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| **WWMIWS Committee Meeting 1** | **WWMIWS-1** |
| **Monaco, 27-31 August 2018** | **Agenda 1.1** |

Reference document – structure for WWMIWS meetings.doc

The Committee is invited to note the base structure governing WWMIWS Committee meetings.

# Structure for WWMIWS Committee meetings

## Objectives

* Governance for updating WWMIWS documentation
* Quality Management of WWMIWS

## Outputs from the Committee meeting

1. Updated relevant documentation related to WWMIWS
2. Updated and prioritised work plan
3. Recommendations & actions, and identified bodies to delegate them to.

## Key assets of WWMIWS

WMO controlled

* IMO A.1051(27), IMO/WMO Worldwide Met-Ocean Information and Warning Service
* WMO 558, Manual on Marine Meteorological Services
* WMO 471, Guide to Marine Meteorological Services
* WMO 9, Volume D, Information for Shipping.
* WMO 49, Volume 1, Part 4, WMO Technical Regulations for Marine Meteorological Services
* WMO 49, Volume 1, Part 5, WMO Technical Regulations for Competency of personnel involved in marine meteorological services
* WMO 485, GDPFS Manual – RSMC’s for WWMIWS, Wave model, wave verification.
* Operations Handbook for METAREA Coordinators

Other bodies

* IMO/IHO/WMO Joint Manual on MSI
* IMO EGC (SafetyNET) Manual and NAVTEX Manual
* IMO Audit Manual, IMO Member State Audit Scheme – Guidelines for Marine Meteorological Services
* IALA Maritime Service Portfolio
* IHO S-100 standards – WMO S-412 specification
* UKHO ALRS
* PAME Best Practices Information Portal for the Polar Code

## Key Quality Management activities

* Activities related to the work plan
* Self-assessments of METAREA Coordinators
* Survey of mariners
* Marine verification guidelines
* Provision of WWMIWS products on the WWMIWS web portal
* Relationship management – GDPFS, NAVAREA Coordinators, Tropical Cyclone RSMCs, JCOMM teams, external bodies

Annex 1

**Ad hoc Task Team on Marine Competency Implementation (TT-MCI)**

**TERMS OF REFERENCE**

The WMO Marine Weather Forecaster Competency Framework was approved at the 17th World Meteorological Congress (Cg-XVII, 2015). The framework will be an essential component for the implementation of the Quality Management System (QMS) and capacity development/training of personnel in NMHS providing marine services.

An ad-hoc Task Team is required to develop guidance material to assist implementation within NHMS, and will be supported by WMO through the Marine Meteorology and Ocean Affairs Division, with additional guidance from Education and Training Programme.

The Task Team for Marine Competency Implementation (TT-MCI) will:

**Initial task**

* Undertake a scoping exercise to assess the implementation needs of Members, using the results of the WMO survey of NMHS marine services conducted in 2018, and establish a 3-level framework to categorise these needs to guide the following outputs.

**Outputs**

* Develop guidance material to support Members through the 4 stages for implementing the marine weather forecaster competency framework, as outlined in the *WMO No.1205, Guide to competency*.
* Develop appropriate communication material to educate Members and raise awareness about the marine weather forecaster competency framework.
* Develop a scope for a model training package – to be compliant with the marine weather forecaster competency framework - that Regional Training Centres could base their individual courses on.
* Develop an options paper for establishing or improving capacity and capability within Regional Associations, Regional Training Centres, or other training networks for undertaking competency assessments of marine forecasters. The paper should document the barriers and challenges for an ongoing assessment programme, with particular focus on SIDS and LDC.
* Provide the above outputs to the JCOMM Services Chair, and WMO MMOP.

The Task Team will not be responsible for the following (as existing entities have these responsibilities):

* Act as a focal point for countries to seek assistance from;
* Report status of implementation to WMO bodies;
* Communicate to Members about the competency framework implementation;

The Task Team is required to complete these tasks by December 2019.