



GSICS-RD000

Global Space-based Inter-Calibration System

DOCUMENTATION PLAN

Version 1.1

June 2017



**World
Meteorological
Organization**
Weather • Climate • Water

RECORD OF DOCUMENT CHANGES

Version	Date	Nature of change	Done by	Approved
1.0	May 2016	Creation	J. Lafeuille (WMO)	
1.1	June 2017	Correction of names and SNs of documents	T.Kurino (WMO)	

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GSICS Documentation Plan

1. Purpose of the document

The present documentation plan defines the main categories of GSICS documents and, when relevant, the responsibilities for maintaining and approving these documents.

The document templates, reference numbering scheme, the document file naming convention, the version control, and the archiving and distribution guidelines are described in the GSICS documentation management procedure.

2. High-level document categories

The following kinds of GSICS documentation are maintained:

- GSICS high-level reference documents submitted to Executive Panel approval, including.
 - o RD001: Introduction to GSICS
 - o RD002: Vision of GSICS
 - o RD003: Guide to GSICS Products and Services
 - o RD004: Terms of Reference of GCC, EP, GDWG and GRWG
 - o RD005: GSICS Service Specification
 - o RD006: GIRO and GLOD Dataset Usage Policy
- GSICS organization documents and procedures
- GSICS technical standards and best practices
- Technical guides for GSICS services and tools
- Technical guides for GSICS products
- GSICS outreach and communication material

In addition, the GCC keeps a record of:

- Periodic GSICS publications (e.g. GSICS Quarterly)
- Publications based on GSICS activities.

The detailed documentation plan is contained in Annex.

3. Documentation release and approval

The responsibility for maintaining and approving the release of a GSICS document is indicated in the Annex of this document plan. The GSICS Reference documents are released after approval by the Executive Panel. The GCC coordinates document versioning and file naming.

4. Distribution of the document

The present document plan shall be made available to the GSICS community through the GSICS wiki.

Annex: GSICS Documentation Plan

(updated on 8 June 2016)

1. High-level reference documents (to be maintained and submitted to EP approval)

Reference	Document Name	Intended Diffusion	Scope	Who maintains?	Who approves?
GSICS-RD000	GSICS Documentation Plan	Internal	Identify documentation maintenance & approval responsibilities	GCC	EP (major updates)
GSICS-RD001	Introduction to GSICS	Internal WMO/WIGOS	Basis for members' commitments in EP, WG. Contains ToRs. Basis for inclusion into WIGOS. Can evolve into a WIGOS document	WMO	EP
GSICS-RD002	Vision of GSICS	All users, partners	Guidance to members and partners	WMO	EP
GSICS-RD003	Guide to GSICS Products and Services	Users	Provide users with an overall understanding of GSICS products	GCC	EP
GSICS-RD004	GSICS Terms of Reference	Internal	Terms of Reference of GCC, Exec Panel and Working groups	WMO	EP
GSICS-RD005	GSICS User Requirements	Users	Record the detailed needs that GSICS aims to respond	GCC	EP
GSICS-RS006	GIRO and GLOD Usage Policy	Users	Defines the policy applicable to the use of GIRO and GLOD	EUMETSAT	EP

2. Other organizational or technical documents to be maintained

GSICS-XXX	Procedures	wiki	Technical reference for GSICS contributors (mandatory) Includes e.g. GPPA	GCC	EP
GSICS-XXX	Standards and best practices	wiki	Technical reference for GSICS contributors (mandatory) Includes e.g. generic ATBDs, and data management standards	GCC, or GDWG, or GRWG	GCC, or GDWG, or GRWG

GSICS-XXX	Guides for GSICS services and tools	wiki	Technical reference for GSICS contributors (recommended) Includes e.g. guidelines for GPRC web sites, plotting tool guide	GCC, GDWG, or GRWG	GCC, or GDWG, or GRWG
GSICS-XXX	Product User Guides	wiki	Technical reference for GSICS product users. Includes ATBD, traceability report, and instructions for use	GPRC	GPRC-GCC
GSICS-XXX	Communication on GSICS	Flyer, web,	Give an overview of scope, principles, members, main deliverables	GCC	GCC
GSICS-XXX	Operations Plan	wiki	Reference for activity planning and monitoring. Living document,	GCC	GCC

3. Periodic documents

Reference	Document Name	Intended Diffusion	Goal	Who maintains?	Who approves?
	Quarterly newsletter	Web+ mailing list	Link across the GSICS community	GCC	GCC

4. Other documents (not maintained)

Reference	Document Name	Intended Diffusion	Goal	Who maintains?	Who approves?
	Science Progress Report	wiki workshop	Basis for policy guidance, including a table of relevant research actions by members	N/A	GRWG
	EP Meeting Reports	www.wmo.int/sat	Record decisions and actions in the context of discussion	WMO	EP Chair
	WG meeting reports	Web/wiki	Record decisions and actions in the context of discussion	GDWG, or GRWG	WG Chairs
	Technical publications	N/A	Technical reference for GSICS users and contributors - Ohring, BAMS, 2005/02 - Datla, NIST, 2009/09	GCC maintains a list of relevant publications with	N/A

			<ul style="list-style-type: none">- Goldberg et al, BAMS (2011/04)- Chander et al, IEEE-TGRS, 2013/03	input from GRWG	
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