

## **ANNEX X. PROCEDURE FOR UPDATE, VALIDATION AND APPROVAL OF STATEMENTS OF GUIDANCE (SOG) WITHIN THE WMO ROLLING REVIEW OF REQUIREMENTS (RRR) PROCESS**

- (a) The Coordinator for the Earth System Application Category in consultation with the PoCs of the Application Areas within that category, reviews the latest version of the SoG and proposes amendments, in the form of a Microsoft Word document using the "track changes" option. (If there is no pre-existing version, then the Coordinator together with the team of PoCs draft the first version of the SoG). In performing this update, the Coordinator is expected to refer to some or all of the following: (i) the latest version of the user requirements for the Application Areas; (ii) the latest version of the database Observing System Capabilities as well as other sources deemed relevant to assess the available or projected observing systems capabilities; (iii) his / her and the PoCs own expertise on the Earth System Application Category and its Application Areas; (iv) advice from other international experts including, where relevant, WMO constituent bodies, and WMO programmes and co-sponsored programmes;
- (b) The Coordinator refers the new draft version of the SoG to the Chair of the Joint Expert Team on Earth Observing System Design and Evolution (JET-EOSDE), with copy to the WMO Secretariat staff responsible for this Expert Team;
- (c) The Chair of the JET-EOSDE decides the appropriate review process with the JET-EOSDE for the new draft. If a meeting of the Expert Team is imminent, the new draft becomes a document for this meeting and is reviewed by the Meeting. If a meeting is not imminent, the new draft may be referred to the JET-EOSDE for comment(s) by correspondence;
- (d) The Chair of the JET-EOSDE refers the comments of the JET-EOSDE to the Coordinator, either by reference to the report of a JET-EOSDE meeting or otherwise, as appropriate;
- (e) The Coordinator, in consultation with the PoCs updates the draft to take account of comments received. Contentious issues are discussed with the Chair of JET-EOSDE, as necessary. Microsoft Word "track changes" option continues to be used at this stage;
- (f) The Coordinator refers the revised draft version of the SoG to the Chair of JET-EOSDE, with copy to WMO Secretariat staff responsible for the JET-EOSDE;
- (g) The Chair of the JET-EOSDE considers the revised draft and concurs with it, or refers it back to the Coordinator with comments for further revision (by steps 5 and 6 mentioned above);
- (h) The Chair of the JET-EOSDE requests the Chair of the Standing Committee on Earth Observing Systems and Monitoring Networks (SC-ON) to have the SoG submitted to the INFCOM president for her/his review and approval in consultation with the INFCOM management group, with 1-month deadline;
- (i) The INFCOM president informs the WMO Secretariat staff responsible for the JET-EOSDE if and when the revised version has been approved; in case the SoG is not approved or changes are proposed, she/he refers it back to the JET-EOSDE with comments for further revision by the Coordinator (by steps 5 and 6 mentioned above);

- (j) The WMO Secretariat staff responsible for the JET-EOSDE updates the WMO documentation (website, etc.) with the new version of the SoG, with due attention to version control procedures; and
  - (k) At each JET-EOSDE meeting, the WMO Secretariat staff responsible for the JET-EOSDE reports to the ET on changes since the last meeting, in relation to the SoG version and its review and adoption status.
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