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| **WORLD WEATHER WATCHCOMMISSION FOR BASIC SYSTEMS** | banner |
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| 8 May 2015 |

Known requirements for WIS Part C

This document lists potential requirements for future evolution of the WIS Part C

| **Row No.** | **Topic** | **Source** |
| --- | --- | --- |
| 1 | Provide assistance to Members in matters concerning all stages of management of information. | Cg-17 4.2.3(1).19 |
| 2 | Guidance on best practice in the collection or creation of information (including ensuring that the information is fit for purpose), | Cg-17 4.2.3(1).19 |
| 3 | Guidance on managing storage of information, sharing information (including the definition and enforcement of restrictions on use of the information), | Cg-17 4.2.3(1).19 |
| 4 | Guidance on use of the information to deliver benefits from it. | Cg-17 4.2.3(1).19 |
| 5 | Guidance on long-term preservation (archiving) of information. | Cg-17 4.2.3(1).19 |
| 6 | Guidance on disposing of information that is no longer required (including guidance on how decisions on disposal should be made). | Cg-17 4.2.3(1).19 |
| 7 | Auditable standards relevant to information management to be applied by data centres managing information on behalf of WMO Programmes where these would enhance the ability of Members to derive benefit from information. (Also: Setting and auditing standards for centres that hold information in support of WMO Programmes – CBS Ext.(2014) Recommendation 24). | Cg-17 4.2.3(1).19 |
| 8 | Provide arrangements for long-term retention of information to meet the future needs of WMO Programmes. | Cg-17 4.2.3(1).19 |
| 9 | (Investigate requirements for) a standard method of identifying objects within WMO | CBE Ext.(2014) Recommendation 24 |

DISCLAIMER

**Regulation 43**

Recommendations of working groups shall have no status within the Organization until they have been approved by the responsible constituent body. In the case of joint working groups the recommendations must be concurred with by the presidents of the constituent bodies concerned before being submitted to the designated constituent body.

**Regulation 44**

In the case of a recommendation made by a working group between sessions of the responsible constituent body, either in a session of a working group or by correspondence, the president of the body may, as an exceptional measure, approve the recommendation on behalf of the constituent body when the matter is, in his opinion, urgent, and does not appear to imply new obligations for Members. He may then submit this recommendation for adoption by the Executive Council or to the President of the Organization for action in accordance with Regulation 9(5).

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Title of Document

Introduction

Styles (Use format...Styles and Formatting)

\_Main Heading

\_Sub-Heading

\_Body Text

1. \_Body Text Numbered
* \_Body Text Bullet
1. \_Action
2. \_Decision

\_Briefing (hitting return creates another \_Briefing paragraph)

\_Added Text

\_Deleted Text

(Note: you can use Find to find text in different styles, so, for example, you can search a document for the “\_Added Text” style to find added text. Track Changes can also record changes to documents, but it also records intermediate changes, making it difficult to identify the actual changes between a reference and final version of a document.)

Action and Decision Summary

Actions

[**A1** \_Action](#_Toc388521070)

Decisions

[**D1** \_Decision](#_Toc388521074)

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Section name (Style \_Sub Heading)

Sub section heading (Style \_Sub\_Heading2)

1. Para level 1 (Style \_Body Text Numbered)
	1. Level 2 (Style \_Body Text Numbered)
	2. Level 3
	3. …
2. Next Para

Section name

1. Etc
	1. …

References

[1] Xxx URL (Date accessed)

[2] Etc

# Recommended Text

[Include here suggested text for inclusion in Report, including any proposed amendments to the Manual or Guide to WIS, Manual on GTS, Manual on Codes or guides.]

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