**Group 4 - VLab self-assessment**

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Some modifications were proposed for the maturity model

* Add a reason space after each question.
* Add box at the end of descriptors “What are the improvements I intend to make in order to achieve the scores I predict to achieve in two years?”.
* Put the comments box at the end of the whole assessment, and add: “This is the place to mention if you need help from VLMG to implement the improvements above. Please specify.”
* TSO to send the self-assessment template to CoEs/Sat Ops. together with the previous Results of the VLab Group self-assessment (pdf and data)
* CoEs/Sat. Ops. to complete their self-assessments and compare with previous years in order to identify any area that is not improving as planned. Any difficulty identified should be communicated to co-chairs and TSO.
* In the case difficulties are communicated, Co-chairs/TSO/WMO should meet CoEs to discuss ways to better support the CoE to overcome the difficulty. This may include the possibility of mentoring.
* Self-assessment should be completed at least one month before VLMG.
* Co-chairs will be responsible for comparing “VLab Group assessment” with previous years and identifying the areas that need to be discussed by VLMG. This should be an item in the Agenda of every VLMG meeting (face to face).

\*\*\*All the above should be met by VLMG-9

The working group also discussed the possibility of linking the self-assessment with the VLab Strategy – to further discuss with the Group on Friday:

* Add a descriptor to self-assess how well I am addressing the VLab Strategy items that are relevant to my CoE (or sponsoring agency).