# Satcom-Exec 2017 Teleconference 01 – Final Report

Date: 19 July 2017

Time: 10:00 UTC

Location: WebEx

**Attendance**

Chair: Mike PRIOR-JONES

Secretary: Jeremy TANDY

Johan STANDER, Anne-Mari (representing CLS), Eric LOCKLEAR, Sean BURNS, Rémy GIRAUD

**Apologies**

Dave THOMAS

**Agenda**

1. Greetings and introductions
2. Decision on whether to submit a satcom paper to JCOMM TECO
3. Attendance at Meteorological Technology World Expo 2017
4. Status update on the satcom Handbook
5. Review of satcom forum wiki page and future plans for WMO Secretariat
6. Summary brief on interim responses to the satcom survey
7. Any other business
8. Review of actions agreed
9. Meeting close

**Notes (Type: A**ction**, I**nformation**, D**ecision**)**

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| No.  | **Description**  | **Who**  | **When**  | **Type**  |
| 1. **1.**
 | **Greetings and introductions**  |   |   |   |
| 1. **2.**
 | **Decision on whether to submit a satcom paper to JCOMM TECO** |  |  |  |
| 2.1  | Johan explained that there are two places in the JCOMM TECO where satcom could be presented: Observations or New Developments.It may be appropriate to share the satcom vision with the met-ocean community.In particular, note that vendors and equipment manufacturers such as CLS have made good progress toward user-paid-fees (e.g. a pre-paid tariff which is a more effective for users to pay for data transmission by satellite).As such, either we (satcom forum) or commercial vendors could present the satcom vision. |   |   | I  |
| 1. 2.2
 | Johan notes that more mileage would be gained from submitting a poster to the JCOMM TECO. Johan STANDER and Mike PRIOR-JONES to prepare an abstract for JCOMM TECO (poster session), sharing drafts via the satcom EC mailing list for review, comment and contribution. | Mike, Johan | 31JUL | A |
| 2.3 | Johan also indicates that it would be beneficial to submit a Decision paper to the main JCOMM Session, focusing on what we want JCOMM to do in regard to satcom; e.g. to promote the use of ‘user-paid fees’ (up front pre-paid tariff for data transmission)Johan STANDER to work with Dave THOMAS to draft a decision paper for JCOMM that promotes the use of ‘user-paid fees’, sharing drafts via the satcom EC mailing list for review, comment and contribution. | Johan, Dave | 11AUG | A |
| **3.** | **Attendance at Meteorological Technology World Expo 2017** |  |  |  |
| 3.1 | World Meteo Expo, 2017, will be held in Amsterdam, NL. The satcom forum is not planning a formal session.Sean indicated that EUMETSAT will have a booth during the conference.Neither Mike, Johan nor WMO Secretariat plan to attend. |  |  | I |
| 3.2 | Jeremy TANDY to verify whether WMO Secretariat will have representation through HMEI. | Jeremy | 04AUG | A |
| 3.3 | Sean offers the EUMETSAT booth as a location from which satcom forum flyers can be distributed.Mike PRIOR-JONES and Sean BURNS to prepare a flyer (based on the JCOMM TECO poster) for distribution via the EUMETSAT booth at Meteorological Technology World Expo 2017. | Mike, Sean | 15SEP | A |
| **4.** | **Status update on satcom Handbook** |  |  |  |
| 4.1 | Mike introduced the satcom Handbook on data collection platforms and usage applications (his ‘pet project’). Progress is less advanced than hoped.The satcom Handbook would be published as a combination of WMO document and complementary Web-pages. |  |  | I |
| 4.2 | Jeremy outlined the plan for approval of the satcom Handbook within WMO:1. Present the satcom Handbook to CBS members at CBS TECO, March 2018
2. president CBS to recommend approval of the satcom Handbook in his TECO report to WMO Executive Council
3. Approval of satcom Handbook via decision of EC-70, JUN2018 (date?)
 |  |  | I |
| 4.3 | Johan indicated that, given that satcom is a joint JCOMM/CBS body, it would be highly beneficial to gain approval from JCOMM; it is not too late to submit the satcom Handbook for approval during the JCOMM session in OCT2018, potentially simplifying approval at EC-70.Therefore the submission process would become:1. JCOMM
2. CBS TECO
3. EC-70

The satcom Handbook would be published as an INF (information) paper in English only accompanied by a Decision paper (requiring translation). Johan suggests that the Decision text would be something like: “JCOMM to [recommend to EC approval of] the Handbook on [blah blah] and to work with the satcom forum to ensure that the material is kept up to date.” The Decision paper needs to be submitted urgently; the INF paper (including the Handbook itself) can follow later. |  |  | D |
| 4.4 | Mike clarifies that the entire satcom Handbook would need to be presented to JCOMM for approval.Much of the material required for inclusion in the satcom Handbook will need to be created from new.Mike will ask for contributions to the satcom Handbook- but is content to write the entire thing if necessary.Johan is keen to ensure that met ocean applications are appropriately incorporated. |  |  | I |
| 4.5  | Mike PRIOR-JONES and Johan STANDER to agree mechanism and timelines for submission of satcom Handbook to JCOMM. | Mike, Johan | 28JUL | A |
| 4.6 | Mike PRIOR-JONES to email satcom EC with outline of the approval process and publication timeline for the satcom Handbook plus details of how the satcom EC may contribute. | Mike | 28JUL | A |
| 4.7 | Mike PRIOR-JONES to share final draft of the satcom Handbook with the satcom EC. | Mike | 29SEP | A |
| **5.** | **Review of satcom forum wiki page and future plans of WMO Secretariat** |  |  |  |
| 5.1 | Mike noted that the commercial vendors and equipment manufacturers want the satcom Handbook to be a ‘smart looking’ publication.The current satcom Forum wiki does not meet their expectations.Mike noted that the original intent was to publish the Web-pages first, then the document. However, given the discussion earlier in this meeting driving publication of the document for JCOMM, it seems that the document will come first. This should mitigate some of the concerns from industry.Mike added that the [Website version of the] Handbook will be in two parts:1. Technically neutral section
2. A ‘right to reply’ from equipment manufacturers and vendors about how they implement the technically neutral aspects

The vendors will keep part (2) up to date.Mike’s key requirement for the Website is to be able to manage [updates to] the two different sections of the Website differently. |  |  | I |
| 5.2 | Jeremy notes that WMO Secretariat are beginning the process of redeveloping the WMO Extranet – referred to as the ‘Country Profile Database Project’.This project, managed by Dave, officially starts in SEP2017 and is expected to last 15-18 months.Given this pending change, Dave (via Jeremy) suggested that the satcom EC stick with the wiki in the interim.  |  |  | I |
| 5.3 | Rémy noted that OpenWIS Association uses GitHub and markdown to generate their Website (<http://openwis.github.io/openwis-documentation/>).This mechanism enables contributions to the Website to be managed using GitHub workflow, and to publish a Website that can take advantage of native HTML/CSS features to create a professional looking result.Hosting via GitHub (GitHub-pages) is free.Jeremy notes that one may want to purchase a domain-name for use with GitHub-Pages to provide a degree of authority to the content published therein.Mike adds that satcom cannot afford hosting – but would likely be able to afford to purchase a domain name.In response to a question from Mike about the global accessibility of GitHub [and GitHub-pages], Jeremy notes that, to the best of his knowledge, GitHub is accessible from all countries. See <https://wikipedia.org/wiki/Censorship_of_GitHub>.  |  |  | I |
| 5.4 | Mike PRIOR-JONES to follow up with Dave THOMAS and Jeremy TANDY about options for publishing the satcom Handbook Website, and content management of the Website’s content, prior to delivery of the WMO Extranet; reviewing suitability of existing WMO wiki and other options such as GitHub pages.  | Mike, Dave, Jeremy | 29SEP | A |
| **6.** | **Summary brief on interim responses to the satcom survey** |  |  |  |
| 6.1 | The satcom survey is due to close at end AUG2017.A summary (PDF) of the survey interim results was circulated to the satcom EC by Dave prior to the meeting.Mike is keen to see the full results of the survey and prepare a summary for circulation to the satcom EC, noting that commercial vendors and equipment manufacturers are keen to see what was said. The summary should indicate the state of the market and ensure that commercially sensitive responses are removed. |  |  | I |
| 6.2 | Jeremy TANDY to check whether the satcom survey was distributed through IOC and JCOMM in addition to WMO contact points. | Jeremy | 28JUL | A |
| 6.3 | Mike PRIOR-JONES and Jeremy TANDY to develop a summary report from the satcom survey and distribute to the satcom EC. | Mike, Jeremy | 29SEP | A |
| 6.4 | Mike notes that based on the survey responses there seems to be scope for offering satcom users (e.g. scientists, environmental monitoring programme managers etc.) both face-to-face and online events to share information about the satcom products and services available in the market: a satcom technical conference. |  |  | I |
| 6.5 | A satcom technical conference in 2018 will be kept distinct from the formal satcom Forum session (with voting) that is scheduled for 2020. |  |  | D |
| 6.6  | Sean BURNS to discuss with MTI (the organisers of Meteorological Technology World Expo) about the merits of conducting satcom ‘training’ at the 2018 Expo; assessing whether it will be possible to run sessions as webinars and to record sessions for later use.  | Sean | 20OCT | A |
| **7.** | **Any other business** |  |  |  |
| 7.1 | Jeremy TANDY to setup the next satcom EC meeting for the last week of OCT2017 (following the Meteorological Technology World Expo 2017).The tentative agenda includes:1. Status update for satcom Handbook
2. Proposals for satcom Technical Conference at Meteorological Technology World Expo 2018
3. Review of satcom survey results and summary report
 | Jeremy | 29SEP | A |
| **8.** | **Review of actions agreed** |  |  |  |
| 8.1 | Summary of actions:2.2 Johan STANDER and Mike PRIOR-JONES to prepare an abstract for JCOMM TECO (poster session), sharing drafts via the satcom EC mailing list for review, comment and contribution.2.3 Johan STANDER to work with Dave THOMAS to draft a decision paper for JCOMM that promotes the use of ‘user-paid fees’, sharing drafts via the satcom EC mailing list for review, comment and contribution.3.2 Jeremy TANDY to verify whether WMO Secretariat will have representation through HMEI.3.3 Mike PRIOR-JONES and Sean BURNS to prepare a flyer (based on the JCOMM TECO poster) for distribution via the EUMETSAT booth at Meteorological Technology World Expo 2017.4.5 Mike PRIOR-JONES and Johan STANDER to agree mechanism and timelines for submission of satcom Handbook to JCOMM.4.6 Mike PRIOR-JONES to email satcom EC with outline of the approval process and publication timeline for the satcom Handbook plus details of how the satcom EC may contribute.4.7 Mike PRIOR-JONES to share final draft of the satcom Handbook with the satcom EC.5.4 Mike PRIOR-JONES to follow up with Dave THOMAS and Jeremy TANDY about options for publishing the satcom Handbook Website, and content management of the Website’s content, prior to delivery of the WMO Extranet; reviewing suitability of existing WMO wiki and other options such as GitHub pages.6.2 Jeremy TANDY to check whether the satcom survey was distributed through IOC and JCOMM in addition to WMO contact points.6.3 Mike PRIOR-JONES and Jeremy TANDY to develop a summary report from the satcom survey and distribute to the satcom EC.6.6 Sean BURNS to discuss with MTI (the organisers of Meteorological Technology World Expo) about the merits of conducting satcom ‘training’ at the 2018 Expo; assessing whether it will be possible to run sessions as webinars and to record sessions for later use.7.1 Jeremy TANDY to setup the next satcom EC meeting for the last week of OCT2017 (following the Meteorological Technology World Expo 2017). | Mike, JohanJohan, DaveJeremyMike, SeanMike, JohanMikeMikeMike, Dave, JeremyJeremyMike, JeremySeanJeremy | 31JUL11AUG04AUG15SEP28JUL28JUL29SEP29SEP28JUL29SEP20OCT29SEP | I |
| **9.** | **Meeting close** |  |  |  |
| 9.1 | Meeting closed at 11:04UTC |  |  | I |