1. Nominate a focal and alternate point of contact for Virtual Laboratory (VLab) business. This person should have some authority to make decisions about VLab matters within the satellite operator and some delegation to assist the Centres of Excellence (CoEs) on a case by case basis;

2. Create and maintain a page in their main websites, dedicated to explain their involvement and support to the VLab, and include the VLab logo. The inclusion of links to the VLab Calendar of Events and the ESRC are also recommended;

3. Make near real-time data, products and/or selected case study data available for education and training purposes to CoEs. Data formats should follow WMO recommendations and be suitable for use in software environments such as VisitView, McIdas-V, SATREP and Ramsdis;

4. Assist CoE(s) with regular weather discussions (and also possibly discussions covering other GEO SBA topics) in the Regional Focus Groups;

5. Maintain regular contact with the CoE(s) that the satellite operator is sponsoring, focusing in particular, but not solely, on communications and data access issues. As appropriate, provide an alerting role for the CoE(s) on new training resources and material generated within or for the satellite operator;

6. Maintain regular contact with the other VLab satellite operators on data access and format issues and other matters as appropriate;

7. Provide the Co-Chairs (or designated people) a brief annual report at the end of August each year (or upon request). Reports should outline the activities that the satellite operator has undertaken in the past 12 months for their sponsored CoE(s) and the VLab in general, as well as plans relevant to the CoE(s) and the VLab for the next 12 months;

8. Assist the CoE(s) to overcome resource constraints on VLab related matters through advice, championing with other funding bodies and direct assistance as appropriate;

9. Contribute to the funding of the Technical Support Officer (TSO) of the VLab, to assure the smooth and coordinated continuous running of the VLab activities.

This document was primarily based on the Annex VII of the CGMS VL FG 2nd Session Report (Barbados/2003). Updates were reviewed and approved by VLMG members following the VLMG10-web (July/2011).