

VLab actions list

Action No.*	Action	Actionee	Deadline	Status October 2012
VLMG5.01	Prepare a position paper about the benefits of the VLab and especially of Distance Learning in order to demonstrate the way forward. Submit abstract to WMO SYMET Full paper (to be presented at the WMO SYMET)	Winifred Jordaan, Kathy-Ann Caesar, Lu Veeck	Mid August By October 2010	Closed
VLMG5.02	EUMETSAT to report on the dissemination of documents and training material on EUMETCast	Volker Gärtner	End 2010	Closed
VLMG5.03	Investigate appropriate tools to collect the required information for Web statistics (see Rec 5.03).	Eduard Podgayskiy, Lu Veeck	October 2010	Closed
VLMG5.04	Create a forum for discussion about Rec 5.04 on the VLab Moodle site	Lu Veeck	End July 2010	Closed
VLMG-5.05	Satellite course delivered in Mozambique in November 2009 should be delivered for French speaking countries in West Africa.	EUMETSAT and CoEs	End 2011	Closed
VLMG5.06	Upload all presentations and relevant meeting documents to the VLab Moodle site	Lu Veeck	Daily during the meeting and final documents after the meeting	Closed
VLMG5.07	WMO Space Programme to send the updated list of expectations from CoEs, Satellite Operators and WMO-CGMS as well as the Terms of Reference, after the review by the Group and its subsequent presentation to CGMS-38.	WMO Space Programme	End of 2010	Closed
VLMG5.08	Keep the status of the ET-SUP actions list up to date and actionees reminded of deadlines.	Lu Veeck	Continually	Permanent Action

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VLMG5.09 (Aligned with ET-SUP action 5.2)	Write general guidelines for a transition plan to support user readiness for new satellite generations. Action aligned with ET-SUP action 5.2.	Task team: Bernadette Connell, Winifred Jordaan, Adamou Garba, EUMETSAT Representative	ET-SUP-6 (Mid Feb 2011)	Closed
VLMG5.10	Initiate closer contact with the RAI Pilot Project. Lu Veeck to send the list of contact names and emails of the Pilot Project Coordinating Group Members to Barbara Ryan. Barbara to write to the RA II Pilot Project Coordinating Group, thanking them for their efforts, and also copying the Met Agencies in the Region in order to gain additional support for the Project and increase communication and coordination within the Region.	Lu Veeck, Barbara Ryan	End July 2010	Closed
VLMG5.11 (Aligned with ET-SUP-5.21)	Include information about the outcome of the review of Doc 258, chapter 7.9 on the VLab website and submit to WMO ETR. This action is aligned with ET-SUP action 5.21.	Roger Deslandes, Lu Veeck	End July 2011	Ongoing – Final references of new document to be given in the VLab Moodle site
VLMG5.12	CoEs to stimulate replies from WMO Members who have not yet responded to the questionnaire, in order to be included in the results to be published by the end of 2010. Questionnaire can be downloaded from: http://www.wmo.int/pages/prog/sat/Questionnaire/Questionnaire_2010.html	All CoEs	End August 2010	Closed
VLMG5.13	Write guidelines on submitting VLab resources to ESRC; including general instructions, using a standard publisher name, and tips on submitting resources in languages other than English.	Lu Veeck	End 2010	On-going – VLMG-6 Agenda Item 19
VLMG5.14	E-mail the COMET's Team regarding the permission needed to include the VLab logo in the ESRC website.	Barbara Ryan	August 2010	Closed
VLMG5.15	Investigate the possibility of giving the TSO permission to maintain the central VLab website hosted by WMO.	Barbara Ryan	August 2010	Closed
VLMG5.16 (Replaces action VLMG4.11)	Design a new central VLab website and a template for CoE websites. Replacing action VLMG-4.11. Barbara to investigate the possibility of getting help from the Satellite Programme's web designer. Volker to investigate the same at EUMETSAT and Lu to check with CoEs that may have a web designer to help on that matter.	Barbara Ryan, Volker Gärtner, Lu Veeck	End of 2010	Closed
VLMG5.17	Write guidelines containing all the essential common elements to be included in VLab websites	Lu Veeck	September 2010	Closed

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VLMG5.18	Write guidelines to help the organising of VLab training events, respect to announcing and entering pre and pos event's data in the web-based calendar of events.	Lu Veeck	End of 2010	On-going – VLMG-6 Agenda Item 18
VLMG5.19	Further develop the web-based calendar prototype to allow its use for reporting purposes.	Lu Veeck, EUMETSAT	End of 2010	Ongoing – VLMG-6 Agenda Item 18
VLMG5.20	Roger Deslandes to liaise with New Zealand Met. Service and collaborate with Winifred Jordaan to organise an events week on the aviation theme. Kathy-Ann Caesar to co-operate with Bernadette Connell to organise a similar event and offer it in a different time zone.	Roger Deslandes, Winifred Jordaan, Kathy-Ann Caesar, Bernadette Connell	July 2011	Closed
VLMG5.21 (Aligns with CGMS-37.16 and ET-SUP-5.17)	Write a roadmap for widening the scope of the VLab as a part of the WMO status report to CGMS-38. Action aligned with actions CGMS-37.16 and ET-SUP-5.17.	Volker Gärtner, Kathy-Ann Caesar, Lu Veeck	September 2010	Draft paper presented at CGMS-38 (written by Gordon Bridge) VLMG-6 – Agenda Item 16
VLMG5.22	Submit a paper to the WMO SYMET, regarding the alignment of VLab activities with the WMO competencies' concepts and the widening of VLab training activities.	Eduard Podgayskiy, Lu Veeck (Winifred Jordaan, Roger Deslandes)	Mid August 2010	Closed