**Prioritization / Logistical Order of Task Completion to Fulfill Terms of Reference for ET-NCMP**

*Note: We should tentatively list names of people willing to take on certain responsibilities, to be discussed and determined at the next telecon?*

To be conducted concurrently (although the tasks are somewhat linked particularly at later stages):

1. Develop detailed specifications of the six defined NCMPs and then proceed to develop software for calculating these and document and test the software.
2. Determine NMHS focal points for NCMPs (see spreadsheet), draft terms of reference for the focal points and make a formal approach to NMHS’s to nominate focal points.
3. Develop and disseminate survey to assess existing capabilities for national climate monitoring. Analyse results of the survey. We might also need to pursue this via personal contacts where we have them.
4. Develop guidance for dissemination of the NCMPs via CLIMAT-like messages (see point 5 below), the web and via regional centres.
5. Continue to liaise with CBS (Commission for Basic Systems) on definition of messages for transmitting NCMPs in near-real time.
6. Liaise with ETCCDI regarding other work in this area, software and other overlaps between the teams
7. Initiate discussions with team working on CDMS (Climate Data Management Systems) to understand how NCMP production fits with existing and planned systems.

### Detailed specifications

This needs to include a detailed written method for calculating the NCMPs (all six of them) as well as a detailed specification for the attendant metadata, which includes things like quality flags and station counts. The specification needs to be sufficiently detailed that it can be turned into functioning software by a competent scientific programmer. These specifications will then need to be turned into software. In the original plan this involved working with the ETCCDI software packages R-Climdex and RH-test to calculate station indices and then taking these and interpolating them to a regular grid. We need also to define the scope of the NCMP software.

### Focal points

In order to ensure that NCMPs are produced and disseminated in a timely manner, it will be expedient to have in place a list of focal points, i.e. a named individual within each NHMS who is responsible for ensuring that the NCMPs are produced and disseminated in a timely manner and who can be contacted to answer questions regarding the NCMPs. Obviously, the team cannot decide who these people are - that is up to the NMHS - however everyone will have contacts within NHMS who could be suggested to the NMHS as candidate focal points. A letter will need to be drafted and sent to NHMSs officially once detailed guidance is in place.

### Survey of capabilities

A survey of current capabilities - things like current and historical observing network density, availability of digitised data, resources for generating NCMPs - needs to be undertaken. Ladislaus has drafted such a survey (see the folder of Useful Documents in this google drive). We need to finalise the survey, find a suitable means for performing the survey and collecting and analysing the results and send it out to NMHSs.

### Guidance on dissemination

Three modes of dissemination of NCMPs were suggested. The first is from focal points to regional centres and from regional centres thereby to the rest of the world. The second via CLIMAT-like messages, which are coded in a fixed format and transmitted via the GTS. This gives a means for updating the NCMPs in near-real time, but is not suitable necessarily for transmitting the historical series. The third mode was to place the NCMPs (current and historical) on the NHMS web sites, or via some other web portal. This will overlap somewhat with the definition of terms of reference for the focal poitns

### Liaison with CBS

In order to determine who and what to include in a coded message for the dissemination of NCMPs, we will need to continue talking with CBS.

### Liaison with ETCCDI

Given that we plan to use ETCCDI software and indices in the generation of NCMPs, we will need to continue talking with the ETCCDI.

END