**Group 5 - Best practices in preparing for user readiness**

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The group reviewed the document "Best Practices for User Readiness" that IPET-SUP prepared and is to be presented at CGMS-44. Brazil and Korea gave their experiences with preparations for GOES-R and Himawari from the perspective of the CoE. In general, the training timelines recommended are good. The group discussed the approach of the US in preparing for GOES-R readiness. The document "Satellite Training Advisory Team (STAT) Report" was reviewed. This document outlines the 8.5 hour online Satellite Foundational Course for GOES-R (SatFC-G) that will be ready in October 2016 and is directed at forecasters. This will serve as a template for others to utilize.   
The group also discussed awareness information (both for forecasters as well as partner organizations) versus training. We agreed that training on all aspects of user readiness from setting up receive stations, receiving data, utilizing software to display and probe data and products, to interpretation of those data and products be covered. We encourage the CoEs to utilize the Satellite Data Requirements (SDR) Group as a vehicle to communicate with satellite operators.   
  
We recommend VLab to adopt the document "Best Practices for User Readiness."  
Action: Inform CGMS that VLab supports the User Readiness document. In particular, we ask that CGMS members support the development of training material and assist in coordination and delivery of training in relevant languages for WMO regions affected. (Due for CGMS-44, June 2016)  
Action: CMA will host an international training event for FY-3E and FY-4A and translate those training materials in to English. (Due June 2017)  
  
We recommend that VLab trainers be aware 4-5 years before launch instead of the recommended 3-4 years, particularly if there is a major change in satellite characteristics such as going from a 5 channel imager to a 16 channel imager. They will need the time to widen awareness, do background research, and plan an approach.   
We recommend that VLab members make new satellite information available to partner organizations, including but not limited to agriculture, marine, environmental and disaster management groups, 3-4 years before launch. As a follow up to this, we also recommend that VLab members reconnect with the partners every year to update information.  
We recommend that VLab members pay particular attention to recommended timelines for purchasing new equipment. We have heard from Australia and Brazil that delays in the procurement process have occurred and have impacted timelines.  
  
Action: The US will notify the CoEs when the SatFC-G content is available (October 2016)  
  
Action: The CoE is to verify that they have effective representation on the SDR group (December 2016)