**GODEX-NWP TERMS OF REFERENCE *Draft May 2017***

**Framework**

GODEX-NWP provides an international forum for the collection and coordination of requirements for the sharing and exchange of information (in particular remote sensing and in-situ data) to support NWP centres and related activities. It also serves to agree actions and activities to support meeting those requirements including coordination among POCs to help resolve operational issues and breakdowns in the exchange of information. Lastly it provides a forum for the presentation and discussion of scientific, practical and planning aspects for information utilisation and exchange among global NWP centers, meteorologically related satellite agencies and WMO.

 DBNet provides near-real time access to processed LEO satellite data (in particular the ATOVS suite of instruments) from local direct broadcast reception sites. The timeliness of the data significantly increases the skill of NWP. DBNet aims to provide 90% global coverage with 30 minutes timeliness from start of data reception from each satellite pass. Within the DBNet project, the WMO Space Program Office acts as a central coordinator/facilitator and arranges meetings and workshops in order to assist in the implementation. GODEX-NWP provides a forum to assist coordination of implementation. [Further information is provided at the following address: [http://www.wmo.int/pages/prog/sat/dbnet\_en.php](http://www.wmo.int/pages/prog/sat/dbnet_en.php%22%20%5Ct%20%22_blank)

**GODEX-NWP terms of reference**

The objective of GODEX-NWP is to co-ordinate and facilitate, in conjunction with appropriate bodies:

* collection, maintenance and dissemination of member and relevant global information requirements to support NWP and related needs
* inter-regional exchange of information to meet the collected requirements
* exchange of information on the current and future availability of and access to information to meet the collected requirements, especially including new and upcoming data sources
* identification of telecommunications issues affecting the usage of data

A GODEX-NWP website is to be maintained to keep current and historical documentation of requirements, actions, and meeting proceedings and presentations.

Invitation of new GODEX-NWP members with appropriate capabilities is to be encouraged.

**GODEX-NWP** meeting guidelines:

* Discussions at GODEX-NWP meetings tend to be relatively informal to promote broad exchange of information. The forum particularly involves global NWP centers, satellite data producers, telecommunications experts.
* GODEX-NWP is normally held every 18 months, and shares its activities among the members and the WMO. GODEX-NWP activities relating to DBNet are reported to WMO DBNet meetings and vice-versa. Relevant outcomes from the WMO Space Program and its meetings are also presented at GODEX-NWP.
* GODEX-NWP members provide country, agency or organization reports on the status of their centres current and planned capabilities and information usage including anticipated future needs or availability of new data or products. These reports include scientific, practical and user-requirement information, and include where applicable:
	+ current status and future plans of satellite data production, utilisation and exchange, including
	+ NWP data assimilation and impacts, and other recent and conspicuous scientific developments;
	+ information and plans related to satellite products (e.g. capabilities such as temporal, spatial and spectral resolution, launch dates and broadcast information);
	+ telecommunications;
	+ requirements for data and exchange

At each meeting, the requirements are reviewed, actions from the previous one are discussed and new actions are formulated.

* Meeting minutes should follow the GODEX-NWP paradigm of numbering for easy reference. This relates minute numbering with requirements table numbering.
* Hosting and the location of the next GODEX-NWP meeting.

**Host Coordinator:**

There are two host coordinators, one for the agency hosting the most recent meeting, and one for the next planned meeting. They hand over responsibility at approximately halfway between meetings.

* Invite appropriate organisations to attend GODEX-NWP meetings.
* A WMO observer (normally from the Space Program Office) should be invited by the host country coordinator to attend that meeting
* In the meeting invitation include appropriate terms of reference from this document (e.g. general meeting guidelines) and either the current requirements and actions documents or links to them.
* Ask for responses to previous action items in advance of the meeting
* Compiles meeting minutes and distributes them after the meeting.
* Collects and updates requirements and action item responses in the appropriate documents and shares them with the members.
* Organizes teleconferences as needed to facilitate actions, follow up from the meeting or preparation for the next meeting at a minimum one at the approximate halfway point between meetings to facilitate handover of coordinator responsibilities.
* Organizing an inter-sessional review of action items half way between the meetings

**Links**

Link to related meeting reports, documents and presentations:

[http://www.nws.noaa.gov/data\_exchange\_mtgs/](http://www.nws.noaa.gov/data_exchange_mtgs/%20)