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| **World Meteorological Organization &****Intergovernmental Oceanographic Commission (of UNESCO)****First meeting of the interim Satcom Executive Committee** Geneva, 23 February 2016 | Image result for ioc logo unesco**Satcom EC (2016-01) Final Report** |
| WMO Secretariat15/III/2016**Final** |

# Satcom Interim Executive Committee (2016-01)

# Final Report

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**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**

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## 1.    Open of the meeting

A meeting of the Interim Satcom Interim Executive Committee (Satcom IEC) was held in WMO, Geneva on Tuesday 23 February 2016. Dr Michael Prior-Jones chaired and opened the meeting. He thanked all for participating, both on Webex and in the room. He noted that the main purpose of the meeting was to organize details for a Satcom workshop in September 2016. Dr Sean Burns confirmed that UKIP had agreed to provide a room for the workshop and to support the preparation for the meeting in terms of assisting in promoting the participation of our target audience.

The meeting agreed on the agenda (Annex 1). A list of participants is in Annex 2. The meeting web page is [http://wis.wmo.int/page=SATCOM-E1](http://wis.wmo.int/page%3DSATCOM-E1).

## 2. Work plan for preparation of Satcom forum

The chair introduced the draft Satcom 2016 “Outreach strategy and action plan” ([Doc01](http://wis.wmo.int/file%3D2235)) and worked through the draft document. The following decisions were made during discussions.

### 2.1 Aim of Satcom

The meeting addressed the aim of the Satcom Forum both from the overall perspective and for the 2016 Forum workshop. Most basically, the aim of the Forum is to help “Bring the right data, in the right format, to the right people, at the right time for the right price,” where satellite communications are involved in at least one part of the process. As noted in the “Outreach strategy and action plan”, Satcom will achieve this through bringing together representatives from satcom users, satcom network operators and those involved in the design, manufacture and sales of satcom terminals.

#### Decisions:

1) The aim of the 2016 Forum workshop will be to encourage on-going commitment and participation of stakeholders, to formally establish the Satcom Forum, including electing the Committee, adopt the working arrangements and to set in place a work plan.

### 2.2 Duration

The meeting consulted with Dr Isabelle Ruedi, WMO Secretariat for CIMO and coordinator of the CIMO Teco, on how best to fit in with CIMO Teco (Teco 2106) and the Meteorological Technology World Expo 2016 (Meteo Expo). It noted concern of Dr Ruedi that Metrology for Meteorology and Climate Conference 2016 (MMC 2016) was also being held at Meteo Expo and that CIMO might be reluctant to complicate things further by sharing with yet another group. The meeting observed that the Satcom forum, unlike MMC, had little overlap in participants with Teco.

The meeting noted that the very full agenda for Teco allowed little opportunity for coordinating common sessions with Satcom. It noted that Teco would be a closed participation (ie CIMO members) while Satcom will be open to all Meteo Expo visitors and that the Forum will be in an adjacent building to Teco and Meteo Expo. The meeting recommended that the Satcom be run over three days of Meteo Expo.

#### Decisions:

1) Recommend that Satcom Forum run over three days Tuesday 27 to Thursday 29 September 2016

2) Satcom to approach HMEI about having a Satcom display at HMEI’s Meteo Expo stand for the duration of Meteo Expo.

3) UKIP’s contribution should be defined in a Letter of Agreement between WMO and UKIP (running Meteo Expo). WMO secretariat and Dr Burns to liaise with UKIP and provide draft LOA for WMO processing.

4) WMO secretariat to liaise with CIMO Management Group about possible coordination requirements.

### 2.3 Target participants

The meeting confirmed the list of targeted participants provided in the “Outreach strategy and action plan”. It agreed to work with HMEI as an important partner in this activity for equipment manufacturers in meteo/hydro fields. It also agreed that Satcom needs to have direct contact with known manufacturers from other groups, such as oceanography, and network operators. The meeting highlighted the need to tailor a message to each group so that their concepts of Satcom are clear. In addition to the formal outreach activities, Satcom committee members should reach out to each group in order to keep it personal.

The meeting noted that Dr Tom Gross will be attending “Oceanology International” in March and planned to inform them about the Satcom 2016 forum.

#### Decisions:

1) Satcom IEC members to provide chair with contact details of stakeholders and potentially interested consortia and organizations

2) Chair to construct list of stakeholders, including potentially interested consortia and organizations such as HMEI and provide back to the committee.

3) WMO to set up an email group for stakeholders and potential participants

4) Chair to follow up on contacting the list of stakeholders not already liaising with other Satcom IEC members.

4) Need to produce fliers and posters. Simple messages targeted to audiences.

### 2.4 SWOT analysis

The meeting did not conduct a formal strengths, weakness, opportunities and threats (SWOT) analysis. Instead, the participants addressed these aspects, taking into consideration economic, political and technical factors as part of the consideration of each issue.

## 2.5 Top five messages to get across to attract participation

The meeting noted that the driving mechanisms for having a Satcom forum and the supporting reasons for participation were well described in the Final Report of the ad Hoc Satcom (<https://www.wmo.int/pages/prog/www/ISS/Meetings/Satcom1_Paris2013/documents/Ad-hoc-Satcom-Final-Report.pdf>). However, the communication strategy identified the need for a few concise and informative statements that can be easily identified and understood by potential participants.

The meeting noted that for users of satcom systems, the demand and usage of the Satellite Systems Buyers Guide ([http://wis.wmo.int/file=1781](http://wis.wmo.int/file%3D1781)) highlighted that a common user motivation was to find “what systems best matches what I want to do?”

The meeting noted that for many users, it was easier to change their approach to solving their needs than it was for providers to change their systems. However, all can be better served if the satellite networks and systems providers can address the question “what do people need now and in the future and how best can I provide these?”

The meeting brainstormed many possible messages building on the central message that the role of Satcom Forum is to help “Bring the right data, in the right format, to the right people, at the right time for the right price,” where satellite communications are involved in at least one part of the process. The chair asked members to send their ideas to him so he can consolidate them and return to the group five key messages that can be provided to the targeted participants.

#### Decisions:

1) Chair to consolidate discussions and subsequent feedback from team to five key messages and provide to the group by mid-March 2016

2) Sean Burns to provide a draft poster with agreed basic message. See ([http://wis.wmo.int/file=2459](http://wis.wmo.int/file%3D2459))

3) WMO and IOC secretariats to arrange for printing of fliers and posters.

## 2.6 Format and agenda of Satcom 2016

The meeting noted the importance of not conflicting with key CIMO or HMEI sessions. It was also important that sessions be kept light and interesting. The formal session for electing committee need to be well coordinated and attended. Sessions should allow time for participants to visit Meteo Expo and not conflict with set meal periods or key events. It agreed to hold four main sessions per day.

Speakers would either be Keynote (10 minutes) or poster presentations (5 minutes). Actual timings and order will be selected by the Interim Executive Committee ensuring equal representation as much as possible from industry competitors.

Registrations for joining Satcom Forum would be at the session as indicated and at HMEI display stand over meal breaks.

#### Decisions:

1) Noting the above and the need to be flexible, the meeting adopted a draft agenda for Satcom 2016 as given in Annex 3. This agenda would need to be refined in consultation with UKIP to avoid conflict with Meteo Expo key activities.

2) The secretariat will liaise with HMEI and the CIMO management group on coordination of Teco with Satcom

3) The meeting recommended that opening key note speakers should include high level representation from both WMO and IOC. It asked the WMO and IOC secretariats to facilitate such representation, noting that video conference would be ok if participation not possible.

## 2.7 Activities (who, what, when?)

An initial priority is to confirm arrangements and level of support from UKIP Media and Events and to formalise the arrangements through a Letter of Agreement. It is also important to complete the WMO internal procedures and confirmation of having Satcom 2016 at Meteo Expo. The meeting noted that Dr Ruedi advised against extending the CIMO Teco WMO/UKIP LOA to include Satcom 2016. Thus, the meeting recommended establishing a WMO/UKIP Letter of Agreement for Satcom 2016. IOC secretariat recommended that the LOA should not involve IOC other than their consent for UKIP to use the IOC logo along with the WMO logo in material relating to the Satcom 2016.

Another initial priority is the contacting of stakeholders, noting that the Satcom IEC members already represented some key groups (ie, Stander/EC-PORS, Burns/CGMS, Gross/Oceanography) and agreed that the IEC members should advise the chair of which groups they are able to contact or should be contacted. The chair will then do a gap analysis and make arrangements to contact those not covered by the IEC members.

The meeting also noted that the IEC was missing representation from Asia and the Southern Hemisphere and that it should aim for wider participation. It recommended that this could be facilitated through existing mechanisms such as EC-PORS and letters from the WMO and IOC secretariats to their Members advising them of Satcom activities.

The meeting agreed that the establishment of outreach material, including the initial draft flier ([http://wis.wmo.int/file=2459](http://wis.wmo.int/file%3D2459)) will be an important activity and should include focused and relevant information to different stakeholders. It noted that the approach would depend on outcomes of the LOA and discussions with UKIP.

#### Decisions:

1) A summary table of action items is provided in Annex 4.

2) The chair will update the “Outreach strategy and action plan” ([Doc01](http://wis.wmo.int/file%3D2235)) to include the decisions and subsequent input from this meeting. The updated document will replace [Doc01](http://wis.wmo.int/file%3D2235) at [http://wis.wmo.int/file=2235](http://wis.wmo.int/file%3D2235).

# 3. Review of timelines and milestones

The secretariat reviewed the action items (See Annex 4). The meeting noted that many of the milestones would be dependent on UKIPs timing requirements. Thus, the dates of many of the milestones still needed to be determined.

#### Decisions:

Key milestones were identified as follows:

1. WMO/UKIP letter of agreement (Draft 15 March 2016)
2. WMO Meeting Form (Complete 30 March 2016)
3. Review of agenda based on feedback from CIMO Management Group ( 4-8 April 2016)
4. Sending of WMO/IOC letters (15 April 2016)
5. Start of UKIP outreach activities, including invitations for participation and contributions (TBD)
6. Review of abstracts from submissions (TBD)
7. Agree on key note speakers and presenters (TBD)
8. Agree on final program.

Issues to be covered include process and timings for nominations of the new Satcom committee, voting procedures for the meeting, draft work plan for consideration at Satcom 2016.

# 4. CBS coordination

The meeting noted the decision of CBS Ext.2014 to coordinate Satcom activities through its Implementation and Coordination Team on Information Systems and Services (ICT-ISS). It further noted that ICT-ISS had in turn tasked its Expert Team on Telecommunications Infrastructure (ET-CTS) to work with the Satcom Forum and report back to ICT-ISS and ET-CTS was represented in this meeting by Mr Remy Giraud.

#### Decisions:

Satcom IEC recommended that the chair of ET-CTS should continue to participate in its activities.

# 5. Next meeting/telco

The meeting noted that the approved working arrangements presented to CBS and Congress included a Satcom Forum each two years. However, noting the need to coordinate this initial Satcom Forum, it agreed that the chair should continue to organize regular teleconferences, initially monthly. The chair agreed to arrange a telco for around the end of March 2016 to report on progress of action items and to further refine the activities of the committee.

# 6. Close

The chair thanked participants, noting that some will now review the WMO/UKIP LOA. He wished all a safe return home and closed the meeting.

# Annex 1 Agenda

1. Open of meeting (Chair)
2. Work plan for preparation of Satcom forum

* Background (Chair) - [Doc01](http://wis.wmo.int/file%3D2235)
	+ Target - Satcom Forum at Meteorological Technology World Expo 2016, 27 to 29 Sept 2016. Madrid, Spain
* Review of components of outreach strategy and action plan
	+ Aim of Satcom Forum
	+ Duration
	+ Target participants (Users/Network Operators/Hydrometeorology equipment manufacturers/Terminal manufacturers/...)
	+ SWOT analysis (including economic, political and technical factors)
	+ Top five messages to get across to attract participation (in the forum and on-going)
	+ Format and agenda of Satcom 2016
	+ Activities (who, what, when?)
* Review/update Satcom I 2016 - Outreach strategy and action plan ([Doc01](http://wis.wmo.int/file%3D2235))

3. Review of timelines and milestones
4. CBS coordination

5. Next meeting/telco
6. Close

# Annex 2 List of participants

|  |  |
| --- | --- |
| Chair, Michael Prior-Jones (UK)  | Attended  |
| Co-chair, Johan Stander (EC-PORS) | Attended |
| Sean Burns (CGMS Secretariat) | Attended |
| Eric Locklear (USA) | Webex  |
| Michel Guigue (USA) | Webex  |
| Tom Gross (IOC Secretariat) | Attended |
| Remy Giraud (France) – Chair ET-CTS | Attended |
| David Thomas  | WMO Secretariat  |
| Etienne Charpentier  | WMO Secretariat |
| Isabelle Ruedi (WMO Secretariat) | Attended for CIMO discussions |
| Mariuxi Chavez (Spain) | Apologies  |
| Wolfgang Marxer (Germany) | Apologies |
| Andy Sybrandy (USA) | Apologies |
| Paul Hill (Canada) | Apologies |
| David Meldrum (UK) | Apologies |

# Annex 3 Draft agenda and work plan for Satcom 2016

* Session 1 – Formal opening and introduction (Tuesday 9:00 to 10:30)
	+ 4 by10 minute presentations, 15 minutes discussion
	+ Key note speakers would be Chair (M.Prior Jones), WMO SG representative, IOC DG representative, J.Stander (EC-PORS, JCOMM)
	+ Introduction to Satcom Forum Registration Process (Secretariat) (10 mins) followed by registrations and morning tea break
* Session 2 – Satcom network providers (Part 1) (Tuesday 11:00 to 12:30)
	+ 4 by10 minute presentations, 15 minutes discussion
	+ Invite key note speakers (Committee to select based on abstracts)
	+ Registrations (30 minutes) then lunch break
* Session 3 – Equipment manufacturers (Part 1) (Tuesday 14:00 to 15:00)
	+ 4 by10 minute presentations, 15 minutes discussion
	+ Invite key note speakers (Committee to select based on abstracts)
* Session 4 – User Forum (Part 1) (Tuesday 15:30 to 17:30)
	+ 4 by10 minute presentations, 15 minutes discussion
	+ Invite key note speakers (EC Panel to select order based on abstracts)
	+ Introduction of Wednesday’s election of committee and representatives
* Session 5 – Formal proceedings (Wednesday 9:00 to 10:30)
	+ Opening of session by IOC Secretariat (15 minutes)
	+ Introduction of election procedures by WMO Secretariat (15 minutes)
	+ Elections (60 Minutes)
* Session 6 – Satcom network providers (Part 2) (Wednesday 11:00 to 12:30)
	+ 4 by10 minute presentations or more poster 5 minute presentations, 15 minutes discussion
	+ Invite keynote speakers or poster presentations (Committee to select based on abstracts)
	+ Summary of session by chair (5 minutes)
* Session 7 – Equipment manufacturers (Part 2) (Wednesday 14:00 to 15:00)
	+ 4 by10 minute presentations or more poster 5 minute presentations, 15 minutes discussion
	+ Invite keynote speakers or poster presentations (Committee to select based on abstracts)
	+ Summary of session by chair (5 minutes)
* Session 8 – User Forum (Part 2) (Wednesday 15:30 to 17:00)
	+ 4 by10 minute presentations or more poster 5 minute presentations, 15 minutes discussion
	+ Invite keynote speakers or poster presentations (Committee to select based on abstracts)
	+ Summary of session by chair (5 minutes)
* Session 9 – Poster Session (Thursday 10:30 to 12:30)
	+ Introduction of session by chair (5 minutes)
	+ 8 by 5 minute presentations, 20 minutes discussion
	+ Summary of session by chair (10 minutes)
* Session 10 – Panel discussion (Thursday 14:00 to 15:30)
	+ Opening of session - chair (10 minutes)
	+ Panel discussion on work plan – representatives of committee (60 minutes)
	+ Summary and closing (20 Minutes)

# Annex 4 Action items

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| --- | --- | --- | --- |
| **Identifier** | **Action** | **Responsible** | **Deadline** |
| Satcom 2016-1 | WMO Meeting Forma) WMO/UKIP LOAb) Draft Meeting program | Thomas (Lead)a) Burns / Thomasb) Chair | 30 March 2016a) 15 March 2016b) Annex to this report |
| Satcom 2016-2 | CIMO liaison | Ruedi / Charpentier | CIMO Mgt Grp Meeting (April 2016) |
| Satcom 2016-3 | Consultation with HMEI (Booth and General Assembly) | Chair / Thomas | 15 March 2016 |
| Satcom 2016-4 | Stakeholder contactsa) Return to chairb) Identify gaps and return list to Committeec) Contact stakeholders | Chaira) Participantsb) Chairc) Chair  | a) asapb) 15 March 2016c) 30 March 2016 |
| Satcom 2016-5 | Establish meeting website(s) and link to CBS/JCOMM/IOC meetings pages | Thomas/Gross | Once meeting form approved |
| Satcom 2016-6 | Establish email group for registered Satcom members | Thomas | April 2016 |
| Satcom 2016-7 | Invite contributions and participation of other UN agencies | WMO & IOC secretariats (two letters together) | Once meeting form approved |
| Satcom 2016-8 | Invite contributions and participation of WMO / IOC Members | WMO & IOC secretariats  | Once meeting form approved |
| Satcom 2016-9 | Prepare outreach materiala) initial sample flier/poster b) prepare other outreach material | a) Burns b) Committee / WMO and IOC Secretariats | a) Done ([http://wis.wmo.int/file=2459](http://wis.wmo.int/file%3D2459)) b) To be determined at next Telco. |
| Satcom 2016-10 | Invite contributions and participation through Meteo Expo | UKIP | TBD |