

## COORDINATION GROUP FOR METEOROLOGICAL SATELLITES - CGMS -

### CGMS TASK FORCE ON RESTRUCTURING HIGH LEVEL RECOMMENDATIONS

#### 1 INTRODUCTION

Following discussions at CGMS-39, and NOAA-WP-35, two actions were raised:

Action 39.18: Interested CGMS Members to nominate a participant in the CGMS Internal Study Task Force in charge of reviewing CGMS structure, meetings and practices for next meeting. Deadline: 31 October 2011
Action 39.19: CGMS Members to review and approve the report of the CGMS Internal Study Task Force by April 2012 so that it could be implemented for CGMS-40. Deadline 30 April 2012.

As a consequence a CGMS internal Task Force meeting on CGMS restructuring took place at EUMETSAT on 9-10 January 2012 (see Annexes 2-3 for list of participants and Task Force Terms of Reference).

In preparation of the meeting, the CGMS Secretariat prepared an online survey for CGMS Members which was taken into account in the discussions. A summary of the responses to the questionnaire is provided in Annex 4.

Section 3 of this document sets out the high level recommendations reached during the discussions of the Task Force. These recommendations now need to be agreed by CGMS Members with a view to implement it for CGMS-40 in November 2012.

**CGMS Members are therefore invited to indicate to the CGMS Secretariat ([cgmssec@eumetsat.int](mailto:cgmssec@eumetsat.int)) by 15 March 2012 if they can accept the recommendations of the Task Force as presented in Section 3.**

Should there be major comments, the CGMS Secretariat is prepared to organise a teleconference to further discuss the issues which are of concern in order to arrive at a conclusion. As agreed at CGMS-39, the objective still remains to implement the high level recommendations for CGMS-40.

## 2 DETAILED OUTCOME OF THE TASK FORCE DISCUSSIONS

The Task Force discussions have been structured according to the main items listed in the Terms of Reference agreed at CGMS-39.

### 2.1 Task Force discussions on CGMS Plenary Agenda - a living document

The CGMS agenda should be a living document in that:

- Plenary sessions shall no longer be driven by the Working Papers. The Plenary shall rather provide strategic directions to the Working Groups (WGs) to generate relevant technical discussions;
- To achieve the above, CGMS Plenary shall agree on a 3-5 year “high level priority plan” and task the WGs accordingly. This plan (or “multi-year agenda”) should not be a comprehensive document but rather a list of important discussion and decision items as well as a list of high-level deliverables related to each aspect of CGMS activities: coordination of systems, of products, of services, overall policy and outreach. Adjustments will be made when needed following each plenary meeting to assure it reflects the activities of CGMS appropriately;
- A new plenary agenda item will be introduced to allow for discussion on key issues requiring decisions and commitments beyond a concrete action and also on strategic issues identified by the WGs, cross-agency relevant papers, and depending on the topic and needs guest speakers invited. This will then be reflected in the annual agenda making it a living document changing to a greater or lesser extent from year to year depending on the focus at the time;
- Presentations to plenary will be short and concise and supported by powerpoint presentations if needed;
- Sufficient time shall be allocated for discussions;
- The agenda item related to requirements by WMO, GCOS, and IOC (and other international bodies as necessary) shall be maintained and given more priority. This is due to the focus by CGMS on its response to WMO programme requirements;
- A dedicated agenda item on outreach (communication/PR) could be added to strengthen the communication on CGMS and to assure there is a clear awareness of what CGMS stands for and does;
- The Plenary could take place on 1.5 days, starting in the middle of the CGMS week, encouraging the participation of high level representatives of CGMS Member agencies.

On the basis of the discussions, the Plenary agenda has been reorganised, consolidated and agreed by the Task Force. The proposed structure of the new Plenary Agenda is enclosed in Annex 1.

## **2.2 Task Force discussions on CGMS Working Groups**

On the CGMS Working Groups (WGs), the Task Force reached the following conclusions:

- The WGs are a key component of CGMS as they are the place where technical issues can be discussed in detail. Discussions in the WGs are essential to keep the technical rigour and pertinent alignment between CGMS members that is needed to trigger decisions at Plenary level;
- Based on the proposed 3-5 year “high level priority plan”, CGMS plenary shall task the WGs to address specific and relevant topics/activities or similar;
- Too many papers are addressed in WGII. It is therefore proposed that WGII Chairpersons provide guidance for the submission of Working Papers to WG II;
- Recognising that WGII already has regular reports from the four International Science Working Groups and recognising that the rapporteurs already provide active interaction between the four international Working Groups and CGMS it is thought that WGII shall establish more an even more visibility to those WGII shall establish even more visibility to those International Science WGs (ITWG, IPWG, IWWG, IROWG). The idea is to better integrate the high level of expertise in the International Working Groups into the progress of CGMS. Rapporteurs have to act as catalysts for such activities. As a new measure it is proposed that regular meetings take place some 6-8 weeks before a CGMS meeting between the co-Chairpersons and the pertinent rapporteur via telecon. It is assumed that relevant papers from the International Working Groups for CGMS will have been co-written before that telecon. Thus the telecon will concentrate on the key issues to be highlighted at CGMS by the rapporteur. Occasionally, depending on the topic, it might be beneficial to invite the co-Chairpersons of the four International Working Groups for specific presentations to CGMS plenary. Furthermore, it has been agreed that the co-Chairpersons of the four International Working Groups and the rapporteurs meet once in person to discuss the coherent interaction between CGMS and the four International Working Groups. It is planned to do this during the EUMETSAT Satellite Conference in Sopot, Poland, in September 2012;
- The objectives/scope, focus and agenda of the WGs need to be reaffirmed and updated as necessary. WG Chairs will make appropriate proposals for implementation at CGMS-40;
- The WG Chairpersons and Rapporteurs shall be encouraged to hold intersessional meetings (virtual, teleconference or other) at their discretion to follow-up the activities of the WGs between two CGMS meetings;
- Each Working Group should review what aspects of training, education and user preparedness is addressed by its WG.

- It is proposed to introduced co-Chairpersons for all WGs at CGMS allowing a wider geographical ownership to the WGs (this is currently only made in WGII);
- It is proposed to rename the WGs I, III and IV as follows to better reflect the issues discussed by the WGs:
  - o WGI was suggested to be renamed “Global issues on satellite systems and telecommunication coordination” to address the satellite system aspect and not solely telecommunication matters;
  - o WGIII was suggested to be renamed “Global perspective on operational continuity and reliability”;
  - o WGIV was suggested to be renamed “Global issues on data services” to encompass not only dissemination, but also processing, formatting, and archiving.

The current WG agenda was not discussed in detail since it will require updating after the review of the scope and structure of the WGs by the WG Chairpersons and Rapporteurs.

### **2.3 Task Force discussion on Coordination with the International Scientific Working Groups (ITWG, IPWG, IWWG, IROWG)**

The Task force underlined that an asset of CGMS was its very close relationships with the International Science Working Groups of TOVS, Precipitation, Winds and Radio Occultation. The Task Force recommended strengthening this relationship by systematically inviting a representative of the International Science WGs at CGMS. In particular WGII needs to assure enhanced coordination with the International Science Working Groups to eliminate confusion and any overlaps (as previously described).

### **2.4 Task force discussion on CGMS Schedule**

- The Task Force considered that it was important to continue to have CGMS WGs and Plenary discussions during the same week.
- CGMS WGs discussions could be planned for 2 days, with a ½ additional day for the preparation of the WGs’ inputs for Plenary.
- CGMS Plenary discussions could be planned for 1.5 days.
- The CGMS Technical visit might be moved to the end of the week and be made optional.

In view of the above, a proposed revised schedule to be implemented as per CGMS-40 in November 2012 has been prepared.

	Monday	Tuesday	Wednesday	Thursday	Friday
am	<b>WORKING GROUPS</b> WGI, WGII	<b>WORKING GROUPS</b> WGII, WGIII	Preparation of WG high level conclusions/ presentations to Plenary	<b>PLENARY</b>	<b>WORK COMMITTEE</b>  Follow-up and plan of implementation for CGMS n+1
pm	<b>WORKING GROUPS</b> WGII, WGIV	<b>WORKING GROUPS</b> WG mtgs cont'd + prep of WG conclusions	<b>PLENARY</b>	<b>PLENARY</b>	<b>TECHNICAL VISIT/ EXCURSION</b> (optional)
			Social event	End of meeting	

- In addition, in order to minimise the conflict with other international meetings in the autumn (CEOS Plenary, GEO Plenary,...), CGMS will generally be held in the spring/summer period, starting in 2013 with CGMS-41.

## 2.5 Process between CGMS plenary meetings

In order to implement the above, the CGMS Secretariat, WG Chairpersons, WGs rapporteurs, and scientific WG representatives (if any) shall meet immediately after the plenary meeting on day 5.

The objective of this post-Plenary meeting is to:

- Plan activities in the coming year in view of the next CGMS plenary meeting and the follow up of the implementation of the 3-5 year “high level priority plan”; and
- Attribute task leaders to follow up on the actions and recommendations in between sessions.

The same group of people will hold as a minimum two teleconferences: i) one at n+6 months, and ii) one 2 months prior to the next CGMS plenary meeting with the objective to:

- (i) review progress vis-a-vis the plan and to prepare the agenda for CGMS n+1;
- (i) identify main topics for discussion in plenary including outcomes of the WGs;
- (i) prepare the WG discussions at plenary including guidance on WPs to be prepared; and
- (ii) check the progress status two months prior the next CGMS plenary meeting.

## 2.6 Task Force discussions on Working Papers

- The number of Working Papers (WPs) has increased over the years and in view of the new structure there is a need for consolidation and reduction. An objective should be to have no more than 20 papers per CGMS agency.
- WPs shall mainly support the WG discussions. Their number and scope shall be defined under guidance provided by the WG Chairperson.
- WPs in support to Plenary shall be limited. Discussions in Plenary will be supported by .ppt presentations if necessary and WPs will no longer be read out loud.
- The Task Force also noted that to facilitate full participation by all members, authors of papers and oral presenters should use simple and clear English so non-native English speakers may follow along with ease.
- For the presentation on current/future satellite programmes (revised agenda item C) there shall be *one WP per agency* covering all relevant programmes (GEO, LEO, HEO, space weather...), i.e. a combined paper covering the current various WPs on these topics. The CGMS Secretariat will provide a template for this WP.
- The presentation of the programmes to Plenary will be supported by a .ppt presentation, summarising the WP described above. The presentation shall focus on the agency programmes relevant to CGMS. Each member agency will be allocated a maximum of 10 minutes for the presentation.
- There will be two types of WPs: i) WPs for discussion and ii) WPs for information.

## 2.7 Task Force discussion on level of Participation

The Task Force agreed that the restructuring of the CGMS Agenda shall aim at enabling the participation of the highest possible level of the CGMS Member agency representatives empowered with decision taking on CGMS related matters.

In terms of the proposed consolidated schedule where the WGs will meet on days 1-2 and plenary on days 3-4 (see chapter on schedule for details), this means that the WGs can be represented by the WG Chairpersons in Plenary and in the strict sense WG participants are not required to attend unless a contribution is foreseen for plenary. The latter is naturally for each Member agency to decide.

## 2.8 Task Force discussion on links to other international organisations

- The survey had highlighted a feeling of a possible overlap between CGMS, CEOS, and the WMO Consultative Meetings on High-level Policy on satellite Matters (CM).
- The Task Force reaffirmed the unique role of CGMS as technical and programmatic coordination body for satellite systems (both operational and R&D) that support operational requirements from WMO and IOC.

- As for CEOS, the Task Force did not feel it necessary to develop a specific document to clarify the difference between CGMS and CEOS. This was done 3 years ago and led to more coordination during the preparation of the respective Plenary meetings. By reaffirming the Charter and identity of CGMS, by linking more closely with the International Science WGs, and by achieving senior management endorsement on the 3-5 year “high level priority plan”, CGMS will naturally clarify its role. As CEOS has a high level strategic and policy focus, it would be up to each agency to be coherent in CGMS and CEOS frameworks and to make use of the most appropriate group to treat items of relevance.
- On WMO CM, the Task Force felt there was no overlap. WMO CM focuses on high-level policy guidance to the WMO Programmes, whereas CGMS focuses on technical coordination aspects among satellite operators, is more frequent and longer in duration.

## 2.9 Task Force discussion on Outreach activities

- Strengthened outreach activities (communication/PR activities) are necessary and a dedicated plenary agenda item has been added. CGMS members may be requested by the Secretariat to provide assistance for these efforts.
- A short CGMS publication (brochure/flier) will be prepared and proposed by the CGMSSEC for the CGMS 40 commemoration. It will cover the scope, objectives and membership of CGMS including achievements made. This publication shall be written in such a way that it has a longevity to avoid frequent updating and reprinting.
- The CGMS publication to be complemented by newsletters, factsheets, primarily in electronic format (in printing quality should there be a need for printed material) on e.g. activities of the WGs, the link to the International Scientific WGs, joint achievements, bilateral interactions between CGMS partners for the benefit of the CGMS group, etc.
- The dedicated CGMS web-site [www.cgms-info.org](http://www.cgms-info.org) needs to be made better use of and members are invited to make regular contributions for publication online.
- Dissemination of CGMS information at appropriate/relevant events shall also be considered.

## 2.10 Task Force discussions on CGMS Report

- The CGMS report will no longer be reviewed and approved at the end of the plenary meeting, but will be finalised, circulated and approved via e-mail (similar to CGMS-39). Only the actions and recommendations resulting from the meeting will be agreed at the Plenary meeting itself.
- The report will continue to be made available in paper format and electronically on the internet ([www.cgms-info.org](http://www.cgms-info.org)) as well as by e-mail.



### 3 HIGH LEVEL RECOMMENDATIONS OF THE CGMS TASK FORCE ON CGMS RESTRUCTURING

1. CGMS-40 should be the opportunity to reaffirm the key CGMS features mainly emphasising on:
  - The need to keep a clear focus on coordination of long-term and sustainable satellite systems relevant to weather and climate to which both operational and R&D agencies can contribute;
  - The need to keep a technical focus in CGMS discussions;
  - The need to continue to respond to requirements from WMO and related programmes (e.g. IOC, GCOS, ...).

This could be achieved by having CGMS Members reaffirming their commitment to the CGMS Charter during CGMS-40.

2. CGMS Plenary session Agenda should be revised to focus on issues which require discussions at the level of the Heads of CGMS Delegations. A draft Plenary Agenda reflecting the outcome of the Task Force discussions is proposed for endorsement (Annex 1).
3. To prepare for Plenary discussions, it is proposed to develop a 3-5 year “high level priority plan” which will guide the discussions of the CGMS Working Groups. A first version of this plan will be endorsed at CGMS-40, setting the priorities for the years to come.
4. Current Working Groups will be maintained but WGI, III and IV will be renamed to reflect the broader scope of the issues that they have to address.
5. CGMS-40 should establish stronger and more visible links with the International Science WGs (ITWG, IPWG, IWWG, IROWG).
6. CGMS Schedule should be revised with WGs discussions taking place on Day 1 and 2, Plenary meeting on Day 3 and 4. An optional technical excursion might be proposed on Day 5.
7. To avoid conflict with other international meetings, CGMS should be scheduled in the May-July timeframe, starting in 2013.
8. CGMS Secretariat shall conduct intersessional activities to prepare for CGMS Plenary together with WGs Chairpersons and Rapporteurs, and the International Science WGs Chairpersons. This includes a post-Plenary planning meeting and intersessional teleconferences.
9. The number of Working Papers should aim at not exceeding 20 per agency. Guidance in prioritising WPs shall be provided by the WG Chairpersons. For reporting on current and future programmes, CGMS Member agencies will use a common template provided by the CGMS Secretariat.



10. Restructuring of the CGMS Agenda shall aim at facilitating the participation of the highest possible senior representatives empowered to decide on CGMS matters.

#### **4 40TH CGMS ANNIVERSARY**

In addition to the restructuring of the Agenda, the Task force also discussed the celebration of the 40<sup>th</sup> anniversary of CGMS. The Task force felt that the 40<sup>th</sup> anniversary of CGMS would be the opportunity to trigger the presence of high level representatives from CGMS Members.

The Plenary meeting would focus on discussing the 3-5 year “high level priority plan” and to achieve the endorsement of it. At the meeting, it would be important for CGMS Members to reaffirm their support to the CGMS Charter. Furthermore, communication on CGMS achievements shall be made. It was agreed that it would also be beneficial to invite the International Scientific Working Group Chairpersons to attend on this occasion.

It is planned to have a dedicated evening programme at CGMS-40 on day 3 (Wednesday) to celebrate the 40 years. A roundtable session with the “CGMS forefathers” will be organised.

#### **5 CONCLUSIONS**

**CGMS Members are therefore invited to indicate to the CGMS Secretariat ([cgmssec@eumetsat.int](mailto:cgmssec@eumetsat.int)) by 15 March 2012 if they can accept the recommendations of the Task Force as presented in Section 3.**

Should there be major comments, the CGMS Secretariat is prepared to organise a teleconference to further discuss the issues which are of concern in order to arrive at a conclusion. As agreed at CGMS-39, the objective still remains to implement the high level recommendations for and at CGMS-40.

#### **ANNEXES:**

- 1) Revised draft CGMS Plenary Agenda
- 2) CGMS internal task force meeting attendance
- 3) CGMS internal task force Terms of Reference
- 4) Online CGMS survey on restructuring – summary results
- 5) CGMS Charter

## ANNEX 1: REVISED DRAFT CGMS PLENARY AGENDA

Below is the proposed revised agenda skeleton for CGMS Plenary. It can be altered annually depending on the needs, and the titles of items D-G are likely to be updated following the review of the scope and renaming of the WGs (see chapter on WGs).

### DRAFT STRUCTURE OF REVISED AGENDA FOR CGMS PLENARY MEETINGS

#### A. Introduction

A.1 Welcome, approval of agenda, action review

#### B. WMO and IOC requirements

B.1 WMO meteorological programmes and projects (incl WIGOS)

B.2 GCOS and other climate monitoring activities

B.3 IOC, JCOMM and other ocean monitoring activities

B.4 Space weather

#### C. Reports on the status of current and future satellite systems

C.1 Operational satellite systems

C.2 Research & Development satellite systems

#### D. Global perspective on operational continuity and reliability (WGIII)<sup>1</sup>

D.1 Global Planning, including orbital positions

D.2 Contingency measures

D.3 Contingency planning and associated risk assessment

#### E. Global issues on telecommunication coordination (WGI)<sup>1</sup>

#### F. Global issues on satellite products (WGII)<sup>1</sup>

Including reports from the international scientific WGs (ITWG, IWWG, IPWG, IROWG) and GSICS.

#### G. Global issues on data services (WGIV)<sup>1</sup>

#### H. CGMS strategic issues

To be defined annually. i.e. discussion on implementation plan, dedicated presentation on specific issues (e.g. architecture for climate monitoring, or issues resulting from the International Science Working Groups (ITWG, IWWG, IPWG, IROWG, ...)).

#### I. Education and training

#### J. Outreach activities

#### K. Any other business

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<sup>1</sup> Following the renaming of the WGs, the wording of items D-G might be slightly modified.

**L. Summary list of actions and recommendations**

**M. Final session**

M.1 Nomination of CGMS representatives at other meetings

M.2 Nomination of chairpersons and rapporteurs of the CGMS Plenary Working Groups

M.3 Date and place of next meeting

**ANNEX 2: CGMS INTERNAL TASK FORCE MEETING ATTENDANCE****PARTICIPANTS:****EUMETSAT**

Mr Mikael Rattenborg, Director of Operations  
Mr Joaquin Gonzalez, Head of System Engineering Support Division  
Dr Volker Gärtner, Head of User Service  
Dr Johannes Schmetz, Head of Meteorological Division  
Mr Paul Counet, Head of Strategy and International Relations  
Ms Anne Taube, International Relations Assistant

**JMA**

Mr Osamu HAMADA, Senior Scientific Officer, Satellite program Division, Observations  
Dept  
Mr Yukihiko KUMAGAI, Scientific Officer, Office of International Affairs

**KMA**

Dr Dohyeong KIM, Senior Researcher, Satellite Planning Division, NMSC

**NOAA**

Ms Suzanne Hilding, Acting Director, Office of Systems Development  
Mr Charles Wooldridge, Deputy Director, International & Interagency Affairs Office  
Dr Mitch Goldberg, Deputy Director, Office of Research (by phone)

**WMO**

Mrs Barbara Ryan, Director, Space Programme Office  
Mr Jerome Lafeuille, Chief, Space-based Observing System Division

## ANNEX 3: CGMS INTERNAL TASK FORCE TERMS OF REFERENCE

### DRAFT

#### Terms of Reference CGMS Internal Review Task Force

### PURPOSE

The CGMS Internal Review Task Force, established at CGMS-39, will review the effectiveness of CGMS meetings and propose improvements to CGMS structure, agendas, and documentation to be implemented at the occasion of CGMS 40.

### KEY CONSIDERATIONS

1. Any restructuring will be performed keeping in mind that CGMS will retain its role as an international mechanism for technical coordination, and a unique source of information on the activities of the different CGMS members and observers.
2. Proposed changes should enhance CGMS deliverables and member responsiveness with regard to development of standards, guidelines, baseline architecture, and contingency plans and agreements.
3. An objective is to reorganize the agenda to justify and facilitate the presence of heads of member agencies, at least to the Plenary part of the meeting.

### MEMBERSHIP

The Task Force will consist of 4-6 representatives of member agencies and reflective of the diversity of CGMS membership. A representative of the CGMS Executive Secretariat will serve as convenor of the Task Force and will provide adequate administrative support.

### DELIVERABLES

The Task Force will conduct a review and prepare a report with recommendations on the following topics:

- CGMS agenda structure
- length of meetings
- working paper process and documentation burden
- level of participation by members

- intercessional activities and use of intercessional meetings
- working group structure and Terms of Reference of WGs
- CGMS representation/liaison in other bodies (International Working Groups and Coordinating Groups)
- level of involvement and engagement of all members and consider barriers to participation

## TIMELINE

Jan 2012: Task Force conducts review and writes report

Apr 2012: Members review and approve report

May 2012: Final decisions implemented by Secretariat for the 40<sup>th</sup> Meeting

EUMETSAT as CGMS Secretariat may host a meeting of the TF in the November / December timeframe in Darmstadt.

## ANNEX 4: CGMS ONLINE SURVEY SUMMARY RESULTS

Survey name	Restructuring CGMS
Created by	debble
Created	21/11/2011 11:34:39
Total amount of respondents	11
Answer time	06/01/2012 03:12:36

Ordered by answers

**1. Which CGMS Member Agency do you represent?**

1. JAXA (-42509500)
2. cnrs (-42523270)
3. The European Space Agency (ESA) (-42540436)
4. WMO (-42627007)
5. CNES (-42681666)
6. NOAA (-42688408)
7. NOAA (-42694556)
8. NASA (-42695023)
9. Japan Meteorological Agency (-42704963)
10. KMA (-42771124)
11. CMA (-42811532)

**2. How many annual meetings has your Agency attended?**

number

1. 8 (-42509500)
2. 4-5 (-42523270)
3. >20 (-42540436)
4. 38 (-42627007)
5. A few (-42681666)
6. 39 (-42688408)
7. 39 (-42694556)
8. >2 (-42695023)
9. 39 (-42704963)
10. 9 (-42771124)
11. ~20 (-42811532)

**3. What is your role in CGMS?**

Text

1. Delegate of a Research and Development Agency (-42509500)
2. member of R&D satellite manager (-42523270)
3. ESA is an R&D agency (-42540436)
4. Member (-42627007)
5. R&D space agency. Goal is mainly to inform operators (-42681666)
6. Head of Agency (-42688408)
7. Rapporteur for working group 2 (-42694556)
8. I am lead NASA representative (-42695023)
9. Operator of geostationary meteorological satellite (-42704963)
10. 1) presentation of WPs, 2) taking actions (-42771124)
11. International Relations Specialist (-42811532)




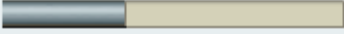
**4. How much time does your Agency spend annually on CGMS activities?**

1. 2 or 3 months per year (-42509500)
2. 1 month before CGMS MEETING 1 month after ogms meeting (-42523270)
3. On CGMS "as such", about 20 man-days On CGMS-related satellite systems, data exploitation and other supporting activities of interest to CGMS, the time spent is considerable (hundreds of man-year), very difficult to evaluate, but probably not relevant for this survey. (-42540436)
4. 5 man month (including support to web site) (-42627007)
5. Not much time. (-42661666)
6. 3 months (-42686408)
7. Considerable. In addition to involvement in the working groups at the annual CGMS meeting, we are also very active in the CGMS working groups - ITWG, IPWG, IWVG, and IROWG. (-42694556)
8. Not all that much - we have only recently gotten more formally engaged (starting with CGMS-38) after having been more intermittently engaged. We have provided 6 working papers for CGMS-38 and 8 for CGMS-39. We had a limited number of participants at the meeting (-42695023)
9. About 3 months (-42704963)
10. Before the annual meeting, there are discussions among the related departments and then writing the working papers After the meeting, related action items and analysis of KMA related working papers (-42771124)
11. Months (-42811532)

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**5. Is the content of the annual meeting agenda appropriate in its current form (ref. CGMS-39)?**


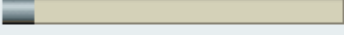
Number of question respondents: 11 (avg: 1.4)

(5.1) Yes		63.6%	7
(5.2) No		36.4%	4

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**6. Are there any activities that CGMS addresses that no longer provide value to your organisation?**

Number of question respondents: 11 (avg: 1.1)

(6.1) No		90.9%	10
(6.2) Yes: what are these?		9.1%	1


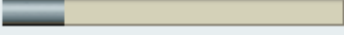
Question [6.2] (Are there any activities that CGMS addresses that no longer provide value to your organisation? . Yes: what are these?)

1. Global Dissemination (-42681666)

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**7. Are there any additional issues you would like to be addressed in Plenary?**

Number of question respondents: 11 (avg: 1.2)

(7.1) No		81.8%	9
(7.2) Yes: what are these?		18.2%	2

Question [7.2] (Are there any additional issues you would like to be addressed in Plenary?. Yes: what are these?)

1. (1) Path towards new operational/sustained missions (2) Compatibility of products/services (-42627007)
2. Coordination with CEOS (-42681666)

**8. How could the agenda be amended in view of participation in Plenary by the Heads of the respective CGMS Member Agencies?**

1. No change (-42509500)
2. It is difficult (-42523270)
3. One could imagine that the agenda be more visibly divided into two parts, with the first one being devoted to working groups and status reports, from which a set of technical recommendations could be readily accepted and an integrated set of high-level recommendations would be assembled, and the second part being the "real" Plenary session where the Heads of CGMS Member Agencies would meet, discuss high-level issues and prospects, and discuss and adopt the recommendations stemming from the working groups. (-42540436)
4. - Plenary concentrated on the last two (full) days - ItemD: reword D2 and D3 as outcome of WG III, "Contingency measures if relevant" and "Risk areas and contingency planning" respectively) - add items for "Path towards new ops/sustained missions" and "Compatibility of products/services" (-42627007)
5. If the CGMS plenary meeting changes to a meeting on high-level policy matters, what would be its role as compared to the one of the WMO consultative meetings on high-level policy on satellite matters? (-42681666)
6. Plenary should be more focused on strategy and high-level policy matters, as well as for decisions and discussion of agency commitments. (-42688408)
7. Not start the week with a short Plenary, and then working groups and technical visit and back to plenary. Need two consecutive plenary days. (-42694556)
8. First, we need to get away from the idea of "participation in Plenary by the Heads of the respective CGMS Member Agencies" - In the case of my agency (NASA) I really can't imagine that to happen. By using terms like this, it sends a strong demoralizing message to those of us who do the work and attend that somehow we're not good enough! We should be pushing for the highest realistic level of participation from the agency. Agenda-wise, the main thing is to get away from the formulaic and rote summary of working papers with no real discussion and to have a focus on "what's new and different" as well as some "directed presentations" in which invited participants summarize what's been happening in selected areas. (-42695023)
9. JMA does not feel the need of the attendance of the Heads in CGMS. (-42704963)
10. It may be the matter of contents/discussed issues than the agenda. Formulating and updating mid and long-term Work Plan of the each agency as suggested by EUMETSAT is preferable. (-42771124)
11. 123 (-42811532)


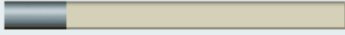






**9. What would the agenda look like if you could chose?**

1. As before (-42509500)
2. I like this agenda (-42523270)
3. See above response under 8. (-42540436)
4. See above- and limit the volume/number of WG II papers, which is strongly imbalanced. Suggest that WG II contributions from CGMS Members are consolidated by topics and focusing on where there is scope for international harmonization and intercomparison, and allow more time for discussion. More reports on product developments should be encouraged to be provided in international science group meetings (ITWG, IWWG, IPWG, IROWG) or conferences. Furthermore, allow for discussion on training in WG II if not addressed by VLab. (-42627007)
5. ? (-42681666)
6. Focus solely on major areas of discussion and coordination, addressing simple technical updates and data requests in working papers that are not necessarily presented at CGMS. (-42688408)
7. Two months prior to Plenary, working groups would meet to discuss key issues. At this meeting I would include attendance of the working group members, but for working group 2 I would include attendance of the co-chairs of IPWG, ITWG, IWWG and IRWG to capture key progress and key issues. I would then have this reported at Plenary via powerpoint. So the schedule would Day 1 - half day meeting of working group to go over powerpoint presentation - make sure everyone agrees - remember most of the work would have been completed two months prior, then Day 2 and Day 3 is plenary - only powerpoint presentations, and Day 4 - optional excursion. (-42694556)
8. As noted in # 8, the agenda should provide for fewer longer talks by the agencies focusing on "what's new and different" and also some invited talks looking at particular issues from an "across the agencies" point of view to look at opportunities/gaps/etc. We really need to get away from walking through every working paper (reducing the number of working papers could help) (-42695023)
9. NA (-42704963)
10. It is the same as the agenda of CGMS-39 (-42771124)
11. 123 (-42811532)

**10. Is there sufficient time allocated for the Working Groups to meet?**

Number of question respondents: 11 (avg: 1.2)



<p><b>11. Is there sufficient time allocated for Plenary?</b></p> <p>Number of question respondents: 11 (avg: 1.2)</p> <p>(11.1) Yes  81.8% 9</p> <p>(11.2) No  18.2% 2</p>			
<p><b>12. Is there sufficient time allocated to prepare the meeting reports?</b></p> <p>Number of question respondents: 11 (avg: 1)</p> <p>(12.1) Yes  100% 11</p> <p>(12.2) No  0% 0</p>			
<p><b>13. Could the schedule be shortened?</b></p> <p>Number of question respondents: 11 (avg: 1.5)</p> <p>(13.1) No  45.5% 5</p> <p>(13.2) Yes: In what way?  54.5% 6</p> <p>Question [13.2] (Could the schedule be shortened?. Yes: In what way?)</p> <ol style="list-style-type: none"> <li>1. By holding apart WG sessions (-42681666)</li> <li>2. Combine the Plenary into a single session. (-42688406)</li> <li>3. Don't have full day of touring, avoid walking through every working paper (-42695023)</li> <li>4. Not all participants would need to stay the whole week. (-42540436)</li> <li>5. Working groups could meet two months prior to plenary, and the result would be presented at plenary (-42694556)</li> <li>6. workshop can be shorten (-42523270)</li> </ol>			
<p><b>14. Do you consider the day set aside for the technical visit/cultural excursion necessary?</b></p> <p>Number of question respondents: 11 (avg: 1.6)</p> <p>(14.1) Yes  36.4% 4</p> <p>(14.2) No  63.6% 7</p>			

**15. What would the schedule look like if you could chose?**

1. As before (-42509500)
2. It is enough for half day during meeting (-42523270)
3. Day 1 - morning: "pseudo-Plenary" session, nomination of WG chairs/rapporteurs, etc. afternoon: WG 1 to IV in parallel Day 2: WG 1 to IV in parallel Day 3 - morning: WG 1 to IV in parallel as necessary afternoon: writing draft reports - visit (other participants) Day 4 - Plenary with only Heads of CGMS Member Agencies Other participants leave, except a few people (WG chairs and rapporteurs) End of meeting (-42540436)
4. Day 1, AM: WG I and II; Day 1 PM: WG III and II; Day 2, AM: WG IV and possible ad-hoc meeting on policy matters (e.g. architecture for climate monitoring, depending on the needs); Day 2, PM: preparation of WG reports to plenary; Day 3: technical visit (rather thechnical than purely touristic); Day 4 and 5: Plenary - two full days (-42627007)
5. To hold the WG sessions in a separate meeting, because they can involve different people. (-42681666)
6. First two days for Working Group meetings, with the next day and a half for the Plenary Session. No site visits, or site visits following the close of the Plenary. (-42688408)
7. Two months prior to Plenary, working groups would meet to discuss key issues. At this meeting I would include attendance of the working group members, but for working group 2 I would include attendance of the co-chairs of IPWG, ITWG, IWWG and IRWG to capture key progress and key issues. I would then have this reported at Plenary via powerpoint. So the schedule would Day 1 - half day meeting of working group to go over powerpoint presentation - make sure everyone agrees - remember most of the work would have been completed two months prior, then Day 2 and Day 3 is plenary - only powerpoint presentations, and Day 4 - optional excursion. (-42694556)
8. Fewer, longer presentations by agencies on what's new and different, and a number of invited presentations on cross-cutting issues focusing on accomplishments, challenges, opportunities, and threats. There would never be a working paper by working paper walkthrough. There would be more time for real discussion. (-42695023)
9. NA (-42704963)
10. 1st and 2nd days for WG; 3rd and 4th days for plenary; 5th day for technical visit for option not mandatory (-42771124)
11. 123 (-42811532)

**16. Do you feel that the roles, responsibilities, and goals of the CGMS Plenary are clearly defined?**

Number of question respondents: 11 (avg: 1.2)



Question [16.2] (Do you feel that the roles, responsibilities, and goals of the CGMS Plenary are clearly defined?. No: how could they be improved?)

1. (-42688408)
2. By distinguishing technical issues from high-level policy issues, as suggested above. (-42540436)

**17. Are the shared expectations regarding actions, deliverables and outcomes met?**





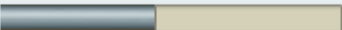



Number of question respondents: 11 (avg: 1.3)




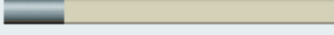
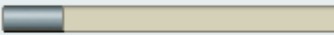




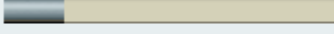

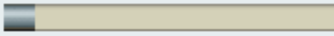

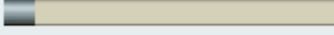


**18. Are you satisfied with how progress is measured and documented?**







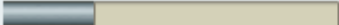

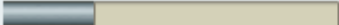

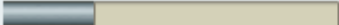



















Number of question respondents: 11 (avg: 1.4)



<p><b>19. Are there key ways in which the functions and activities of the Plenary should be improved or modified?</b></p> <p>Number of question respondents: 11 (avg: 1.4)</p> <p>(19.1) Yes  63.6% 7</p> <p>(19.2) No  36.4% 4</p>	
<p><b>20. With the increasing complexity of the issues being discussed, do you feel that future meetings would benefit from the attendance of the Heads of the CGMS Member Agencies?</b></p> <p>Number of question respondents: 11 (avg: 1.5)</p> <p>(20.1) Yes: how?  54.5% 6</p> <p>(20.2) No: why not?  45.5% 5</p> <p>Question [20.1] (With the increasing complexity of the issues being discussed, do you feel that future meetings would benefit from the attendance of the Heads of the CGMS Member Agencies?. Yes: how?)</p> <ol style="list-style-type: none"> <li>(-42611532)</li> <li>Ability to commit on agreed outcomes (-42627007)</li> <li>Head of Agencies would be able to make key decisions and commitments more quickly if present at the Plenary. (-42688406)</li> <li>Heads of agencies should attend discussions of complex issues (-42694556)</li> <li>It makes easier for decision making from the attendance of the Heads of the CGMS member agencies. As suggested by EUMETSAT, it is possible with the mid and/or long-term work plan of each agency and cooperation between agencies (-42771124)</li> <li>Technical coordination is going rather well, while policy issues are not properly dealt with, and this requires the senior-level participation. (-42540436)</li> </ol> <p>Question [20.2] (With the increasing complexity of the issues being discussed, do you feel that future meetings would benefit from the attendance of the Heads of the CGMS Member Agencies?. No: why not?)</p> <ol style="list-style-type: none"> <li>Already existing CM meetings (-42681666)</li> <li>Because the heads do not always have the right to make a decision during the conference (-42509500)</li> <li>It is not CM,CGMS for information and idea exchange (-42523270)</li> <li>It's fine if they want to come, but it's unrealistic to expect heads of all agencies to come. Focus should be on highest level of relevant parts of organizations, but whoever attends should be made to feel welcome instead of being given the sense that "they're not who we really wanted" (-42695023)</li> <li>JMA regards that the CGMS meeting is the place to discuss technical issues. Therefore, appropriate experts should be participated, but the participation of the Heads of Agencies is unnecessary. (-42704963)</li> </ol>	
<p><b>21. Should Working Groups be reorganised and/or consolidated?</b></p> <p>Number of question respondents: 11 (avg: 1.5)</p> <p>(21.1) Yes  45.5% 5</p> <p>(21.2) No  54.5% 6</p>	
<p><b>22. Is there a need for the current Working Groups (WGI Telecommunications, WGII Satellite Products, WGIII Contingency Planning, WGIV Global Data Dissemination)?</b></p> <p>Number of question respondents: 11 (avg: 1.1)</p> <p>(22.1) Yes  90.9% 10</p> <p>(22.2) No: which one(s) do you feel are no longer necessary?  9.1% 1</p> <p>Question [22.2] (Is there a need for the current Working Groups (WGI Telecommunications, WGII Satellite Products, WGIII Contingency Planning, WGIV Global Data Dissemination)?. No: which one(s) do you feel are no longer necessary?)</p> <ol style="list-style-type: none"> <li>WGII can be divided into two or three group. (-42523270)</li> </ol>	

<p><b>23. Is there a need for the creation of new Working Group(s)?</b></p> <p>Number of question respondents: 11 (avg: 1.4)</p> <p>(23.1) No  63.6% 7</p> <p>(23.2) Yes: which one(s)?  36.4% 4</p>	
<p>Question [23.2] (Is there a need for the creation of new Working Group(s)? Yes: which one(s)?)</p> <p>1. A "User Advocacy Working Group," focused on the needs of users (meteorological organizations). May also consider realigning or merging Working Group I and IV so frequency is covered with data dissemination. (-42668408)</p> <p>2. Ad-hoc meeting on current critical Issues (-42627007)</p> <p>3. new action (-42523270)</p> <p>4. WGIII should be renamed to encompass issues of contingency and continuity and issues of transitioning from R&amp;D to operational (-42540436)</p>	
<p><b>24. Is the established process for enabling new Working Groups appropriate?</b></p> <p>Number of question respondents: 11 (avg: 1.2)</p> <p>(24.1) Yes  81.8% 9</p> <p>(24.2) No  18.2% 2</p>	
<p><b>25. Do you feel that the roles, responsibilities and goals of the CGMS Working Groups are clearly defined?</b></p> <p>Number of question respondents: 11 (avg: 1.8)</p> <p>(25.1) Yes, very  18.2% 2</p> <p>(25.2) Acceptable  81.8% 9</p> <p>(25.3) No  0% 0</p>	
<p><b>26. Are you satisfied with the methods of communication used within the Working Groups?</b></p> <p>Number of question respondents: 11 (avg: 2.1)</p> <p>(26.1) Yes, very satisfied  9.1% 1</p> <p>(26.2) Satisfied  72.7% 8</p> <p>(26.3) No, dissatisfied  18.2% 2</p>	
<p><b>27. Are the shared expectations regarding actions, deliverables and outcomes met?</b></p> <p>Number of question respondents: 11 (avg: 1.1)</p> <p>(27.1) Yes  90.9% 10</p> <p>(27.2) No  9.1% 1</p>	
<p><b>28. Are you satisfied with how progress is measured and documented?</b></p> <p>Number of question respondents: 11 (avg: 1.1)</p> <p>(28.1) Yes  90.9% 10</p> <p>(28.2) No  9.1% 1</p>	



<p><b>29. Is the pool of available and willing volunteers commensurate with the tasks established for each Working Group?</b></p> <p>Number of question respondents: 11 (avg: 1.4)</p> <table border="0"> <tr> <td>(29.1) Yes</td> <td></td> <td>63.6%</td> <td>7</td> </tr> <tr> <td>(29.2) No</td> <td></td> <td>36.4%</td> <td>4</td> </tr> </table>	(29.1) Yes		63.6%	7	(29.2) No		36.4%	4
(29.1) Yes		63.6%	7					
(29.2) No		36.4%	4					
<p><b>30. Running parallel Working Groups can lead to conflicting participation by some agencies, do you consider this a problem?</b></p> <p>Number of question respondents: 11 (avg: 1.7)</p> <table border="0"> <tr> <td>(30.1) Yes</td> <td></td> <td>27.3%</td> <td>3</td> </tr> <tr> <td>(30.2) No</td> <td></td> <td>72.7%</td> <td>8</td> </tr> </table>	(30.1) Yes		27.3%	3	(30.2) No		72.7%	8
(30.1) Yes		27.3%	3					
(30.2) No		72.7%	8					
<p><b>31. Should there be intercessional meetings of the Working Groups throughout the year?</b></p> <p>Number of question respondents: 11 (avg: 1.4)</p> <table border="0"> <tr> <td>(31.1) No</td> <td></td> <td>63.6%</td> <td>7</td> </tr> <tr> <td>(31.2) Yes: would one additional occasion between the annual CGMS meeting be sufficient for the Working Group?</td> <td></td> <td>36.4%</td> <td>4</td> </tr> </table> <p>_Question [31.2] (Should there be Intercessional meetings of the Working Groups throughout the year?. Yes: would one additional occasion between the annual CGMS meeting be sufficient for the Working Group?)</p> <ol style="list-style-type: none"> <li>1. Could be a virtual meeting. Note: Read "intersessional" not "intercessional". (-42627007)</li> <li>2. yes (-42681666)</li> <li>3. Yes - see comment Is #15 (-42694556)</li> <li>4. Yes, one additional meeting would be sufficient. Could also encourage virtual meetings. (-42688408)</li> </ol>	(31.1) No		63.6%	7	(31.2) Yes: would one additional occasion between the annual CGMS meeting be sufficient for the Working Group?		36.4%	4
(31.1) No		63.6%	7					
(31.2) Yes: would one additional occasion between the annual CGMS meeting be sufficient for the Working Group?		36.4%	4					
<p><b>32. Is the current length of the WPs acceptable?</b></p> <p>Number of question respondents: 11 (avg: 1.1)</p> <table border="0"> <tr> <td>(32.1) Yes</td> <td></td> <td>90.9%</td> <td>10</td> </tr> <tr> <td>(32.2) No</td> <td></td> <td>9.1%</td> <td>1</td> </tr> </table>	(32.1) Yes		90.9%	10	(32.2) No		9.1%	1
(32.1) Yes		90.9%	10					
(32.2) No		9.1%	1					
<p><b>33. Should there be a limitation on the length and number of WPs submitted per Member?</b></p> <p>Number of question respondents: 11 (avg: 1.5)</p> <table border="0"> <tr> <td>(33.1) No</td> <td></td> <td>45.5%</td> <td>5</td> </tr> <tr> <td>(33.2) Yes: how many WPs and how many pages?</td> <td></td> <td>54.5%</td> <td>6</td> </tr> </table> <p>_Question [33.2] (Should there be a limitation on the length and number of WPs submitted per Member?. Yes: how many WPs and how many pages?)</p> <ol style="list-style-type: none"> <li>1. 15-20WPs, 2-3Pages/WP (-42811532)</li> <li>2. depends on topics (-42694556)</li> <li>3. Max 20 WPs , Max 5 pages including cover, Absolute max 100 pages per member (-42627007)</li> <li>4. no limitation on number of WPs, but limit length to 4 pages (-42540436)</li> <li>5. One per subject area as defined in pre-meeting preparation (-42695023)</li> <li>6. There should be a standard set of WPs covering topics of interest by CGMS, but no more than 10-12 WPs. (-42688408)</li> </ol>	(33.1) No		45.5%	5	(33.2) Yes: how many WPs and how many pages?		54.5%	6
(33.1) No		45.5%	5					
(33.2) Yes: how many WPs and how many pages?		54.5%	6					



**34. How much effort does your agency put into the preparation of the WPs?**

1. Spend 2 or 3 months per year (-42509500)
2. because language question, it is difficult to change some idea turn into papers. it is my question. (-42523270)
3. 5 to 10 man-days (-42540436)
4. Significant. Say 2 man month. (-42627007)
5. Not much (-42681666)
6. A great deal of effort in the two months prior to CGMS. (-42688408)
7. Considerable (-42694556)
8. We started several months before the meeting, worked up a list, assigned authors, passed drafts around, etc.. We ran out of time to format them, however. We already had one conference call (after CGMS-39) to talk about how we'll get ready for CGMS-40. (-42695023)
9. About 2 months (-42704963)
10. Before the annual meeting, there are discussions among the related departments and then writing the working papers After the meeting, related action items and analysis of KMA related working papers (-42771124)
11. 123 (-42811532)

**35. How would you suggest the preparation of the WPs could be done more effectively and efficiently?**

1. No idea (-42509500)
2. I don't know (-42523270)
3. Shorter WPs, and more importantly, illustrative oral presentations, not simply reading the abstract, would make the sessions more attractive. (-42540436)
4. The Secretariat should check the agenda item indicated on the WP is consistent with the topic addressed and correct if relevant. Suggest being more strict in respecting the deadline for WP submission in order to stabilize the agenda in advance (e.g. 10 days) of the mtg. (-42627007)
5. ? (-42681666)
6. Standardize format and content. (-42688408)
7. The current working papers are fine. WPs have a role for the working groups, but that information should be rolled up into powerpoint presentations for Plenary. (-42694556)
8. We need to get away from having lots and lots of them - fewer WPs with more content would be helpful. Having some that are designed to look across the activities in different agencies could be helpful as well. We should focus more on the "macro" and less on the "micro" (-42695023)
9. (-42704963)
10. Formulating Work Plan with 3-5 years (mid-term plan of the each agency) is a necessary proposal. With the Work Plan, each agency can report the mid-term plan and strategy of the agency and real activities on the key topics (-42771124)
11. 123 (-42811532)

**36. Are there Working Papers addressed in Plenary which would be better addressed in a Working Group?**

Number of question respondents: 11 (avg: 1.3)



Question [36.2] (Are there Working Papers addressed in Plenary which would be better addressed in a Working Group?. Yes: which ones?)

1. A number of them. Reading working papers at Plenary is not effective communication. (-42694556)
2. All papers under section D (Operational continuity and reliability) (-42540436)
3. Capacity building, training. (-42688408)

**37. Are there Working Papers which could be made available purely for information and not be presented?**

Number of question respondents: 11 (avg: 1.6)





Question [37.2] (Are there Working Papers which could be made available purely for information and not be presented? . Yes: typically which one(s)?)

1. very narrowly focused ones (-42695023)
2. All papers under Section B (status of current satellite systems) (-42540436)
3. H: Other Items of Interest (-42811532)
4. Ones presented at Plenary - again powerpoint should be used to roll up the working papers from the working groups. They should not be presented at plenary. (-42694556)
5. Papers relating activities (-42681666)
6. Status updates, rich technical documentation, and reports on Actions from previous meetings. (-42688408)
7. The announcement of conference and meeting can be considered as the typical information. But the announcements are shown from E to H in plenary in case of 2011 CGMS meeting. (-42771124)

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**38. Should Working Papers be publically available on the CGMS website or available for members only?**


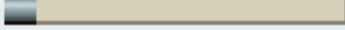
Number of question respondents: 11 (avg: 1.5)

(38.1) Publically on CGMS website		45.5%	5
(38.2) Members only		54.5%	6

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**39. Is the current approach for action tracking used during the meeting acceptable?**

Number of question respondents: 11 (avg: 1.1)

(39.1) Yes		90.9%	10
(39.2) No: how could it be improved?		9.1%	1

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Question [39.2] (Is the current approach for action tracking used during the meeting acceptable? . No: how could it be improved?)

1. Create a five year "Strategic Work Plan" to set long-term goals. This would also help drive meeting agendas, and help align the work of the Working Groups. (-42688408)

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**40. How would you like the actions to be followed-up between meetings?**

1. As before (-42509500)
2. yes (-42523270)
3. The CGMS Secretariat should send a reminder to actionees at mid-term between sessions (-42540436)
4. See suggestion above of a virtual meeting of each working group in the course of the year. (-42627007)
5. Current follow-up by the CGMS secretariat is fine (-42681666)
6. Current practice (mechanics) used by Secretariat is adequate. (-42688408)
7. Bi- monthly telecoms of the CGMS working group principals. (-42694556)
8. A conference call partway through the year may be helpful - and perhaps periodic e-mail status reports showing where everyone is on each of them might also be helpful. (-42695023)
9. Mail based follow-up would be good as made currently. (-42704963)
10. As suggested by EUMETSAT, the task leader nominated during the meeting shall follow-up and report on actions between meetings (-42771124)
11. by email (-42811532)

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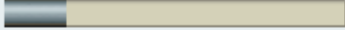
**41. Should the final report be prepared and reviewed by the end of the annual meeting?**

Number of question respondents: 11 (avg: 1.7)

(41.1) Yes		27.3%	3
(41.2) No		72.7%	8

**42. Would you prefer the report to be reviewed post-meeting (via e-mail)?**

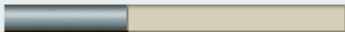

Number of question respondents: 11 (avg: 1.2)

(42.1) Yes		81.8%	9
(42.2) No		18.2%	2

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**43. Is there a need for a printed paper copy of the report?**



Number of question respondents: 11 (avg: 1.6)

(43.1) Yes		36.4%	4
(43.2) No		63.6%	7

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**44. Would an electronic copy be sufficient (e-mail and internet publication)?**

Number of question respondents: 11 (avg: 1.4)

(44.1) Yes		63.6%	7
(44.2) No		36.4%	4

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**45. What would encourage greater substantive participation by all members?**

1. No idea (-42509500)
2. friendly and culture (-42523270)
3. Making each session a "unique" opportunity to meet other Members and to hear about/discuss progress and issues, rather than an annual rendez-vous that will not be distinguishable from the preceding or following sessions (-42540436)
4. Identify in a few bullet points some key topics for high-level discussion at the next meeting. (-42627007)
5. Not easy to respond (-42681666)
6. - Desire to see more balance (geographic diversity) in CGMS leadership - Need to listen carefully to Asian members about perceived barriers - NOAA and EUMETSAT should consider how they may proactively promote better participation and leadership by other members - Role of research agencies should be reviewed to improve their participation (-42688408)
7. Members are contributing now, just that the way information is presented at plenary could be significantly improved via powerpoint and not someone reading a long paper (which results in less participation by members at the meeting) (-42694556)
8. Being clear about uniqueness of CGMS and avoiding conflicts (or near-conflicts) with other related activities. Right now, there are multiple overlapping activities (CGMS, CEOS, GEO, WMO Space Programme, ...) and with all of these, it's hard sometimes for agencies to support all of them. If there's a clear understanding of the relationship among them and there's potential conflicts (or near-conflicts) on scheduling, that's a problem. (-42695023)
9. (-42704963)
10. Not only reporting the activities of each agency but expanding opportunity of cooperation between agencies (-42771124)
11. 123 (-42811532)

**46. What are the current barriers to full participation?**

1. Schedule conflicts and budget to travel (-42509500)
2. language (-42523270)
3. Meeting length, repetitiveness, and probably language seem to remain obstacles. (-42540436)
4. Not enough time for discussion. (-42627007)
5. For CNES, as a R&D agency, the main barriers are : - The total duration of CGMS meetings. - Some overlap of CGMS areas of interest with those of CEOS and GEO. (-42681666)
6. - Language barriers - Length of meeting - Travel costs (-42688408)
7. No (-42694556)
8. If there is a sense that there's a lot of overhead associated with CGMS participation (it seems to have gotten a little better, but before I used to hear that it could take ~0.5 of an employee work year just to fill in the spreadsheets CGMS requested - although now that information is already available through CEOS so there's not much reason for CGMS to be engaged in any data collection exercise unless someone doesn't report through CEOS. If there's a sense that lots of working papers are needed, that's a disincentive - If it's clear that it's ok to have a few (as seems to be now) that's not so much of a problem. Length of meeting can be a challenge - does it really need to be 4.5 days with an "unproductive touring day" in the middle (in today's climate, that may not pass a "smell test" from our sponsors)? Few meetings of this type run so long. (-42695023)
9. (-42704963)
10. 1) The limited number of participation: For the WG session, at least 2 people are needed for each agency. 2) Expertise and the role during the meeting (-42771124)
11. visa (-42811532)

**47. How could CGMS ensure the attendance of the Heads of Member Agencies at Plenary?**

1. No way (-42509500)
2. It is difficult (-42523270)
3. It will not come overnight, but a formal invitation by the host agency to the Heads of Member Agencies, specifically inviting them to the Plenary session, distinctly from the invitation to the technical sessions, could help encourage this change (-42540436)
4. Identify in a few bullet points some key topics for high-level discussion at the next meeting. Convene a ad-hoc meeting on critical policy matters if necessary on Day 2. (-42627007)
5. If the CGMS plenary meeting changes to a meeting on high-level policy matters, to clarify the difference with WMO's CM meetings. In any case, for CNES, only an attendance of the Head of Earth Observation programmes can be envisioned. (-42681666)
6. - Shorten Plenary session - Make Plenary more focused on strategy and high-level policy matters, as well as for decisions and discussion of agency commitments - Consider changing the season when CGMS is held to avoid scheduling conflicts with other major meetings (CEOS Plenary, GEO Plenary, etc.) (-42688408)
7. Agency heads may have difficulty attending the whole week. Also Plenary starting Monday morning, and then convening into working groups, then the technical visit, then back to plenary is too drawn out. Need to have plenary over two consecutive days. (-42694556)
8. As noted above, I think this is a foolish goal (at least for some agencies) and it sends a pretty much insulting message to those of us who work to organize our agencies' participation that somehow "we're not wanted" - the emphasis should be on getting the RIGHT people there - those who are focused on, knowledgeable about, and interested in the work of CGMS (and prepared to act based on what they hear and learn at the meeting) as opposed to being focused on the level of the person. I know that if I keep seeing a push to get the "Heads of Member Agencies" at plenary, my response is to bow out and possibly have us be represented because I'm getting the message that "if we can't get the head, then we don't really want you." (-42695023)
9. JMA does not feel the need of the attendance of the Heads in CGMS. (-42704963)
10. Reporting mid to long-term Work Plan for each agency by the head of member agency (-42771124)
11. 123 (-42811532)

**48. What other points or issues would you suggest be considered and addressed in view of restructuring CGMS?**

1. None (-42509500)
2. No (-42523270)
3. About question 38 above, CGMS papers should be made public, unless specifically stated by its author, after the meeting. (-42540436)
4. Nothing particular. We thank EUMETSAT for the good work done as the CGMS Secretariat. (-42627007)
5. To address the question of overlaps between CGMS, CEOS and GEO. (-42681666)
6. Need to clarify and better understand whether there is possible overlap between CGMS and WMO CM meetings. (-42688408)
7. as stated in #15. Two months prior to Plenary, working groups would meet to discuss key issues via working papers. At this meeting I would include attendance of the working group members, but for working group 2 I would include attendance of the co-chairs of IPWG, ITWG, IWVG and IRWG to capture key progress and key issues. I would then have this reported at Plenary via powerpoint. So the schedule would Day 1 - half day meeting of working group to go over powerpoint presentation - make sure everyone agrees - remember most of the work would have been completed two months prior, then Day 2 and Day 3 is plenary - only powerpoint presentations, and Day 4 - optional excursion. (-42694556)
8. It would be supremely helpful to have something like a one-page document agreed to by CGMS, CEOS, WMO, GCOS, GEO, etc. which clearly outlines the unique role of CGMS - what it's supposed to do and what it actually does. The meeting preparation should get away from preparation of large number of white papers and focus more on "what's new and different" from both the agency and user perspective. (-42695023)
9. (-42704963)
10. No (-42771124)
11. 123 (-42811532)

## ANNEX 5: CGMS CHARTER

### CHARTER FOR THE COORDINATION GROUP FOR METEOROLOGICAL SATELLITES (CGMS)<sup>2</sup>

#### PREAMBLE

**RECALLING** that the Coordination on Geostationary Meteorological Satellites (CGMS) has met annually as an informal body since September 1972 when representatives of the United States (National Oceanic and Atmospheric Administration), the European Space Research Organisation (now the European Space Agency), and Japan (Japan Meteorological Agency) met to consider common interests relating to the design, operation and use of these agencies planned meteorological satellites,

**RECALLING** that the Union of Soviet Socialist Republics (State Committee for Hydrometeorology), India (India Meteorological Department) and the People's Republic of China (State Meteorological Administration) initiated development of geostationary satellites and joined CGMS in 1973, 1978, and 1986 respectively,

**RECOGNISING** that the World Meteorological Organisation (WMO) as a representative of the meteorological satellite data user community has participated in CGMS since 1974,

**NOTING** that the European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT) has, with effect from January 1987, taken over responsibility from ESA for the METEOSAT satellite system and the current Secretariat of CGMS,

**CONSIDERING** that CGMS has served as an effective forum through which independent agency plans have been informally harmonised to meet common mission objectives and produce certain compatible data products from geostationary meteorological satellites for users around the world,

**RECALLING** that the USA, the USSR, China and Europe have launched polar-orbiting meteorological satellites, and that the polar and geostationary meteorological satellite systems together form a basic element of the space based portion of the WMO Global Observing System,

**BEING AWARE** of the concern expressed by the WMO Executive Council Panel of Experts over the lack of guaranteed continuity in the polar-orbit and its recommendation that there should be greater cooperation between operational meteorological satellite operators world-wide, so that a more effective utilisation of

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<sup>2</sup> This Charter was amended at CGMS-31 to take into account new membership of the R&D agencies ESA, NASA, JAXA and Rosaviakosmos. It was further amended at CGMS-34 to take into account the new membership of CNES (since CGMS-32), KMA (since CGMS-33), and CNSA.



these operational systems, through the coordination and standardisation of many services provided, can be assured,

**RECOGNISING** the importance of operational meteorological satellites for monitoring and detection of climate change,

**RECOGNISING** the expansion of the space-based component of the WMO's World Weather Watch Global Observing System to include Research & Development missions and the commitment of the National Aeronautics and Space Administration (NASA), European Space Agency (ESA), Russian Aviation and Space Agency (Rosaviakosmos) and the National Space Development Agency of Japan (NASDA) to make observations from its missions available to the world community at the 2<sup>nd</sup> session of the WMO Consultative Meetings on High Level Policy on Satellite matters in February 2002,

**NOTING** the expansion of CGMS at CGMS-31 to include NASA, ESA, Rosaviakosmos and the Japan Aerospace Exploration Agency (JAXA) as full members to improve coordination between operational meteorological and R & D satellite operators,

**NOTING** the further expansion of CGMS at CGMS-32 to include CNES, at CGMS-33 to include KMA, and at CGMS-34 to include CNSA, following to their commitment to make observations from their missions available to the world community in full adherence with the space-based component of the WMO's World Weather Watch Global Observing System,

**AND RECOGNISING** the need to update the purpose and objectives of CGMS,

## **AGREE**

- I. To change the name of CGMS to the Coordination Group for Meteorological Satellites
- II. To adopt a Charter, establishing Terms of Reference for CGMS, as follows:

## **OBJECTIVES**

- a) CGMS provides a forum for the exchange of technical information on geostationary and polar-orbiting meteorological satellite systems and research & development missions, such as reporting on current meteorological satellite status and future plans, telecommunications matters, operations, intercalibration of sensors, processing algorithms, products and their validation, data transmission formats and future data transmission standards.
- b) CGMS harmonises to the extent possible meteorological satellite mission parameters such as orbits, sensors, and data formats and downlink frequencies.



- c) CGMS encourages complementarity, compatibility and possible mutual back-up in the event of system failure through cooperative mission planning, compatible meteorological data products and services and the coordination of space and data related activities, thus complementing the work of other international satellite coordinating mechanisms.

### MEMBERSHIP

- d) CGMS Membership is open to all operators of meteorological satellites, to prospective operators having a clear commitment to develop and operate such satellites, and to the WMO, because of its unique role as representative of the world meteorological data user community. Further CGMS Membership is open to space agencies operating R & D satellite systems that have the potential to contribute to WMO and supported programmes.
- e) The status of observer will be open to representatives of international organisations or groups who have declared an intent, supported by detailed system definition studies, to establish a meteorological satellite observing system. Once formal approval of the system is declared, membership of CGMS can be requested by the observer.

Within two years of becoming an observer, observers will report on progress being made towards the feasibility of securing national approval of a system. At that time CGMS Members may review the continued participation by each Observer.

- f) The current Membership of CGMS is listed in Appendix 2 to this charter.
- g) The addition of new Members and Observers will be by consensus of existing CGMS Members.

### ORGANISATION

- h) CGMS will meet in plenary session annually. Ad hoc Working Groups to consider specific issues in detail might be convened at the request of any Member provided that written notification is received and approved by the Membership at least 1 month in advance and all Members agree. Such Working Groups will report to the next meeting of CGMS.
- i) One Member, on a voluntary basis, will serve as the Secretariat of CGMS.
- j) Provisional meeting venues, dates and draft agenda for plenary meetings will be distributed by the Secretariat 6 months in advance of the meeting, for approval by the Members. An agreed Agenda will be circulated to each Member 3 months in advance of the meeting.
- k) Plenary Meetings of CGMS will be chaired by each of the Members in turn, the Chairperson being proposed by the host country or organisation.

- l) The Host of any CGMS meeting, assisted by the Secretariat, will be responsible for logistical support required by the meeting. Minutes will be prepared by the Secretariat, which will also serve as the repository of CGMS records. The Secretariat will also track action items adopted at meetings and provide CGMS Members with a status report on these and any other outstanding actions, four months prior to a meeting and again at the meeting itself.

### PROCEDURE

- m) The approval of recommendations, findings, plans, reports, minutes of meetings, the establishment of Working Groups will require the consensus of Members. Observers may participate fully in CGMS discussions and have their views included in reports, minutes etc., however, the approval of an observer will not be required to establish consensus.
- n) Recommendations, findings, plans and reports will be non-binding on Members or Observers.
- o) Once consensus has been reached amongst Members on recommendations, findings, plans and reports, minutes of meetings or other such information from CGMS, or its Working Groups, this information may be made publicly available.
- p) Areas of cooperation identified by CGMS will be the subject of agreement between the relevant Members.

### COORDINATION

- q) The work of CGMS will be coordinated, as appropriate, with the World Meteorological Organisation and its relevant bodies, and with other international satellite coordination mechanisms, in particular the Committee on Earth Observation Satellites (CEOS) and the Earth Observation International Coordination Working Group (EO-ICWG) and the Space Frequency Coordination Group (SFCG).

Organisations wishing to receive information or advice from the CGMS should contact the Secretariat; which will pass the request on to all Members and coordinate an appropriate response, including documentation or representation by the relevant CGMS Members.

## AMENDMENT

- r) These Terms of Reference may be amended or modified by consensus of the Members. Proposals for amendments should be in the hands of the Members at least one month prior to a plenary meeting of CGMS.

## EFFECTIVE DATE AND DURATION

- s) These Terms of Reference will become effective upon adoption by consensus of all CGMS Members and will remain in effect unless or until terminated by the consensus of CGMS Members.

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## **CGMS MEMBERSHIP**

The current Membership of CGMS is (January 2012):

CMA	joined 1989
CNES	joined in 2004
CNSA	joined in 2006
ESA	re-joined in 2003
EUMETSAT	joined 1987 (currently CGMS Secretariat)
IMD	joined 1979
IOC/UNESCO	joined in 2001
JAXA	joined in 2003
JMA	founder member, 1972
KMA	joined in 2005
NASA	joined in 2003
NOAA	founder member, 1972
ROSCOSMOS	joined in 2003
ROSHYDROMET	joined 1973
WMO	joined 1973

In some cases delegates are supported by other Agencies, for example SRC Planeta (with Roshydromet), and ISRO (with IMD).