

DOCUMENTATION PLAN (Revised on 12/11/2013)

Agenda item and document reference	Responsible of the document
1. OPENING OF THE MEETING	
1.1 Agenda	J. Lafeuille
2. UPDATE ON WMO	Wenjian Zhang/J. Lafeuille
3. ICTSW CO-CHAIRS' REPORT	T. Onsager/X. Zhang
4. STATEMENT OF GUIDANCE ON SPACE WEATHER OBSERVATIONS	
4(1) SOG review	T. Onsager
4(2) Update resulting of recent requirements on thermosphere observations	D. Jackson
5. SPACE WEATHER SERVICES TO AVIATION	
5.1 Review process of ICAO documents by ICTSW	T. Onsager
5.2 ICAO requirements for Space Weather services	R. Romero
5.3 Organization of space weather services to aviation - suggested points to help structuring the discussion on how the service providers can be organized to produce the required SW information	J. Lafeuille / Herbert Puempel
6. SPACE WEATHER PRODUCT PORTAL	
6.1 New WMO product portal, concept and procedures	N. Hettich/J.Lafeuille
6.2 New candidate products (soliciting inputs from the group)	Jan Janssens
6.3 Candidate training material	Xiaoxin Zhang
7. WARNING FOR EXTREME SPACE WEATHER EVENTS • Outcome of ICTSW-ISES panel on extreme events and way forward	M. Sharma (inputs from e.g.. X.Zhang, IPS)
8. DATA AND PRODUCT EXCHANGE ISSUES	
8.1 Overview and critical issues	T. Onsager
8.2 Formats and standards	
8.2(1) Update on GRIB/BUFR coding proposal	M. Terkildsen +
8.2(2) GNSS TEC data formats (GTEX/RINEX/IONEX)	M. Ishii , I.Stanislawska
8.2(3) GNSS RO data (IROWG action)	I. Stanislawska
8.2(4) FY-3C GNOS data formats	X. Zhang
8.2(5) Other codes and format issues (ISES codes)	I. Stanislawska. Mike T.
8.3 Update on WMO Information System (WIS)	S. Foreman
8.4 WIS demonstration actions	M. Ishii

9. SPACE WEATHER OBSERVATION CAPABILITIES		
9.1 Surface-based observations		L. Trichtchenko
9.2 Outcome of the IROWG workshop / SW subgroup		J. Lafeuille/A. Mannucci
9.3 Introduction to OSCAR/Space capabilities		
9.3(1) Required space weather variables and applicable layers		J. Lafeuille
9.3(2) Space-based instrument draft categorization and evaluation		J. Lafeuille
9.4 Space-based instrument categorization/evaluation review		(Team work on OSCAR)
9.5 Impact on the Statement of Guidance		(verbal)
10. STRATEGIC PLAN FOR SPACE WEATHER		
10.1 National/regional strategic plans for space weather		
10.1(1) US space weather enterprise		T. Onsager
10.1(2) China's national plan for space weather operations		X. Zhang
10.1(3) ESA SSA Space Weather Element		A. Hilgers
10.1(4) Canadian space weather services to emergency operations centre		L. Trichtchenko
10.1(5) NICT space weather activity plan		M. Ishii
10.1(6) UK national plans for space weather		D. Jackson
10.1(7) Korea (Rep. of) National plan for Space Weather		H-S. Lee
10.2 Global needs to be addressed in a strategic plan for space weather		
10.2(1) Improving observations and communications for space weather (Reporting on outcome of discussion on Statement of Guidance, but with a long-term view)		Rapporteur TBD at the meeting (e.g. David)
10.2(2) Developing products and services in space weather (target communities, possible breakthrough, new ways of generating/sharing products)		X. Zhang + TBD
10.2(3) Training and education for space weather – long term perspective		X. Zhang
10.2(4) Space weather – meteorology interaction and possible synergy		J.Lafeuille, X. Zhang
10.3 International initiatives and potential partnerships (including CGMS, COPUOS, COSPAR, ISES)		M. Sharma, D. Jackson
10.4 Proposed WMO Strategy for Space Weather		
10.3(1) WMO assets to meet current/future international needs		
10.3(2) Resource mobilization for WMO space weather activities		
10.3(3) Space Weather breakthroughs for 2020-2025		
11. WMO-ISES MOU		
11(1) ISES revision of the draft WMO-ISES MoU		T. Onsager
11(2) WMO response and next steps		J. Lafeuille /B. Exterkate
12. TRAINING AND OUTREACH MATTERS		
12(1) Training and outreach material for the space weather portal		X. Zhang
12(2) Review of CIMO Guide update		J. Lafeuille
13. ICTSW WORK PLAN FOR 2014-2015		T. Onsager/X. Zhang
14. REVIEW OUTCOME OF DISCUSSIONS ON PREVIOUS ITEMS		
15. ANY OTHER BUSINESS		
16. CONCLUSIONS		