

**COMMITTEE FOR ENVIRONMENTAL
SERVICES, OPERATIONS, AND RESEARCH NEEDS (CESORN)**

**WORKING GROUP FOR WEATHER INFORMATION FOR SURFACE TRANSPORTATION
(WG/WIST)**

**AGENDA
MEETING 05-1
January 27, 2005
8:30 a.m. to 4:00 p.m.**

Office of the Federal Coordinator for Meteorology
8455 Colesville Road, Suite 1500
Silver Spring, MD 20910

1. **OPENING REMARKS (10 minutes---8:30 – 8:40 am)**

The chairpersons will have the opportunity to make any opening remarks and seek approval of the agenda. The Executive Secretary will review administrative information. Introduce attendees at meeting.

Proposed Action: Approve Agenda.

2. **RECORD OF ACTIONS (5 minutes---8:40 - 8:45 am)**

There is no previous Record of Action (ROA) for review.

Proposed Action: None...information only.

3. **MEETING DISCUSSION TOPICS:**

A. REVIEW ICMSSR TASKINGS FOR THE WG/WIST. **(Estis)**
(30 minutes---8:45 – 9:15 am)

Proposed Action: Ensure WG/WIST understanding of the tasks it is directed to accomplish.

B. REVIEW AND DRAFT ANY PROPOSED CHANGES TO THE WG/WIST TOR. **(Estis)**
(30 minutes---9:15 - 9:45 am)

Proposed Action: WG/WIST will finalize the TOR and submit any proposed changes to the CESORN for approval.

BREAK 15 minutes---9:45 - 10:00 am

C. LAY OUT THE STEPS/ACTIONS REQUIRED TO ACHIEVE THE TOR'S TASKS
(PROGRAM PLAN AND IMPLEMENTATION PLAN). **(Pisano)**
(60 minutes---10:00 – 11:00 am) Possible steps might include:

1. Review references
2. Develop vision & goals
3. Define performance measures and definitions

4. Document R&D needs
5. Develop process to define priorities
6. Define priorities
7. Document priorities in a Program and Implementation Plan

D. REVIEW THE *WEATHER INFORMATION FOR SURFACE TRANSPORTATION—NATIONAL NEEDS ASSESSMENT REPORT* (HEREAFTER CALLED THE WIST REPORT) AND OTHER REFERENCE DOCUMENTS. **(Campbell)**
(60 minutes---11:00 am – 12:00 pm)

Proposed Action: Familiarize WG/WIST with the WIST Report and other documents referenced in the TOR or that will potentially have an impact on the WG/WIST efforts.

LUNCH *60 minutes---12:00 – 1:00 pm*

E. AGENCY INPUTS AND NEW ITEMS. **(Each agency representative at meeting)**
(75 minutes---1:00 pm – 2:15 pm)

Agency representatives will have the opportunity to update the committee on the status of agency surface weather activities, programs and budgets, needs, requirements, etc.

F. DEVELOP A VISION AND GOAL(S) FOR A NATIONAL WIST PROGRAM AND IMMEDIATE NEXT STEPS.
(Co-chairs) (90 minutes---2:15 - 3:45 pm).

Proposed Action: Develop draft vision and goal(s) and the immediate next steps for a National WIST Program for CESORN approval.

4. **REVIEW OF ACTION ITEMS** **(10 minutes---3:45 - 3:55 pm)** **(Estis)**

Proposed Action: Review any actions taken during the meeting and ensure responsible agencies are aware of their taskings.

5. **NEXT MEETING** **(5 minutes---3:55 - 4:00 pm)** **(Co-chairs)**

Discuss and determine an appropriate timeframe for the next meeting.

ADJOURN at 4:00 pm