

**REQUIREMENTS FOR HOSTING FUTURE SCIENCE/WORKING
GROUP MEETINGS (IPWG, ITWG AND IWWG) PROPOSED BY
TASK TEAM (ACTION 32.15)**

Under the auspices of CGMS three International Working Groups (International Precipitation Working Group, International TOVS Working Group, International Winds Working Group) organise workshops on a regular basis, at intervals of about 18 – 24 months. The three International Working Groups have concentrated their efforts on enhancing the utilisation of and improvement in the quality of satellite products in three main areas: i) satellite soundings, ii) satellite tracked winds, iii) satellite derived precipitation. The workshops facilitate the exchange of recent progress in the science and utilisation of the products in the pertinent areas.

This paper responds to Action 32.15 and provides guidelines for hosting the workshops under the auspices of CGMS.

Requirements for hosting future science/working group meetings (IPWG, ITWG and IWWG) proposed by Task Team (Action 32.15)

1 INTRODUCTION

Under the auspices of CGMS, three International Working Groups (International Precipitation Working Group, International TOVS Working Group and International Winds Working Group) organise workshops on a regular basis, at intervals of about 18 – 24 months. The purpose of these workshops is to facilitate the exchange of recent progress in the science and utilisation of the corresponding product.

CGMS and the three International Working Groups have concentrated their efforts to enhance the utilisation and improve the quality of satellite products in three main areas: i) satellite soundings, ii) satellite tracked winds, iii) satellite derived precipitation: The International TOVS Working Group addressing satellite sounding has been meeting since 1983. The CGMS Working Group on Satellite Derived Winds known as International Winds Working Group (IWWG) has established a series of workshops that focus on the science, the operational development and the use of atmospheric motion vectors from geostationary satellites and other satellite derived winds. The International Precipitation Working Group (IPWG) builds upon the expertise of scientists involved in precipitation measurements from satellites with emphasis on the derivation of products. The IPWG organises, similarly to the ITWG and the “Winds Working Group”, regular workshops at intervals of about 18 - 24 months.

Section 2 provides a brief background of the three working groups. Section 3 is the salient point of this paper and provides guidelines for future workshops organised by the three working groups. These guidelines are deemed necessary in order to:

- a) clarify responsibilities of host and workshops chairs and
- b) request CGMS members to provide funding support to workshops, mainly for travel by participants.

2 WORKING GROUPS REPORTING TO CGMS

2.1 The International TOVS Working Group

The International TOVS Working Group (ITWG) is convened as a sub-group of the Radiation Commission of the International Association of Meteorology and Atmospheric Sciences (IAMAS). ITWG continues to organise International TOVS Study Conferences (ITSCs) which have met every 18-24 months since 1983. Through this forum, operational and research users of TIROS Operational Vertical Sounder (TOVS) data from the NOAA series of polar orbiting satellites and other atmospheric sounding data have exchanged information on methods for extracting information from these data on atmospheric temperature and moisture fields and on the impact of these data in numerical weather prediction and in climate studies.

They have also prepared recommendations and guidelines on future research and technical progress in the context of relevant programmes of the World Meteorological Organization (WMO) and other agencies (NASA, NESDIS, EUMETSAT).

2.2 CGMS Working Group on Satellite Derived Winds

The Working Group on Satellite Derived Winds, known as International Winds Working Group (IWWG), was established as a permanent working group at the 22nd meeting of the Coordination Group for Meteorological Satellites (CGMS) in Annapolis, MD, USA, 11-15 April 1994 under the name Working Group on Cloud Motion Winds (WG-CMW). CGMS 29 in Capri, Italy, 22–25 October 2001 renamed the working group to Working Group on Satellite Derived Winds. It is now commonly referred to as International Winds Working Group (IWWG). The IWWG was established to pursue a core CGMS objective which is to encourage complementarity and compatibility of meteorological data products. A long time task of CGMS had been the exchange of validation statistics of routine inter-comparisons of Atmospheric Motion Vectors from geostationary satellites. CGMS had also always encouraged an increase in scientific research in this field. A further objective of IWWG is to place more emphasis on the coordination of operational and research efforts in the derivation of Atmospheric Motion Vectors. Although the IWWG emphasises the derivation of winds from the tracking of features in satellite imagery, other methods of deriving wind fields from satellite are also addressed.

2.3 International Precipitation Working Group

The International Precipitation Working Group (IPWG) was established as a permanent Working Group of the Coordination Group for Meteorological Satellites (CGMS) on 20-22 June 2001 in Ft. Collins, CO. The IPWG is co-sponsored by the CGMS and the WMO and focuses the scientific community satellite-based quantitative precipitation measurement issues and challenges in operational research. It provides a forum for users of satellite precipitation measurements to exchange information on methods for measuring precipitation and the impact of space-borne precipitation measurements in numerical weather and hydrometeorological prediction and climate studies.

2.4. Interaction with CGMS and Workshops

The Working Groups are chaired by one person or jointly by two co-chairs, although the latter has become the tradition for all working groups. Chairpersons are selected by the the WGs and endorsed by the plenary of the CGMS. The interaction between Working Groups and CGMS is enabled through a rapporteur who will participate in the both the Working Group and the CGMS meetings; for practical reasons the rapporteur is selected on that basis. The rapporteur, with the support of the co-chairs, shall compile a report on relevant activities for the scheduled plenary meetings of the CGMS and also provide the pertinent feedback to the Working Groups.

Under the leadership of the chairperson(s), the Working Groups will organise workshops, co-sponsored by the CGMS and WMO, approximately every 18-24 months. The workshops will promote the exchange of scientific and operational information between the producers of

satellite derived wind products, the research community, and the user community.

3 Guidelines for workshops conducted by CGMS working groups

It is the purpose of this section to provide a concise guideline for the conduct of workshops under the auspices of CGMS.

3.1 Various stages in the Preparation of a Workshop:

- Solicit venue by WG co-chairs (with CGMS rapporteur)
- Formal offer from host to co-chairs with information to CGMS secretariat
- Announcement of workshop by co-chairs (1st circular) about 1 year before workshop
- Block-booking at suitable hotel(s)
- Announcement of workshop at CGMS meeting requesting participation from all CGMS members
- Establish scientific programme committee (two co-chairs plus scientists from host country and WMO are ex-officio members)
- Identify social event venue
- Second circular
- Receipt of abstracts by co-chairs
- Establish workshop programme by co-chairs in cooperation with host and scientific programme committee
- Notify presenters of acceptance/rejection of abstract
- Prepare abstract brochure
- Workshop
- Produce and publish Proceedings
- Feedback to CGMS from co-chairs through rapporteur

3.2 Tasks/Responsibility of Host:

- Logistics arrangements for venue
- Selection of hotels (special rate) for accommodation and block-booking
- Financial coverage of running costs of workshop (e.g. room rental etc.)
- Guidelines on travel to be provided to participants
- Contribution to first and second circulars
- Organisation of and arrangements for social event
- Secretarial and logistical support before and during workshop

3.3 Tasks/Responsibilities of Co-Chairs:

- Solicit venue with host
- Announcements of workshops (first and second circulars etc.)
- Programme preparation
- Abstract brochure preparation
- Proceedings preparation
- Feedback to CGMS through rapporteur

3.4 Tasks/Responsibilities of CGMS Rapporteur:

- Ensure that actions from the CGMS to the Working Group are properly implemented during the workshop through the co-chairs
- Report salient issues and response to actions from workshop back to CGMS
- Maintain active contact with co-chairs in preparing relevant papers for CGMS

3.5 Expectations from CGMS Members:

- Financial support for the following areas:
 - travel of workshop participants
 - social event
 - workshop proceedings

It is suggested that co-chairs write a letter of request for funding to relevant CGMS members in due time before each workshop. Such letters should be sent as early as 18 months before the workshop in view of the lengthy internal budgetary procedure.