

# Protocol for WG

## -Operations Center-

- We will need more working areas in the OC, the UK-colleagues are willing to pay for one extra room during 1 month.
- How many people plan to work in the separate working areas of the OC? C. Barthlott will send an e-mail to the COPS mailing list.
- H.-J. Koppert (DWD) is willing to give a NinJo training during May in the OC for the Forecasting Team. C. Barthlott will fix a date in mid of May with Mr. Koppert and the Forecasting Team.
- Discussion about OC-homepage and demonstration of its content
- Discussion about the composition and tasks of the Mission Selection and Operations Center Team: it was suggested to have a Science Director and an Operations Director instead of 2 Operations Directors with a slight redistribution of the responsibilities. In addition, the tasks for the Forecasting Team should be described in more detail.
- The possibility of two consecutive IOP's should also be included in the list of the daily routine.
- We need a responsible person for the coordination of public relations (press conferences and interviews).
- Discussion about communication possibilities between OC, aircraft and supersites, the possibility of sending SMS's to a group of people was mentioned.
- The possibility to display the actual aircraft position in the OC was discussed. The BAe position is always monitored on a UK-website, which can also be made available in the OC. C. Barthlott has to be contacted, if other aircraft are capable of regularly transmitting their actual position to the OC.
- We also discussed some details regarding the contribution of MeteoFrance for the forecasting team. The exact dates have still to be adjusted, but during the French contribution, one forecaster will be available every day from 0600 to 1100 LT via phone from Strasbourg. The day before a planned IOP and during an ongoing IOP, one forecaster will be in the OC from 0600 to 1800 LT. The team consists of 2 persons, the installation of the SYNERGIE workstation will be coordinated by C. Barthlott and Pascal Limnaios.
- The aircraft debriefing should be done directly after an IOP, the latest possible time should be 1800 UTC. If the flight mission ends too late, this briefing should be postponed to the next morning.
- All time information should be given in UTC.
- The D-PHASE products have to be password-protected in the OC homepage. In collaboration with the actual forecasting team, the list of products will be reduced to the most important quicklooks, in order to avoid storage capacity problems.
- The planned forecast update every afternoon should be implemented in each of the possible daily routines.
- The length of the Daily Planning Meeting should be enlarged to 1.5 h in order to give other PI's or members of the WG's enough time to make data collection proposals.
- It was proposed to have alert levels with clear definitions what needs to be done by every group for every alert level.
- The position of the helper in the OC could be supported by students from other organisations: a team of 2 students could fulfill this work together. Inquiries will be made by other organisations, C. Barthlott will coordinate the duty roster for the helpers.
- Candidates for the Science Director and Operations Director are needed!
- A conference telephone would be advantageous, C. Barthlott will check this point.