



**Terms of Reference for WMO/CGMS Virtual Laboratory Management Group (VLMG)**

Last reviewed on:  
14/07/2010

The Virtual Laboratory Management Group (VLMG) is responsible for the direction and evolution of the WMO-CGMS Virtual Laboratory (VLab). It reports to the VLab Sponsors through the WMO CBS OPAG/IOS/ET-SUP and the CGMS VLab Rapporteur respectively.

**The VLMG shall ensure that the following VLab Strategic Goals are met:**

- To provide high quality and up-to-date training resources on current and future meteorological and other environmental satellite systems, data, products and applications;
- To foster the use of satellite data and products by conducting classroom and online training sessions as well as regular weather discussions primarily for the National Meteorology and Hydrology Services (NMHSs) staff on a regional basis;
- To enable the Centres of Excellence (CoEs) to facilitate and foster research and the development on the use of satellite data for societal benefit applications at the local level by NMHSs and other organisations through the provision of effective training, resource materials, including links to relevant CGMS science groups.

**The VLMG shall provide an effective Management structure for the VLab and shall be comprised of:**

- Two Co-chairs, being one satellite operator and one representative from the CoEs;
- Secretariat from WMO Space Programme Office;
- Representatives from all remaining sponsoring satellite operators and CoEs;
- VLab Technical Support Officer.

Membership may also include:

- Representatives of CGMS science teams as appropriate;
- Other interested parties as deemed appropriate by the Co-Chairs.

**One member of the VLMG shall be appointed as Focus Group Coordinator who shall be responsible for:**

- Providing help and advice on the establishment of new Regional Focus Groups;
- Providing help and advice on the activities of established Regional Focus Groups;
- Promoting and facilitating interaction between Regional Focus Groups.

**The VLMG shall conduct the following activities:**

- Work with the WMO Space Programme and CGMS Satellite Operators to ensure that the VLab Strategic Goals are accomplished;
- Formally review the VLab and update the strategy document when necessary;
- Every year produce an Annual Report related to the Strategic Goals and make

- recommendations for consideration by the sponsors;
- Meet every two years and at least four times a year virtually;
  - Recommend VLMG Co-Chairs to the VLab Sponsors when appropriate<sup>1</sup>;
  - Review, modify and up-date the VLab Strategy Plan.

(1) Selection of Co-Chairs. The selection of Co-Chairs is the responsibility of CGMS, for the satellite operators, and by the WMO OPAG/IOS/ET-SUP, for the Centres of Excellence. These bodies will consider proposals for the position of Co-Chairs at their first meeting following the VLMG meeting. Outgoing Co-Chairs will serve in an ex-officio capacity. The Co-Chairs will not come from the same VLab partnership.-

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<sup>1</sup> This document was last reviewed and approved by VLMG members during the VLMG-5 Meeting (Beijing/2010).