| **Action Number** | **Decision/recommendation/ action** | **GISC Offenbach** |
| --- | --- | --- |
| 14/1-1 | **Decision:** Endorsed the core WIS competencies and the associated output documents on competencies and learning guide:  [<http://wis.wmo.int/file=687>] [<http://wis.wmo.int/file=689>]. | Noted, considered for training, etc. |
| 14/1-2 | **Action:**  a) Encouraged all GISCs to start to utilize the competency and learning guide in their capacity development and training activities.  b) All GISCs should aim at ensuring centres in their area of responsibility have staff equipped with appropriate competencies and thus maximize their ability to support and benefit from WIS | 08/2014 Workshop with CNMCA (Italy)  11/2013 Workshop with CNMCA (Italy)  08/2013 Workshop with Slovenian Environ- ment Agency  10/2012 WIS Workshop in Turkey in cooperation with TSMS  04/2012 Workshop with RHMS (Serbia)  02/2012 Workshop with DHMZ (Croatia)  12/2011 Workshop with MeteoSchweiz (Switzerland)  09/2011 WIS Jumpstart SAWS (South Africa)  10/2010 WIS workshop in Turkey in cooperation with TSMS  10/2010 Workshop with SMHI (Sweden)  In addition support through email, telephone conferences, … |
| 14/1-3 | **Action:** Jacques Anquetil to coordinate the collection of the comments from all the GISCs on the elements proposed for monitoring and to submit a report to ET-WISC by the 27 March. It requested that the secretariat facilitate provision of the report to ET-WIS.  See also action 14/1-13 | GISC Offenbach notes that our comments were not reflected in ICT-ISS final report. |
| 14/1-4 | **Action:** All GISCs to generate and publish metadata for those bulletins that they are producing and already circulating on GTS as soon as possible | In August 2014 GISC Offenbach generated for all bulletins without metadata for its AoR (27 countries) metadata and submitted the metadata to NCs/DCPCs for review and approval. |
| 14/1-5 | **Decision:** Agreed that GISC Tokyo provide its "WIS-UNASSOCIATED" set as the authoritative source of baseline metadata and invited all GISCs to synchronize the set. | Noted |
| 14/1-6 | **Decision:** Agreed [Doc 04](http://wis.wmo.int/doc=2831) provides the basic structures of OAI-Sets to be provided by each GISC. | Compliant |
| 14/1-7 | **Action:** Requested:  a) all GISCs to implement the set membership in the headers of items returned in response to the GetRecord requests; and  b) each GISC to make sure that all the sets include all the records, especially records that have not belonged to any operational GISC. | Compliant |
| 14/1-8 | **Decision:** Agreed to minimize the synchronization failure by following two practical rules:  a) avoid using identifiers with only case difference as the primary rule,  b) if there is no way other than using identifiers with only case difference, delete old records explicitly (by issuing OAI deleted message), before adding new records | Compliant |
| 14/1-9 | **Action:** Agreed:  a) That all harvesters need to be able to harvest records even with default namespace declarations;  b) To encourage metadata creators to avoid using default namespace declaration. | Compliant |
| 14/1-10 | **Action:** Urged the GISCs to fix inaccurate datestamps in OAI headers and selective harvesting arguments: “until” and “from”, by the next ET-WISC meeting | Compliant |
| 14/1-11 | **Action:** Agreed to use the ET-WISC internal forum (<http://www.wmo.int/pages/prog/www/WIS/wiswiki/tiki-view_forum.php?forumId=12>) to discuss issues. | Noted, but no discussion there |
| 14/1-12 | **Action:**  a) Requested ET-CTS, while investigating cloud computing solutions, to address: legal issues of countries using storage outside of nation; - political barriers to one country using a service managed by another; and data access policy.  b) The chair suggested that once ET-CTS has considered this document from a CTS perspective, it is recommended that at least a couple of GISCs experiment further with this concept. | b) GISC Offenbach volunteers to participate in a prototype. Furthermore we are curious to hear about what actions happened until now regarding Peter Silva’s (Canada) suggestion to use AMQP as notification protocol. |
| 14/1-13 | **Recommendation:** Agreed that detailed monitoring would be at the GISC level, while only the common holding needs to be monitored globally. Thus all GISCs should meet the basic requirement set by monitoring a) The number of core Cache updates in the last 24 hours and b) 24 hour input volume and c) number of items in the complete cache, plus the status of the common holding (core) component. Each GISC is encouraged to establish more detailed monitoring for its own quality assurance process. (See also action 14/1-3) | GISC Offenbach implemented a monitoring prototype and volunteers to participate a WIS monitoring prototype. |
| 14/1-14 | **Action:** Agreed to:  a) the need for GISC agreement making processes necessary to manage multilateral GISC issues.  b) establish a sub team to define TOR and working practices to report back to TT-GISC on recommended procedures for approving inclusion of data in GISC core cache, and similar decisions, so it can be reported to ET-WISC and ICT-ISS. | No action |
| 14/1-15 | **Action:** Meeting  a) confirmed file format of 24h cache to be full meteorological bulletin as in report of ET-WISC meeting, 2013.  b) encouraged all GISCs to use the full “Meteorological bulletin” as default representation of GTS-bulletin data instances | a) noted  b) compliant |
| 14/1-16 | **Action:** Establish a method by which access to a GISC cache is reviewed/audited. | No action |
| 14/1-17 | **Action:** TT-GISC recommended:  a) GISCs should agree on a single standard to facilitate user federation;  b) Establish group to investigate, including establishing basic use cases  c) Confirm elements needed to be shared. | Noted.  GISC Offenbach notes the importance of independent security audit for GISCs. |
| 14/1-18 | **Decision:** agreed  a) on the proposed GISC backup procedures in [Appendix D, Annex to 9.1](#_Annex_to_9.1:) to this report  b) not to include metadata management in GISC backup, and  c) not to exchange or transfer metadata management privilege for backup purposes  d) If there is a need to exchange user information, proper security measures should be taken based on the agreement on the two GISCs. | Noted |
| 14/1-19 | **Recommendation:** The meeting agreed that:  a) The terms for “*GISC Registered User*” should be included in the Manual on WIS, and that the paragraph 3.9.2 be updated to include “*In addition, GISCs are encouraged to, where feasible, provide backup for registered GISC users that are not included within the mandatory backup procedures for NCs and DCPCs within the GISCs AMDCN*.  b) The procedure in [Appendix D, Annex to 9.3](#_Annex_to_9.3) for NCs and DCPCs changing their principal GISC for inclusion in the Guide to the WIS (WMO No 1061) | Noted |
| 14/1-20 | **Recommendation:** TT-GISC  a) agreed that GISC working arrangements, including recommended practices from TT-GISC, should be recorded in an easily maintained Operations Guide to GISCs (possibly a wiki)  b) proposed that [Appendix D, Annex to 9.2](#_Annex_to_9.2) should be included in a GISC operating guide. | Noted |
| 14/1-21 | **Recommendation:** TT-GISC recommends that WMO be registered as a DCPC with a principal GISC of Toulouse. | Noted |
| 14/1-22 | **Action:** TT-GISC:  a) Agreed that there was a need for a standard format and method along the lines proposed by GISC Pretoria and described in Appendix D, Annex to 9.4.  b) Requested France and Germany to explore this issue further to prepare a report to TT-GISC with an aim to including the details in the GISC Practices Guide | No Action |