

**WORLD METEOROLOGICAL ORGANIZATION**

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**INTERGOVERNMENTAL OCEANOGRAPHIC  
COMMISSION (OF UNESCO)**

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**ARGOS JOINT TARIFF AGREEMENT**

JTA-35/ Inf. 2 Rev. 1  
(15.10.2015)

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**THIRTY FIFTH SESSION**

GENEVA, SWITZERLAND  
26-28 OCTOBER 2015

Original: ENGLISH

## **DOCUMENTATION PLAN**

*(Submitted by the Secretariat)*

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### **Summary and purpose of the Document**

This is the documentation plan for the Session. It includes information for people invited to compile and submit documents to the WMO Secretariat, the document recommended size, and the deadline for submitting the documents. This documentation plan is consistent with the outcome of the JTA Executive Committee twelfth meeting (Silver Spring, USA, 15-17 July 2015).

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### **ACTION PROPOSED**

Authors are invited to provide their input to the Secretariat before the proposed deadline. The participants will be invited to review the documentation prior to the meeting and to take the information into account when discussing relevant agenda items during the Session.

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**JTA-35 DOCUMENTATION PLAN**

Recommended sizes:

S: small (i.e., about 1 to 2 pages)

L: large (i.e., about 7 pages or more)

M: medium (i.e., about 3 to 6 pages)

T: template to be used

Doc. No.	Agenda item	Title	Prepared by	Size	Due date	Remarks
INF. 1		Logistical Information	Secretariat	S	31/7/2015	Web only <sup>1</sup>
INF. 2		Documentation Plan	Secretariat	S	31/7/2015	
INF. 3		Format for National Reports	Secretariat	S	31/7/2015	
INF. 3		Provisional List of Participants	Secretariat	S	30/09/2015	See website <sup>1</sup>
INF. 4		Time Table	Secretariat	S	31/7/2015	
1	1.2	Provisional Agenda	Secretariat	S	31/7/2015	
2	1.2	Provisional Annotated Agenda	Secretariat	M	31/7/2015	
3	2	Report from the Chairman (incl. overview of JTA, report on intersessional activities, and report of the Executive Committee)	E. Locklear	M	30/09/2015	
4	4	Feedback from the 2015 National Reports	CLS	S	15/09/2015	
5	5	Report on the 2014 Global Agreement, and projected 2015 Global Agreement	CLS	M	15/09/2015	
6	6	Report on the 2014-2015 Operations and System Improvements	CLS	M	15/09/2015	
7	8, 9	Review of the Structure of the Tariff Agreement and Related Matters	CLS	M	15/09/2015	
8	2,3,8,10,11	JTA Operating Principles	E. Locklear	M	31/08/2015	
9	4, 11	National Reports	ROCs	T	30/07/2015	
11	13	Report on the establishment of the International Forum of Users of Satellite Data Telecommunication Systems (SATCOM Forum)	Secretariat	S	15/09/2015	
12	3	Argos JTA Strategy Framework	J. Stander		15/09/2015	

**Background documents:**

- ARGOS Joint Tariff Agreement, Thirty-Fourth Meeting, Record of Decisions

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<sup>1</sup> <http://www.jcomm.info/JTA-35>