



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: OBS/WIS/Focal Points

GENEVA, 13 October 2014

Annexes: 3 (Annexes II and III available in English only)

Subject: Confirmation of Focal Points for matters related to the operation of the WMO Information System

Action required: To provide the WMO Secretariat with your nominations for Focal Points on matters related to the WMO Information System by **1 November 2014**

Dear Sir/Madam,

Focal Points play a key role in the effectiveness of the WMO Information System (WIS). In addition to providing a clear channel of communication between WIS experts, Focal Points are increasingly being consulted on issues related to the future of the WIS and associated changes to WMO Manuals. The Commission for Basic Systems (CBS) has recently agreed formal Terms of Reference for Focal Points on matters related to WIS.

The Terms of Reference of the Focal Points are attached to this letter (Annex I). Please note that CBS-Ext.(2014) proposed that the procedures for maintaining the code tables in the Manual on Codes and the WIS Discovery Metadata standard in the Manual on WIS be extended to cover all Manuals and Guides managed by CBS (see Recommendation 2.6(1)/1 (CBS-Ext.(2014))). For this reason, the Terms of Reference for some Focal Points include responsibilities that would only take effect if the Seventeenth World Meteorological Congress (Cg-17) endorses this recommendation.

Following the publication of the Terms of Reference for Focal Points on issues related to WIS, and taking into account the responsibilities of some Focal Points in the approvals process for changes to Manuals, I would like to ask you to review and update the list of Focal Points that represent you.

You can find a list of your current Focal Points for your country by selecting your country from the "Select a location" box on the web page: <https://www.wmo.int/cpdb/> and expanding the "Focal Points" section.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6798)

cc: Hydrological Advisers to Permanent Representatives

You are kindly asked to complete and return a copy of the forms at Annexes II and III, with copy to wis-help@wmo.int, at your earliest convenience, but no later than **1 November 2014**. If in future you need to amend your Focal Points, a form is available at <http://wis.wmo.int/file=1227>.

Yours faithfully,

A handwritten signature in black 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

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OBS/WIS/Focal Points, ANNEX I

**TERMS OF REFERENCE FOR FOCAL POINTS ON MATTERS
RELATED TO THE WMO INFORMATION SYSTEM**

WIS INFRASTRUCTURE

National Focal Point for WIS

National Focal Points for WIS matters are nominated by the Permanent Representatives of Members of WMO. These Focal Points provide the operational channel of communication with the WMO Secretariat, and Centre and National Focal Points for WIS matters.

The responsibilities of the Focal Points are:

- (a) Act as a focal point on all WIS activities within the Member State or territory;
- (b) Monitor and report on the national status of WIS implementation;
- (c) Participate in regional or sub-regional WIS coordination and implementation activities;
- (d) Arrange for the authorization of national entities or people for access to WIS;
- (e) Ensure issues relating to WIS, including the GTS, and World Weather Watch monitoring are directed to the relevant person and followed-up on;
- (f) Monitor and participate in the overall maintenance of WIS including CBS expert teams addressing data management and data representation as well as network issues;
- (g) Oversee the creation and management of WIS Discovery Metadata for data and products from participation centres;
- (h) Assist centre focal points in matters relating to WIS, including compliance and functional issues;
- (i) Identify and follow-up on training and capacity development needs;
- (j) Represent the NMHS in WIS contributions and liaison with other initiatives such as WIGOS and GFCS.

Note: if the Recommendation 2.6(1)/1 (CBS-Ext.(2014)) is endorsed by Congress or EC, the following additional tasks will be added:

- (k) *To receive notifications of amendments to the Manual on WIS (WMO-No. 1060), the Guide to WIS (WMO-No. 1061), the Manual on the GTS (WMO-No. 386) and associated Guides, and propagate the information within their State or territory;*
- (l) *To comment on amendments to the Manual on WIS (WMO-No. 1060), the Guide to WIS (WMO-No. 1061), the Manual on the GTS (WMO-No. 386) and associated Guides by the simple procedure, on behalf of the Permanent Representative;*

- (m) *To request amendments to the Manual on WIS (WMO-No. 1060), the Guide to WIS (WMO-No. 1061), the Manual on the GTS (WMO-No. 386) and associated Guides on behalf of the Permanent Representative.*

Centre Focal Point for WIS matters

Centre Focal Points for WIS matters are nominated by the centre or the Permanent Representative responsible for the centre. These Focal Points provide the operational channel of communication with the WMO Secretariat, and Centre and National WIS Focal Points.

The responsibilities of the Focal Points are:

- (a) Monitor and report on the status of WIS implementation within the centre;
- (b) Participate in national and international WIS coordination and implementation activities;
- (c) Arrange for the authorization of access to data, products and/or services available through the centre;
- (d) Ensure issues relating to WIS are directed to the relevant person and followed-up on;
- (e) Monitor and participate in the overall maintenance of WIS including contributions to CBS expert teams addressing data management and data representation as well as network issues;
- (f) Oversee the creation and management of WIS Discovery Metadata for data and products from the centre;
- (g) Assist staff and users of the centre in matters relating to WIS, including WIS Discovery Metadata, WIS applications, WIS networks and systems;
- (h) Identify and follow-up on training and capacity development needs.

GTS Focal Point

GTS Focal Points are nominated by the Permanent Representatives of Member countries of WMO that are connected to the GTS. These Focal Points provide the operational channel of communication with the WMO Secretariat, RTH and GTS Focal Points.

The Terms of Reference of the Focal Points are:

- (a) Act as a focal point on all GTS matters within the centre and with its national users;
- (b) Manage authorization of reception or transmission of information using the GTS;
- (c) Manage subscriptions and access to GTS traffic;
- (d) Oversee the creation and management of GTS headers for data and products from the centre;
- (e) Ensure data and products published to the GTS from your centre have appropriate WIS discovery metadata already uploaded to the principal GISC;

- (f) Coordinate GTS traffic with the RTH(s) to which the centre is attached exchange of information through the GTS for national centres;
- (g) Arrange for exchange of information between the GTS and national users, including WIS centres;
- (h) Ensure issues relating to the GTS and World Weather Watch monitoring are directed to the relevant person and followed up on;
- (i) Monitor, report on and participate in the overall maintenance of the GTS including contributions to CBS expert teams addressing data management and data representation as well as network issues;
- (j) Assist staff and users of the centre in matters relating to GTS, including compliance and functional issues;
- (k) Identify and follow up on training and capacity development needs.

RTH Focal Point

Regional Telecommunications Hub Focal Points are nominated by the Permanent Representatives of Member countries of WMO that are responsible for a Regional Telecommunications Hub. These Focal Points provide the operational channel of communication with the WMO Secretariat, other RTHs and GTS centres.

The responsibilities of the Focal Points are:

- (a) Undertake the role of national GTS Focal Point:
- (b) Arrange for the attached GTS centres to initiate, modify and terminate data flows on the GTS, including negotiation of relevant GTS headers, provision of required notices and maintaining operational information held by WMO on the information within the area of responsibility of the RTH;
- (c) Monitor and report on the status of RTH operations;
- (d) Coordinate the flow of GTS traffic flowing through the RTH, including supporting GISC subscriptions;
- (e) Working with the Centre Focal Points for WIS matters, to ensure that GTS traffic from the attached centres has appropriate WIS Discovery Metadata records.

DATA MANAGEMENT

National Focal Point for Codes and Data Representation Matters

National Focal Points for Codes and Data Representation matters are nominated by the Permanent Representatives of Member countries of WMO. These Focal Points provide the operational channel of communication between the WMO Secretariat and Members on Codes and Data Representation Issues.

The responsibilities of the Focal Points are:

- (a) To receive notifications of amendments to the Manual on Codes (WMO-No. 306), and propagate the information within their state or territory;
- (b) To comment on amendments to the Manual on Codes (WMO-No. 306) by the fast-track procedure, on behalf of the Permanent Representative;
- (c) To request amendments to the Manual on Codes (WMO-No. 306) on behalf of the Permanent Representative,
- (d) To support verification of data resulting from migration process;
- (e) To communicate with the WMO Secretariat on behalf of the Permanent Representative on issues relating to codes and data representation matters.

Focal Point for WIS Discovery Metadata matters

Focal Points for WIS Discovery Metadata matters are nominated by the Permanent Representatives of Member countries of WMO. These Focal Points provide the operational channel of communication between the WMO Secretariat and Members on WIS Discovery Metadata issues.

The responsibilities of the Focal Points are:

- (a) To receive notifications of amendments to the Manual on the WMO Information System (WMO-No. 1060) concerning WIS Discovery Metadata, and propagate the information within their state or territory;
 - (b) To comment on amendments to WIS Discovery Metadata as defined in the Manual on the WMO Information System (WMO-No. 1060) by the fast-track procedure, on behalf of the Permanent Representative;
 - (c) To request amendments to the Manual on the WMO Information System (WMO-No. 1060) concerning WIS Discovery Metadata on behalf of the Permanent Representative,
 - (d) To communicate with the WMO Secretariat on behalf of the Permanent Representative on issues relating to WIS Discovery Metadata;
 - (e) Assist centres within their Member state or territory to prepare and maintain WIS Discovery Metadata.
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OBS/WIS/Focal Points, Annex II

NOMINATION OF FOCAL POINTS FOR THE WMO INFORMATION SYSTEM

Please complete using the Latin alphabet.

Country/Organization:	
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The following experts are designated as focal points for the WMO Information System as indicated below.

Any individual may be the focal point on more than one topic. You are encouraged to nominate more than one individual for each Focal Point role to assist with business continuity. If your focal points are consulted formally on an issue and more than one responds by the deadline, the response taken as the official response will be that from the individual nominated in the column with the lowest number (that is, if Name (1) does not reply, but both Name (2) and Name (3) do reply, then the response from Name (2) will be taken as the official response).

If you wish to nominate different individuals who have the same name as your focal points, please distinguish between them by placing a number in the ID column and using the same number in the form at Annex 3 so that the correct contact details can be associated with each individual.

Focal Point Role	Name (1)	ID	Name (2)	ID	Name (3)	ID
National						
Centre	Please see the table on the next page. You should nominate one or more focal points for each centre.					
Global Telecommunications System						
Regional Telecommunications Hub (only for RTHs)						
Codes and Data Representation Matters						
WIS Discovery Metadata						

Nomination of Centre Focal Points for WIS matters

Centre name	Name (1)	ID	Name (2)	ID	Name (3)	ID

Date: _____

Signature: _____

(Permanent Representative)

Completed form should be sent to:
 The Secretary-General
 World Meteorological Organization
 P. O Box 2300
 CH-1211 Geneva 2
 Switzerland

Fax: (+41 22) 730 8021
 Please copy by e-mail to:
wis-help@wmo.int

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OBS/WIS/Focal Points, Annex III

CONTACT DETAILS FOR NOMINATED FOCAL POINT

Please complete using the Latin alphabet and provide one form for each individual nominated.

Country/Organization:	
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Personal details

ID (if used in Annex B)			
Family name			
Title (<i>Dr, Mr, Ms, or other</i>)		Gender: (M/F)	
Given name			
Employing Institution			
Position Held			
Telephone			
Fax			
Email			
Postal address			

Knowledge of official languages of WMO

Language	Excellent	Good	Fair
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Russian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Photograph

A photograph of the focal point (in jpeg format and at least 200 pixels wide) is attached to the email: Yes/No

Date: _____

Signature: _____

(Permanent Representative)

Completed form should be sent to:
The Secretary-General
World Meteorological Organization
P. O Box 2300
CH-1211 Geneva 2
Switzerland

Fax: (+41 22) 730 8021
Please copy by email to:
wis-help@wmo.int