



World Meteorological Organization  
Organisation météorologique mondiale

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Weather • Climate • Water  
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Our ref.: OBS/WIS/RA I/FP

GENEVA, 11 February 2014

Annexes: 2 (available in English only)

Subject: Making the WMO Information System Operational in RA I

Action required: To confirm/nominate National WIS Focal Point by **20 February 2014**

Dear Sir/Madam,

Resolution 13 (EC-65) requested technical commissions and regional associations to put in place WMO Information System (WIS) Implementation Plans, including a process for identifying and endorsing centres contributing to programmes and activities within their areas of responsibility. Resolution 13 (EC-65) also included a list of National Centres and their principal GISCs to be added to the Manual on the WMO Information System.

In order for Regional Association I to develop an implementation plan for WIS for review by its sixteenth session (RA I-16), it is essential that all RA I Members provide the name and contact details of their National WIS Focal Point. The National WIS Focal Point will be expected to perform the activities defined in the Terms of Reference described in Annex I to this circular letter.

Nominations should include the full name of the Focal Point; their position title and contact details as indicated in Annex II. It is recommended that the expert be from the National Meteorological or Hydrometeorological Service (NMHS). For a list of existing national focal points by Member, National Focal Points for WIS are listed in the Country Profile Database online at [www.wmo.int/cpdb](http://www.wmo.int/cpdb). Please select your country and click on "Focal Points".

Please fax the completed form to (+41 22) 730 8021 and e-mail a copy to [wis-help@wmo.int](mailto:wis-help@wmo.int).

Yours faithfully,

(J. Lengoasa)  
for the Secretary-General

To: Permanent Representatives of Members of Regional Association I (AFR-779)

cc: Hydrological Advisers to Permanent Representatives of RA I (for information)

# WORLD METEOROLOGICAL ORGANIZATION

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OBS/WIS/RA I/FP, ANNEX I

## DRAFT TOR FOR NATIONAL WIS FOCAL POINTS

As proposed at RA I WIGOS/WIS Implementation meetings for North and West Africa.

At a national level:

- |     |  |
|-----|--|
| (a) | Act as a focal point on all WIS activities within the Member country or state with the secretariat and other national WIS Focal Points;                            |
| (b) | Monitor and report on the status of WIS implementation nationally and within participating centres;  |
| (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.   |

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**OBS/WIS/RA I/FP, ANNEX II**

**NOMINATION OF NATIONAL WIS FOCAL POINT**

**NOMINATION FORM FOR NATIONAL WIS FOCAL POINT**

**EXPERT PROPOSED**

<b>Country/Organization:</b>	
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**Personal details**

Surname	
Title ( <i>Dr, Mr, Ms, or other</i> )	
First name	
Gender	
Employing Institution	
Position Held	
Telephone	
Fax	
Email	

CV – Most relevant professional experience (with dates)	
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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](mailto:wis-help@wmo.int)

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