

**LIST OF ACTIONS** – Updated 14 March 2014

Agenda Item	Subject	Status/Date	Comments	Action
SCWG 1				
3.1	Presentations	31 May Complete	Provide details of the IHO Registry and e-mail the URL to SCWG participants	IHB
4.1	Programme matters	31 May Complete	Provide WMO Met-Ocean Forecast Product Specifications	Julia Powell
4.1	Programme matters	31 Aug	Build a Product Specification Template for gridded data	Julia Powell
4.1	User Survey Questionnaire	28 Jun Complete	Provide sample graphics	Russ Ives
4.1	User Survey Questionnaire	28 Jun Complete	Provide indicative costing brackets	Dave Enabnit
4.1	User Survey Questionnaire	28 Jun Complete	Provide comments and amendments, including nil comments, to BLB (CHS)	All
4.1	User Survey Questionnaire	12 Jul Complete	Pass amended version to chair for review	Bodo de Lange Boom
4.1	User Survey Questionnaire	26 Jul Complete	Circulate final draft version for final review by SCWG	Chair
4.1	User Survey Questionnaire	9 Aug Complete	Provide comments on final version to BLB (CHS)	All
4.1	User Survey Questionnaire	9 Aug Complete	Provide draft CL to chair for comment and advise on next actions for publication of questionnaire	IHB
4.2	ToRs and RoPs	7 Jun Complete	Circulate final amended version for comment with draft report	IHB
4.3	Work Plan 2013-2017	7 Jun Complete	Circulate final amended version for comment with draft report	IHB
4.4	Submission to TSMAD and DIPWG	7 Jun Complete	Provide SCWG scope requirement to TSMAD 26 and DIPWG 5	Chair
6	Action List	SCWG 2	Keep IHB informed of progress with allocated actions	All
7	SCWG 2 venue and dates	30 Sep Complete	Circulate an initial letter of invitation	IHB
8	SCWG 1 Draft Report	7 Jun Complete	Draft to be circulated for comment	IHB

8	SCWG 1 Draft Report	21 Jun Complete	All to provide comments on draft report to IHB	All
8	SCWG 1 Final Report	28 Jun Complete	Publish final report	IHB
8	Report to HSSC-5	30 Jun Complete	Draft report for review and amendment by USA and Canada	IHB
8	Report to HSSC-5	30 Jul Complete	Comments back to IHB	Chair, Vice Chair