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No. W/OIS

GENEVA, 26 March 1982

Annex: 1

Subject: Monthly letter on the operation of the World Weather Watch

Action required: To be noted and brought to the attention of appropriate operational units

Dear Sir/Madam,

The sixth session of the CBS Advisory Working Group (Geneva, 28 September - 2 October 1981) has considered various ways and means of ensuring a rapid and regular flow of information on the operation of the WWW and to reduce at the same time the workload both of Members and of the Secretariat.

The session also noted that in some cases circular letters related to WWW have not always received an adequate response from all Members, due to various reasons: delay in mail services after the closing date, the closing date being overlooked due to several circular letters with different dates, non-receipt or late receipt of such letters by the operational staff concerned. This led to considering how to rationalize circular letters and to ensure their receipt and response to the Secretariat.

The session finally adopted a proposal to the effect that all information on changes to the operation of the World Weather Watch would be assembled in one monthly letter to be sent to Members in order to facilitate the updating of their operational manuals, directories, etc. Such changes would, of course continue to be the subject of advance notification by METNO messages. This would evidently result in reducing the number of WWW circular letters, as well as easing the workload both of Members and of the Secretariat.

To implement the above decision, the Secretariat will issue on the 15th of each month, starting in April 1982, a circular letter summarizing the various notifications relating to the operation of GOS, GDPS, GTS and to Codes. The details of these notifications will be contained in appropriate annexes whose standard formats are shown in the attachment to this letter. It should be noted, however, that the monthly letter will only contain those annexes, items and sub-items for which there are notifications.

To: Permanent Representatives (or Directors of Meteorological or Hydro-meteorological Services) of Members of WMO (PR-3398)  
Directors of Meteorological Services of non-Member countries (MC-2206)  
President and Vice-President of CBS  
Chairmen of CBS Working Groups  
Secretary-General of ICAO  
Director-General of ASECNA  
Director of ECMWF

It is felt that the above arrangements will facilitate the work of the operational units of your Service and the follow-up action to be taken. If you need more than one copy of the monthly circular letter, please inform me accordingly.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'G.K. Weiss', written in dark ink.

for the Secretary-General  
(G.K. Weiss)  
Director  
World Weather Watch Department

WORLD METEOROLOGICAL ORGANIZATION

W/OIS, ANNEX

Standard format of Annex I - Global Observing System

Date:

<u>Topic</u>	<u>Action required and/or date of implementation</u>
A. <u>GOS regulatory or guidance material</u>	
B. <u>Changes in global or regional components of WWS plan</u>	
1. <u>Basic synoptic networks</u>	
1.1. <u>New stations</u>	
1.2. <u>Deleted stations</u>	
1.3. <u>Changes to existing stations</u>	
2. <u>Networks of CLIMAT and CLIMAT TEMP stations</u>	
2.1. <u>New stations</u>	
2.2. <u>Deleted stations</u>	
2.3. <u>Changes to existing stations</u>	
C. <u>Information on operational status of elements of the surface-based sub-system</u>	
1. <u>Publication No. 9, Volume A - Stations</u>	
1.1. <u>New stations</u>	
1.2. <u>Deleted stations</u>	
1.3. <u>Changes to existing stations</u>	
D. <u>Information on operational status of space sub-system</u>	
E. <u>Reminders on deadlines</u>	

Standard format of Annex 11 - Global Data-processing system

Date:

Topic	Action required and/or date of implementation
A. <u>GDPS regulatory or guidance material</u>	
B. <u>Information on operational status of GDPS</u> <u>Included changes to WMO Publication No. 9 -</u> <u>Volume 6</u>	
1. <u>WMC output products</u>	
1.1. <u>New products</u>	
1.2. <u>Deleted products</u>	
1.3. <u>Changes to products</u>	
2. <u>RMC output products</u>	
2.1. <u>New products</u>	
2.2. <u>Deleted products</u>	
2.3. <u>Changes to products</u>	
3. <u>Output products for other centres</u>	
3.1. <u>New products</u>	
3.2. <u>Deleted products</u>	
3.3. <u>Changes to products</u>	
C. <u>Information on non-real-time functions of</u> <u>WWW centres</u>	
D. <u>Reminders on deadlines</u>	

Standard format of Annex III - Global Telecommunication System

Date:

<u>Topic</u>	<u>Action required and/or date of implementation</u>
A. <u>GIS regulatory or guidance material</u>	
B. <u>Updating of Manual on GIS in respect of exchange lists</u>	
1. <u>Global exchange lists (Manual on the GIS, Volume I, Part I, Attachment I-4).</u>	
1.1. <u>New stations</u>	
1.2. <u>Deleted stations</u>	
2. <u>Regional exchange lists (Manual on the GIS, Volume II, Attachments AF-1, AI-1 etc.)</u>	
2.1. <u>New stations</u>	
2.2. <u>Deleted stations</u>	
C. <u>Information on the operations of GIS</u>	
1. <u>Catalogue of Meteorological Bulletins (Publication No. 9, Volume C, Chapter 1)</u>	
1.1. <u>New bulletins</u>	
1.2. <u>Deleted bulletins</u>	
1.3. <u>Changes to bulletins</u>	

Standard format of Annex III - Global Telecommunication System

Date:

Topic	Action required and/or date of implementation
2. <u>Transmission schedules (Publication No. 9, Volume C, Chapter 11)</u>	
2.1. <u>New transmissions/broadcasts</u>	
2.2. <u>Deleted transmissions/broadcasts</u>	
2.3. <u>Changes in schedule/technical specifications of circuits</u>	
C. <u>Reminders on deadlines</u>	

Standard format of Annex IV - Codes

Date:

<u>Topic</u>	<u>Action required and/or date of implementation</u>
A. <u>Regulatory or guidance material on Codes</u>	
B. <u>Manual on Codes</u>	
1. <u>Global practices</u>	
1.1. <u>New codes</u>	
1.2. <u>Deleted codes</u>	
1.3. <u>Changes to codes</u>	
2. <u>Regional practices</u>	
2.1. <u>New codes</u>	
2.2. <u>Deleted codes</u>	
2.3. <u>Changes to codes</u>	
3. <u>National practices</u>	
3.1. <u>New codes</u>	
3.2. <u>Deleted codes</u>	
3.3. <u>Changes to codes</u>	
B. <u>Reminders on deadlines</u>	