C A R I B B E A N

M E T E O R O L O G I C A L

O R G A N I Z A T I O N

**ANNUAL MEETING OF DIRECTORS OF METEOROLOGICAL SERVICES Doc. 1(b) Rev 1**

Kingston, JAMAICA - 22 NOVEMBER 2014

NOTES ON THE AGENDA

1. **Introduction AND ADOPTION OF AGENDA**

 The 2014 Meeting of Directors of Meteorological Services will take place on Saturday 22 November 2014, in Kingston, Jamaica. The Provisional Agenda will be submitted to the Meeting for approval at the opening, but it may be amended at any time during the course of the Meeting.

2. STATUS OF ACTIONS FROM THE PREVIOUS MEETING

 A summary of the decisions of the November 2013 Meeting of the Directors of Meteorological Services (Husbands, St. James, Barbados) will be brought to the current meeting. The status of actions taken to implement these decisions will be presented in this document, but more detailed discussions on these actions will be presented under other agenda items, as appropriate.

**3. TRAINING**

 The Principal of the Caribbean Institute for Meteorology and Hydrology will present this agenda item, providing information on the courses conducted during 2014 and the performance of the students. The Principal will also provide notification of the courses to be conducted during 2015.

4. OPERATIONAL MATTERS

(a) WMO Annual Global Monitoring

 The results of the regional component of the Annual Global Monitoring of the Global Telecommunication System for 2013 will be presented.

(b) Migration away from Traditional Alphanumeric Code Forms

November 2014 is the deadline for Meteorological Services to complete their migration away from Traditional Alphanumeric Code Forms to Table Driven Code Forms. Directors will each be invited to present the status of their Services' migration to the encoding and decoding of observations in Binary Universal Form for the Representation of meteorological data (BUFR). In 2016, Meteorological Services are to transition away from providing aeronautical information in METAR, SPECI, SIGMET and TAF towards providing information in XML/GML formats. Directors will be presented with the present status of the transition and possible impacts on their Services.

4. OPERATIONAL MATTERS (Cont’D)

(c) Quality Management Systems

Meteorological Services had to implement a Quality Management System (QMS) by November 2013. Some Services started the process to implement ISO 9001:2008 QMS. However, ISO is moving to a new standard 9001:2015 which has implications for Services seeking certification. The Meeting will be informed on the expected changes.

(d) Regional Telecommunication Issues

The Meeting will be informed of changes to the telecommunication infrastructure which will occur during 2016.

(e) CMO Radar Network

The Meeting will be informed of the current status of the radars, the issues concerning the creation of the radar mosaic and methods to be used by the Meteorological Services of non-host countries to access radar data.

**5. OUTCOME/HIGHLIGHTS OF**

1. **2014 WMO Executive Council**

The Directors will be informed about the outcome of the 2014 WMO Executive Council session and the impacts of the decisions on the operations of National Meteorological and Hydrological Services.

1. **The ICAO/CAeM Conjoint Met Divisional Meeting**

The Directors will be informed about the outcome of ICAO/CAeM conjoint Met Divisional Meeting and the impacts that the decision of the meeting will have on the operations of National Meteorological and Hydrological Services.

**6. The IMPACTS OF WEATHER DURING 2014**

 Directors will give a brief review of the socio-economic impacts of weather events on their countries, which should have qualitative and quantitative elements, as well as operations of the Meteorological Services during weather events. A brief presentation will be provided of the 2014 Hurricane Season by the Headquarters Unit. No document will be provided by the Headquarters Unit for this agenda item. Directors have been invited to submit their reports to the Caribbean Meteorological Organization Headquarters at least one week before the start of the Meeting.

7. PRESENTATION

Representatives from Belize and the Cayman Islands will present to the Meeting their plans for back-up arrangements between their Services, as approved by the Caribbean Meteorological Council and as outlined in the WMO Regional IV Hurricane Operational Plan.

8. other matters

 Miscellaneous issues not covered in the Agenda may be brought up under this item.

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