



Terms of Reference for the WMO-CGMS Virtual Laboratory Management Group

The Virtual Laboratory Management Group (VLMG) is responsible for the direction and evolution of the WMO-CGMS Virtual Laboratory (VLab). It is in charge of maintaining the VLab Strategy, and of guiding its implementation. It reports to the VLab Sponsors through the WMO CBS OPAG/IOS/IPET-SUP and the CGMS VLab Rapporteur respectively.

The VLMG shall ensure that the mission of VLab to improve weather, water, climate and related environmental services by enabling WMO Members to utilize satellite data is fulfilled, and that its strategic objectives are met.

These include:

- Through Centres of Excellence (CoE) and with assistance from satellite operators to provide support to education and training in the use of satellite data and technology among WMO Members by developing and delivering training around the various WMO competency frameworks;
- To provide high quality and up-to-date training resources on current and future meteorological and other environmental satellite systems, data, products and applications;
- To actively support the introduction of the new generation of satellites;
- To foster high quality training using state-of-the-art educational tools and methods, with a strong reliance on distance learning and online techniques.

The VLMG shall provide an effective Management structure for the VLab and shall be comprised of:

- Two Co-chairs, being one satellite operator and one representative from the CoEs;
- Secretariat from WMO Space Programme Office;
- Representatives from all remaining sponsoring satellite operators and CoEs;
- VLab Technical Support Officer.

Membership may also include:

- Representatives of CGMS international science working groups as appropriate;
- Other interested parties as deemed appropriate by the Co-Chairs.

The VLMG shall conduct the following activities:

- Work with the WMO Space Programme and CGMS Satellite Operators to ensure that the VLab Strategic Goals are accomplished;
- Formally review the VLab and its components, and update the strategy document when necessary;
- Every year produce an annual report related to the Strategic Goals and make recommendations for consideration by the sponsors;



- Meet every two years and at least four times a year virtually;
- Recommend VLMG Co-Chairs to the VLab Sponsors when appropriate;
- Review, modify and up-date the VLab actions and related plans.

Selection and responsibilities of Co-Chairs

(1) Selection of Co-Chairs - The selection of Co-Chairs is the responsibility of CGMS, for the satellite operators, and the WMO OPAG/IOS/IPET-SUP, for the Centres of Excellence. These bodies will consider proposals for the position of Co-Chairs at their first meeting following the VLMG meeting. Outgoing Co-Chairs will serve in an ex-officio capacity. The Co-Chairs will not come from the same VLab partnership.

(2) Responsibilities of Co-Chairs - The Co-Chairs (i) lead the VLMG, (ii) lead the setting and implementation of the VLab strategy, (iii) develop the agenda of VLMG meetings, (iv) convene and lead the VLMG meetings (both online and face-to-face), (v) are responsible for the reporting duties of VLMG, (vi) represent the VLab vis-à-vis its sponsors and other relevant entities, (vii) keep close coordination with the TSO and the sponsors WMO and CGMS, (viii) foster the goals and objectives of the VLab in their institutions, nationally and internationally.

(3) It is a responsibility of the Co-Chair representing Satellite Operators to check the Annual CGMS final meeting report for actions involving the VLab, and communicate them to VLMG.