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| WEATHER CLIMATE WATER | A picture containing text, clipart, ceramic ware, porcelain  Description automatically generated**World Meteorological Organization**  **COMMISSION FOR WEATHER, CLIMATE, WATER AND RELATED ENVIRONMENTAL SERVICES AND APPLICATIONS**  **Second Session** 17 to 21 October 2022, Geneva | **SERCOM-2/Doc. 5.1(2)** |
| Submitted by: Chair  20.X.2022  **APPROVED** |

**AGENDA ITEM 5: TECHNICAL REGULATIONS AND OTHER TECHNICAL MATTERS**

**AGENDA ITEM 5.1: Recommended amendments to Technical Regulations (WMO-No. 49), including Manuals and Guides**

# Procedures FOR AMENDING THE TECHNICAL REGULATIONS (WMO-NO. 49), their ANNEXES, GUIDES and other CORRESPOnDING NON-REGULATORY PUBLICATIONS



# GENERAL CONSIDERATIONS

### Introduction

1. This document presents a recommendation to the Executive Council of the codification of unified procedures, in the [*Rules of Procedure for Technical Commissions*](https://library.wmo.int/index.php?lvl=notice_display&id=21534) (WMO-No. 1240), for producing, amending and publishing the [*Technical Regulations*](https://library.wmo.int/index.php?lvl=notice_display&id=14073) (WMO-No. 49), the manuals which are annexes to the *Technical* *Regulations*, WMO Guides and other guidance materials that correspond to the regulatory framework, and the removal of the Appendix “Procedures for amending WMO Manuals and Guides that are the responsibility of the Commission for Observation, Infrastructure and Information Systems” from relevant Manuals (publications WMO-No. 306, 386, 485, 1060, and 1160).

### Rational for the recommended Appendix

2. This document is submitted to respond to:

(a) the request made by the seventy-fifth session of the Executive Council through [Decision 15 (EC-75)](https://meetings.wmo.int/EC-75/English/2.%20PROVISIONAL%20REPORT%20(Approved%20documents)/EC-75-d05-3(2)-APPROVAL-OF-NON-REGULATORY-PUBLICATIONS-approved_en.docx?Web=1), which endorsed the changes on the designation of technical commissions for approval of non-regulatory publications, and requested the Secretary-General to develop and submit to the Executive Council at its seventy-sixth session (EC-76) required amendments to the General Provisions *[Secretariat]* of the[*Technical Regulations*](https://library.wmo.int/index.php?lvl=notice_display&id=14073) (WMO-No. 49) for consideration and recommendation to Congress.

(b) the request made by the first session of the Commission for Observation, Infrastructure and Information Systems (INFCOM) through [Recommendation 11 (INFCOM-1)](https://library.wmo.int/doc_num.php?explnum_id=11197/#page=353) and [Recommendation 17 (INFCOM-1)](https://library.wmo.int/doc_num.php?explnum_id=11197/#page=389), which requested its Management Group, with the support of the Secretariat, to coordinate the work of drafting unified amendments to “Appendix. Procedures for amending WMO manuals and guides that are the responsibility of the Commission for Observation, Infrastructure and Information Systems” of the General Provisions, which will be applied to all relevant manuals and guides, and to submit the draft amendments to the Commission’s second session.

### Current situation

3. Principles and high-level procedures for updating the[*Technical Regulations*](https://library.wmo.int/index.php?lvl=notice_display&id=14073) (WMO-No. 49), their Annexes, and WMO Guides are described in the General Provisions of the *Technical* *Regulations.*

4. Executive Council authorized (Resolution 12 (EC-68) and Resolution 9 (EC-69)) the use of a simple (fast track) procedure for updating of some components (designated as technical specifications) of the following manuals that were managed by the Commission for Basic Systems: [*Manual on Codes*](https://library.wmo.int/index.php?lvl=notice_display&id=10684) (WMO-No. 306), [*Manual on the Global Telecommunication Syst*em](https://library.wmo.int/index.php?lvl=notice_display&id=21811) (WMO-No. 386), [*Manual on the Global Data-processing and Forecasting System*](https://library.wmo.int/index.php?lvl=notice_display&id=12793) (WMO-No. 485), [*Manual on the WMO Information System*](https://library.wmo.int/index.php?lvl=notice_display&id=9254) (WMO-No. 1060), and [*Manual on the WMO Integrated Global Observing System*](https://library.wmo.int/index.php?lvl=notice_display&id=19223) (WMO-No. 1160). In these manuals, the General Provisions were reproduced, and a supplementary Appendix added containing detailed “*Procedures for amending WMO Manuals and Guides that are the responsibility of the Commission for Observation, Infrastructure and Information Systems*”. Detailed procedures for updating guides and other guidance materials are not standardized.

### Proposed unification

5. It is desirable to have a unified procedure, applicable to all regulatory and corresponding non-regulatory publications to be used by both technical commissions, generalizing the applicable procedures (standard and fast-track) on the basis of the current Appendix “*Procedures for amending WMO Manuals and Guides that are the responsibility of the Commission for Observation, Infrastructure and Information Systems*” to the General Provisions. Such a unified procedure should be included in the [*Rules of Procedure for Technical Commissions*](https://library.wmo.int/index.php?lvl=notice_display&id=21534) (WMO-No. 1240).

**Definition of WMO Guides and other guidance material**

6. WMO Guides are defined in the General Provisions as follows: “In addition to the *Technical Regulations*, appropriate Guides are published by the Organization. They describe practices, procedures and specifications which Members are invited to follow or implement in establishing and conducting their arrangements for compliance with the Technical Regulations, and in otherwise developing meteorological and hydrological services in their respective countries.”

7. WMO also publishes other guidance materials under various titles (e.g. guidelines, handbooks, compendiums) which are not clearly defined. It is proposed to apply the unified procedure applicable to guides to all such publications that correspond to the regulatory framework and contain practices, procedures or specifications addressed to Members. It is further required to clearly define the purpose of such other non-regulatory publications should they be distinguished from guides.

### Amendments to General Regulations and Technical Regulations required for granting technical commissions the authority to approve non-regulatory publications

8. Pursuant to the Decision 15 (EC-75) to grant authority to technical commissions to approve non-regulatory publications (Guides and other guidance materials), the following amendment will be submitted to Congress:

(a) Technical Regulations General Provisions paragraph 18: “The technical commissions are responsible for the selection of material to be included in the Guides. These Guides and their subsequent amendments, as well as other guidance materials that correspond to the regulatory framework, shall be approved by technical commissions ~~considered by the Executive Council~~.”

(b) General terms of reference of the technical commissions defined in Annex III of the [*General Regulations*](https://library.wmo.int/doc_num.php?explnum_id=11187#page=107) (WMO-No. 15): “2. Develop, for consideration by the Executive Council and Congress, proposed international standards for methods, procedures, techniques and practices in meteorology**,** climatology and operational hydrology including, in particular, the relevant parts of the Technical Regulations~~, Guides~~ and their annexes. Develop, approve and update, as necessary, appropriate Guides and other guidance materials that correspond to the regulatory framework;

9. The [*Guidelines on the Preparation and Promulgation of the WMO Technical Regulations*](https://library.wmo.int/index.php?lvl=notice_display&id=15872) (WMO-No. 1127) will be updated accordingly.

### Expected action

10. The Commission is invited to adopt [Draft Recommendation 5.1(2)/1 (SERCOM-2).](https://meetings.wmo.int/SERCOM-2/English/Forms/AllItems.aspx?RootFolder=%2FSERCOM%2D2%2FEnglish%2F1%2E%20DRAFTS%20FOR%20DISCUSSION&FolderCTID=0x012000A60A2C5B5006AA41980F5F2A7BA92166&View=%7B1EB384EC%2D8FE1%2D4B79%2DB8F9%2DA0AEB19C9F87%7D)

# DRAFT Recommendation

## Draft Recommendation 5.1(2)/1 (SERCOM-2)

### Procedures for amending the *Technical Regulations* (WMO-No. 49), their annexes, Guides and other corresponding non-regulatory publications

THE COMMISSION FOR WEATHER, CLIMATE, WATER AND RELATED ENVIRONMENTAL SERVICES AND APPLICATIONS,

**Recalling** the General Provisions of the[*Technical Regulations*](https://library.wmo.int/index.php?lvl=notice_display&id=14073) (WMO-No. 49), Volume I, General Provisions, [Recommendation 11 (INFCOM-1)](https://library.wmo.int/index.php?lvl=notice_display&id=21866), and [Recommendation 17 (INFCOM-1)](https://library.wmo.int/index.php?lvl=notice_display&id=21866),

**Recalling** further [Decision 15 (EC-75)](https://meetings.wmo.int/EC-75/English/2.%20PROVISIONAL%20REPORT%20(Approved%20documents)/EC-75-d05-3(2)-APPROVAL-OF-NON-REGULATORY-PUBLICATIONS-approved_en.docx?Web=1) – Concept note on the designation of technical commissions for approval of non-regulatory publications,

**Considering** the need to define unified procedures for producing and amending the [*Technical Regulations*](https://library.wmo.int/index.php?lvl=notice_display&id=14073) (WMO-No. 49), their annexes, Guides and ‘other guidance materials that correspond to the regulatory framework,’ herein referred to as ‘other corresponding non-regulatory publications,’

**Invites** Members to review and provide the Secretariat with feedback to the draft unified procedures, attached as Annex 1, by 30 November 2022, to enable the Secretary-General to finalize the document in consultation with the presidents of technical commissions, for consideration by the Executive Council at its forthcoming session in February 2023;

**Recommends** the Executive Council to:

(1) Approve the unified procedures for amending the *Technical Regulations*, their annexes, guides and other corresponding non-regulatory publications for inclusion in the *Rules of Procedure for Technical Commissions* (WMO-No. 1240);

(2) Approve the removal of General Provisions, reproduced in certain Manuals, as well as the related Appendix “Procedures for amending WMO Manuals and Guides that are the responsibility of the Commission for Observation, Infrastructure and Information Systems” from the following manuals: [*Manual on Codes*](https://library.wmo.int/index.php?lvl=notice_display&id=10684) (WMO-No. 306), [*Manual on the Global Telecommunication Syst*em](https://library.wmo.int/index.php?lvl=notice_display&id=21811) (WMO-No. 386), [*Manual on the Global Data-processing and Forecasting System*](https://library.wmo.int/index.php?lvl=notice_display&id=12793) (WMO-No. 485), [*Manual on the WMO Information System*](https://library.wmo.int/index.php?lvl=notice_display&id=9254) (WMO-No. 1060), and [*Manual on the WMO Integrated Global Observing System*](https://library.wmo.int/index.php?lvl=notice_display&id=19223) (WMO-No. 1160). The General Provisions should remain only in Technical Regulations Volume I, (WMO-No. 49) and could be referred to in Manuals and other non-regulatory publications;

**Further invites** Members to review and provide Secretariat feedback on the list of regulatory and non-regulatory publications to be amended or developed by the technical commissions for inclusion in the list of mandatory publications in the nineteenth financial period, attached as [Annex 2](#Annex_2), by 30 November 2022, for consideration by the Nineteenth World Meteorological Congress;

**Invites** the Commission for Observation, Infrastructure and Information Systems to support the present Recommendation.

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## Annex 1 to draft Recommendation 5.1(2)/1 (SERCOM-2)

# Draft procedures for amending the *Technical Regulations* (WMO-No. 49), their annexes, Guides and other corresponding non-regulatory publications

*[Proposed amendments to the Rules of Procedure for Technical Commissions (WMO-No. 1240) in addition to those proposed in document SERCOM-2/Doc. 8]*

2. **PURPOSE AND TERMS OF REFERENCE OF TECHNICAL COMMISSIONS**

[…]

2.4 Procedures for amending the *Technical Regulations*, their annexes, Guides and other guidance materials that correspond to the regulatory framework are described in Annex VII, where ‘other guidance materials that correspond to the regulatory framework’ are referred to as ‘other corresponding non-regulatory publications’.

Note: According to their general terms of reference, technical commissions develop, for consideration by the Executive Council and Congress, proposed international standards for methods, procedures, techniques and practices in meteorology, climatology and operational hydrology including, in particular, the relevant parts of the Technical Regulations and their annexes. Technical commissions also develop, update, and approve, as necessary, appropriate Guides and other guidance materials that correspond to the regulatory framework.

[…]

**ANNEX VII. Procedures for amending the Technical Regulations (WMO-No. 49), their annexes, guides and other corresponding non-regulatory publications**

*[Annex VII below is all new text provided in normal font]*

## 1. INTRODUCTION

1.1 The present procedures describe the steps involved in drafting, evaluating and approving amendments to the *Technical Regulations* (WMO-No. 49), [Volumes I](https://library.wmo.int/index.php?lvl=notice_display&id=14073), II and [III](https://library.wmo.int/index.php?lvl=notice_display&id=10700), the manuals which are annexes to the [*Technical Regulations*](https://library.wmo.int/index.php?lvl=notice_display&id=14073), guides and other corresponding non-regulatory publications.

1.2 An amendment, in the context of these procedures, is any revision of the content of a publication, the addition of a new publication or the discontinuation of an existing publication. Purely editorial modifications that do not change the meaning of the content of a publication may be carried out by the Secretariat at its discretion and are not discussed herein.

## 2. INITIAL STEPS

### Submission of the initial request

2.1 An initial request for an amendment is submitted to the Secretariat by a Member or an expert of a technical commission.

### Assessment of the initial request

2.2 The initial request is assessed by the Secretariat in consultation with the chair of a relevant standing committee or study group respective technical commission to determine whether an amendment is warranted. If it is determined that an amendment is not warranted, no further action is taken.

### 3. DRAFTING OF THE PROPOSAL FOR AN AMENDMENT BY THE RESPONSIBLE BODY

3.1 If it is determined that an amendment is warranted, the request is sent to the responsible body standing committee or study group. If the subject of the request does not fall under the responsibility of existing bodies of a technical commission, the request should be considered by the Management Group of the commission, which should decide how to address such a request.

3.1 The responsible body (standing committee or study group) shall draft the proposal for the amendment following the principles defined in the General Provisions (paragraph 13) to the Technical Regulations, the [*Guidelines on the Preparation and Promulgation of the WMO Technical Regulations*](https://library.wmo.int/index.php?lvl=notice_display&id=15872) (WMO-No. 1127) and appropriate WMO editorial procedures and in consultation with other WMO bodies and technical experts, as needed.

3.2 The proposal for the amendment shall, at a minimum, contain the following information:

(1) Title and, as applicable, WMO number, relevant volume, part, section, regulation, provision, paragraph or other such subdivision of the publication to which the amendment applies,

(2) Details of the amendment,

(3) Rationale for the amendment,

(4) Originator of the initial request.

3.3 The proposal should also include the following information:

(1) Expected impact of the amendment on Members, users of services, other international organizations and other WMO regulatory publications,

(2) Confirmation or estimate of the number of Members with the ability to support and follow the proposed amendment (principle 13(a) in General Provisions) to validate the proposal for standard practice (requiring strong majority of Members),

(3) Names of WMO Members and WMO bodies, including subsidiary bodies of constituent bodies, that were consulted during, or assisted with, the drafting of the proposal,

(4) Proposed implementation date, that is, the date on which the amendment will become effective,

(5) Validation information, where applicable. If the amendment concerns changes that may impact automated processing systems, these changes should be tested using at least two independently developed tool sets and two independent centres, and the resulting validation information should be included with the proposal.

3.4 All related proposals should be combined into one comprehensive proposal.

### 4. APPROVAL OF THE PROPOSAL FOR AN AMENDMENT

4.1 After a proposal for an amendment is drafted, the Secretariat administers its submission for approval. The principal methods for approving a proposal for an amendment are the standard approval procedure and the fast-track approval procedure.

### 4.1. Standard approval procedure

4.1.1 The standard approval procedure is the default procedure used to approve a proposal for an amendment to the *Technical Regulations* (WMO-No. 49), Volumes [I](https://library.wmo.int/index.php?lvl=notice_display&id=14073), II and [III](https://library.wmo.int/index.php?lvl=notice_display&id=10700), and the manuals which are annexes to the Technical Regulations, guides and other corresponding non-regulatory publications.

4.1.3 The steps involved in the standard approval procedure are the following:

(1) The relevant technical commission management group shall consider the proposal for an amendment in consultation with other bodies, as needed, and either request that the proposal be further revised by the responsible body or submit the proposal to the full technical commission.

(2) The technical commission shall consider the proposal for an amendment at a session or by correspondence and either request that the proposal be further revised by the responsible body or carry out one of the following actions:

(a) If the proposal for an amendment concerns a guide or another corresponding non-regulatory publication, the commission may adopt such amendment. The commission may delegate to the president approval of guides and other corresponding non-regulatory publications, in consultation with the management group of that commission and with other relevant bodies, as needed.

(b) If the proposal for an amendment concerns the *Technical Regulations* (WMO-No. 49), the commission shall recommend it for adoption by the Congress or by the Executive Council in case the new regulation needs to be implemented before the next session of Congress (according to General Provisions paragraph 15).

(c) If the proposal for an amendment concerns annexes to the *Technical Regulations*, the commission shall recommend it for adoption by the Executive Council, unless there is a Congress request to submit specific amendments to Congress.

(3) The Secretariat shall distribute a WMO circular letter to Members informing them of the proposal for the amendment with an indication of new obligations for Members, if any.

(4) Congress or the Executive Council shall consider the recommendation of a technical commission and either adopt it or request that the proposal be further revised by the commission.

### 4.2. Fast-track approval procedure

4.2.1 The fast-track approval procedure, as authorized by the Executive Council (Resolution 12 (EC-68) and Resolution 9 (EC-69)), is applicable to the updating of certain components (designated as technical specifications) of the following manuals: [*Manual on Codes*](https://library.wmo.int/index.php?lvl=notice_display&id=10684) (WMO-No. 306), [*Manual on the Global Telecommunication Syst*em](https://library.wmo.int/index.php?lvl=notice_display&id=21811) (WMO-No. 386), [*Manual on the Global Data-processing and Forecasting System*](https://library.wmo.int/index.php?lvl=notice_display&id=12793) (WMO-No. 485), [*Manual on the WMO Information System*](https://library.wmo.int/index.php?lvl=notice_display&id=9254) (WMO-No. 1060), and [*Manual on the WMO Integrated Global Observing System*](https://library.wmo.int/index.php?lvl=notice_display&id=19223) (WMO-No. 1160).

4.2.2 The fast-track approval procedure may also be applied to guides and other corresponding non-regulatory publications, authorized by the technical commission concerned.

4.2.3 The list of technical specifications, guides and other corresponding non-regulatory publications is made available to Members along with designated focal points or national authorities used for the fast-track approval procedure.

4.2.4 The fast-track approval procedure is normally carried out twice a year.

4.2.5 The steps involved in the fast-track approval procedure are the following:

(1) The Chair of the relevant standing committee shall examine the proposal for an amendment in consultation with other bodies and with the Secretariat, as needed. The Chair shall either request that the proposal be further revised by the responsible body or submit the proposal to the designated focal points or other such designated national authorities with technical competence in the relevant area for their review.

(2) Once the proposal for an amendment has been submitted to them, the designated focal points or other such designated national authorities with technical competence in the relevant area shall have two months to provide comments. After all comments received have been addressed, the proposal for an amendment shall be submitted to the president of the relevant technical commission.

(3) The president of the relevant technical commission shall consider the proposal for an amendment in consultation with the management group of that technical commission, the president of the other technical commission and the Secretariat, as needed, and shall either request that the proposal be further revised by the responsible body or carry out one of the following actions:

(a) If the proposal for an amendment concerns a guide or another corresponding non-regulatory publication, the president of the relevant technical commission shall approve the amendment, at which point, it shall be considered to be adopted.

(b) If the proposal for an amendment concerns a manual which is an annex to the *Technical Regulations* (WMO-No. 49), the president of the relevant technical commission shall approve the proposal for submission to the President of WMO.

(4) The President of WMO shall consider the proposal for an amendment to one of the manuals which are annexes to the *Technical Regulations* (WMO-No. 49) and shall either request that the proposal be further revised by the responsible body or, on behalf of the Executive Council, approve the amendment for adoption.

(5) Upon approval of the proposal for an amendment by the President of WMO, the amendment shall be considered to be adopted, and the Secretariat shall notify the Members of its adoption and of its implementation date.

### 4.3 Variations on the standard and fast-track approval procedures

The steps outlined in 4.1 and 4.2 above are the steps customarily followed for the standard approval procedure and the fast-track approval procedure, respectively. In exceptional circumstances, alternative steps are permitted. See the General Regulations in[*Basic Documents No. 1*](https://library.wmo.int/index.php?lvl=notice_display&id=14206) (WMO-No. 15) and the [*Guidelines on the Preparation and Promulgation of the WMO Technical Regulations*](https://library.wmo.int/index.php?lvl=notice_display&id=15872) (WMO-No. 1127) for further information.

## Annex 2 to draft Recommendation 5.1(2)/1 (SERCOM-2)

**Preliminary list of mandatory publications during the 19th financial period   
under the responsibility of technical commissions**

 Technical Regulations (WMO-No. 49), Volume I, Volume II, Volume III

 Technical Regulations, Annexes:

o Annex I – International Cloud Atlas, Volume I – Manual on the Observation of Clouds and Other Meteors (WMO-No. 407)

o Annex II – Manual on Codes, Volume I (WMO-No. 306)

o Annex III – Manual on the Global Telecommunication System (WMO-No. 386)

o Annex IV – Manual on the Global Data processing and Forecasting System   
(WMO-No. 485)

o Annex VI– Manual on Marine Meteorological Services, Volume I (WMO-No. 558)

o Annex VII – Manual on the WMO Information System (WMO-No. 1060)

o Annex VIII – Manual on the WMO Integrated Global Observing System   
(WMO-No. 1160)

o Annex IX – Manual on the High-quality Global Data Management Framework for Climate (WMO-No. 1238) *[France]*

 Guide to *[Czech Republic]* Stream Gauging, Volumes I and II (WMO-No. 1044)

 Guide to *[Switzerland]* Flood Risk Mapping

 Guide to Meteorological Instruments and Methods of Observation (WMO-No. 8)

 Guide to Climatological Practices (WMO-No. 100)

 Guide to Agricultural Meteorological Practices (WMO-No. 134)

 Guide to Hydrological Practices, Vol. I and II (WMO-No. 168)

 Guide to the Global Data-Processing System (GDPS) (WMO-No. 305) to be renewed

 Guide to Marine Meteorological Services (WMO-No. 471)

 Guide to the Global Observing System (WMO-No. 488)

 Guide to Wave Analysis and Forecasting (WMO-No. 702)

 Guide to Meteorological Observing and Information Distribution Systems for Aviation Weather (WMO-No. 731)

 Guide to the Practices for Meteorological Offices Serving Aviation (WMO-No. 732)

 Guide to the Applications of Marine Climatology (WMO-No. 781)

 Guide to Public Weather Services Practices (WMO-No. 834)

 Guide to Aeronautical Meteorological Services Cost Recovery:   
Principles and Guidance (WMO-No. 904)

 Guide to the WMO Information System (WMO-No. 1061)

 Guide to Storm Surge Forecasting (WMO-No. 1076)

 Guide to the Implementation of Education and Training Standards in Meteorology and Hydrology, volume I – Meteorology (WMO-No. 1083)

 Guide to the Implementation of a Quality Management System for National Meteorological and Hydrological Services (WMO-No. 1100)

 Guide to Information Technology Security (WMO-No. 1115)

 Guide to Participation in Radio Frequency Coordination (WMO-No. 1159)

 Guide to the WMO Integrated Global Observing System (WMO-No. 1165)

 Use of radio spectrum for meteorology: weather, water and climate monitoring and prediction (WMO-No. 1197)

 Guide to Aircraft-based Observations (WMO-No. 1200)

 Guide to General Service Delivery

 Guide to Information Management

 Guide to Competency (WMO-No. 1205)

 Compendium of WMO Competency Frameworks (WMO-No. 1209)

 Guide to Integrated Urban Services

 WIGOS Metadata Standard (WMO-No. 1192)

 Handbook on the Use of Radio Spectrum for Meteorology: Weather, Water and Climate Monitoring and Prediction (WMO-No. 1197)

 Guidelines on Quality Management in Climate Services (WMO-No. 1221)

 Satellite Data Telecommunication Handbook (WMO-No. 1223)

 Technical Reference on the Global Data Management Framework for Climate

 Weather Reporting, Volume D, Information For Shipping (WMO-No. 9)

 Climatological Normals (CLINO) for the Periods 1981-2010 and 1991-2020

 Guidelines on the Preparation and Promulgation of the WMO Technical Regulations   
(WMO-No. 1127)

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