal Points of the Ship Observations Team

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, SOOPIP
Dr Rudolf Krockauer, Chairperson, ASAP Task Team

Please note that past SOT annual reports can be downloaded from the following web page: <https://community.wmo.int/sot-annual-reports>.

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

Yours faithfully,



(E. Manaenkova)
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 2019¹

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

<https://community.wmo.int/instructions-ship-observations-team-sot-national-reports-2019>

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/sot-nfp
VOS	www.jcomm.info/vos-nfp
SOOPIP	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-2019.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 28 February 2020.**
4. All Member countries are required to provide input for the 2018 SOT National Reports according to the following guidelines:

	<i>Form to use</i>	<i>Submitted to</i>	<i>Required if</i>
SOT	Country-SOT-2019. docx (or .rtf)	<ul style="list-style-type: none"> cgallage@wmo.int SOT Chairperson, Mr Darin Figurskey (darin.figurskey@noaa.gov) cc'ed to ship-tc@jcommops.org 	Member is operating either a VOS, SOOP, or ASAP programme
VOS	Country-VOS-2019. 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-2019. 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-2019. docx (or .rtf)	<ul style="list-style-type: none"> cgallage@wmo.int SOOPIP 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: <https://community.wmo.int/sot-annual-reports>

