# TT-CAC Work Plan

## Terms of reference

* Operate the procedures for technical endorsement of WIS centres and advise CBS on centres’ level of technical compliance with standards and procedures;
  + Validate and monitor the conformance of WIS centres’ interfaces to the agreed specifications and practices;
  + 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.
  + Organize demonstrations of capabilities of candidate WIS centres as required, including onsite audits of GISCs.
* Review and develop the relevant aspects of the Manual on WIS (WMO-No 1060), the Guide on WIS and associated informal guidance to better meet the needs of Members;
* 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;
  + Monitor the conformance of WIS centres’ interfaces to the agreed specifications and practices
* Identify implementation and operational issues requiring the urgent consideration of the OPAG on ISS;
* Propose procedures for periodic assessment of the WIS centres, especially GISCs

## Members

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## Points toconsider

The following points have been established during the past audits:

1. The rate of auditing isnot sustainable. There are too many audits, in too short a time and not enough auditors.
2. The candidates set themselves deadlines linked to the WMO calendar (EC, CBS…).
3. Candidates do not know what to expect from the audit. This is due to a lack of information.
4. Candidates do not have the level of readiness the expected by the auditors. This is due to the previous two points.
5. Several candidates were “endorsed with qualifications”. There is no shared understanding if this needs further action or not.

Furthermore, there is a need to understand if the WIS is fulfilling its primary goal: handling data from other WMO programmes and providing access to its data a wider community.

## Points for discussion:

The TT-CAC was presented with a possible plan of work, along the following lines:

1. Improve communication/information so that candidate centres have a better understanding of the audit process
2. Propose to CBS a new process for the audit of DCPCs
3. Propose to CBS a process for recurrent audits, and the frequency of such audits
4. Propose a system by which the TT-CAC can involve external experts for the audits
5. Propose a way to review if the WIS is fulfilling its goals:
   1. How much non-GTS/non-WWW data is available on the WIS
   2. How many non-WWW users are making use of the WIS
6. Propose new web-portal usability tests for the second cycle of review.

For example, the TT-CAC can establish a process by which DCPCs will be audited by their primary GISC, and the audit result must be reviewed by the secondary GISC.

The TT-CAC can also proposed that WIS centres must be re-audited every 10 years, and that centres that have had a qualified audit must be audited every 5 years unless they show that they have taken remedial actions.

### Endorsement with qualification

The team discussed a length the meaning of “endorsement with qualification”, and agreed:

* This means that the GISC passes the audit.
* Qualification is a way for the auditors to notify to the candidate what MUST be improved.

### Current audits

The TT-CAC agreed that the current set of technical and non-technical requirements that were checked as part of the first round of audits establish a baseline for the WIS compliance. It also agreed that the remaining GISCs candidates will be audited based on the same criteria.

### Audit of candidate DCPCs

The audit of candidate DCPCs is as follows:

* Candidate DCPCs must contact the TT-CAC
* TT-CAC will liaise with the candidate and its principal GISC and agree on the audit process
* The principal GISC will audit the DCPC and gather evidence of compliance in a report
* TT-CAC will review the audit report and formally endorse it

### Future audits of GISCs

The team discussed the process for future audits. These are the proposals:

* To start with, the frequency of recurring audits should be 4 years, to be synchronised with the WMO calendar. This frequency should be review later.
* Future audits will be done remotely when possible.
* GISCs that have been “endorsed with qualifications” will be re-audited after a shorter period of 2 years, unless they can demonstrate that they have taken remedial action on the points of qualification
* A GISC that do not address their points of qualifications will fail their next audit. The GISC will then have to go through the entire process.

The group agreed that the 2-year rule for addressing qualification was new, and may trigger some reactions from some GISC, but it was felt that 2 years was a very generous period.

Based on the discussion of the TT-GISC, during which it was decided that the TT-GISC should be composed of GISC representatives:

* Each GISC should name a representative to the TT-GISC. Attendance (physical or virtual) to the meetings of this task team will be taken into consideration by the TT-CAC during the rolling review when assessing the level of commitment of the GISC to the WIS.

The aim of the audits is to improve the usefulness, quality and operational robustness of the WIS; as a result, future audits will check the compliance to new requirements still to be defined by the various TT, such as the collection of metrics and monitoring information to be defined by TT-OM, or metadata quality checks to be defined by IPET-MDRD, etc.

The group also discussed whether the audit result should provide a publicly available “maturity level”, i.e. a score by which to measure the level of operational maturity of the GISC. The team should have further discussion on the matter.

### Future audit of DCPCs

To be done every 8 years.

# Action plan 2013-2014

## Working arrangements

The TT will hold a meeting every 3 months, one of which being a face to face meeting, others will be virtual.

## Deliverables

* Update the document WIS DEMONSTRATION PROCESS PROCEDURES AND GUIDELINES (<http://www-db.wmo.int/WIS/centres/guidance.doc>) based on past experience.
* Draft of document on the procedure on rolling review of WIS centers