

GUIDELINES FOR PREPARING CGMS WORKING PAPERS (WPs) AND POWERPOINT PRESENTATIONS

1 INTRODUCTION

This document provides guidelines for the preparation of working papers (WPs) presented to the annual CGMS plenary session and related working groups.

2 SCHEDULE FOR CGMS-49 PLENARY (2021)

WORKING GROUPS

8 March: Provision of working paper titles

22 March: Provision of working papers

6 April: Provision of presentations

PLENARY

19 April: Provision of working paper titles

26 April: Provision of working papers

14 May: Provision of presentations

3 WORKING PAPERS FOR PLENARY SESSION

3.1 General

- Presentations to plenary shall be short and concise, supported by PowerPoint presentations when needed. Detailed working papers are requested to substantiate the PowerPoint presentation (for traceability and for the records) but will not be reviewed in plenary. This is to allow for sufficient time for discussion.
- Abstracts and proposals for actions and recommendations to be endorsed by plenary need to reach the CGMS Secretariat as per the given deadline.
- CGMS Members are responsible for providing information related to their satellite missions to keep the OSCAR/Space database up to date in accordance with the procedures outlined in Annex ii) of this document.

3.2 Working Group II – Data and products

For the item on “CGMS agency reports on highlights and issues in dataset and product generation”, and in order to allow for sufficient time for discussions, please note the following:

- Please prepare a detailed presentation (including any questions you might have). The same presentation shall also include a maximum of three (3) top-level slides for which the presenter will be given 5 minutes to present.

3.3 Working papers for the agenda item reporting on the status of current and future satellite systems by space agencies

There shall be *one WP* per CGMS space agency covering all relevant current and future programmes GEO, LEO, HEO, including a table corresponding to the satellite table on the WMO web-site <https://community.wmo.int/activity-areas/wmo-space-programme-wsp/satellite-status>

- The WP shall be split into chapters (one chapter will deal with current GEO satellites, one with future GEO satellites, one with current LEO satellites, one with future LEO satellites etc.).
- The WP shall highlight any issues relevant to CGMS, and without being exhaustive the chapters would typically address:
 - o status of current and future satellite systems (GEO, LEO, HEO, space weather, R&D, ...);
 - o for current satellite systems, highlighting any particular highlights/issues;
 - o for future satellite systems, highlighting any major changes since last time;
 - o mission objectives, payload/instruments, products;
 - o status of spacecraft;
 - o ground segment matters;
 - o data transmission;
 - o user statistics;
 - o projects, services;
 - o (space weather related spacecraft anomalies to be provided to the SWCG using the template foreseen).

Please add (or remove) chapters as necessary to allow for the full reporting of the satellite systems to CGMS. The purpose of the detailed WP is to remain as a rich source of information, whereas the PowerPoint presentation to plenary will be succinct in that it primarily reports on any new developments, future plans, and highlights relevant to CGMS. For CGMS-49 space agency Members are requested to add information on Arctic observations.

- The presentation of the programmes to plenary will be supported by a PowerPoint presentation, summarising the WP described above. The presentation shall focus on the salient points of the agency's programmes and future plans since the latest CGMS plenary session. Each Member agency will be allocated a maximum of 7 minutes for the presentation. The presentations should therefore be no longer than +/-5 PowerPoints and focus mainly on the new developments since the latest CGMS plenary session.

4 TEMPLATES

Working paper and PowerPoint presentation templates are available here:
<https://www.cgms-info.org/agendas/Guides.aspx>

The templates include:

- Abstract template for actions/recommendations to be endorsed by plenary;
- Working paper template for the space agency status and development report;
- PowerPoint template for the space agency status and development report;
- Working paper template for other matters;
- PowerPoint template for other matters;
- Template for spacecraft space weather anomaly inputs by Members.

5 SUBMISSION OF WORKING PAPERS AND PRESENTATIONS

- **WP Titles:** Please e-mail cgmssec@eumetsat.int the list of titles of the Working Papers, together with the Working Paper numbers and the corresponding agenda items where they will be presented.
- **WPs:** Please submit the Working Papers and/or presentations (in word/.ppt or pdf formats) to **CGMS Secretariat** by sending an e-mail at cgmssec@eumetsat.int or by using the following Filedrop link: <https://filedrop.eumetsat.int/filedrop/cgmssec@eumetsat.int>

(The Filedrop Service is a web interface that enables you to send large files by email, easy and secure. You have to simply enter the recipient email address and add your file).

Please always indicate in your message which agenda item the document relates to. The CGMS Secretariat will then upload the documents online and a short confirmation e-mail will be sent when it has been made.

6 GUIDELINES FOR SPACE AGENCY MEMBERS TO SUBMIT INFORMATION FOR THE UPDATING OF THE OSCAR/SPACE DATABASE

In addition, CGMS Members are kindly requested to provide inputs to WMO related to the updating of the WMO OSCAR/Space database.

CGMS Members are responsible for providing in a timely manner any required and requested information related to their satellite missions in order to maintain and keep the information contained in the OSCAR/Space database up to date. Please provide this information to the WMO Space Programme Office (hpohjola@wmo.int, kholmlund@wmo.int), in accordance with the following:

- a) Throughout the year, the WMO Space Programme Office is providing the O/SST focal points with templates indicating the missing or outdated information related to Earth Observation missions. CGMS Members shall ensure that the fully completed templates are returned to the WMO Space Programme Office by their OSCAR/Space Support Team (O/SST) focal points in a timely manner and within the requested deadlines.

- b) Throughout the year, the WMO Space Programme Office is providing the CGMS Space Weather Coordination Group (SWCG) with templates indicating the missing or outdated information related to space weather missions. The SWCG Co-chairs shall ensure that the fully completed templates are returned to the WMO Space Programme Office in a timely manner and within the requested deadlines.
- c) In addition, CGMS Members shall immediately inform their O/SST focal points on the occasion of newly launched satellites and satellite/instrument anomalies or changes. O/SST focal points shall then provide updated information to the WMO Space Programme Office as soon as possible.

The WMO Space Programme Office will provide progress reports at each CGMS plenary.

List of O/SST CGMS Focal Points (as of February 2020):

CMA	Lu	Feng	lufeng@cma.gov.cn
CNES	Tabary	Pierre	pierre.tabary@cnes.fr
CNSA	Gan	Yong	gany@cnsa.gov.cn
CSA	Girard	Ralph	ralph.girard@canada.ca
ECCC	Kaya Linklater	Shannon Christopher	shannon.kaya@canada.ca , christopher.linklater@canada.ca
ESA	Petiteville	Ivan	ivan.petiteville@esa.int
EUMETSAT	Bojinski	Stephan	stephan.bojinski@eumetsat.int
IMD	Mitra	A.K.	ashimmitra@gmail.com
ISRO	Kumar	Raj	rksharma@sac.isro.gov.in
JAXA	Kurino	Toshiyuki	kurino.toshiyuki@jaxa.jp , tkurinowmo@gmail.com
JMA	Owada	Hiromi	metsat@met.kishou.go.jp
KMA	Kim	Dohyeong	dohyeong@gmail.com
KARI	Hyo-Suk	Lim	hslim@kari.re.kr
NASA	Webb	Charles	charles.webb@nasa.gov
NOAA	Kutny	Mary Ann	mary.ann.kutny@noaa.gov
ROSCOSMOS	Karelin	Alexander	avkarelin@mail.ru
ROSHYDROMET	Uspensky	Sergey A.	uspenskys@planet.iitp.ru
WMO	Pohjola	Heikki	hpohjola@wmo.int