

**WORLD METEOROLOGICAL ORGANIZATION**

**COMMISSION FOR INSTRUMENTS AND METHODS OF OBSERVATION**

**EXPERT MEETING**  
**on**  
**CAPACITY BUILDING RELATED TO INSTRUMENTS AND**  
**METHODS OF OBSERVATION**

**Beijing, China**

**23 - 25 September 1999**

**FINAL REPORT**



# AGENDA

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<sup>1</sup> If there are more than one RIC established.

## GENERAL SUMMARY OF THE WORK OF THE SESSION

### 1. ORGANIZATION OF THE SESSION

#### 1.1 *Opening of the session*

The *Expert Meeting on Capacity Building Related to Instruments and Methods of Observation* (Expert Meeting) was held at the kind invitation of the China Meteorological Administration (CMA) in Beijing, China, from 23 to 25 September 1999. The lists of participants and their addresses are attached as **Appendices A and B** to this report.

Dr S.K. Srivastava, President of CIMO and Chairman of the Expert Meeting, opened the session on Wednesday, 23 September 1999, at 10.00 h. He welcomed the delegates in Beijing and underlined the urgent need for dealing with capacity building issues related to the concern of CIMO with the objective to support developing countries in this regard. Furthermore, he highly appreciated the efforts of the Government of China and recognised that CMA has been providing significant support to developing countries for many years.

Mr D.C. Schiessl, Director for Basic Systems, WMO Secretariat, welcomed the participants at the session on behalf of Prof. G.O.P. Obasi, Secretary-General of WMO. He expressed the gratitude of WMO to the CMA for hosting the Expert Meeting in Beijing. Mr Schiessl was pleased to note that all experts could arrange for their participation, which clearly demonstrated the great interest in this important field. He underlined the importance of the topic of concern and especially the role Regional Instrument Centres (RICs) played in capacity building. He was convinced that the participating experts would propose ways and measures for supporting the capacity building process. He wished the participants a successful session and a pleasant stay in Beijing.

#### 1.2 *Adoption of the agenda*

The proposed Provisional Agenda was adopted for the work of the session with the understanding that it could be amended during the session if necessary. The final agenda can be found in front of this report.

#### 1.3 *Working arrangements for the session*

The session determined its working hours and the participants were informed of the arrangements necessary for carrying out the session. English was decided to be the working language at the session.

### 2. PURPOSE AND SCOPE OF THE MEETING

In introducing the urgent need for supporting the capacity building process, Dr Srivastava drew attention to the most important tasks the Expert Meeting should consider. These are related, among others, to the increasingly serious economic conditions and financial constraints. Developing countries especially are also confronted with a lack of experienced experts in the field of meteorological instruments and equipment. He underlined in this context the importance for developing proposals and guidelines on how to best overcome these constraints with the aim to widely guarantee uninterrupted meteorological observations of high quality according to national and international requirements. Furthermore, he invited the Expert Meeting to develop recommendations for the implementation of capacity building measures related to meteorological instruments and methods of observation, according to the tasks given by CIMO-XII and Cg-XIII. Within these activities the RICs, the CIMO Co-Rapporteurs on Capacity Building and the Regional Rapporteurs should play an important role.

### 3. REPORT OF THE RAPPORTEUR ON CAPACITY BUILDING

Prof. Baoxiang XU, *Co-Rapporteur on Capacity Building of CIMO*<sup>1</sup>, provided a comprehensive report on the work so far carried out. He then introduced the work plan he drafted for the further activities that needed to be carried in close collaboration with his Co-Rapporteur, Mr M. Diop within

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<sup>1</sup> He is also the Rapporteur on Regional Aspects of Instrument Development, Related Training and Capacity Building of RA II.

the intersessional period up to CIMO-XIII. He drew attention especially to the following main items of concern:

- Establishment of a database related to the performance of all RICs.
- Establishment of links to the *Rapporteurs on Regional Aspects of Instrument Development, Related Training and Capacity Building* of all Regional Associations<sup>2</sup> with the objective to widely co-ordinate their work.
- Enhancing the performance and visibility of the RIC Beijing and the collaboration with the other RIC of RA II operated by JMA in Tsukuba, Japan, with the aim to provide guidelines in this regard to RICs of other Regions.
- Assisting in the update of IOM-Report No. 68 (TD 873) - *Guidance Material on the Choice of Meteorological Instruments for Surface Observations Suitable for Use in Developing Countries*

He will provide information on progress of the work to the president of CIMO in his annual reports.

#### **4. FUNCTIONING OF REGIONAL INSTRUMENT CENTRES (RICs)**

##### **4.1 Facilities and equipment**

The Expert Meeting considered in detail the equipment and facilities required at RICs for their functioning according to the terms of reference. The chairman discussed the need for a common set of standards that all RICs must have in place. However, it was also recognised that many RICs volunteered their services to the Region with the knowledge that they may only have standards for particular meteorological variables. In this regard, it was thought that other RICs in the region would complement each other. It was agreed that there was a need to examine the overall facilities in each Region to ensure that there were sufficient calibration standards available for Member countries to calibrate their national standards. Mr Belhouji kindly agreed to develop guidelines for facilities in close collaboration with Prof. Baoxiang XU to facilitate this review as well as for providing guidelines to RICs accuracy requirements for standards to be applied.

##### **4.2 Management aspects including sharing of tasks between RICs within the Region concerned<sup>3</sup>**

The Expert Meeting pointed out that the management aspect of RICs was a major feature for their success. This is because, there needed to be well-trained staff to ensure that the correct procedures were followed. Good management would also significantly facilitate the sharing of expertise and information between the RICs in the particular region. Another feature of adequate management for the RICs is the need to organize the logistics of import/export of instruments from Member countries to the RICs. Mr Molotsi pointed out that this, and the shortage of trained staff from Member countries, were major problems of RICs in developing countries. He also underlined that the rapidly changing instrument design exacerbated this problem.

##### **4.3 Activities to be carried out**

There are now 13 RICs available, but all may not be operating correctly according to the terms of reference given by the Region concerned. The Expert Meeting discussed this issue at length to determine which activity could be undertaken to remedy the problem. However, it also recognised that many RICs, as well as several Members, were carrying out excellent work for calibration of national standards and hence national instruments.

It was felt by the Expert Meeting that there needed to be a consolidation of activities between RICs and regional capacity building measures. It was agreed that it was necessary for RICs to report formally and regularly, perhaps annually, on these activities and on their ongoing capabilities

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<sup>2</sup> As far as already been named.

<sup>3</sup> If there are more than one RIC established.

to the presidents of the RAs, concerned. Copies should be sent to the president of CIMO and the *Regional Rapporteurs on Instrument Development, Related Training and Capacity Building*. In this way CIMO could determine the performance of each RIC and, if needed, provide assistance.

It was also pointed out that the important requirements of GCOS could only be achieved with the support of effective RICs that could help attaining the necessary data quality for climate purposes, especially in the field of research for the detection of climate change.

The activities that were agreed upon included:

- a) A letter from the Secretary-General addressed to all Permanent Representatives<sup>4</sup> reiterating the importance of the RICs, especially with the new requirements of GCOS operations and climate research. The general terms of reference and the list depicting all RICs should be attached. It would also reaffirm the importance of regular calibration of operationally applied instruments and sensors by the NMHS concerned.
- b) The database reflecting the equipment and services of RICs would be extended and updated and sent to all RICs for information. Also, technical specifications should be outlined based on the requirements reflected in the *CIMO Guide*.
- c) The president of CIMO would write to the presidents of Regional Associations<sup>5</sup>, underlining the importance of RICs for ensuring data of high quality and their work related to capacity building<sup>6</sup>. He will invite the Regional Association presidents to provide a report on the current status of the RIC(s) concerned, preferably with the assistance of the *Regional Rapporteur on Instrument Development, Related Training and Capacity Building*<sup>7</sup>. He also would inform the RA presidents that CIMO had nominated *Co-Rapporteurs on Capacity Building* who should co-ordinate their tasks with the corresponding regional Rapporteurs and assist them as far as possible. Furthermore, Dr Srivastava would inform the RA presidents of his proposal to institutionalise the functions of the RICs and regional Rapporteurs related to IMOP. This should be arranged with the support of the WMO Secretariat at the sessions of the Associations concerned (see d) following).
- d) The WMO Secretariat is invited to prepare, in close collaboration with the president of CIMO, the necessary documentation for the forthcoming sessions of Regional Associations requesting the submission of annual reports of RICs to the president of the Association concerned (with a copy to the president of CIMO). In addition, the documentation should include a requirement for the *Regional Rapporteurs on Instrument Development, Related Training and Capacity Building* to copy their annual reports of to the president of CIMO. This proposed measure should widely guarantee that CIMO would obtain an overview of the performance and results of the IMOP work in the Regions and be enabled to provide assistance within the extend possible.

Finally, the member of the CIMO AWG responsible for determining what kind of assistance was required would be asked to review the results of this undertaking.

## **5. SPECIFIC ACTIVITIES RELATED TO CAPACITY BUILDING**

### **5.1 Collaboration with the Regional Rapporteurs on Instrument Development, Related Training and Capacity Building**

Based on a briefing related to the terms of reference of the *CIMO Rapporteur on Capacity Building* as well as of the *Regional Rapporteurs on Instrument Development, Related Training and Capacity Building*, the Expert Meeting discussed the urgent need for enhanced collaboration of the regional Rapporteurs. It was felt that the RIC issue could be well addressed by the regional

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<sup>4</sup> With input from the president of CIMO.

<sup>5</sup> With support of the WMO Secretariat and in the official languages as required.

<sup>6</sup> The list of all RICs as well as their general terms of reference should be attached.

<sup>7</sup> To facilitate the composition of these reports and for widely guaranteeing a certain uniformity, it is recommended to attach a list of 3 to 4 key items, such as general functioning, calibration activities, co-ordination of their work with other RICs, if appropriate, training activities.

Rapporteurs by assisting the presidents of Regional Associations. It was felt that the measures proposed in section 4.3 above would be very valuable. If the president of CIMO, through the AWG, considered that an RIC had difficulties fulfilling its obligations under its agreed terms of reference, he should consult with the president(s) of the Regional Association(s) concerned, so that further action on assistance can be considered. This approach may even gain further importance once the GCOS monitoring centres are established and will provide feed back on observing stations providing data of poor quality.

## **5.2 Catalogue of Meteorological Instruments**

Information was provided on the status of the preparation of the *Catalogue of Meteorological Instruments* by the WMO Secretariat and by the delegates of CMA (which will take the responsibility for assembling the information and producing as well as distributing the Catalogue). An example of the layout of the Catalogue was shown to the delegates. Resulting from a lengthy discussion on all matters related to the Catalogue of common concern, the meeting agreed on the following measures:

- In recognising the principle that the Catalogue should be prepared in a self-supporting and non profit-making manner, CMA was invited to reconsider the prices for insertion of the two different kind of pages. The aim would be to reduce the preliminary estimated costs. It was considered in this context that there is no need to print the Catalogue sheets in colour.
- CMA was also invited to reconsider whether advertisement pages should be inserted in the Catalogue as tentatively planned for cost recovery reasons, because it could conflict with the interests of WMO.
- The session recognized that informal Catalogue notification activities were already undertaken by informing manufacturers at TECO-98 and at METEOHYDEX-99 and through the Circular Letters of the president of CIMO to determine the level of response expected. Despite the already obvious positive reaction to it, it was agreed that WMO should send an additional letter to all firms for which the addresses are in the database, informing them on the Catalogue project and inviting them to provide information on their interest in this undertaking as well as comments on it. This measure should help deciding on the final approach to be taken in preparing the Catalogue.
- It was considered that the most suitable date for the catalogue's launch would be TECO-2000/METEOREX-2000, which will be held in Beijing in October 2000.
- In considering the agreed proposal of CIMO-XII, it was also discussed whether an expansion of the contents of the Catalogue to other fields of observations, such as hydrology, marine, agrometeorology, oceanography and atmospheric composition. However, it was felt that this might overburden the CMA in this new endeavour and the meeting felt that further considerations were needed as to whether such an expansion should be applied in later editions.
- It was agreed that the close collaboration between CMA and the WMO Secretariat should be continued in the preparation process of the Catalogue.

## **5.3 Update of publication IOM-Report No. 68 (TD 873) - Guidance Material on the Choice of Meteorological Instruments for Surface Observations Suitable for Use in Developing Countries**

The chairman briefed the participants on the contents of publication WMO/TD 873 (IOM-Report No. 68). He highlighted the importance of such a publication for developing countries in supporting measures related to capacity building and underlined the need for its continuous update. At the discussion, specific attention was directed to improving the document, especially related to requirements addressed to suppliers of equipment. These include items such as carrying out experts' training prior to procurement, guarantees of delivery of spare parts within a certain period, warranty issues, as well as to the need for providing guidelines regarding the preparation of procurement documents. He invited the vice-president of CIMO to guide this

revision process which could mainly rely on the input from the Co-Rapporteurs on Capacity Building. In addition to this, it was agreed that all experts who attended the meeting might consider providing comments or supplements for the update of this publication. This should be done a.s.a.p.<sup>8</sup>

#### **5.4 Collaboration with other technical commissions and programmes**

The Expert Meeting considered measures on how best to co-ordinate the work related to capacity building with other technical commissions and programmes. It was noted with appreciation that representatives of several commissions are already working as members of CIMO's working groups. In noting that all other commissions have instrument components of their interest to consider within their programmes, this will provide a good opportunity for transferring information on needs as well as working results directly to those concerned. It was however considered with some concern that no CIMO expert has yet been nominated as representative to other technical commissions.

In addition to this, the participation of CIMO experts in the sessions of other commissions and vice-versa should be promoted, as already started by the timely participation of the president of CIMO at the recent session of CBS.

Following a briefing provided by Dr Srivastava, the importance of the annual Meetings of Presidents of Technical Commissions to better co-ordinate the related activities was highlighted. It was also noted with interest that activities are ongoing for enhancing the collaboration of presidents of technical commissions with those of the presidents of associations by extending the very short common meetings regularly held in conjunction with EC or Congress. This may give a greater chance to CIMO, to better co-ordinate the implementation of IMOP within the Regions. In this connection, the desirable participation of representatives of commissions in sessions of Regional Associations and vice-versa were underlined.

#### **5.5 Collaboration with suppliers of instruments and equipment**

The Expert Meeting considered the importance of enhancing the close collaboration with developers and manufacturers of meteorological instruments in obtaining reliable and homogeneous data sets in a cost-effective manner. This was also considered at Cg-XIII, which highlighted *"... that the collaboration (with manufacturers and suppliers of instruments and equipment) could lead to better and more cost effective equipment and concluded that WMO, especially through CIMO, should continue efforts to enhance this collaboration such as in the field of education and training involving manufacturers prior to the installation of equipment. Congress invited the Secretary-General to develop measures in this regard."*

The Meeting underlined the importance of informing manufacturers on all important WMO/CIMO decisions and plans related to observational requirements and needs for improving equipment, since only a very limited number of NMHSs are still carrying out instrument development and production. In this regard, the significance of the Circular Letters was underlined, which are regularly prepared and distributed by the president of CIMO. Some 350 manufacturers and instrument providers are included in the mailing list.

The Meeting also underlined that each opportunity should be used to invite manufacturers, as far as possible and feasible, to attend with representatives as observers at CIMO related-meetings or events. In noting this, the meeting recognized with appreciation that the participation of manufacturers' representatives at meetings dealing with upper-air matters is feasible and already widely applied because their number does globally not exceeding some 10 producers, while for surface instrumentation some hundred manufacturers and providers would have to be considered. However, it was underlined that at Experts Meetings dealing with specific issues of surface observations, such as developing future requirements for automation of observations (especially with respect to visual or subjective observations) manufacturers had already been invited and participated actively in these discussions. It was agreed that these activities should be continued and enhanced.

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<sup>8</sup> For facilitating the reviewing process, soft copies of IOM #68 were made available to all concerned.

The important role manufacturers have played in WMO instrument intercomparisons was highlighted. Their activities in this regard have significantly contributed to the success of these tests. The results have been very beneficial to both instrument developers/manufacturers and data users. It was agreed that this collaboration should be continued to the maximum extent possible.

The Meeting highlighted the decision of the IPC to organize a *Panel Discussion on Capacity Building* at TECO-2000 at which representatives of manufacturers will be invited to actively participate.

It was agreed that manufacturers and instrument providers should also be invited to assist developing countries, as far as possible, in areas such as: organization of training events, support to maintenance of equipment, and sponsorship of the provision of "no longer required" instruments and calibrations facilities. These latter facilities or equipment may be suitable for several applications in RICs even though they may be out of date from a manufacturer viewpoint. The meeting invited the WMO Secretariat, to support these activities.

## **6. TECHNICAL CONFERENCES, EXHIBITIONS OF METEOROLOGICAL INSTRUMENTS, AND WORKSHOPS**

### **6.1 Importance of technical conferences and workshops**

The Expert Meeting underlined the importance of technical conferences organized by WMO, under the auspices of CIMO, for technology transfer and exchange of experience between instrument experts. TECOs and at the exhibitions METEOREX conjointly held with the conferences can also be considered as important fora for direct contacts between instrument experts from all parts of the globe with instrument manufacturers and designers and they provide a good opportunity for discussing matters of common concern.

These kinds of events are also important means for technology transfer. The meeting invited WMO to do its utmost in supporting the organization of TECOs.

The Expert Meeting also highlighted the importance of holding workshops or training courses for instrument their specialists for both levels of responsibility, i.e. for operators of equipment and for supervisors. It underlined the positive influence of well-trained staff to an increased accuracy of data generated by well installed, maintained, and calibrated instruments, as well as to an enhanced reliability and homogeneity of observations. It noted with appreciation the success of the recent regionally organized workshops and underscored the importance of continuing these workshops within the fields of highest concern. It requested especially the chairmen of CIMO's working groups, the related regional Rapporteurs, as well as the heads of RICs to contribute to this important undertaking. Furthermore, it invited the WMO Secretariat to support these activities in the best possible manner so that they can be organized at least annually.

### **6.2 TECO-2000 and METEOREX-2000**

The session was briefed on the activities and the present status of the preparation of TECO-2000 and METEOREX-2000. Participants were informed that a *WMO Technical Conference on Meteorological and Environmental Instruments and Methods of Observation* (TECO-2000), organized under the auspices of CIMO, is planned to be held at the kind invitation of the China Meteorological Administration (CMA) in Beijing from 23 to 27 October 2000. An *Exhibition of Meteorological and Hydrological Instruments, Equipment, and Services* (METEOREX-2000) will conjointly be organized with TECO-2000 by CMA. The exhibition will be held from 24 to 26 October 2000 at the venue of the Conference. An *International Programme Committee* (IPC), established by the president of CIMO for preparation of TECO-2000, held its session just prior to this Expert Meeting. Information on the results of the IPC Meeting can be found in the Final Report of that meeting which is accessible through WMO's Home Page.

The meeting was informed that information on holding TECO-2000 as well as call for submission of papers will be sent to National Meteorological/Hydrological Services, CIMO experts, manufacturers, etc. in due course.

### **6.3 Technical conference to be held together with CIMO-XIII**

In reconsidering the high value of technical conferences and of the conjointly held instrument exhibitions, the Expert Meeting underlined the importance of organizing such events in conjunction with CIMO-XIII in autumn 2002. It also reiterated the need to include themes and actions related to capacity building within these events.

## **7. PREPARATION OF RECOMMENDATIONS**

Based on the results of the discussion related to the various issues considered at the Expert Meeting, the following guidelines and recommendations were developed for enhancing CIMO's activities related to capacity building.

- a) Reviewing and, possibly, revising the terms of reference of RICs, especially regarding provision of annual reports to the president of the Region concerned. Furthermore, the links of the work of RICs to CIMO should be made more visible.

*Responsibility: Vice-president of CIMO in collaboration with the WMO Secretariat*

- b) Preparing a letter addressed to the presidents of Regional Associations related to the functioning of RICs<sup>9</sup>

*Responsibility: President of CIMO assisted by the Secretariat*

- c) Supporting the collaboration and the networking of RICs within the Region concerned if there is more than one RIC operational, with the objective to facilitate their work and to provide a better service to NMHSs concerned.

*Responsibility: CIMO Rapporteur on Capacity Building in close collaboration with the heads of RICs, especially of the RIC of Botswana*

- d) Convening a meeting of heads of RICs, tentatively held in conjunction with TECO-2000

*Responsibility: Vice-president in collaboration with the WMO Secretariat*

- e) Establishing basic technical requirements for RICs

*Responsibility: Mr Belhouji (Morocco) in collaboration with Messrs Molotsi (Botswana) and Xu (China)*

- f) Enhancing the collaboration with other technical commissions, especially with CBS. Advantage should be taken of the annual *Meetings of Presidents of Technical Commissions*.

*Responsibility: President of CIMO in collaboration with the vice-president*

- g) Bringing better attention to the important role RICs have for widely satisfying the increased need for calibration as a precondition for high quality data required for research application within GCOS. This may also include assistance provided by CIMO experts, if needed.

*Responsibility: President of CIMO<sup>10</sup> assisted by the Secretariat*

- h) Enhancing the links and collaboration between the CIMO Co-Rapporteurs on Capacity Building and the relevant regional Rapporteurs

*Responsibility: President of CIMO in collaboration with the vice-president, the CIMO Co-Rapporteurs on Capacity Building and AWG members.*

- i) Assisting in the preparation of the CIMO/CMA *Instrument Catalogue*

*Responsibility: WMO Secretariat*

- j) Updating the publication IOM-Report No. 68 (TD 873) - *Guidance Material on the Choice of Meteorological Instruments for Surface Observations Suitable for Use in Developing Countries*

*Responsibility: Co-Rapporteurs on Capacity Building*

- k) Inviting manufacturers to assist in the operation of RICs, e.g. by making available spare, redundant, or retired calibration or other suitable facilities available.

*Responsibility: President of CIMO<sup>11</sup> assisted by the Secretariat*

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<sup>9</sup> See Section 4.3 above

<sup>10</sup> Through a letter addressed to the presidents of Regional Associations

- l) Making important information and decisions related to IMOP and CIMO accessible through WMO's Internet Home Page.

Responsibility: WMO Secretariat

## **8. ANY OTHER BUSINESS**

### **8.1 *Announcement of an Exhibition to be held in the Russian Federation***

The Meeting was informed by Dr Ivanov that a Conference entitled "Hydrometeorology and a human" will be held in St. Petersburg, Russian Federation, in May 2000. In conjunction with the conference a comprehensive exhibition of related instruments will be organized.

### **8.2 *Guided tour in CMA***

The participants particularly expressed their appreciation on the opportunity to visit the facilities of the *RIC* at the Headquarters of CMA and especially the *Atmospheric Observing Experimental Base*, established south of Beijing in 1997, at which all upper-air and surface observing instruments and equipment are tested before being operationally used. These facilities and the staff concerned represent a very high standard. The participants were impressed by the performance of the CMA in this regard.

## **9. CLOSURE OF THE SESSION**

Dr Srivastava thanked the participants for their active work and their valuable contributions provided at the session. He highly appreciated the interest shown and the support given by CMA.

Mr Schiessl, in again highlighting the importance of the issues discussed, thanked all experts for their participation in the session and their dedicated work. On behalf of the participants, he thanked Dr Srivastava for his chairmanship. Furthermore, he thanked CMA and especially Prof. XU and his staff for the assistance provided as well as for the excellent hospitality extended to the participants. He wished the participants every success in their work and a safe trip home.

The Expert Meeting was closed on Saturday, 25 September 1999 at 4.30 p.m.

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<sup>11</sup> Through the Circular Letters of the president of CIMO

## APPENDIX A

### LIST OF PARTICIPANTS

	<b>Name</b>	<b>From</b>	<b>Function</b>
1	Dr S.K. Srivastava	India	Chairman (President of CIMO)
2	Dr R.P. Canterford	Australia	(Vice-president of CIMO)
3	Dr J. Nash	UK	
4	Mr A. Belhouji	Morocco	
5	Dr J. Kruus	Canada	
6	Dr A.A. Ivanov <sup>1</sup>	Russian Federation	
7	Mr F.D. Molotsi	Botswana	Regional Rapp. <sup>2</sup> and Head of the RIC Gaborone
8	Prof. Baoxiang XU	China	Regional Rapp. <sup>3</sup> and Head of the RIC Beijing
9	Mr Wenhua LU	China	Invited expert
10	D.C. Schiessl <sup>4</sup>	D/BAS, WMO Secretariat	
11	K. Schulze	WMO Secretariat	

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<sup>1</sup> In replacing Mr A.I. Gusev (Russian Federation) at the IPC Meeting.

<sup>2</sup> Rapporteur on Regional Aspects of Instrument Development, Related Training and Capacity Building of RA I.

<sup>3</sup> Rapporteur on Regional Aspects of Instrument Development, Related Training and Capacity Building of RA II.

<sup>4</sup> Part time participation.

## APPENDIX B

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## APPENDIX C

### LIST OF DOCUMENTS

prepared for the session

Doc.	Item	Title	Author
INF. 1	1.3	Arrangements for the Session	WMO Secretariat
Doc. 1	1.3	Provisional Agenda	WMO Secretariat
Doc. 2	1.3	Explanatory Memorandum to the Provisional Agenda	WMO Secretariat
Doc. 3	5	Specific Activities related to Capacity Building - Some general remarks -	Dr S.K. Srivastava, India
Doc. 4	5	Specific Activities related to Capacity Building - Analysis and proposals -	Dr J. Kruus, Canada
Doc. 5	4	Functions of Regional Instrument Centres (RICs) Information on the TOR and on the RICs established	WMO Secretariat

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