

**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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Ref.: 03536/2021-1.8 WSM

Our ref.: 03536/2021/I/ESM/SOT-report

16 March 2021

Annex: 1 (available in English only)

Subject: Ship Observations Team (SOT) – National submission for the SOT Annual Report for 2020

Action required: Submit input for the SOT Annual Report 2020 by **9 April 2021**

Dear Sir/Madam,

You will recall that the Ship Observations Team (SOT) provides a mechanism to coordinate implementation activities of the Voluntary Observing Ship (VOS) Scheme, the Ship-of-Opportunity Programme (SOOP), and the Automated Shipboard Areological Programme (ASAP).

For the purpose of collecting necessary information to be included in the 2020 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 (PMO) that can be obtained from the web pages indicated in the annex. Please follow the instructions provided in the SOT Annual report template (items 4 and 5 in [Country-SOT-2020.docx](#)) to report any discrepancies or required changes to the SOT, VOS, SOOP ASAP and PMO contact information. Please contact the WMO Secretariat, Ms Champika Gallage ([cgallage@wmo.int](mailto:cgallage@wmo.int)) if you require further assistance in this regard.

In line with the WMO Integrated Global Observing System (WIGOS) implementation, Ocean observing networks are working closely with the 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 web page indicated in the [annex](#), fill them in as appropriate, and return them by email as instructed in the annex no later than **9 April 2021**.

To: National Focal Points of the Ship Observations Team

cc: Permanent Representatives of Members of WMO  
Dr Albert Fischer, Director, GOOS Project Office  
Mr Darin Figskey, 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](#).

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Zhang', with a stylized flourish at the end.

Dr Wenjian Zhang  
for the Secretary-General

## INSTRUCTIONS FOR THE PREPARATION AND COMPLETION OF THE NATIONAL SUBMISSIONS FOR THE SHIP OBSERVATIONS TEAM (SOT) ANNUAL REPORT FOR 2020\*

Please visit the following [web page](#) to download the appropriate template files:

Ref.: 05201/2021-11/ESM

- (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](mailto:cgallage@wmo.int):

<b>SOT</b>	<a href="https://oceanexpert.org/group/135">https://oceanexpert.org/group/135</a>
<b>VOS</b>	<a href="https://oceanexpert.org/group/108">https://oceanexpert.org/group/108</a>
<b>SOOPIP</b>	<a href="https://oceanexpert.org/group/107">https://oceanexpert.org/group/107</a>
<b>ASAP</b>	<a href="https://oceanexpert.org/group/109">https://oceanexpert.org/group/109</a>
<b>PMOs</b>	<a href="https://community.wmo.int/activity-areas/marine/port-meteorological-officers">https://community.wmo.int/activity-areas/marine/port-meteorological-officers</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-2020.doc](#)).
- (3) SOT Focal Points are responsible for:
- Forwarding the VOS / SOOP / ASAP parts (as appropriate) to their national programme operators;
  - Receiving the completed VOS / SOOP / ASAP parts from their national programme operators;
  - Completing the SOT part of the report, including Focal Points and Port Meteorological Officers;
  - Sending the individual programme VOS / SOOP / ASAP report(s) to the appropriate Chair.
  - Submitting the completed SOT and VOS / SOOP / ASAP parts (as appropriate) to: [cgallage@wmo.int](mailto:cgallage@wmo.int) with a copy to the SOT Technical Coordinator ([ship-tc@jcommops.org](mailto:ship-tc@jcommops.org)) **by 09 April 2021**.
- (4) All Member countries are required to provide input for the 2020 SOT National Reports according to the following guidelines:

	Form to use	Submitted to	Required if
SOT	Country-SOT-2020.docx (or .rtf)	<ul style="list-style-type: none"> <li><a href="mailto:cgallage@wmo.int">cgallage@wmo.int</a> SOT Chair</li> <li>Mr Darin Figurskey (<a href="mailto:darin.figurskey@noaa.gov">darin.figurskey@noaa.gov</a>)</li> <li>cc'ed to <a href="mailto:ship-tc@jcommops.org">ship-tc@jcommops.org</a></li> </ul>	Member is operating either a VOS, SOOP, or ASAP programme
VOS	Country-VOS-2020.docx (or .rtf)	<ul style="list-style-type: none"> <li><a href="mailto:cgallage@wmo.int">cgallage@wmo.int</a> VOSP Chair,</li> <li>Mr Henry Kleta (<a href="mailto:Henry.Kleta@dwd.de">Henry.Kleta@dwd.de</a>)</li> <li>cc'ed to <a href="mailto:ship-tc@jcommops.org">ship-tc@jcommops.org</a></li> </ul>	Member is operating a VOS programme

\* See also past annual reports at: <https://community.wmo.int/sot-annual-reports>

	Form to use	Submitted to	Required if
ASAP	Country-ASAP-2020.docx (or .rtf)	<ul style="list-style-type: none"> <li>– <a href="mailto:cgallage@wmo.int">cgallage@wmo.int</a> ASAP Task Team Chairperson</li> <li>– Mr Rudolf Krockauer (<a href="mailto:Rudolf.Krockauer@dwd.de">Rudolf.Krockauer@dwd.de</a>)</li> <li>– cc'ed to <a href="mailto:ship-tc@jcommops.org">ship-tc@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
SOOP	Country-SOOP-2020.docx (or .rtf)	<ul style="list-style-type: none"> <li>– <a href="mailto:cgallage@wmo.int">cgallage@wmo.int</a> SOOPIP Chair,</li> <li>– Ms Rebecca Cowley (<a href="mailto:Rebecca.Cowley@csiro.au">Rebecca.Cowley@csiro.au</a>)</li> <li>– cc'ed to <a href="mailto:ship-tc@jcommops.org">ship-tc@jcommops.org</a></li> </ul>	Member is operating a SOOP programme

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