

ANNEX XVIII

ACTION LIST / WORKPLAN

DBCP WORKPLAN FOR THE NEXT INTERSESSIONAL PERIOD (2012)

-1- DBCP WORKPLAN

(ongoing actions from this and past Panel Sessions; actions arising from this Panel Session are indicated in bold)

No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
		ADMINISTRATIVE					
1	D22/8.6.1.1, D22/9.3.2	To check the DBCP list of National Focal Points for logistical facilities and report discrepancies, changes, or additions to the WMO Secretariat.	Panel members	WMO Secretariat	WMO Secretariat	Continuous	Ongoing
2	D22/10.3.1	To inform chairman of her wish or otherwise to continue to work as TC/DBCP.	TC		Chair	End of each contract	Ongoing
3	D22/10.3	Continue the arrangements (including finance) to secure the services of a technical coordinator..	Chair	Secretariat	Secretariat	Continuous	Ongoing
4	D23/6.7.; D22/7.2.12	To consolidate and publish the Panel's session report (web only) and Annual Report (CD-ROM and web).	Chair, Secretariat	TC	Executive councils of WMO & IOC	End of each year	Ongoing
5	D27/13.1	to publish the written reports, as well as others submitted to the Secretariat before 30 November of year YYYY, in the Panel's Annual Report for YYYY	Secretariat		Panel	Early YYYY+1	
6	D27/13.2	Members who had not submitted National Reports for the year YYYY to submit their input to the Secretariat before the end of the year YYYY	Panel members		Panel	31 Dec. YYYY	
7	D25/11.6.2, D26/12.2.2, D27/12.2.2	The Panel recalled the dynamic nature of the DBCP Operating Principles document and invited its members to provide the Chairperson with comments by the end of the year.	Panel members	Chair	Chair, Panel	End of each year	Ongoing
8	D25/11.6.2	Collate Updates to the DBCP Operating Principles document.	Chair	Secretariat	Chair	End of each year	Ongoing
9	D26/9.3.11	to check the JCOMM list of NFP for logistic facilities and submit changes to the Secretariat .	NFP	Secretariat	Secretariat	ongoing	Ongoing
10	D26/9.5.4	to assist on developing collaborations with the IHO and the IMO, and to report at the next Panel Session .	WMO Secretariat		Panel	DBCP-28	
11	D27/11.2.2	to make that sure the new draft ToR of the DBCP are submitted to JCOMM-IV for endorsement	Secretariat		JCOMM-IV	end 2011	

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
12	D27/11.5.3 (iv)	to deliver RMIC certificates officially to USA and China during JCOMM-IV	Secretariat		JCOMM-IV	JCOMM-IV	
13	D27/12.0.2 (iii)	to prepare a standard template for the reporting of the vice-Chairs to Panel Session	J. Stander	Secretariat	Panel	DBCP-28	
14	D22/10.4, D27/12.4.1	To review programme and establish working priorities of the technical coordinator. (DBCP-27: to revise the list of prioritized tasks for the Technical Coordinator as agreed at the previous Session, and discuss execution details with the Technical Coordinator)	Chair	EB, Panel members	Panel	asap after Panel Session	Ongoing
15	D26/5.12 (iv), D27/5.6, D27/12.4.2	to undertake the tasks as proposed by the Chair and to report at the next Panel Session (DBCP-27: to address during the next intersessional period as a matter of priority the high priority activities identified at DBCP-26)	TC	Panel members, EB, Secretariat	Panel	asap/ongoing	Ongoing
CAPACITY BUILDING							
16	D23/4.3.6, D27/6.4.2 (viii)	To develop and keep up to date standardized training materials in parallel with the organization of training programmes. To investigate ways to add training material from all capacity building activities to IOC/IODE OceanTeacher.	TT-CB	Secretariat	Panel	Next Panel Session	Ongoing
17	D27/9.2.8	to consider inviting mariners and shipping companies to the DBCP Capacity Building workshops as a way to advertise the ocean observation activities and seek their support	TT-CB	Secretariat	Panel	DBCP-28	
18	D22/2.2.1.2 (xii); D22/4.3.3; D22/4.3.5	To organize Capacity Building activities (training workshops, training materials, identifying lecturers).	TT-CB	Secretariat	Panel	Next Panel session	Ongoing
19	D22/4.3.6	To investigate on possible cooperation with relevant Capacity Building programmes in WMO and IOC.	Secretariat	Chair	Panel	Next Panel session	Ongoing
20	D27/6.4.2 (i), D27/6.4.2 (ii)	To convene the Third DBCP In-Region Western Indian Ocean Capacity Building Workshop, April 2012, Mombasa, Kenya. To coordinate workshop preparations with the DBCP, KMD, Kenya Marine & Fisheries Research Institute, NOAA/OCO, AMESD, and ASCLME	TT-CB: Ali Mafimbo, S. Thurston, Secretariat		Panel	Nov 2011	
21	D27/6.4.2 (iii)	to continue to build Observation Development Team (ODT) and Modelling Development Team (MDT) with Met/Ocean Institutes in the Western Indian Ocean Region	TT-CB	Secretariat	Panel	DBCP-28	
22	D27/6.4.2 (iv)	to Assemble a Team to explore recent advances in Information and Communication Technology (ICT) to help facilitate more effective DBCP TT-CB Outreach and Capacity Building Activities on a larger scale	TT-CB	Secretariat	Panel	DBCP-28	
23	D27/6.4.2 (v)	to Enhance Coordination and Cooperation between TT-CB and	TT-CB	WMO	Panel	DBCP-28	

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
		WMO Regional Associations		Secretariat			
24	D27/6.4.2 (vi)	to Discuss Preparations and Funding Impact for an additional “South Asia Capacity Building Workshop” in Chennai India in November 2012	TT-CB & R. Venkatesan	Secretariat	Panel	DBCP-28	
25	D27/6.4.2 (vii)	to Discuss Preparations for an additional “NE Asia Capacity Building Workshop” in Jeju South Korea in 2012	TT-CB	Secretariat	Panel	DBCP-28	
		DATA COLLECTION					
26	ToR	To follow up and possibly assist in implementing requirements expressed by the buoy users within the Argos system..	CLS	TC	Panel, JTA meeting	Continuous	Ongoing
27	D23/8.4.2.4	To continue review of satellite data telecommunications systems – particularly supporting the DBCP Iridium Pilot Project.	D. Meldrum, TC	Panel members	Panel	Continuous	Ongoing
28	D23/8.4.2.2	To share experiences regarding usage of various satellite communications systems for buoy data and participate in the DBCP Iridium pilot project.	Panel members	Chair & TC	Chair	Continuous	Ongoing
29	D23/8.4.1.10	To notify of all deployments of Iridium Drifters via a dedicated mailing list (iridium-pp@jcommops.org) and eventually via a notification web page on the JCOMMOPS web.	Participants in IPP	TC	JCOMMOP S	Continuous	Ongoing
30	D26/6.1.5 (1)	to promote standardization of data transmission formats using DBCP-M2 concept . DBCP-27: TTDM has continued to encourage manufacturers to use standard DBCP-M2 formats and to add additional data if necessary as requested by buoy owners at the end of the existing data format.	TT-DM	TC	Panel	ongoing	Discuss ed at DBCP-27
31	D26/7.4.4; D24/8.4(iv)	to investigate the possibility of installing a third new station over the southern parts of the Indian Ocean to further improve data timeliness across the entire basin .	JTA & CLS		Panel	JTA-31	
32	D26/8.1.5	to investigate means for the production of a best-practice guide for the use of Iridium in drifters based on the collective experience gained from the Iridium PP .	IPP	TC	Panel	DBCP-28	
33	D27/4.2.2.3	to provide special attention to buoy data reception	INMARSAT		Panel members	ongoing	Ongoing
34	D27/8.1.7 (i)	to complete the IPP analysis, the publication of a final report, and the compilation of a best-practices guide for the use of Iridium in drifters.	David Meldrum & TC		Panel	DBCP-28	
35	D27/8.1.7 (ii)	to continue seeking improvements in Iridium buoy energy efficiency through the implementation of improved power management schemes and the latest low-power GPS receivers.	Buoy Manufacturers		Panel members	ongoing	
36	D27/8.2.4	to summarize the conclusions of the Argos-3 Pilot Project in the view to publish them as a DBCP Technical Document	L. Centurioni	Secretariat	Panel	end 2011	
37	D27/9.3.5	to deploy Iridium drifting buoys in the areas of the South Pacific	Panel members		Panel	DBCP-28	

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		Ocean and the South Atlantic Ocean were the average delays are greater than 120 minutes					
38	D27/9.5.9 (ii)	the operators of Iridium drifters to continue to actively report metadata to each other upon deployment beyond the life of the Iridium Pilot Project	Panel members	TC	Panel	ongoing	Ongoing
39	D27/10.4.9	to develop a short position paper regarding the 1-stop shop Iridium data processing and seek community approval	David Meldrum & CLS		Panel	asap	
40	D27/11.5.3 (viii)	to participate in the international forum of users of satellite data telecommunication systems for environmental use once established	Satcom operators		Satcom Forum	DBCP-28	
41	D22/11.1	To make recommendations to the following JTA Session.	Chair		JTA, Panel	JTA Session	Ongoing
42	D27/10.4.10	to develop a draft business case 1 stop-shop Iridium data processing, based on various funding scenarios, using their knowledge of the likely costs	CLS		Panel	mid 2012	
43	D27/10.4.11	to report back to the next Panel session regarding the 1-stop shop Iridium data processing, at which point the Panel would decide whether or not to proceed to an open ITT for an 1SS	David Meldrum & CLS		Panel	DBCP-28	
44	D27/10.4.12	to keep the Panel fully informed and involved with regard to the establishment of an international forum of users of satellite data telecommunication systems	D. Meldrum		Panel	ongoing	
DATA EXCHANGE							
45	D23/3.3.8	To identify sources of buoy data not currently reported on the GTS and determine reason for non-availability, (particularly for the Arctic Buoys IABP)..	TC & CLS	Panel members & Secretariat	Chair & Panel for information	Continuous	Ongoing
46	D21	To routinely provide the list of moorings reporting in SHIP or BUOY format.	Panel members	TC	Panel	2013	
47	D25/10.2.5; D24/12.1.14 .	to contribute to feeding the JCOMM database extreme wave events when such events are observed by data buoys and are recorded by Panel Members.	Panel members	NODC	Panel	Continuous	Ongoing
48	D26/6.1.5 (3), D26/5.12 (i), D25/10.2.4, D24/12.1.5	to include drifter data in "The Oceanographer's and Marine Meteorologist's Cookbook for Submitting Data in Real Time and In Delayed Mode" cookbook From DMCG April 2010. Action 45 (ref. 7.1.1.1 (ii)).	TC, TT-DM	NDBC, Secretariat, OPA & DMPA Chairs	JCOMM DMCG	Continuous	Ongoing
49	D27/6.1.2 (ii), D26/6.1.5 (2)	to assist Pierre Blouch and Jon Turton in preparing a methodology to compare non-GTS buoy data with NWP/Ocean models, open to anyone via the web. (Continuation of DBCP-25 Action 8.8.2). TC to report any progress made with respect to related web tools by	TT-DM	TC	Panel	DBCP-28	DBCP-27: Progressing

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
		the next DBCP Session.					
50	D26/6.1.5 (5)	to assess the adoption of BUFR by GTS nodes and ensure that all data that is expected is definitely received at modeling and archiving centers (especially ISDM, NODC and ECMWF) by reviewing the differences between BUFR and BUOY messages received at each center .	TT-DM & TC	Secretariat	Panel	DBCP-28	DBCP-27: TC to follow up
51	D25/8.6.3, D24/10.5.3	To review of the buoy template for buoy data (for additional metadata and to cater to different platforms, and pilot projects e.g. waves) and propose creation of additional template(s) if required.	TC	TT-TDC		Continuous	Ongoing
52	D27/11.2.9, D27/11.2.10 , D27/6.3.6, D26/6.1.5 (6)	to consider the BUFR template(s) for moored buoys (e.g. met. buoys, waves, OceanSITES), profiling and sub-surface & surface wave gliders, and to recommend by end 2011 the approach(es) to be put to the JCOMM Task Team on Table Driven Codes (to include new requirements for observations, as well as the additional metadata identified as critical). Drafts to be circulated at DBCP-28.	TT-MB, TT-DM	TC	Panel	DBCP-28	Progressing
53	D27/9.5.9 (iii), D26/9.6.7 (3)	to participate actively in the JCOMM Task Team on Table Driven Codes (TT-TDC) and to work more closely on the development and testing/validation of BUFR templates for marine platforms.	Panel members	TT-TDC	Panel	DBCP-28	DBCP-27: new recommendations made
54	D26/9.8.2	to check with operational users of BUFR reports whether there are any discrepancy between the BUOY and BUFR reports received by those centres and whether any changes need to be made in the reporting of BUFR messages in the view to fix any possible problem and properly complete the migration of GTS distribution of buoy data to BUFR in 2012 .	TC	Panel members	Panel	DBCP-28	
55	D26/10.2.3	the users of the RNODC/DB and SOC/DB products to provide feedback to ISDM and Météo France respectively, and propose further improvements if needed .	Panel members		ISDM & Météo France	ongoing	
56	D27/6.1.2 (i)	to implement the required changes for all 5-digits old WMO numbers be converted to use the equivalent 7-digit WMO number to refer to drifters in all metadata files (e.g. GDP deployment log, JCOMMOPS cross-reference lists, etc)	GDP & JCOMMOPS		Panel	DBCP-28	
57	D27/6.1.2 (iv)	to monitor GTS bulletin headers used for GTS distribution of buoy data, reconcile the differences found, and publish the list on the JCOMMOPS website and Meteo-France QC tools	Météo France & ISDM, JCOMMOPS		Panel	ongoing	
58	D27/6.1.2 (v)	to communicate to GTS data users that they will stop receiving	WMO Secretariat		Panel	DBCP-28	

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
		BUOY reports from drifters using 7-digit WMO numbers, as such reports will only be distributed in BUFR format					
59	D27/6.1.2 (vi)	to inform all GTS focal points that the BUFR subcategory for "missing value" is being changed from the currently used value of 255 to 25, to conform with WMO rules	WMO Secretariat		Panel	DBCP-28	
60	D27/6.1.5	to coordinate this activity, and report findings at the next Panel Session: The GDP DAC, the two data management centres for drifting buoys, and JCOMMOPS to monitor the situation regarding the various sources for GTS insertion of buoy data	TC	AOML, RNODC/DB, SOC/DB, JCOMMOPS	Panel	DBCP-28	
61	D27/7.3.5	to contact the programme operators to promote data exchange and GTS distribution of the data in real-time	I. Rigor	TC	Panel	ongoing	
62	D27/7.8.8	to play an active role in the development of strategy and workplan for a new Marine Climate Data System (MCDS) in the view to have the OceanSITES Data System contribute to the MCDS	OceanSITES	TC	Panel	Nov. 2011	
63	D27/9.3.6	to work with Panel members, the Task Team on Data Management, and CLS in the view to establish a monitoring scheme (i.e. regular (every 6 months) assessments of the global data buoy timeliness by jointly comparing the JCOMMOPS Delay Maps and the Argos Data Mean Disposal Time Maps for that time period), and to report on preliminary results, and proposed scheme at the next Panel Session	TC	TT-TDC, CLS	Panel	DBCP-28	
64	D27/11.2.11	to participate actively in the JCOMM Task Team on Table Driven Codes and to work more closely on the testing and use of BUFR templates for marine platforms	Panel members	TC, TT-TDC	Panel	DBCP-28	
65	D26/10.2.5; D26/11.2.9; D25/9.2.4; D24/11.2.5; D23/7.1.5	to collaborate in the integration of SOC/DB and RNODC/DB into a single system of dedicated centres contributing to the ODP, and with specialized functions (archive, QC, monitoring, etc.).	SOC/DB & RNODC/DB	Secretariat	DMCG Chair & Panel	end 2010	
METADATA							
66	D27/11.5.3 (ii), D26/6.3.3, D24/10.5.6; D23/6.14; D21/8.6.4.5.	Buoy operators to provide metadata to JCOMMOPS; Manufacturers to collaborate with buoy operators and JCOMMOPS and submit the instrument/platform metadata using the recommended mechanisms (paying particular attention to SST and SSS data); both to comply with buoy metadata collection scheme. DBCP-27: JCOMMOPS to negotiate metadata formats on ad hoc basis	Buoy operators & manufacturers	TC	Panel	Continuous	Ongoing
67	D27/9.5.9 (iv), D26/6.3.3,	to investigate using other formats such as NetCDF for the collection of moored buoy metadata, including in close cooperation	TT-MB, TT-DM	TC	Panel	DBCP-28	

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
	D26/9.6.9	with the OceanSITES. DBCP-27: JCOMMOPS to negotiate metadata formats on ad hoc basis.					
68	D26/6.3.3	to develop a web interface and file upload .	JCOMMOPS		Panel	DBCP-28	
69	D26/6.3.3	to regularly forward collected metadata to the ODAS Metadata Service (ODASMS, China) .	JCOMMOPS	Secretariat & ODASMS	Panel	Ongoing	
70	D26/9.1.2	to collaborate with the HRSST Pilot Project Steering Team and assist in setting up appropriate arrangements regarding the collection of required metadata .	JCOMMOPS	TC	Panel	DBCP-28	
71	D26/9.6.7 (2)	to review the categories defined by the Task Team on Moored buoys, and to forward comments to Bill Burnett and Jon Turton .	Panel members	TT-MB	W. Burnett & J. Turton	DBCP-28	DBCP-27: some progress. TC to finalize specification for metadata collection
72	D26/9.6.8	to address the issue of providing moored buoy metadata through website(s), and make recommendations in this regard .	TIP	JCOMMOPS	Panel	ASAP	
73	D27/6.2.4	to provide GDP/AOML with manufacture dates for all buoys built within the last 5 years.	Manufacturers	AOML	Panel	ongoing	
74	D27/6.2.4	to provide barometer/SLP data to the GDP/AOML	Met. Services	TC	Panel	ongoing	
75	D27/6.2.4	to incorporate manufacture date and barometer death date into the GDP (AOML) metadata and make it available online (including creating additional columns in the GDP metadata)	AOML		Panel	ongoing	
76	D27/6.2.4	to provide drifter specifications on all drifters in the GDP metadata (this manufacturing number/code is to be listed and used to reference buoy types, as well as any changes made to the buoy)	AOML		Panel	asap	
77	D27/6.3.8 (i)	to follow up on actions related to the metadata issue that were agreed upon at DBCP-26, and discussed above, to report at the next Panel Session	TC		TT-MB	DBCP-28	
78	D27/8.6.3	to work closely with the OceanSITES, particularly on harmonizing data management aspects, including metadata between these two groups	IOCCP	TC	Panel	asap	
79	D27/9.5.9 (v)	to review the categories defined by OceanSITES and to forward comments to the OceanSITES Data Management Team co-lead	Panel members	TC	OceanSITES	March 2012	

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
		(Bill Burnett)					
80	D27/11.5.3 (vi)	to make sure that discovery metadata about buoy observational data-sets are properly compiled and made available through the Ocean Data Portal (ODP) and the WMO Information System (WIS) using the required ISO-19115 profiles	Panel members	TC, Secretariat	Panel	ongoing	
		FINANCES					
81	D27/11.6.10, D26/11.6.12 (1), D25/10.6.7	Liaise with Mr Frank Grooters for updating the interim financial report with the most accurate and current information..	EB	F Grooters		End of each year	Ongoing
82	D27/11.6.11, D26/11.6.12 (2), D25/10.6.7	The joint Secretariats and the DBCP financial advisor to work together to distribute the final statement for the previous year to the Panel members as soon as the IOC and WMO Final Statement of accounts for that year are finalized. Statements to be included in the DBCP Annual report.	Secretariat	F Grooters	Panel members	Jan. each year	Ongoing
83	D27/12.0.2 (iv), D26/12.0.2 (2)	to write to a number of countries not currently contributing to the DBCP Trust Fund (e.g. Brazil, China, Republic of Korea, Japan, etc.) and seek their contribution	Secretariat		Panel	DBCP-28	
84	D27/11.1.3	to continue their budgetary contribution to the Trust Fund in Timely manner	Panel members			continuous	
85	D27/11.6.14, D26/11.1.7	to facilitate the transfer of sufficient funds from the DBCP Trust Fund at the WMO to the DBCP Trust Fund at the IOC if needed to permit covering all related expenses from the IOC	WMO Secretariat			DBCP-28	
86	D21	To identify necessary funding to allow for expansion of JCOMMOPS and AIC staffing and resources..	Secretariat & Panel members	OCG	Panel	Next Panel session	
87	D22/10.1.8; D22/10.1.10	To prepare and distribute revised budget estimates for the following year, and final financial statement.	Finance Advisor	Secretariat & Chair	Panel	March each year	Ongoing
88	D22/10.1.10	To prepare interim statement of the budget for the next DBCP session.	Finance Advisor	Secretariat	Panel	July each year	Ongoing
		IMPLEMENTATION					
89	D27/5.10	to make use of the barometer drifter upgrade scheme (see http://www.jcommops.org/dbcp/platforms/barometer.html) by purchasing barometers for GDP-funded SVP drifters and negotiating their deployment positions with AOML	Panel members	AOML	Panel	ongoing	
90	D27/11.3.1; D27/11.3.2.1	to take the recommendations from the IOC XXVI Assembly and the WMO 16th Congress into account when developing their activities in support of the Panel	Panel members	Secretariat, TC	Panel	ongoing	
		IMPLEMENTATION STRATEGY					
91	D25/11.1.1.4.2.5;	To finalise updates to the DBCP implementation strategy (DBCP TD 15) including reference to the Capacity Building efforts being	Chair	Panel members	Panel	End of each year	Ongoing

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	D23/4.3.10.4.4.1; D22/4.2.3.	undertaken by the Panel – feedback sought by members .					
92	D27/12.1.1, D26/12.1.1	to review the DBCP Implementation Strategy document at http://www.jcommops.org/doc/DBCP/DBCP_Impl_Strategy.pdf and to forward any comments to the Chairperson by the end of November each year	Panel members	Secretariat	Chair & Panel	Nov. each year	
93	D27/12.1.1	to provide to the Secretariat an updated map for figure 2 in the DBCP Implementation Strategy document	TC		Secretariat	Nov. 2011	
IMPLEMENTATION / ACTION GROUPS							
94	ToR	To support, as required, existing DBCP action groups, and provide assistance on request to other internationally coordinated buoy programme developments..	TC & Secretariat	Chair	Panel	Continuous	Ongoing
95	D20	To coordinate with IOP implementing strategy for the Indian Ocean Observing System as far as data buoys are concerned..	IBPIO	Chair, TC, Secretariat	Panel	Continuous	Ongoing
96	D23/4.2.4; D16	To produce a table of national commitments in the Southern Ocean. To seek additional commitments for barometer upgrades, and deployment opportunities in the Southern Ocean to achieve a level of 300 buoys south of 40S..	TC	Panel members	Panel	Continuous	Ongoing
97	D27/7.4.4	to request all African countries to provide their plans to the various Action Groups of the DBCP with specific reference to buoy deployments in the Indian and Atlantic Ocean, and including all logistical arrangements	WMO Secretariat		Panel	end 2011	
98	D27/7.7.4	to inform the NPDBAP Coordinator about deployment opportunities in the Sea of Okhotsk	Panel members	TC	NPDBAP	DBCP-28	
99	D26/7.5.4	to establish contacts with the IPAB Coordinator, and other sponsors such as WCRP and SCAR and seek enhanced communication for the future .	A. Wallace	Secretariat & TC	Panel	DBCP-28	
100	D27/7.5.3	to liaise with Mr Johan Standers and approach IPAB in the view to have their operating principles updated according to the DBCP proposal	I. Rigor	Secretariat	Panel	DBCP-28	
101	D27/7.5.4	to reinvigorate IPAB, and plan an IPAB meeting in the foreseeable future	IPAB	Secretariat	Panel	DBCP-28	
102	D27/10.5.1	to submit a proposal for an ITP Pilot Project to the DBCP Executive Board	ITP	TC, Secretariat	Panel	asap	
IMPLEMENTATION / LOGISTICS							
103	D27/9.2.3, D27/9.5.9, (i)D23/7.2.4; D23/8.6.1.1; D22/8.6.1.13	To provide information on deployment opportunities to JCOMMOPS (preferably through a national website similar to AOML, NDBC and Canada) for all buoys, as well as to continue e-mail notifications as necessary – annual reports, action group	Panel members & TT-CB	TC	JCOMMOP S & Panel	Continuous	Ongoing

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
		annual planning, ship schedules, national plans, national contact points etc. To subscribe on the list and systematically post their deployment opportunities on the ships@jcommops.org mailing list as well					
104	D19	To maintain close links with SOT members so that support on deployment opportunities can be obtained from the SOOP and VOS panels of SOT..	Chair	TC	Panel	Continuous	Ongoing . Discuss ed at PMO IV & folled up.
105	D23/8.6.1.10	To provide information to Panel members or on its website, about where inventories of buoys are held, to aid in deployment planning..	GDP		Next Panel session	Continuous	Ongoing . DBCP-27:To be discuss ed
106	D26/11.2.11, D23/8.5.1.8; D22/8.5.1.9.; D22/8.5.3.	To implement JCOMMOPS work-plan – particularly with respect to Deployment opportunities.	TC & TC/Argo	JCOMM	Next Panel session	Continuous	Ongoing
107	D26/9.6.6 (v), D26/9.6.7 (1)	to provide recommendation to moored buoy operators on the required content as well as possible formats (i.e csv, XML etc.) for more effective and consistent exchange of deployments .	JCOMMOPS	TT-MB	Panel	DBCP-28	
108	D26/11.4.2	to keep the Panel informed of future developments and opportunities regarding the OceanOBS'09 Task Team activities for assisting other observing groups .	D. Meldrum	Secretariat	Panel	ongoing	
109	D27/9.2.4	to consider using the Lady Amber on a cost-shared basis for the deployment of drifters, e.g. in the Southern Hemisphere data sparse areas	Panel members	JCOMMOP S	Panel	ongoing	
110	D27/9.2.5	to review the Terms of Reference of the JCOMMOPS “Ship Logistics Coordinator” position, provide feedback, and consider funding part of it as of 2012	Panel members	JCOMMOP S	Chair	Nov. 2011	
11	D26/9.3.7	to provide a table of inventories at its various warehouses to the Technical Coordinator before June each year, so that it can be presented to the Panel at each DBCP Session, and therefore assist Panel members of identifying how they can assist with the deployments. .	R. Lumpkin	Panel members	TC	June each year	
		MONITORING					
112	ToR	To maintain a list of national contact points for the DBCP and	Secretariat	Panel	Chair &	Continuous	Ongoing

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
		within other relevant bodies with potential for involvement in DBCP activities..		members	Panel for information		
113	D23/8.4.2.4	To maintain a catalogue of existing ongoing ocean data buoy programmes.	TC	Panel members & Secretariat	Chair & Panel for information	Continuous	Ongoing
114	D21	To provide input on buoy models for JCOMMOPS database.	Manufacturers	TC	Panel	Continuous	Ongoing
115	D21	To provide Service Argos with list of most used buoy models and formats they operate.	Manufacturers	TC	Service Argos	Before deployment	Ongoing
116	D24/12.5.5	Investigate developing an easy-to-calculate global statistic that reports the status of the array, also taking into account drifter distribution targets.	TT IBPD			DBCP-28	
117	D26/9.6.10	to assist JCOMMOPS in feeding its database and undertaking its monitoring activities by routinely and operationally providing JCOMMOPS with buoy deployment and daily location information.	GTS data processing centres	TC	JCOMMOPS	DBCP-28	
118	D27/5.5, D27/9.3.4	to resume DBCP monitoring activities, and reconstruct the missing records and monitoring products, including the DBCP monthly maps normally produced by JCOMMOPS for the end of 2010 and the beginning of 2011	TC	Argo TC, CLS	Panel	asap	
119	D27/5.9	to investigate the causes of discrepancies with regard to the number of buoys reporting pressure from the Southern Hemisphere, to work with Panel members on possible solutions, and to report findings at the next Panel Session	TC	Panel members	Panel	DBCP-28	
120	D27/6.1.2 (iii), D27/9.3.3	to resume producing the cross reference list of WMO IDs vs. Transmitter ID operationally	TC		Panel	asap	
121	D27/9.3.7	to make their "timeliness maps" available publicly on a routine basis	CLS	TC	Panel	asap & ongoing	
122	D27/9.4.2	to update the template for DBCP National Reports in the view to include a section permitting the reporting of vandalism incidents	Secretariat	ITP	Panel	DBCP-28	
123	D27/10.1.5	to review the content of the Google Earth Argo products. Temperature and Salinity overlays and adapt the product to DBCP needs	TC		Panel	DBCP-28	
124	D27/11.3.2.3	to investigate how a systematic survey of marine meteorological and oceanographic observations (to assess the strength and weaknesses of Member countries) could be realized in the view to make a proposal at the next Panel Session	TC	Secretariat	Panel	DBCP-28	
125	D26/10.3.6	to make the information from CLS on the new monitoring tools available via its website .	JCOMMOPS	CLS	Panel	DBCP-27	
		REQUIREMENTS					
126	ToR	To maintain summary of requirements for buoy data to meet	TC	Panel	Chair for	Continuous	Ongoing

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
		expressed needs of the international meteorological and oceanographic communities.		members & Secretariat	presentation to the Panel		
127	D24/12.1.13	to address user requirements and particular observing systems deficiencies as expressed in the JCOMM Statement of Guidance for Ocean Applications.	Panel members		Panel	Continuous	Ongoing
		INFORMATION EXCHANGE					
128	D22/7.2.3	To provide info/materials for DBCP/JCOMMOPS websites (news, brochure).	Panel members	TC	Panel	Continuous	Ongoing
129	D21	To actively communicate with national coordination for GEO to fully inform on the Panel's activities and capabilities in this regard..	Panel members		Panel	Continuous	Ongoing
130	D23/6.7	Compile a CD-ROM of scientific and technical workshop at the last Panel Session.	Chair & Secretariat	TC	Executive councils of WMO & IOC	End of each year	Ongoing
131	D26/13.2, D25/12.1	To submit their national reports to the Secretariat before the end of the year (input submitted before 30 November to be published in the Panel's Annual Report).	Panel members	Secretariat	Secretariat	30 Nov. each year	
132	D27/2.2, D26/2.7	to submit their papers via e-mail or CD-ROM to the Workshop Chairperson, via electronic format (MS Office compatible format only) .	S&T workshop authors	Secretariat	Chairperson	30-Nov each year	
133	D26/6.2.6 (1)	to identify authors who are willing to provide the updates to DBCP related standards document as listed on the DBCP website.	TT-IBP	TC & Secretariat	Panel	Continuous	
134	D26/13.1	to publish the national reports in the Panel's Annual Report .	Secretariat	Panel members	Panel	Early-2011	
134	D27/2.3	to act as Co-chairperson for the Workshop and assist with its organization from a regional perspective	W. Burnett & R. Hibbins	Secretariat	Panel	DBCP-28	
136	D27/9.1.3.3	to publish the DBCP Technical Document No. 42 on the JCOMM website	Secretariat		Panel	asap	
		INSTRUMENT PRACTICES					
137	D27/6.2.3	to start systems for record keeping for instrument calibration, replacement and validation that conform to ISO recommended specifications	Panel members	TT-IBP	Panel	ongoing	
138	D26/6.3.4	in liaison with Johan Stander (South Africa) and the TT-IBP, to address the issue of developing a proper certification process, and procedures for the calibration, and investigate what calibration information should be collected internationally and recorded in the ODASMS .	TT-MB	TT-IBP & J. Stander	Panel	DBCP-28	DBCP-27: Feedback needed
139	D21	To review best practices prior to drifter purchase for safety, and GTS data processing purposes.	Panel members	TT-IBP & TC	Panel	Continuous	Ongoing

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
140	D24/12.6.8.4	to follow the best practices and standards eventually proposed under WIGOS, and in particular, to provide the buoy platform / instrument metadata to JCOMMOPS, META-T servers, and the ODASMS as appropriate.	Panel members	TC & Secretariat	Panel	Continuous	Ongoing
141	D24/12.1.2	Seek information from Panel members on data buoy-related instrument Best Practices, calibration procedures, and standards for inclusion in the JCOMM Catalogue of Best Practices and Standards.	TC		Panel	End 2008	Commenced
142	D25/7.3.7	Progress with its work on Wave Drifter tests as quickly as possible, and to interact with other groups, such as ESA, who were pursuing initiatives to improve the quality of in situ data in support of cal/val activities for a number of Essential Climate Variables (ECVs).	David Meldrum & PP-WMD		Panel	asap	
143	D26/11.2.8	to look at those buoy related practices elements, identify appropriate publication(s) to which the identified observation practices should be relocated, and make recommendations to the CBS as appropriate .	TT-DM	D. Meldrum; Secretariat	Panel	asap	
144	D26/11.5.10	to address the recommendations from the WMO-BIPM workshop .	PP-HRSST	Secretariat	Panel	ongoing	
145	D27/11.5.3 (iv), D26/11.5.5	to use the RMIC facilities as appropriate, and participate at future workshops	Panel members	Secretariat	Panel	ongoing	
146	D27/11.5.3 (v), D24/10.7.3	Investigate participating in the Association of Hydro-Meteorological Equipment Industry (HMEI - http://www.hydrometeoindustry.org/) as a way to be represented at JCOMM meetings.	Manufacturers		Panel	Continuous	Ongoing
147	D26/12.1.3	to include requirements for traceability to standards, and instrument calibration in the Implementation Strategy, and to provide input to the Chair and the Secretariat .	Panel members	Secretariat	Chair & Panel	30-Nov-10	
148	D27/9.1.1.3	to review the content of the DBCP web page on best practices and to provide feedback to the Technical Coordinator as appropriate.	Panel Members	TC	Panel	DBCP-28	
QUALITY MANAGEMENT							
149	D27/11.5.3 (vii)	to comply with the WMO Quality Management Framework (QMF) and quality management principles	Panel members	Secretariat	Panel	ongoing	
QUALITY MANAGEMENT / INSTRUMENT EVALUATION							
150	D27/2.1.5	to consider further research with regards to the cause of buoy failures for the last 10 years (incl. providing break down with regard to the failing of buoys at deployment, drogue loss, and the number of days transmitting for each manufacturer during the period; Findings shall be submitted to the DBCP Scientific and Technical workshop in 2012)	AOML		Panel	DBCP-28	

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
151	D27/6.2.2	to review their procedures, and resume reliable functioning of SVPBs	Manufacturers		Panel	asap	
152	D27/9.7.5 (ii)	to establish a detailed chronology of drogue loss events from the historical record, going back as far as possible	R. Lumpkin		Panel	DBCP-28	
153	D27/9.7.5 (iii)	to cross-correlate the two chronologies (i) drogue design changes, and (ii) drogue loss events, in the hope of elucidating critical design changes	L. Centurioni & R. Lumpkin		Panel	DBCP-28	
154	D27/9.7.5 (iv)	to reactivate dormant actions to deploy intensively instrumented drifters that would allow detailed characterization of drogue performance and attendant stresses on its connection to the buoy hull	L. Centurioni & A. Sybrandy		Panel	DBCP-28	
155	D26/6.2.5	to address a number of issues (HRSST, life time of drogues, quality of pressure data, environmental impact of drifters, Using solar cells on drifters) .	TT-IBP	TC & Panel members	Panel	Ongoing	
156	D27/9.7.5 (i)	to establish a detailed chronology of drogue design changes, going back as far as possible	L. Centurioni		Panel	DBCP-28	
157	D27/9.7.4; D27/9.7.6	The in-session ad hoc working group on the drogue loss/detection issue to constitute itself as a working group within the existing TT-IBP, and to work by e-mail to agree a structure and workplan regarding the drogue loss/detection issue by the end of October 2011.	ad-hoc drogue loss task team & Chair TT-IBP		Panel	31 Oct 2011	
QUALITY MANAGEMENT / INTERCOMPARISONS							
158	D26/8.4.10	to contact the Chairperson of the PP-WET in case they are undertaking wave observation and evaluation activities .	Panel members	TC	PP-WET Chair	ASAP	
159	D27/8.3.5 (ii)	to deploy the Scripps GPS sensor within the PP-WET evaluation and inter-comparison exercise.	PP-WMD & PP-WET		Panel	asap	
160	D27/8.3.5 (iii)	to give early consideration to a protocol for characterizing the performance of the sensor when incorporated within a SVP drifter hull.	PP-WMD & PP-WET		Panel	mid-2012	
161	D27/8.4.10	to assist the PP-WET Pilot Project and play a role in PP-WET activities (by existing RMICs with wave capability, and particularly the RMIC for RA-IV)	RMIC RA-IV & II		Panel	ongoing	
162	D27/11.5.3 (iii)	to contribute to the development of JCOMM guidelines for marine instrument intercomparisons through the Pilot Project on Wave Measurement Evaluation and Testing (PP-WET), and the Task Team on Instrument Best Practices and Drifter Technology Development (TT-IBP), and liaise with the JCOMM Observations Coordination Group (OCG) as appropriate	TT-IBP		Panel	DBCP-28	
163	D27/8.4.9 (i), D26/8.4.9 (i)	to organize a third meeting of the PP-WET Steering Team in	PP-WET &	TC	Panel	ASAP	

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No	Ref item	Action Item	Who	Supported by	Reporting to	When	Status
		November 2011.	Secretariat				
164	D27/8.3.5 (i)	to review PP-WMD chair and membership, and consider possible incorporation of PP-WMD within PP-WET	EB		Panel	asap	
QUALITY MANAGEMENT / QUALITY CONTROL							
165	ToR	To coordinate operations of DBCP QC guidelines..	TC	Panel members & Data Quality centres	Panel	Continuous	Ongoing
166	D23/8.1.2	To encourage other centres to act as PMOC and existing centres to invest more resources in the implementation of QC guidelines.	Panel members	TC	Panel	Continuous	Ongoing
167	D26/5.12 (iii)	to add the appropriate tests and procedures regarding Quality Control of Salinity Data to the DBCP Technical documents which already exist .	TT-IBP	TC & Secretariat	Panel	DBCP-27	
SAFETY / VANDALISM / SECURITY							
168	D17	To enhance buoy safety through improved design (refer recommendations) and keep the Panel informed about related changes..	Manufacturers & Panel members	Panel members, TC	Panel	Continuous	Ongoing
169	D22/8.6.5.2	To design deployment packages for safe deployments from 20m height from 25 knots ships.	Manufacturers	Evaluation Group	Next Panel session	DBCP-26	
170	D27/9.4.11	to collect statistics and information on actual vandalism occurrences, and maintain relevant information on the DBCP website	TC		Panel	ongoing	
171	D27/9.4.11	to propose a methodology, and conduct comprehensive cost-benefit assessments and risk-value analyses in the view to present its findings at the next Panel Session	Vandalism WG		Panel	DBCP-28	
172	D27/9.4.12	to make sure the data buoy vandalism aspects are being addressed as part of its activities	TT-CB		Panel	ongoing	
TECHNOLOGY DEVELOPMENT							
173	D27/8.5.2	to pursue GHRSSST regarding its response and contribution to the PP-HRSST as a matter of urgency.	PP-HRSST	Chair, Secretariat	Panel	DBCP-28	
174	D27/8.6.2	to work with Dr Telszewski to progress on investigating adding biogeochemical sensors to data buoys	TC & M. Telszewski	TT-IBP	Panel	DBCP-28	
175	D27/8.5.4	to develop a PP-HRSST workplan for the next three years and to report back to the next Panel session on its progress	PP-HRSST	TC	Panel	DBCP-28	
176	D27/8.5.5	to finalize the membership of the PP-HRSST	EB		Panel	asap	
177	D26/8.3.1	to conduct a full desk study of the new literature on wave-spectral measurements, to contact the main players in the field and to propose an action plan for consideration by the Executive Board and by the Panel at its next session .	D. Meldrum		EB & Panel	DBCP-27	