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الرسالة رقم:

4 (متوافرة بالإنكليزية فقط)

عدد المرفقات:

الموضوع: الأعمال التحضيرية للدورة السابعة عشرة للجنة أدوات وطرق الرصد (CIMO)، أمستردام، هولندا، 12-16 تشرين الأول/ أكتوبر 2018 - ترشيح خبراء لأفرقة العمل التابعة للجنة (CIMO)

الإجراء المطلوب: موافاة أمانة المنظمة (WMO) قبل 30 أيلول/ سبتمبر 2018 باستمارة مستوفاة لكل خبير من الخبراء المرشحين من بلدكم للنظر في تعيينهم أعضاء في فريق الإدارة أو فرق الخبراء أو فرق العمل التابعة للجنة (CIMO) أو للعمل مسؤولين عن المواضيع

تحية طيبة وبعد،

تسعى لجنة أدوات وطرق الرصد (CIMO) إلى إعداد هيكل عمل يسمح بتلبية تطلعات أنشطة المنظمة (WMO) ذات الأولوية، ويهيئ بيئة عمل تتسم بالفعالية والكفاءة للخبراء العاملين في فرق لها أهداف محددة بدقة. ويجري عرض مشاريع قرارات على الدورة السابعة عشرة للجنة (CIMO) لإنشاء هيكل جديد يتألف من خمس فرق خبراء، وفرقتي خبراء مشتركتين بين البرامج وتابعتين للجنة (CIMO) واللجنة (CBS)، وخمس فرق عمل، ومسؤول واحد عن المواضيع (انظر المرفق الأول). ويرد في المرفق الثاني الاختصاصات الأولية لكل فرقة خبراء وفرقة عمل والمسؤول عن المواضيع. أما مشاريع خطط العمل فهي سترد في الوثيقة (CIMO-17/INF. 4.2(3)، التي ستوافر في الوقت المناسب على الموقع الشبكي للدورة: <http://meetings.wmo.int/CIMO-17/InformationDocuments>.

وتطلب أمانة المنظمة (WMO) بموجب هذه الرسالة من الأعضاء ترشيح خبراء يرغبون في العمل في فريق الإدارة أو فرق الخبراء أو فرق العمل التابعة للجنة (CIMO) أو كمسؤولين عن المواضيع.

ويجوز أن يأتي الخبراء المرشحون من أي مرفق أو مؤسسة، شريطة أن يكون لديهم خبرة في هذا المجال. وخلال النظر في ترشيحاتكم، لعلمكم تتذكرون سياسة المنظمة (WMO) بشأن المساواة بين الجنسين التي اعتمدها المؤتمر العالمي السابع عشر للأرصاد الجوية في عام 2015، والتي تدعو اللجان الفنية إلى بذل جهود "لضمان أن تصل نسبة العاملات في هياكل عملها إلى 30 في المائة على الأقل، وأن ترتفع هذه النسبة تدريجياً في كل فترة مالية. ويتمثل الهدف الأطول أجلاً في الوصول إلى مناصفة بين الأعضاء الذكور والإناث".

ويجب توعية المرشحين المحتملين بأن الانضمام إلى عضوية فريق الإدارة أو إحدى فرق الخبراء أو فرق العمل أو العمل كمسؤول عن موضوع، يعني ضمناً الالتزام بتوفير الوقت اللازم للقيام بالمهام الموكلة إليهم. فالعمل مثلاً عضواً في فريق الإدارة، أو رئيساً لفرقة خبراء أو فرقة عمل يحتاج إلى الالتزام بمدة عمل تتراوح بين 15 و20 يوماً في العام؛ ويحتاج العضو الرئيسي في فرقة خبراء أو فرقة عمل أو المسؤول عن موضوع، مدة عمل تتراوح بين 10 أيام و15 يوماً في السنة؛ أما خبراء الدعم المخصصون فهم يكرسون ما بين 5 و10 أيام في السنة. وترد أيضاً في هذا السياق في المرفق الثالث "التطوع في عمل اللجان الفنية والاتحادات الإقليمية"، التوصيات ذات الصلة للدورة الستين للمجلس التنفيذي والمتعلقة بتعيين الخبراء.

إلى: الممثلين الدائمين لأعضاء المنظمة (أو مديري مرافق الأرصاد الجوية أو الأرصاد الجوية الهيدرولوجية)

صورة إلى: المستشارين الهيدرولوجيين للممثلين الدائمين

ولما كانت الفرق تضم عدداً محدوداً من الأعضاء المعيّنين، فإن تحديد هؤلاء الأعضاء يجري من خلال عملية انتقاء تستند إلى تمرس المرشح وخبرته المتخصصة.

و ضمناً لتوافر المعلومات عن الخلفية المهنية للخبراء بشكل موحد، يرجى الإحاطة بأنه يُطلب من كل خبير ترشحوه استيفاء النسخة الإلكترونية لاستمارة المعلومات المهنية (PIF) عبر الإنترنت على الموقع التالي: <http://meetings.wmo.int/CIMO-17/SitePages/Nomination%20of%20Experts.aspx> وذلك لتقديم معلومات تفصيلية بشأن بيانات الاتصال بهم والخبرات والمؤهلات الشخصية، وأيضاً لتحديد أفرقة العمل التي يرغبون العمل فيها. ونشجع أيضاً الخبراء المرشحين على إرفاق السيرة الذاتية.

وإضافة إلى ذلك، ينبغي للممثل الدائم لدى المنظمة (WMO) أن يوقع/استمارة الترشيح الواردة في المرفق الرابع، والتي تشمل بيانات الاتصال الخاصة بجميع الخبراء المرشحين من البلد.

ويرجى إرسال استمارة الترشيح الموقعة، وكذلك النسخ الإلكترونية (PIF) بمجرد استيفائها وتوقيعها، إلى أمانة المنظمة (WMO)، ويفضل أن يتم ذلك عن طريق البريد الإلكتروني kpremec@wmo.int، أو عن طريق الفاكس: +41(0)22 730 8181، في أقرب وقت ممكن، على ألا يتجاوز ذلك 30 أيلول/سبتمبر 2018، لكفالة توافر هذه المعلومات لبحثها خلال الدورة السابعة عشرة للجنة (CIMO)، عند تعيين أعضاء فريق الإدارة أو رؤساء فرق الخبراء وفرق العمل والمسؤولين عن المواضيع. وإذا لم يتسن التوقيع إلكترونياً، يرجى إرفاق نسخة ممسوحة ضوئياً لصفحة التوقيع أيضاً.

وأود أن أنتهز هذه الفرصة لأعرب لكم عن تقديري لإسهامكم المستمر في أنشطة المنظمة (WMO) وفي أنشطة برنامج أدوات وطرق الرصد التابع لها.

وتفضلوا بقبول فائق الاحترام،



(ج. تشانغ)
عن الأمين العام

ANTICIPATED WORKING AREAS OF CIMO, AFTER CIMO-17

The working structure of the Commission will comprise a system of task-focused expert teams and task teams, complemented by suitable ways to involve and inform all Commission members in the process. Those teams will be as follows:

- ***Expert Team on Surface Measurements***
- ***Expert Team on Upper Air Measurements***
- ***Expert Team on Metrology***
- ***Expert Team on Capacity Development and Outreach***
- ***CIMO Editorial Board***
- ***Inter-Programme Expert Team on Operational Weather Radars***
(joint CIMO-CBS team, governed by CIMO in consultation with CBS)
- ***Inter-Programme Expert Team on Aircraft-Based Observations***
(joint CBS-CIMO team, governed by CBS in consultation with CIMO)
- ***Task Team on Radiation References***
- ***Task Team on Classification Schemes***
- ***Task Team on Overall Measurement Uncertainties***
- ***Task Team on Transition to Automation***
- ***Task Team on Upper Air Intercomparison***
- ***Theme Leader on Radiosonde Performance Monitoring***

PRELIMINARY TERMS OF REFERENCE OF EXPERT TEAMS, TASK TEAMS AND THEME LEADER

(see CIMO-17/Doc. 4.2(1))

Ref.: 23974/2018-13 OBS-WIGOS/IMO

Expert Team on Surface Measurements*

* *Surface measurements include all surface-based measurements of conditions at the surface (and the measurement methods and technologies involved) and representative of the environment at a surface enclosure. This includes but is not limited to all ground-based observer visual (cloud, weather, sea state, and the like) and audio (thunder) measurements, and all in situ measurements, either manual or automated. Radiation, visibility, cloud, weather, etc., measurements are considered to be surface measurements. Note that all weather radar and remote sensing external to a surface enclosure measurements are excluded: they are dealt with by a separate team.*

1. Develop specifications for instruments, observing systems, automatic measurement techniques and manual observing methods in order to meet requirements from Members for the measurement of **surface** meteorological, climatological, related geophysical and environmental variables.
2. Develop guidance material and standards related to surface instruments and methods of observation for inclusion in the CIMO Guide and/or as Instruments and Observing Methods (IOM) reports. Ensure that the identification and development of standards is pursued in co-operation with other international standardization organizations, such as ISO and BIPM, where appropriate.
3. Regularly review, and update as required, all chapters of the CIMO Guide related to surface measurements and instrumentation and ensure consistency with other WIGOS regulatory and guidance material.
4. Review and publish performance results and recommendations relating to state-of-the-art operational surface instruments, their calibration and measurement methods and their required supporting infrastructure.
5. Monitor, investigate and report on the performance of emerging surface measurement technologies and techniques, including low cost technologies.
6. Promote developments related to instruments, automated measurement techniques and methods of manual observation of surface conditions suitable for all Members, including the least developed countries, in liaison with the Association of Hydro-Meteorological Equipment Industry, National Meteorological and Hydrological Services and other relevant scientific institutions.
7. Review outcomes of the Testbed(s) and/or Lead Centre(s) (TB/LC) assigned to this Expert Team, and in collaboration with the TB/LC(s), coordinate timely inclusion of guidance material on best practices and of training material on the WMO IMOP website, in IOM reports and/or the CIMO Guide.
8. Review and make proposals on development of more robust instruments with greater resilience to extreme weather and/or climate conditions, and instruments with increased measuring range.

9. Monitor, review and report to the relevant coordinator on regional and national intercomparisons of surface instrumentation. Ensure that relevant findings from these intercomparisons are included in updated guidance material for the CIMO Guide.
10. Liaise effectively with the Expert Team on Capacity Development and Outreach on developments of guidelines and training material for supporting activities relevant to the ET Terms of Reference.
11. Propose to the relevant coordinator the establishment of Task Teams to address specific tasks, as appropriate, and monitor Task Team work progress.

Expert Team on Upper Air Measurements*

** Upper air measurements imply all surface-based or in-situ measurements of the conditions above the surface and the technologies involved. This includes all surface-originating soundings, atmospheric profiles and volume scans by passive and active remote sensing. Radar wind profilers, lidar, radiosonde, microwave radiometers, etc. are measurement technologies considered to be associated with upper air measurements. However, upper air measurements from X, C and S band weather radars and aircraft-based measurements are excluded because they are dealt with by two IPETs in collaboration with CBS.*

1. Develop specifications for instruments, observing systems, automatic measurement techniques and manual observing methods in order to meet requirements from Members for the measurement of **upper air** meteorological, climatological, related geophysical and environmental variables.
2. Develop guidance material and standards related to upper air measurements and methods of observation for inclusion in the CIMO Guide and/or as Instruments and Observing Methods (IOM) reports. Ensure that the identification and development of standards is pursued in co-operation with other international standardization organizations, such as ISO and BIPM, where appropriate.
3. Regularly review, and update as required, all chapters of the CIMO Guide related to upper air measurements and instrumentation and ensure consistency with other WIGOS regulatory and guidance material.
4. Review and publish performance results and recommendations relating to state-of-the-art operational upper air instruments, their calibration and measurement methods and their required supporting infrastructure.
5. Monitor, investigate and report on the performance of emerging upper air measurement technologies and techniques, including low cost technologies.
6. Promote developments related to instruments, automated measurement techniques and methods of manual observation of upper air conditions suitable for all Members, including the least developed countries, in liaison with the Association of Hydro-Meteorological Equipment Industry, National Meteorological and Hydrological Services and other relevant scientific institutions.
7. Review outcomes of the Testbed(s) and/or Lead Centre(s) (TB/LC) assigned to this Expert Team, and in collaboration with the TB/LC(s), coordinate timely inclusion of guidance material on best practices and of training material on the WMO IMOP website, in IOM reports and/or the CIMO Guide.

8. Monitor, review and report to the relevant coordinator on regional and national intercomparisons of upper air instrumentation. Ensure that relevant findings from these intercomparisons are included in updated guidance material in the CIMO Guide.
9. Liaise effectively with the Expert Team on Capacity Development and Outreach on developments of guidelines and training material for supporting activities relevant to the ET Terms of Reference.
10. Propose to the relevant coordinator the establishment of Task Teams to address specific tasks, as appropriate, and monitor Task Team work progress.

Expert Team on Metrology

1. Provide guidance towards implementation of the strategy for traceability assurance, thus ensuring worldwide traceability of measurements to the International System of Units (SI).
2. Promote further the partnership between Regional Instrument Centres (RICs) of developing and developed countries and encourage Members to use the system of internship in RICs in the various WMO Regions.
3. Strengthen the Quality Assurance of the RICs and Regional Radiation Centres (RRCs) by monitoring their capabilities and providing support to their evaluations, towards their certification and/or accreditation.
4. Promote collaboration between RICs and Regional Marine Instrument Centres (RMICs), as well as between RICs and Regional WIGOS Centres (RWCs), as appropriate.
5. Collaborate with RICs to enhance their activities on developing training material and holding training workshops in their Regions, in collaboration with Regional Training Centres (RTCs), on calibration and traceability, including computation of measurement uncertainty.
6. Liaise effectively with the Expert Team on Capacity Development and Outreach on developments of guidelines and training material for supporting activities relevant to the ET Terms of Reference.
7. Regularly review, and update as required, all chapters of the CIMO Guide relevant to the ET working area instrumentation and ensure consistency with other WIGOS regulatory and guidance material.
8. Propose to the relevant coordinator the establishment of Task Teams to address specific tasks, as appropriate, and monitor Task Team work progress.

Expert Team on Capacity Development and Outreach

1. Develop e-training modules, in collaboration with WMO ETR and RTCs, and based on recently updated guidance material developed by other CIMO expert teams, on priority topics of interest to Members.
2. Develop and implement a system that will enable CIMO experts to provide rapid update news releases to Members regarding the recent achievements/milestones in the work of the CIMO expert teams.
3. Collaborate with CIMO expert teams and task teams to regularly gather noteworthy CIMO news items and publish these via the selected CIMO news medium.

4. Monitor the success of the rapid update news system by surveying Members and propose improvements, as appropriate.
5. Regularly review, and update as required, all chapters of the CIMO Guide relevant to the ET working area.
6. Propose to the relevant coordinator the establishment of Task Teams to address specific tasks, as appropriate, and monitor Task Team work progress.

CIMO Editorial Board

1. Coordinate activities for the periodic updating of the Guide to Meteorological Instruments and Methods of Observation (WMO-No. 8) (CIMO Guide), in collaboration with CIMO working bodies, HMEI and the WMO Secretariat, namely.
2. Monitor the contents of the CIMO Guide for material that might be progressively elevated to the level of regulatory material.
3. Liaise with the WIGOS Editorial Board on development of a method to ensure consistency between the WIGOS regulatory material and the CIMO Guide, and contribute to maintain this consistency.
4. Monitor the International Cloud Atlas (ICA) – Manual on the Observation of Clouds and Other Meteors (WMO-No. 407) website to ensure no unauthorized changes are made.
5. Monitor public feedback on issues/errors in the ICA and log these messages for consideration during preparation of its next edition.
6. Review proposals for, and manage review and revision of, draft IOM reports.
7. Review proposals for and advise ETs on the development of common ISO/WMO standards.
8. Contribute to the development of other WMO guidance and regulatory material, as appropriate.

Inter-Programme Expert Team on Operational Weather Radars

(As approved by the Sixty-eighth session of the WMO Executive Council (Annex to Decision 35 (EC-68))

Note: This joint CIMO-CBS Inter-Programme Expert Team is governed and coordinated by CIMO, in collaboration with CBS.

Within the WIGOS framework, under the governance of CIMO and the joint guidance of CIMO and CBS, act as the WMO primary working group on operational weather radars (S, C and X band) with responsibility to:

1. Develop and propose regulatory and guidance material on:
 - (a) Standardization of, and regulations and guidance on, systems requirements and specifications, quality control, maintenance and operation, data processing algorithms, data products and data quality monitoring, weather radar composites, and scanning strategies;

- (b) Response to requirements of data users; and
 - (c) Training and capacity development.
2. Contribute to development of methods, models and formats for the international exchange of weather radar data and metadata.
 3. Provide advice on network design.
 4. Provide guidance on radio-frequency allocation and protection.
 5. Review and report on potential operational developing and emerging weather radar research and technologies.
 6. Collaborate with other international and regional organizations on relevant matters, particularly including international standards organizations and research bodies and associations.
 7. Collaborate with and respond to the requests of WMO constituent bodies, as appropriate.
 8. Develop and document proposals for the activities of the Inter-Programme Expert Team.
 9. Report on issues, activities and progress to CIMO and CBS.

Inter-Programme Expert Team on Aircraft-Based Observations

(As approved by the Seventieth session of the WMO Executive Council (Annex to Decision 37 (EC-70))

Note: This team is governed and coordinated by CBS so is not strictly part of the CIMO working structure, though it involves the participation of several CIMO experts and joint guidance by CIMO MG.

Within the WIGOS framework and the auspices of the WMO Aircraft-Based Observing System Programme (ABO), under the governance of CBS and the joint guidance of CBS and CIMO, act as the WMO primary working group on aircraft-based systems and observations with responsibility to:

1. Oversee and coordinate the programmatic, scientific, and technical development and operation of aircraft-based observing systems (including AMDAR, Mode-S, ADS and other commercial systems), and of aircraft-based instruments and methods of observations;
2. Develop and manage the work plan and associated activities of the expert team, including the budget for associated expenditure of the AMDAR Trust Fund in line with its Terms of Reference;
3. Coordinate the development, scientific testing, validation and inter-comparison of existing and new methods of observation (including humidity, turbulence and inflight icing) for aircraft-based observing systems, as well as for Unmanned Aerial Vehicles (UAVs);
4. Organize and conduct the development, maintenance and provision of technical standards and specifications associated with aircraft-based observations according to user requirements;

5. Collaborate with the aviation industry (for example, the airlines and IATA), relevant international and regional organizations (for example, ICAO), on relevant matters, and oversee the international and regional aspects of management of aircraft-based observational data;
6. Promote development and maintenance of the aircraft-based observations component of the WIGOS Data Quality Monitoring System;
7. Review outcomes of relevant CIMO Testbed(s) and/or Lead Centre(s), and coordinate inclusion of guidance material in IOM reports and *Guide to Meteorological Instruments and Methods of Observations* (WMO-No. 8);
8. Compile and review updates and new material on aircraft-based observations and observing systems, including in particular maintenance of relevant Regulatory and Guidance Material, in WMO-No. 8, WMO-No. 1160, WMO-No. 1165, and WMO-No. 1200;
9. Conduct and provide support for training and outreach activities of WMO, to support the development of aircraft-based observing systems and the use of aircraft-based observations;
10. Work in collaboration and cooperation with other teams and WMO on the above activities as appropriate and as necessary;
11. Report on issues, activities and progress to CBS and CIMO, as well as to CAeM if required.

Task Team on Radiation References

To address implications of proposed changes to the solar and terrestrial radiation references, by:

1. Reviewing and reporting to the CIMO MG on the recent developments of reference instruments for solar and terrestrial radiation with regard to observed differences to references currently in use;
2. Assessing potential impact and consequences of a change in solar/terrestrial reference scales for stakeholders;
3. Making recommendation on requirements and timeliness for a modification of the current references, and if required develop an implementation plan for the change (including proposing how to deal with old data and timelines for its introduction);
4. Providing regular progress reports and a final report with recommendations to the CIMO MG;
5. Proposing update of the relevant parts of the CIMO Guide, as necessary.

Task Team on Classification Schemes

1. Examine available experiences on implementation of the siting classification scheme and assess the need and, as appropriate, propose possible ways for updating the classification scheme.
2. Revise the siting classification scheme as required, in collaboration with ISO.
3. Develop guidance documentation and relevant outreach material for Members on implementation of the siting classification scheme.

4. Keep under review and if appropriate refine the scheme for classification of surface measurement quality.
5. Develop guidance and outreach material for Members on implementation of the scheme for classification of surface measurement quality.

Task Team on Overall Measurement Uncertainties

In accordance with guidance and recommendations of CIMO-17, resolve ambiguities within the Annex on Operational Measurement Uncertainty Requirements and Instrument Performance (CIMO Guide, Part I, Chapter 1, Annex 1.E.) and differences between this Annex and uncertainty requirements in WMO Observing Systems Capability Analysis and Review Tool (OSCAR).

1. Review the Annex on Operational Measurement Uncertainty Requirements and Instrument Performance of the CIMO Guide, Part I, Chapter 1, Annex 1.E.
2. Revise this Annex taking into consideration the uncertainty requirements published in the OSCAR/Requirements database, which are stated as mandatory requirements in the Manual on WIGOS (WMO-No. 1160).
3. Liaise with the IPET-OSDE on identifying variables that should be regarded in this Annex (such as Essential Climate Variables (ECV) and the Essential Oceanographic Variables (EOV)).
4. Collaborate with IPET-OSDE to improve the OSCAR/Requirements database by implementing the internationally approved definitions on measurement uncertainty, published by BIPM.
5. Liaise with TT on Classification Schemes to ensure that there is consistency between the required over-arching Overall Measurement Uncertainties and the two classification schemes that represent the implementation of measurements in the real world.
6. Propose updates of this Annex to the CIMO Editorial Board.
7. Develop mechanism for ensuring consistency between the Annex of the CIMO Guide and OSCAR/Requirements database, in the future.

Task Team on Transition to Automation

1. Examine the existing guidance documentation on automation of observations and develop a comprehensive list of references that can be used as a source for preparation for transition to automation.
2. Develop strategy for automation of observations, including possible ways of its implementation.
3. Develop training material, preferably e-learning courses, on implementation of the strategy.
4. Contribute to the update of the CIMO Guide, as appropriate.

Task Team on Upper Air Intercomparison

1. Revise and finalise concept for upper air intercomparison campaign proposed to be organised in 2021.
2. Decide on criteria for participation, required facilities, human and technical resources, procedures for data acquisition, processing and analysis, and arrangement for publication of final report and develop detailed implementation plan.
3. Coordinate activities related to the organization of the intercomparison.

4. Oversee conduct of the intercomparison.
5. Evaluate the data, draft final report and arrange for its approval.
6. Based on the outcomes of the intercomparison, develop recommendations and relevant guidance material, including update of the CIMO guide, as appropriate.

Theme Leader on Radiosonde Performance Monitoring

1. Arrange for the production of monitoring reports on the systematic performances of radiosonde networks in WIGOS (Radiosonde catalogue and statistics).
2. Liaise with CBS, HMEI and Members on performance issues identified.
3. Liaise with relevant CBS teams to resolve radiosonde coding issues.
4. Engage with the OSCAR Development Team to ensure smooth transition of all information previously stored in the WMO Catalogue of Radiosonde Stations across to OSCAR.
5. Develop guidance material relevant to the above Terms of Reference, including proposals for updates of/new chapters for the CIMO Guide.

VOLUNTEERISM IN THE WORK OF TECHNICAL COMMISSIONS AND REGIONAL ASSOCIATIONS

Annex to Resolution 4 (EC-LX)

Ref.: 23974/2018-13 OBS- WIGOS/IMO

General

It is recognized that volunteerism plays an important role in the Technical Commissions (TCs) and Regional Associations (RAs) subsidiary bodies.

Recommendations

The following is recommended as per nominations, performance monitoring and recognition in order to improve the current situation with volunteerism, especially the declining number of volunteers:

Nominations:

- That WMO work be better advertised and promoted within NMHSs and other Weather - Climate - Water - Environment communities, in order to ensure contributions from a wide spectra of expertise, and appropriate geographic coverage;
- That prospective candidate experts and their PRs be aware of responsibilities and commitments, especially as far as coordination and participation is concerned;
- That in seeking nomination for membership in TC and RA subsidiary bodies, especially prior to a constituent body session, for the procedure to ensure that the commitment of the PRs and the proposed experts are confirmed, as well as the availability of the professional profile, through a brief CV of the latter, to help ascertain their specific expertise, and willingness to contribute; and that Nomination Committees be established early enough to have time to look at all experts' personal information prior to a constituent body session;
- That team members be chosen in such a way that their volunteer work corresponds to their daily activities in their home institutions;
- That if time and opportunity allow, the list of proposed names be agreed at regional level by the president of the RA prior to submission to the Nomination Committees, when possible;
- That an indication of time commitment (e.g. in terms of minimum percentage of overall activity or time slots) may be useful for the agreement of the PR to secure the necessary time for WMO work;
- That PRs provide complete and up-to-date expert details, especially working e-mail addresses, to facilitate establishing subsidiary bodies;
- That candidate experts not selected by Nomination Committees be informed, thanked, and encouraged to apply again to some other WMO work.

Performance monitoring:

- That WMO Secretariat manage the organization of subsidiary body meetings as early as possible within the intersessional period, in order to finalize action plans drafted following e-mail communication or teleconferences, and that the budget be setup accordingly, and in order to have work assigned appropriately;
- That evaluation of each subsidiary body and involved experts be conducted by the appropriate Chairs according to the rules of results-based management, in particular to

decide on the continuation of an entity or the membership of an expert, taking into consideration the need for a balance between continuity and new activities and experts. This evaluation is also important for experts involved, especially for the recognition of their work by their PR;

- That should an expert not contribute on the expected level, or in case of a totally silent expert, there be a mechanism (e.g. led by Management Groups or relevant OPAGs) known to all appointed experts allowing for their replacement, e.g. after 1 year of insufficient contribution;
- That peer-reviewed reports produced be published as soon as possible, at least at subsidiary body websites, preferably in appropriate publication series with names of contributors, for monitoring purposes and in order to recognize the work of the authors.

Recognition:

- That PRs give recognition of conducted work for WMO activities. As in most NMHSs an individual evaluation procedure is in place for rating staff members, the contribution to WMO work should be included in the list of criteria used;
- That other incentives be needed, such as issuing certificates or addressing letters of appreciation to experts concerned, with copy to their PR. This should be made generally at TC or RA president level, following proposals by OPAG or WG Chairs. Applicable rules should be established by WMO, and templates should be designed.

I understand that the above nomination(s) implies a commitment that the nominee(s) will be fully supported by their employing agency(ies) in carrying out his/her duties. I also understand that it is estimated that a member of the Management Group or the Chairperson of an expert team or task team would need to commit between 15 and 20 days in a year; a core member of an expert team, task team or a theme leader between 10 and 15 days/year; and an ad hoc support expert between 5 and 10 days/year. Therefore, when making the above nomination(s), the following essential factors have been taken into consideration:

- (a) The candidate is an expert in the field to which he/she is nominated, and has recent international experience;
- (b) The candidate has a good knowledge of English (knowledge of other WMO official languages would be an advantage);
- (c) The candidate is ready, willing and able to carry out the duties of the position; and
- (d) The employer of the candidate has ensured his/her availability for the time needed to accomplish the work assigned.

I also understand that, by this advance nomination, the requirement for my prior concurrence (as prescribed under WMO General Regulation 36(a)), to his/her participation in the work of the Commission is met, and this with a view to enhance the possibility for an early activation of the work programme proposed during CIMO-17.

Date: _____

Signature of the Permanent Representative: _____

This form is to be completed and sent to:

The Secretary-General
World Meteorological Organization
7 bis, avenue de la Paix
Case postale No. 2300
CH-1211 Geneva 2 Switzerland
Email: kpremec@wmo.int
Fax: (41 22) 730 8181

Deadline for submission: **30 September 2018.**
