Hybrid Workshop on the management of observational user requirements for the evolved Rolling Review of Requirements in the context of WMO's Earth System approach

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Doc 5(a) Guidance for PoCs in the new RRR Process (Rosemary Munro)

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Introduction: The RRR process and the PoC role

The Point of Contact of an Application Area is tasked to:

a) **Collect, record and maintain observational user requirements** of the Application Area in the OSCAR/Requirements database;

b) **Conduct a critical review and gap analysis for the Application Area** by comparing observing capabilities with the observational user requirements of the Application Area, as well as by considering the results from impact studies and applying their own expert judgement;

c) **As a representative of the Application Area owner, promote and maintain active and effective communication mechanisms** to obtain input and feedback from across the Application Area stakeholder community including in particular Member countries and Regional Associations;

d) **Liaise in her/his work with the body, which is the RRR owner of the Application Area**, and seek concurrence of that community with the observational user requirements in OSCAR/Requirements and the result from the critical review and gap analysis;

e) **Provide input to the Coordinator of the Earth System application category** to which the Application Area belongs, and contribute to the development of that Earth System application category Statement of Guidance, including the critical review;

f) **Respond to requests for information** from the JET-EOSDE as needed.

The Points of Contact are designated by the bodies identified as the owners of the Application Areas.

Introduction: The RRR process and the Coordinator role

The Coordinator for an Earth System Application Category in the Rolling Review of Requirements is tasked to:

a) **Coordinate with and guide the Points of Contact of the relevant Application Areas**, to obtain their expert contributions to the development of the Statement of Guidance (gap analysis with recommendations on how to address the gaps) of the Earth System Application Category;

b) **As lead author, complete the drafting and submission of the SoG** of the Earth System Application Category;

c) **Consult with relevant bodies and respond to requests for information** from the JET-EOSDE as needed;

d) **Submit the SoG and future updates** to the Chair of the INFCOM Joint Expert Team on Earth Observing System Design and Evolution (JET-EOSDE) for his/her review and submission to the JET-EOSDE for discussion; SoGs are eventually reviewed by the Chair of JET-EOSDE and/or the JET-EOSDE meetings and submitted to the management group of the Infrastructure Commission for approval.

The timelines and deadlines for these activities will be determined to support the work plans of the INFCOM JET-EOSDE. However as a general rule a complete review and re-submission of the SoG is to be undertaken once in each 4-yearly planning cycle of the WMO.

Practical Information can be found in …

Reference Guide for Points of Contact (PoC) for Application Areas, and Coordinators for Earth System Application Categories, within the WMO Rolling Review of Requirements (RRR) process.

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The RRR process and the PoC role (I)

- The RRR process depends on input from each recognised Application Area regarding its requirements and priorities for observations.

- For each Application Area there is a body which has ownership responsibility and authority. This body also has the authority to select the Point of Contact (see Annex I of SoG Template). A list of PoCs is maintained online at https://community.wmo.int/rolling-review-requirements-process.

- The PoC for a given Application Area has an important central role in documenting the requirements and priorities of their Application Area and in contributing to the authorship of a Statement of Guidance.

The RRR process and the PoC role (II)

- The PoC is responsible for:
  - Compiling input and feedback from the entire stakeholder community of their Application Area,
  - Developing a consensus view of requirements for observations, and documenting this in the OSCAR/Requirements database,
  - Providing information to their stakeholder community on input and feedback processes, and promoting and maintaining active and effective communication mechanisms,
  - Establishing mechanisms for consultation across their relevant community of experts, with the body that owns the Application Area, and with relevant experts across WMO Technical Commissions and Regional Associations as well as the WMO Executive Council in relation to the Antarctic.

Representing an Application Area

- The PoC represents the owner of their Application Area.
- This owner must be satisfied with the consultation achieved across the relevant stakeholder community, concur with all updates proposed for observations requirements in the OSCAR/Requirements database, and concur with the material included in the Statement of Guidance.
- Regular interactions and clear mutual understanding with the owning body are essential.

The RRR process and the Coordinator role

- Each Application Area is grouped with the other Application Areas in their Earth System Application Category.
- The primary task of the PoCs working as a team is the preparation and submission of the Statement of Guidance (SoG) → active collaboration is an important part of the preparation of the SoG.
- One PoC in the team – identified as the Coordinator for that Earth System application category – is selected to coordinate this activity and to take responsibility as lead author, while others contribute as co-authors.
- The Coordinator is critical to the success of the RRR process.
- The SoG is essentially a gap analysis for that Earth System Application Category, with recommendations on how to address the gaps → the SoG template provides informative guidance on what is required to be included in the document.

Commitment of Time

- WMO relies on nominated volunteer experts from Member countries to carry out the work of constituent bodies such as Technical Commissions and their various expert teams and working groups.
- This depends on the expert having the support of their employer to commit the required amount of time to carry out the relevant role.
- The PoC role is estimated to require a commitment of around ten days per year. For those who take on the additional role of Coordinator the time commitment might might be substantially higher.
- It is expected that the nominated experts are actively working in the relevant field, and will have the opportunity to gather information and develop their thoughts about the WMO tasks during the course of their normal work.

Fulfilling the PoC and Coordinator roles

- Extended notes are made available in Annexes III to IX, including many spaces for each PoC and Coordinator to add their own notes. There will also be value in sharing notes with other PoCs/Coordinators and in due course a successor.
- Similarly, a helpful source of practical advice is the predecessor in the role and other current and former PoCs/Coordinators across all Application Areas and Earth System Application Categories.

Work Planning

- The RRR process is coordinated by the WMO Commission for Observation, Infrastructure and Information Systems (INFCOM) through its Joint Expert Team on Earth Observing System Design and Evolution (JET-EOSDE). The activities of the PoC contribute to a component of the larger work plan of the JET-EOSDE.

- The most important liaison for the contribution to the RRR process is the Chair of JET-EOSDE. Communication with the Chair, and understanding of the work of JET-EOSDE, can be facilitated by the WMO Secretariat. A formal starting point is with the Head of the Observing Networks and Measurement Division of the Infrastructure Department.

- Familiarisation with the work and meeting plans, as well as reports from previous meetings, of JET-EOSDE will be helpful.

Assessing Observation Impact Studies

- JET-EOSDE encourages observation impact studies to be carried out and conducts a series of technical workshops on this topic. Each workshop provides an update on the latest understanding about the impact that various observing systems have, in the case of Numerical Weather Prediction, on forecasts and other products.
- Such information may contribute to the assessment of the optimum observation requirements for a given Application Area, as well as the most important gaps to be addressed with highest priority.
- PoCs for other Application Areas might wish to propose scientific questions to be investigated that enhance the understanding and description of their requirements for observations.

Compiling and Updating Requirements

- A key output of the activities of the PoC is an up-to-date record of their Application Area's requirements for observations in the OSCAR/requirements database
- The PoC will review the current requirements expressed in the OSCAR/Requirements database for their Application Area and enter proposed updates to existing requirements and/or additions of new requirements, based on input from across the stakeholder community of their Application Area, any relevant guidance from Observation Impact Studies, and their own expert assessment.
- The PoC is assumed to have good familiarity with the details of existing requirements for their Application Area and a good ability to navigate the OSCAR/Requirements database to investigate and update the contents of relevance to them.
- At a very practical level, instructions for entering proposed updates to Application Area requirements are provided for PoCs (referred to in the document as Focal Points) in a Focal Point Manual[1]: https://www.wmo-sat.info/oscar/files/OSCAR_Focal_Point_Manual.pdf
- Practical information can also be found in the Reference Guide for Points of Contact (PoC) for Application Areas, and Coordinators for Earth System Application Categories, within the WMO Rolling Review of Requirements (RRR) process.

1. Note that the OSCAR Focal Point Manual has not yet been updated to reflect the new RRR Process.

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Thank You

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