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| **World Meteorological Organization &****Intergovernmental Oceanographic Commission (of UNESCO)****Data Buoy Cooperation Panel Thirty Seventh Session**Virtual Session, 08 – 11 November 2021 | **signature_170600134****DBCP-37/INF.1** |
| Submitted by:Secretariat08.09.2021**DRAFT 3** |

**DOCUMENTATION PLAN**

This document provides information on Documentation plan including size of the documents responsible authors and submission deadline.

### A. DECISIONS/ACTIONS REQUIRED:

*The preparatory documents should provide for recommended action for the Panel to discuss, as well as the information required to justify those proposed actions. Background information may be added as annexes. A template for the preparatory documents (DBCP-37-Doc 0.0.0-Document Template) is made available on the meeting website at;*

 *http://www.goosocean.org /DBCP-37*

*Authors are requested to use the proposed template. Oral presentations and associated PowerPoint presentations should focus on the issues and the proposed recommendations and / or actions.*

**Documentation Plan for DBCP-37**

Virtual Session, 08-11 November 2021

| ***No.*** | ***Title*** | ***Length[[1]](#footnote-1)*** | ***Author (assisted by)*** | ***Deadline*** | ***Progress/Comments*** |
| --- | --- | --- | --- | --- | --- |
| [INF. 1](file:///C%3A%5CDocuments%5CMeetings%5CDBCP%5CSessions%5CDBCP-30-Weihai-2014%5Cdocs%5Cdraft%5C_Secretariat%5CWMO%5CDBCP-29-INF1-Rev3-Documentation-PlanMostRecent.docx) | Documentation Plan | S | Secretariat | 01/09/2021 |  |
| INF. 2 | Time Table ([Secretariat](file:///C%3A%5CDocuments%5CMeetings%5CDBCP%5CSessions%5CDBCP-30-Weihai-2014%5Cdocs%5Cdraft%5C_Secretariat%5CINF-2%5CDBCP-29-INF2-TimeTable-SECRETARIAT.doc)) | S | Secretariat | 01/09/2021 |  |
| INF. 3 | Provisional List of Participants | L | Secretariat | N/A | See web site[[2]](#footnote-2) |
| INF. 4 | Virtual Session Information | S | Secretariat | 01/09/2021 | See web site2 |
| INF. 5 | Announcement, Scientific and Technical Workshop | S | Secretariat | 01/08/2021 |  |
| INF. 6 | Programme, Scientific and Technical Workshop | S | R. Esteves/R. Lumpkin | 15/10/2021  |  |
| INF. 7 | Format for national reports | S | Secretariat | 01/10/2021 |  |
| INF. 8 | Template for the Report by the DBCP Action Groups to the 37th Session of the DBCP | S | Secretariat | 01/08/2021 |  |
| INF. 9 | Document Template (including for TT/WG reports) | S | Secretariat | 01/08/2021 |  |
| 2 | Scientific & Technical (S&T) Workshop Abstracts (compilation) | L | R. Esteves/R. Lumpkin (Each S&T presenter) | 15/10/2021 | Abstract 200 words each |
| 3 | National Reports | L | Secretariat (Each Nation) | 15/10/2021 | All reports combined as one |
| 4 | User Impact and Engagement | S | Presenters | 01/10/2021 |  |
| 5 | DBCP Strategy, Operating Principles | L | B. Kelly- Gerreyn |  |  |
| 6 | Recommendations by the Action Groups (AGs) (focus on challenges, opportunities and risks, and derived recommendations)  | S/M | Each AG leader[[3]](#footnote-3)  | 01/10/2021 |  |
| 6 | Task Team on Drifter Best Practices and Technology Development (TT-DBPD) | S/M | R. Lumpkin/L. Centurioni [[4]](#footnote-4) | 01/10/2021 |  |
| 6 | Task Team on Moored Buoys (TT-MB) | S/M | K. Connell4  | 01/10/2021 |  |
| 6 | Task Team on Wave Measurements (TT-WM) | S/M | R. Jensen4  | 01/10/2021 |  |
| 6 | Task Team on Capacity-Building (TT-CB) | S/M | Q. Jiang4 | 01/10/2021 |  |
| 6 | Task Team on data Management (TT-DM) | S/M | M.Pazos/L.Braasch4 | 01/10/2021 |  |
| 6 | DBCP TC/OceanOPS Report | S/M | L. Jiang | 01/10/2021 |  |
| 6 | Recommendations of the Buoy data management centres (with focus on challenges, opportunities and risks, and derived recommendations) | S/M | T. Carval[[5]](#footnote-5) Z. Ma[[6]](#footnote-6) | 01/10/2021 |  |
| 7 | Environmental Stewardship | S | K. Grissom | 01/10/2021 |  |
| 8 | Report on Engaging with the commercial sector | S | S. Thurston | 01/10/2021 |  |
| 9 | WMO technical commission outcomes relevant to DBCP | M | Secretariat | 01/10/2021 |  |
| 10 | Executive Board Summary | L | Secretariat  | 05/11/2021 |  |
| 11 | DBCP Financial Report | L | Secretariat | 01/10/2021 |  |

1. Length: S = 1 to 2 pages; M = 3 to 4 pages; L = more than 4 pages [↑](#footnote-ref-1)
2. <http://www.goosocean.org/DBCP-37> [↑](#footnote-ref-2)
3. Reports to be submitted by: Rick Lumpkin/Luca Centurioni (GDP); Ignatius Rigor (IABP)&(IPAB); Mayra Pazos (IBPIO); Mayra Pazos (ISABP); Shaun Dolk (NPDBAP); Kenneth Connell (TIP); and R. Venkatesan (ITP), Christophe Guillerm (ESURFMAR), Karen Grissom (Buoy Vandalism) [↑](#footnote-ref-3)
4. Report should provide Recommendations with focus on challenges, opportunities and risks, and Actions [↑](#footnote-ref-4)
5. For the French MCDS GDAC (operated by Météo France) [↑](#footnote-ref-5)
6. For the Canadian MCDS GDAC (operated by DFO) [↑](#footnote-ref-6)