# ETMSS-5 planning and run sheet

This document outlines how the ETMSS-5 meeting will be conducted.

| **Session name** | **Objective** | **How will it be run?** | **Lead presenter**  **Material needed** | **Expected length (min)** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1.1 Opening of the session | Welcome, logistics | Talk by FMI | FMI | 10 |  |
| 1.2 Adoption of agenda | Summary of agenda  Agreement on agenda by group | Read out agenda  Seek amendments, agreement from group | Neal | 5 |  |
| 1.3 Working arrangements |  |  | WMO Secretariat  Neal | 10 |  |
| Background on JCOMM sessions | Members will understand the purpose of JCOMM sessions | Explain how the JCOMM session is used for decision making, and coordination of work plans for the upcoming period | WMO Secretariat  Powerpoint | 15 |  |
| Report of the SFSPA Coordinator | Members will be updated on achievements and current related work activities | Explain structure of SFSPA  Explain outcomes of MAN, SFSPA workplan | Nick | 20 |  |
| Report of the ETMSS Chair | Members will be updated on ETMSS achievements and relationships within global framework | Explain achievements over past 4 years  Explain how ETMSS fits into global framework | Neal  Presentation | 15 |  |
| Introductions of participants | Members will share their skills and experience for greater understanding within group | Explain how experts bring multi-disciplinary skills to group  Ask experts to outline their roles and skills in their own country | John | 15 |  |
| Review of ETMSS 4 actions and status | Actions will have their status and plans confirmed. | Review status of outstanding action items  Prioritise and detail action plans for key action items.  Update document | Neal  Excel spreadsheet | 20 |  |
| Users feedback and performance measurements | Members will review user feedback and performance results as part of WMO Quality Management framework | Present summary report  Present working group Top 10 action plan. Add to ETMSS action list.  Discussion on user requirements  Update document | Neal, Working Group  Survey report  Top 10 summary  Survey framework | 25 |  |
| Report and analysis of self-assessments | Members will review self-assessment results and WWMIWS system performance results as part of WMO Quality Management framework | Present summary report  Review key areas to develop action plans. Add to ETMSS action list.  Finalise the guidelines for backup contingencies.  Review self-assessment framework  Update document | Neal, Marja, Working Group  Self-assessment report  Self-assessment framework | 20 |  |
| Workshop on ISO 9001:2015 Environmental Scan | Members will conduct an environmental scan to comply with ISO9001:2015 Quality Management standard. | Small group exercise to develop an SWOT environmental scan for NMHS marine services  2 or 4 small groups   * One group focused on Strengths and Opportunities * One group on Weaknesses and Threats | Neal and John  SWOT from Technical Assessment | 30 |  |
| * 1. WMO contribution to e- navigation   2. Catalogue on Met-Ocean Object Class for ENC and e-Navigation | Members will review the status of e-navigation S-412 specification, and discuss priority actions to focus on. | Overview of S-412 status  Agreement on portrayal of warnings  Discussion on linkage to GDPFS structure. | Wayne, Joe Phillips (USA) by video  S-412 overview presentation  Feature list  Portrayal list | 60 |  |
| Marine Competence Framework implementation | Members will revise the implementation plan for Marine Competencies. | Review the status of implementation in WWMIWS NMHS providers  Review draft guidelines  Revise the draft implementation plan  Update document | Neal  Marine Competency Framework  Draft Guidelines  Presentation | 20 |  |
| Quality Management implementation | Members will review key changes in the ISO 9001:2015 standard compared to the 2008 standard. The implementation plan will be reviewed. | Understand key changes in the ISO 9001:2015 standard compared to the 2008 standard.  Review the status of implementation in WWMIWS NMHS providers  Revise the draft implementation plan  Update document | Neal  QM implementation status  WMO draft ISO 9001:2015 QM guidelines  Presentation | 30 |  |
| Education and Capacity Development gap analysis. | Members will review requirements for education and capability development | Summarise and prioritise education and capacity development opportunities  Undertake gap analysis on key capabilities needed to undertake marine services  Develop more targeted capability categories to add to self-assessment template  Update document | John  Summary from self-assessments  Self-assessment framework | 30 |  |
| Climate Change workshop – consider future service needs from maritime industry. | Members will review user requirements for future services within a changing climate and industry evolution. | Utilise Environmental scan, IMO strategy, WMO strategy to undertake gap analysis on future service requirements to tackle new risks.  Scene setting + gap analysis structure  Small groups to consider cases – SOLAS, Ports, recreational vessels, coastlines.  Present analysis back to the group | Neal, John | 45 |  |
| Marine GDPFS framework, and interactions with Regional Associations | Members will assess potential options for a future Marine GDPFS framework to drive WWMIWS and national marine services. | Scene setting + assessment characteristics  Two groups to consider two cases – WWMIWS & e-nav, national marine services  Present analysis back to the group | Neal/WMO Secretariat  Sample GDPFS frameworks  Strawman assessment characteristics | 45 |  |
| MEER capability report | Members will review the outcomes of the technical capability report on MEER services | Present update on MEER report on technical capability  Discussion | Nick | 15 |  |
| Marine technical assessment report | Members will review the outcomes of the technical assessment report on marine services | Present summary and next steps of technical assessment on marine  Discussion | Nick | 20 |  |
| Work plan development for JCOMM-V period. | Members will develop a work plan for submission to JCOMM-V | Develop the work plan for the next inter-sessional period.  Ensure alignment against strategic elements within WMO and partners | Neal | 60 |  |
| Preparation for JCOMM-V. Discussion on ETMSS Membership. | Members will discuss preparations for JCOMM-V | Discuss next steps leading up to JCOMM-V.  Outline process for ETMSS membership for next period. | WMO Secretariat | 20 |  |
| Adoption of the list of actions | Review and finalise actions | Display action list on the screen and adjust/confirm as required. | John | 20 |  |
| Closure | Formal thank you to the hosts  Formal closure of the meeting | Speeches | FMI  Neal  WMO Secretariat | 10 |  |