# Terms of reference for ET WISC Task Teas

## Background

1. The terms of reference (TOR) for OPAG-ISS expert teams were provided to the CBS Management Group 09 for review under document [http://wis.wmo.int/doc =2027](http://wis.wmo.int/doc%20=2027). The presented document included the TORs ET-WISC Task Teams referred to in the document as: GISCs; Data Centres; Centre Audit-Certification, and; Operations and Monitoring. These became known as ET-WISC/TT-GISC, ET-WISC/TT-DC, ET-WISC/TT-CAC and ET-WISC/OM respectively, although in practice, the ET-WISC/ is left off when describing the group.
2. The Membership and TORs for each of the TTs was copied into the WIS Contacts Database along with all other CBS expert teams. For OPAG ISS, these are available dynamically online at <http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss>. It was expected that the TORs in the Database were the same as presented to CBS Management Group, unfortunately, this is not so. Note that the TORs for the TTs are the responsibility of ET-WISC, although in consultation with the ICT-ISS.
3. It is noted that the implementation of the dynamic web display of TORs and for the purposes of harmonization in style across CBS ETs that the format of the (a), (b) and (c) etc for the first level and then (i), (ii) and (iii) for the second level which is different to the 1,2 and 3 and 1.i, 1.ii etc provided to CBS Management Group. However, other than this formatting issues, it is expected that the TORs should align exactly with the documented presented to CBS MG 09. Unfortunately, as shown in annex 1 to this document, the TORs are different in that some paraphrasing and changes are evident.
4. ET-WISC should also note that OPAG ISS now has IPET-DRMM looking after the tables and "rules" associated with abbreviated headers (and product identifiers where these impact file names) in the Manual on the GTS, and IPET-MDRD looking after the metadata components of the Manual on WIS. This role was previously under ET-CTS. Such changes may need to be reflected in the TORs of ET-WISC task teams.

## Action requested

1. As the database TORs have been online for some time, last updates are around beginning of February 2012, the ET-WISC is requested by the Chair and Co-Chair ICT-ISS to review the two sets of TORs as presented in the annex to this document. The ICT-ISS recommends that the TOR be reset to those in the left hand column as presented to CBS MG 09, although as the TORs are the responsibility of the ET-WISC. Thus, providing they align with those agreed by CBS XV, there is obviously room for some adjustment based on the recommendations of the ET-WISC discussions in the Beijing 2013 meeting.

## References

* Report to CBS CBS-MG 14 [http://wis.wmo.int/doc =2027](http://wis.wmo.int/doc%20=2027)
* High-level link to DB of CBS Teams <http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS>
* ET-WISC <http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/et-wisc/tors>
* TT-CAC <http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/et-wisc-tt-cac/tors>
* TT-DC <http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/et-wisc-tt-dc/tors>
* TT-GISC <http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/et-wisc-tt-gisc/tors>
* TT-OM <http://www.wmo.int/pages/prog/www/CBS/Lists_WorkGroups/CBS/opag%20iss/et-wisc-tt-om/tors>

## Recommended Text

The meeting reviewed the Terms of Reference for ET-WISC task teams as summarized in the following table (modify annex 1 and place here).

Annex 1 – TOR Comparison

| **Task Team TOR in CBS CBS-MG 14 Doc** | **Task Team TOR in CBS Data base** |
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| GISCs  (a) Review and further develop the technical and operational specifications for the components and interfaces of WIS Centres and criteria for interoperability, certification and Quality Management of WIS Centres;  (i) Coordinate the functions and interoperability of GISCs, including security, user management and metadata, collection and distribution catalogues to support GISC operations in backup mode and continue to develop the basic services of GISCs to take advantage of new information and communication technologies and practices.  (b) Review and develop the Manual on WIS (WMO-No 1060), the Guide on WIS and associated informal guidance to better meet the needs of Members;  (i) Maintain the technical aspects of the Manual on WIS, Manual on GTS and their Guides  (c) Review, further develop and oversee WIS monitoring activities, including those aspects of monitoring relating to the effectiveness of information exchange on behalf of the WWW and other Programmes, and take action to address issues that are identified by monitoring;  (d) Review, develop and coordinate recommended practices and guidance on management of and access to operational information related to exchange of information through the WIS;  (e) Provide coordination and collaboration mechanisms for supporting the implementation and operation of WIS centres;  (f) Advise the technical commissions and partner organizations on roles, responsibilities and implementation of WIS Centres;  (g) Assist WMO Members centres in implementing and maintaining compliant WIS interfaces and functions in NCs and DCPCs  (h) Identify implementation and operational issues requiring the urgent consideration of the OPAG on ISS. | GISCs  The task team contributes to the following areas:  (a) Review, develop and coordinate recommended practices and guidance on management of and access to operational information related to exchange of information through the WIS;  (b) Provide coordination and collaboration mechanisms for supporting the implementation and operation of WIS centres;  (c) Advise the technical commissions and partner organizations on roles, responsibilities and implementation of WIS Centres;  (d) Assist WMO Members centres in implementing and maintaining compliant WIS interfaces and functions in NCs and DCPCs;  (e) Identify implementation and operational issues requiring the urgent consideration of the OPAG on ISS;  (f) Propose procedures for periodic assessment of the WIS centres, especially GISCs. Coordinate the maintenance and development of technical and operational specifications supporting interoperability of WIS Centres. |
| **Data Centres**  (a) In corodination with GISCs, Review and further develop the technical and operational specifications for the components and interfaces of WIS Centres and criteria for interoperability, certification and Quality Management of WIS Centres;  (b) Review and develop the Manual on WIS (WMO-No 1060), the Guide on WIS and associated informal guidance to better meet the needs of Members;  (i) Maintain the technical aspects of the Manual on WIS, Manual on GTS and their Guides  (c) Review, further develop and oversee WIS monitoring activities, including those aspects of monitoring relating to the effectiveness of information exchange on behalf of the WWW and other Programmes, and take action to address issues that are identified by monitoring;  (d) Review, develop and coordinate recommended practices and guidance on management of and access to operational information related to exchange of information through the WIS;  (i) Provide coordination and collaboration mechanisms for supporting the implementation and operation of WIS centres;  (ii) Advise the technical commissions and partner organizations on roles, responsibilities and implementation of WIS Centres;  (iii) Assist WMO Members centres in implementing and maintaining compliant WIS interfaces and functions in NCs and DCPCs  (iv) Identify implementation and operational issues requiring the urgent consideration of the OPAG on ISS. | **Data Centres**  The task team contributes to the following areas:  (a) In corodination with GISCs, Review and further develop the technical and operational specifications for the components and interfaces of WIS Centres and criteria for interoperability, certification and Quality Management of WIS Centres;  (b) Review, further develop and oversee WIS monitoring activities, including those aspects of monitoring relating to the effectiveness of information exchange on behalf of the WWW and other Programmes, and take action to address issues that are identified by monitoring;  (c) Review, develop and coordinate recommended practices and guidance on management of and access to operational information related to exchange of information through the WIS;  (d) Provide coordination and collaboration mechanisms for supporting the implementation and operation of WIS centres;  (e) Advise the technical commissions and partner organizations on roles, responsibilities and implementation of WIS Centres;  (f) Assist WMO Members centres in implementing and maintaining compliant WIS interfaces and functions in NCs and DCPCs;  (g) Identify implementation and operational issues requiring the urgent consideration of the OPAG on ISS. |
| **Centre Audit-Certification**  (a) Operate the procedures for technical endorsement of WIS centres and advise CBS on centres’ level of technical compliance with standards and procedures;  (i). Validate and monitor the conformance of WIS centres’’ interfaces to the agreed specifications and practices;  (i.1). Maintain guidance and management procedures for the CBS demonstration and assessment capabilities of candidate GISC and DCPC centres in the framework of the GISC/DCPC demonstration procedure described in the Manual on WIS.  (i.2). Organize demonstrations of capabilities of candidate WIS centres as required, including onsite audits of GISCs.  (b) Review, further develop and oversee WIS monitoring activities, including those aspects of monitoring relating to the effectiveness of information exchange on behalf of the WWW and other Programmes, and take action to address issues that are identified by monitoring;  (c) Identify implementation and operational issues requiring the urgent consideration of the OPAG on ISS;  (d) Propose procedures for periodic assessment of the WIS centres, especially GISCs. Coordinate the maintenance and development of technical and operational specifications supporting interoperability of WIS Centres. | **Centre Audit-Certification**  The task team contributes to the following areas:  (a) Operate the procedures for technical endorsement of WIS centres and advise CBS on centres’ level of technical compliance with standards and procedures;  (b) Validate and monitor the conformance of WIS centres’ interfaces to the agreed specifications and practices;  (c) Maintain guidance and management procedures for the CBS demonstration and assessment capabilities of candidate GISC and DCPC centres in the framework of the GISC/DCPC demonstration procedure described in the Manual on WIS.  (d) Organize demonstrations of capabilities of candidate WIS centres as required, including onsite audits of GISCs;  (e) Review, further develop and oversee WIS monitoring activities, including those aspects of monitoring relating to the effectiveness of information exchange on behalf of the WWW and other Programmes, and take action to address issues that are identified by monitoring. |
| **Operations and Monitoring**  (a) Oversee and perform WIS monitoring activities, including those aspects of monitoring relating to the effectiveness of information exchange on behalf of the WWW and other Programmes, and take action to address issues that are identified by monitoring;  (i) Determine the monitoring requirements for the WIS and develop WIS monitoring scheme to support iii below  (ii) Monitor the WIS-GTS operational information flow and coordinate management of operational information exchange procedures, routing and traffic, with a particular attention to the exchange of high priority data and products in support of a virtual all hazards network within the WIS\_GTS.  (iii) Monitor the conformance of WIS centres’ interfaces to the agreed specifications and practices  (b) Review and develop the Manual on WIS (WMO-No 1060), the Guide on WIS and associated informal guidance to better meet the needs of Members;  (i) Maintain the technical aspects of the Manual on WIS, Manual on GTS and their Guides"  (c) Identify implementation and operational issues requiring the urgent consideration of the OPAG on ISS. | **Operations and Monitoring**  The task team contributes to the following areas:  (a) Monitor and support WIS systems, services and their users, responding to issues affecting the smooth and continuous operation of WIS;  (b) Consult with other WIS centres on operational aspects affecting WIS functions, including the implementation of standards and practices as defined in the relevant manuals and guides;  (c) Identify issues associated with operations, practices and procedures and consult with relevant RTHs, expert or task teams as required, including advising on refining of standards and practices;  (d) Provide advice to WIS centres and operators on the practical implementation, maintenance and monitoring of WIS systems and services, including on the application of data representation and codes and the GTS;  (e) Participate in and facilitate the WIS/GTS daily monitoring and in periodic World Weather Watch Monitoring exercises;  (f) Identify implementation and operational issues requiring the urgent consideration of the OPAG on ISS. |

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