



GSICS-RD004

Global Space-based Inter-Calibration System

TERMS OF REFERENCE of GCC, EP, GDWG and GRWG

Version 1.0

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**World
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Terms of Reference of GCC, EP, GDWG and GRWG

1. GSICS Coordination Center (GCC)

1.1. Role of the GCC

The responsibilities of the GSICS Coordination Center (GCC) are the following:

- a) Maintain the list of GSICS product and services, with definitions and explanations on how to access and use them;
- b) Maintain a repository of GSICS standards, procedures, and tools, with related documentation;
- c) Coordinate the GSICS product evaluation processes, considering the product theoretical basis, quality assurance, data protocols, and the associated documentation, in particular through developing and coordinating the implementation of the GSICS Procedure for Product Acceptance (GPPA);
- d) When applicable, maintain a capability to run baseline inter-calibration algorithms for software validation purposes;
- e) Support GRWG and GDWG in their research and data management activities and participate in their meetings;
- f) Track and update the progress of the GSICS Operations Plan;
- g) Support GSICS end-to-end demonstrations and promote GSICS towards potential users;
- h) Design and maintain the GCC web site;
- i) Publish GSICS Quarterly newsletter, and support development of other GSICS publications;
- j) Manage user consultation mechanisms, including the organization of GSICS Users Workshops and the GSICS User Messaging service, and maintain User Requirements documents;
- k) Provide an annual report to the Executive Panel on the progress of GSICS standard practices and tools, the status of GSICS products, and user feedback.

1.2. Implementation of the GCC

The GCC role must be assigned to a GSICS Production and Research Center (GPRC).

The GCC role is assumed by NOAA through its National Environmental Satellite Data and Information Service (NESDIS) Center for Satellite Application and Research (STAR).

2. GSICS Executive Panel (EP)

2.1. Composition of the Executive Panel

The GSICS Executive Panel is the executive body of GSICS. It is composed of members designated by each participating organization, and of observers designated by invited partner organizations.

A representative of the WMO Secretariat serves as Secretary of the Executive Panel.

2.2. Terms of Reference of the Executive Panel

The Executive Panel shall:

- a) Provide overall guidance for GSICS;
- b) Monitor and evaluate the performance of GSICS components, including the activities of the GSICS Coordination Centre (GCC), GSICS Processing and Research Centers (GPRC), Calibration Support Segments (CSS), GSICS Research Working Group (GRWG) and the GSICS Data Working Group (GDWG);
- c) Approve GSICS procedures and standards submitted by the GSICS Coordination Center in consultation with GRWG and GDWG;
- d) Approve the definition of GSICS products and deliverables and the admission of GSICS products to the operational status;
- e) Prepare an annual report to the CGMS and the Director, WMO Space Programme, on the status and accomplishments of GSICS;
- f) Nominate the chairs, vice-chairs or co-chairs, of the GRWG and GDWG among the designated members of these groups , on a 3-year renewable basis;
- g) Decide on appropriate actions such as workshops and sessions at scientific meetings in order to advance the objectives of GSICS, publicize GSICS achievements, and seek feedback from users of GSICS deliverables;
- h) Review the GSICS Annual Operating Plan and provide guidance for its implementation;
- i) Endorse GSICS Reference Documents such as the GSICS Functions and Organization, the GSICS Vision, GSICS User Requirements Document, the Guide to GSICS Products and Services and the GSICS Science Plan.

2.3. Meetings of the Executive Panel

The Panel is convened once a year, if possible in conjunction with the annual meeting of the Coordination Group for Meteorological Satellites (CGMS), and holds virtual meetings as appropriate. The GCC and the Working Group Chairs are represented at the meetings.

2.4. Role of the Executive Panel Chairperson

The EP Chair is designated for a term of two years, renewable, with a primary role to chair the sessions of the panel, to lead the progress of GSICS between sessions and to represent GSICS when necessary.

More specifically, the role of the EP Chair includes:

- a) To conduct the work of the panel, defining the schedule and agenda, acting as moderator of the sessions, drawing conclusions with actions and recommendations reflecting the opinion of the Panel members, with the support of the WMO Secretariat;
- b) To stimulate progress in implementing the agreed action plan, through regular intersession virtual meetings;
- c) To lead the definition and update of the high-level objectives of GSICS, and to promote them, seeking the engagement of all members;
- d) To represent GSICS with external parties as necessary, coordinate with relevant projects to identify and implement collaborative activities;
- e) To report to CGMS on the progress, the challenges and the plans of GSICS.

The Chair is assisted by a Vice Chair, nominated for the same period, who can replace the Chair if necessary.

3. GSICS Data Management Working Group (GDWG)

3.1. Composition of the GDWG

The GSICS Data Management Working Group (GDWG) is an advisory body of the GSICS Executive Panel (EP) for data management and exchange issues. It is composed of experts designated by GSICS member and observer organizations. All GSICS member organizations are encouraged to nominate at least one representative in the GDWG.

3.2. Terms of Reference of GDWG

The GDWG shall:

- a) Oversee and coordinate the data management activities of GSICS and advise the EP on questions related to GSICS data management including information delivery services;
- b) Coordinate the specification of data and metadata formats and procedures for data exchange between the satellite agencies, the GSICS Processing and Research Centers (GPRCs), and the GSICS Coordination Center (GCC);
- c) Develop specifications for GSICS product catalogues, data archive systems and data servers in support of GCC;
- d) Coordinate the development and evolution of GSICS software tools;
- e) Review and validate GSICS deliverables from a data management perspective;
- f) Provide guidance to the contents and appearance of the GSICS websites maintained by WMO, GCC, and each GPRC;
- g) Maintain cooperation with the research and development activities at the GPRCs and assist with their data management activities, as appropriate;
- h) Provide the GSICS Executive Panel with a report on GSICS data management activities including recommendations as appropriate. Submit report three weeks prior to the annual meeting of the GSICS Executive Panel, and present it to the Panel.

GDWG convenes at least annually, preferably in conjunction with GRWG, and more frequently if appropriate.

It is expected that GDWG members will contribute to GDWG activities at the level of at least one man month per year.

The GDWG is led by a Chair or two Co-chairs, nominated by the Executive Panel on a three-year basis.

3.3. Role of the GDWG Chairperson

The GDWG chair is designated for three years (renewable) with a primary role of organization, coordination, moderation and communication to ensure the GSICS Data management Working Group fulfills its role as defined in its Terms of Reference.

Specifically, the GDWG chair shall:

- a) Coordinate development of GSICS data management activities including the identification of existing formats, standards and procedures to be adopted for GSICS Products, or the definition of GSICS-specific ones, in order to catalog, archive, exchange, visualize GSICS products and distribute them to GSICS users.
- b) Coordinate technical support for the activities of the GRWG
- c) Schedule and chair the GDWG annual meeting and teleconference meetings to continue the activity during the year, acting as moderator. In coordination with GRWG and subgroup chairs, define agenda, agree actions and recommendations from above meetings, and organize their follow-up.
- d) Coordinate with external projects as necessary to identify and implement collaborative activities
- e) Report to the Executive Panel.

The Chair can be assisted by at least one Vice-Chair. (Note: alternatively, there might be two Co-chairs instead of a Chair and a Vice-Chair.)

4. GSICS Research Working Group (GRWG)

4.1. Composition of the GRWG

The GSICS Research Working Group (GRWG) is an advisory body of the GSICS Executive Panel (EP) for scientific and technical issues. It is composed of experts designated by GSICS member and observer organizations. All GSICS member organizations are invited to nominate representatives in the GRWG.

4.2. Terms of Reference of the GRWG

The GRWG shall:

- a) Advise the EP on scientific and technical questions related to the technical specifications of GSICS products;
- b) Foster the development of inter-calibration scientific methods to be implemented in GSICS operations in order to advance the GSICS overarching goal of ensuring the comparability of satellite measurements;
- c) Contribute to the development of applications of satellite inter-calibration through cooperation with the user community;
- d) In cooperation with, and with input from the GSICS Processing and Research Centres (GPRC) and other contributing parties, maintain a summary status of research projects supported under the GSICS distributed research component;
- e) Convene at least an annual meeting to review the GSICS development activities and evaluate the results and methodologies with respect to their suitability for implementation as GSICS standard or recommended practices;
- f) Provide the EP with an annual report on GSICS accomplishments and planned scientific activities, including outstanding issues and recommendations as appropriate to advance the objectives of GSICS. Submit report three weeks prior to the annual meeting of the GSICS Executive Panel, and present it to the Panel.

The GRWG shall establish sub-groups dedicated to specific areas of expertise.

It is expected that GRWG members will contribute GRWG activities at the level of at least one man month per year.

It is led by a Chairperson nominated on a three-year basis, assisted by two vice-chairs, one being the former Chair, and the other being the expected future Chair. The report to the EP shall be submitted three weeks prior to the annual meeting of the GSICS EP and presented to the Panel.

4.3. Role of the GRWG Chairperson

The GRWG chair is designated for three years (renewable) with a primary role of organization, coordination, moderation and communication, to ensure the GSICS Research Working Group fulfills its role as defined in its Terms of Reference.

Specifically, the GRWG chair shall:

- a) Coordinate the development of inter-calibration products and methodologies, and related scientific issues, with delegation to Sub-Groups as appropriate, with a view to promote common standards and best practices ensuring comparability of satellite measurements;
 - b) Schedule and chair the GRWG session and plenary session of the annual GRWG-GDWG meeting and monthly web meetings, acting as moderator. In coordination with GDWG and Sub-Group Chairs, define agenda, approve invitation of non-members, agree conclusions, actions and recommendations from the meetings, and organize their follow up;
 - c) Represent the GRWG with external parties as necessary, coordinate with relevant projects to identify & implement collaborative activities;
 - d) Report to the Executive Panel.
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