



## Expectations from the Satellite Operators<sup>1</sup>

1. Nominate a person to be part of the VLab Management Group (VLMG). This person should have some authority to make decisions regarding the collaboration with the VLab and the sponsored Centre of Excellence (CoE). VLMG members should participate in the VLMG online meetings and the biannual face-to-face VLMG;
2. Nominate a focal **point of contact** for Virtual Laboratory (VLab) business. The **point of contact** will be included in all VLab communications and will be responsible for delivering the messages to their regional community. The **point of contact** may be the same person nominated as VLMG member (if appropriate);
3. 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 Online Calendar of Events<sup>2</sup> and the WMO Product Access Guide<sup>3</sup> are also recommended;
4. 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;
5. Assist CoE(s) with regular weather discussions (and also possibly discussions covering other GEO and GFCS topics) in the Regional Focus Groups;
6. 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;
7. Maintain regular contact with the other VLab satellite operators on data access and format issues and other matters as appropriate;
8. Maintain regular contact with members of the VLab Management Group (VLMG), participating in the VLMG online meetings and the biannual face-to-face VLMG meetings;
9. Provide the Co-chairs (or designated people) an annual report of activities following the template and guidelines provided;
10. Assist the CoE(s) to overcome resource constraints on VLab related matters through advice, championing with other funding bodies and direct assistance as appropriate;
11. 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;

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<sup>1</sup> This document was primarily based on the Annex VII of the CGMS VL FG 2<sup>nd</sup> Session Report (Barbados/2003). Updates were made and approved by VLMG members in 2015, as part of Action VLMG7.12.

<sup>2</sup> VLab Online Calendar of events. Available at <http://www.wmo-sat.info/vlab/calendar-of-events/>

<sup>3</sup> WMO Product Access Guide. Available at <https://www.wmo-sat.info/product-access-guide/>



Last reviewed on:  
26/10/2015

12. Ensure that activities adhere to the VLab Strategy 2015-2019 (VLab, 2015<sup>4</sup>).

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<sup>4</sup> VLab (2015) Five-Year Strategy For The WMO-CGMS Virtual Laboratory for Education And Training in Satellite Meteorology 2015-2019 [Online] Available at [http://www.wmo-sat.info/vlab/wp-content/uploads/2015/07/VLabStrategy\\_2015-2019.pdf](http://www.wmo-sat.info/vlab/wp-content/uploads/2015/07/VLabStrategy_2015-2019.pdf)