JTA OPERATING PRINCIPLES

(Submitted by Secretariat)

Summary and purpose of the document

This document includes the a revised version of the JTA Operating Principles, as proposed by the JTA Executive Committee at its fourth meeting, Miami, USA, 27-29 April 2011.

ACTION PROPOSED

The Meeting will be invited to review the JTA Operating Principles, propose changes if needed, and approve a new version of the Operating Principles to be included with this JTA Session report.

Appendix: JTA Operating Principles (as reviewed at the JTA Executive Board meeting, Miami, USA, 27-29 April 2011)
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JTA OPERATING PRINCIPLES
(as reviewed at the JTA Executive Board meeting, Miami, USA, 27-29 April 2011)

ANNEX VIII

JTA OPERATING PRINCIPLES
(as agreed at the JTA-30 Meeting, with amendments proposed by JTA EC)

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1. Introduction

The JTA provides for an international mechanism to provide for cost-effective location and data processing of data collected through the Argos system. The JTA is functioning through stakeholders whose roles are mainly to negotiate the Argos service level and tariff, and ensure appropriate coordination amongst Argos users in order to represent their collective interests with regard to Argos tariff and requirements. Stakeholders include:

- Representatives of Country (ROCs) representing a country or a group of countries from responsible government organizations using Argos;
- Responsible Organizations (ROs) representing an agreed set of Argos user programmes;
- Representatives of Users Groups (RUGs);
- Representatives of the Argos satellite system operator and service provider;
- Representatives of the Argos Operations Committee (OPSCOM);
- Representatives of the WMO and IOC Secretariats.

2. Basic aims and principles of the Argos Joint Tariff Agreement (JTA)

2.1 The basic aims and principles, based on the discussion at the JTA-XXIII (Angra dos Reis, 2003), was agreed at the JTA-XXIX (Paris, 2009) as follows:

- (i) The benefits of JTA participation should be shared equally amongst all participants (Users).
- (ii) The revenue collected from Users should meet the costs of providing the service.
- (iii) Developments required by Users should be funded by Users.
- (iv) Costs of developments not of benefit (or of marginal benefit) and not driven by User requirements should not fall on Users.
- (v) There should be a clear division between a basic (funded) service and other (e.g. value added) services.
- (vi) The Tariff structure should be simplified to reduce the number of service categories.
- (vii) System developments should be fully endorsed by JTA and those affecting Users agreed in advance.

2.2 The Terms of Reference of the Argos Joint Tariff Agreement (JTA) are provided in Annex B.

3. The Stakeholders representation

3.1 Representatives of Country (ROCs)

ROCs are representing a country or a group of countries from responsible government organizations using Argos. The role of the ROCs is detailed in Annex A. The Terms of Reference of the ROCs, including mechanism for their nomination are provided in Annex C.

3.2 Responsible Organizations (ROs)

3.2.1 An RO is the Responsible Organization representing an agreed set of Argos User programs for the purposes of their collective participation in the JTA. The concept of RO can accommodate groups of countries such as E-SURFMAR, as well as large individual programmes as necessary or convenient.

3.2.2 As agreed at JTA-XXIV, the functions of an RO include:
(i) preparing consolidated estimates of Argos usage for the annual JTA budget planning and negotiation of tariff Terms and Conditions;

(ii) representing the collective interests of the User programs in respect of the Argos service provision and forward planning

3.2.3 A RO would provide local support for Argos applications, and facilitate the interface between CLS Argos and the User programs for which the RO is responsible, including

(i) responsibility for organizing the payment of CLS Argos invoices for its Users

(ii) providing support to members of the RO’s User group

3.2.4 The Terms of Reference of the ROs are provided in Annex D.

3.3 Representative of a User Group (RUG)

3.3.1 A Representative of a User Group (RUG) is an individual who can fairly represent the overall consensus view of a significant Argos JTA user community. Such communities might reasonably include the operators of data buoys, floats, ice platforms, animal tags, land stations, ship stations and airborne stations, or bodies with agreed international responsibilities for the promotion, sponsorship or validation of any aspect of environmental observation using Argos (e.g. IOC, WMO, WWF). The RUG will work with CLS and the JTA Executive Committee to identify opportunities that might bring the JTA session into closer contact with his/her user group, with a view to establishing within that group the benefits of the JTA process.

3.3.2 The Terms of Reference of a JTA Representative of a User Group (RUG), including mechanism for their nomination are provided in Annex E.

3.4 CLS

3.4.1 CLS is the designated agent of CNES to operate the ARGOS system ground segment and to promote the use of it. Those Argos basic services are provided at cost to the users under the oversight of the Argos Operation Committee (CNES, NOAA, EUMETSAT).

3.4.2 CLS role with regard to the Argos and the JTA is:

- to report to the JTA on developments and operations, related to the use and performances of the system;
- to report to the JTA on overall costs and recovery of expenditures through service charges; this includes, in particular, the preparation of and the annual assessment of the JTA Five Year Plan (FYP);
- to collect requirements from the user community and implement required solutions when possible;
- to interface with the participating space agencies to assist in providing system upgrades if requested;
- to interface with manufacturers to certify their transmitter products and to provide engineering assistance to them to insure their hardware operates correctly and efficiently with the Argos system, thereby increasing and optimizing ARGOS system usage;
- to develop and maintain the ground system and the Global data processing centres;
• to operate the ARGOS ground segment;
• to operate the Global processing centres under quality of service agreements and deliver data collected to the user community according to international standard data exchange requirements and protocols;
• to perform multiple levels of quality of control on the data;
• to store all data processed for a duration of 12 months and to make it easily extractable in response to user requests;
• to monitor and control the overall performances of the systems so as to guarantee the level of quality and continuity of service;
• to promote the use of the ARGOS system and market new user communities, with the goal of minimizing the cost of using Argos;
• to support users through responsive customer service for any request, claim or declaration of equipment;
• to support the JTA Executive Committee in JTA management and operations;
• to support ROCs and ROs as needed especially by facilitating access to and interaction between them and the user communities.

3.5 The Argos Operations Committee (OPSCOM)

3.5.1 The Argos Operations Committee (OPSCOM) was established by the Memorandum of Understanding (MoU) signed by the National Oceanic and Atmospheric Administration (NOAA) of the United States of America, and the Centre National d'Etudes Spatiales (CNES) of France, who affirmed their desire to conduct a space applications project of mutual interest for peaceful purposes. The MoU was intended to govern the cooperation between NOAA and CNES for the implementation and the use of the Argos Data Collection and Platform Location System (Argos Data Collection System).

3.5.2 Agencies signing the MoU recognize their common interest in promoting maximum use of the Argos system through enhanced service and cost-effective operations. In this context, one of the objectives is to achieve a self-sustaining system with revenues from users fully offsetting operating costs. The Argos Operations Committee is reviewing the implementation and supervising the operations of the Argos Data Collection System. The Committee meets in principle, annually.

3.5.3 The OPSCOM in particular reviews the Argos Data Collection System development and implementation activities and recommends to the Project Managers and the signatories to the MOU appropriate measures for accomplishing the objectives of the project. It reviews and approves applications and formulates criteria for approval of applications received from prospective platform operators for the use of the Argos Data Collection System.

3.5.4 The arrangements, including cost considerations, for the performance of platform allocation, verification of the calibration data, system quality control, conversion of telemetry data into physical parameters, and computations for platform location is delegated by CNES to its agent and operations capacity according to the tariff structure and other guidelines submitted to and approved by the Operations Committee.

3.5.5 Tariffs associated with these functions are collected to offset the operating costs of the Argos Data Processing System. Tariff receipts that exceed these costs are used for Argos Data Processing System improvements and/or to reduce tariffs to System platform users as approved by the Operations Committee.

3.6 The WMO and IOC Secretariats
The World Meteorological Organization (WMO) and the Intergovernmental Oceanographic Commission (IOC) of UNESCO recognize that satellite data telecommunication systems are important components for the implementation and sustainability of global met-ocean observing networks. WMO and IOC endorse the JTA as a mechanism to cost-effectively address the requirements of WMO and IOC Programmes and Co-sponsored Programmes, in particular in terms of ARGOS satellite data telecommunication and related data processing, quality control, data encoding according to international standards, and data distribution to their end users. In order to facilitate the JTA achieving its goals, the Secretariats of both Organizations will provide support for the following functions:

- Support the JTA Chairperson for the preparation of the JTA and JTA EC meetings, including; 1) circulation of invitation letters, 2) coordination for the collection, and electronic publication of the preparatory documentations, and 3) produce and publish electronically publication of the final reports.

- Upon request by JTA Chairperson, and as appropriate, issue the general communication with JTA stakeholders as appropriate (e.g. for the nomination of Representatives), and the publication of documents.

- Serve as members of the JTA Executive Committee.

The representatives of WMO and IOC will participate in JTA Sessions as stakeholders, representing the interests of both Organizations.

Reimbursement to the IOC and WMO for Administrative support should be made by the JTA. The amount reimbursed is to be reviewed annually by the JTA-EC and approved by the Chairperson for the upcoming session.

4. JTA office bearers

4.1 The JTA elects a Chairperson and vice-Chairperson at JTA Sessions. The primary duty of the Chairperson is to ensure that the JTA negotiations proceed in as open and equitable a way as possible, and to assist in reconciling the needs of Argos stakeholders through an agreed negotiation process regarding future service level provision and costs. The vice-Chairperson shall deputize for the Chairperson in his/her duties if required by the Chairperson.

4.2 The Terms of Reference for the JTA Chairperson, and the JTA vice-Chairperson, details about their election and terms are provided in Annexes F and G respectively.

5. The JTA Executive Committee (JTA-EC)

5.1 The function of the JTA Executive Committee (JTA-EC) is to conduct the sessional and intersessional business, as well as all other matters in support of the Chairperson’s duties to meet the needs of the JTA members.

5.2 The Terms of Reference of the JTA Executive Committee are provided in Annex H.

6. Regular meeting of the JTA

6.1 Structure

The structure of the meeting consists of deliberative and report producing sessions over 2-3 days that are directed by the Chairperson to achieve the desired outcome. It is expected that the agenda, as adopted by the JTA at the start of the session, will be followed.
6.2 Desired outcome:

The desired outcome of the JTA Session is to be an open forum for all members to discuss and agree by consensus on any matter that affects their use of the ARGOS satellite data communications and processing system.

6.3 Invited participants

There is an open invitation to all members of all stakeholder groups to attend the JTA annual meeting. However, official invitation by the IOC and WMO will be made to the following:

- Representatives of Country (ROCs) representing a country or a group of countries from responsible government organizations using Argos
- Responsible Organizations (ROs) representing an agreed set of Argos user programmes
- Representatives of the Argos satellite system operator and service provider
- Representatives of the Argos Operations Committee (OPSCOM)

6.4 Secretariat

Secretariat for the running of the Session, and writing of the final report is done by the WMO and/or IOC Secretariat under the responsibility of the JTA Chairperson with support from Session participants as necessary.

6.5 Typical agenda for JTA meetings is provided in Annex I

6.6 Frequency

The JTA Session should be held annually, but the schedule may be changed at the discretion of the Chairperson.

7. Typical intersessional workplan and reporting process

The following schedule is proposed. The actual workplan will be implemented by the Chairperson and will include a combination of meetings, teleconferences, and email. typical intersessional workplan, and reporting process is provided in Annex J.
ANNEX A

ROLE OF THE JTA REPRESENTATIVE OF COUNTRY (ROC)
(as agreed at the JTA-28)

HISTORICAL OVERVIEW

The concept of ROC was introduced at the first meeting on Argos Joint Tariff Agreement (JTA-I) (Geneva, Switzerland, December 1981). The Meeting adopted a proposal «which foresees that agreements will be signed directly between the user Representative* and Service Argos.» The note under the * reads: «Representative is a unique Representative Organization for a country or a group of countries as given in the Global Agreement.» The Global Agreement starts with the following sentence: «These Terms and Conditions outline costs to and services to be provided by Service Argos of CNES and the (*)……. jointly providing support to their own authorized users for the location and data processing associated with the implementation and testing of remote platforms communicating with the satellites of the TIROS-N series.» The note under the (*) reads: «Quote the country and its own organization in charge of the Agreement with regards to CNES Service Argos. Hereafter defined by "ROC", i.e., a unique Representative Organization for a Country or a group of countries.»

That wording remained unchanged (except «Service Argos of CNES» being replaced by «Collecte Localisation Satellites», beginning in 1987, and «the satellites of the TIROS-N series» being replaced by «Argos capable satellites», beginning in 2003) until and including the "usual" Global Agreement for 2005. In the Agreement for 2005 regarding the Pilot Programme for the New Tariff Scheme, one reads: «These Terms and Conditions outline costs to and services to be provided by Collecte Localisation Satellites (1) hereafter referred to as "CLS" and the countries listed below, but not be limited to: [etc.], and the note reads: «Quote the country and its own organization in charge of the Agreement with regard to CLS. Hereafter defined by "ROC / RO / Programme Manager", i.e. a unique Representative Organization for a country, a group of countries, or a single programme.» In addition, under DEFINITIONS, the following is added: «"RO" is the responsible Organization representing an agreed set of Argos User programs for the purpose of their collective participation in the JTA.»

The Global Agreement for 2006 comes back to the initial wording, with a slight change in the note: «Quote the country and / or the organization in charge of the Agreement with regard to CLS, hereafter defined by "ROC / RO"» and the addition, under DEFINITIONS, of: «“ROC” is the Representative of Country and “RO” is Responsible Organization.»

The Global Agreement for 2007 reads: «These Terms and Conditions outline costs to and services to be provided by Collecte Localisation Satellites (affiliate of CNES in charge of operating the Argos system), hereafter referred to as "CLS" and all the countries participating in the JTA.» The definitions of ROC and RO remain unchanged.

Lastly, the Global Agreement for 2008 reads: «These Terms and Conditions outline costs for services to be provided by Collecte Localisation Satellites (affiliate of CNES).» The definition of ROC becomes the one adopted by JTA-XXVII and used in this document.

CONTEXT

The terms of the Joint Tariff Agreement require that the agreement is negotiated within an intergovernmental forum. This is achieved because, and only because, the invitation letters to the meetings are addressed by the joint Secretariat to the official representatives of Members / Member States of WMO / IOC. These invitation letters are
systematically copied to the ROCs, who therefore may attend the meetings, whatever their official status may be (governmental representatives or "advisers"). This has been done on purpose since the first meeting because: (i) the ROCs are the only really knowledgeable people in their countries regarding JTA activities; and (ii) nobody could foresee what might be the official status of the ROC in each and every country (see "NOMINATION AND RECOGNITION OF ROC" below).

The tariff agreement has been negotiated annually since its inception, with the objective of assuring the long term viability and development of the CLS / Argos data service, and in turn securing preferential (cost-recovery) and globally-consistent pricing arrangements for government or not-for-profit funded environmental monitoring programs within the JTA participant countries.

The Representative of Country (ROC) is the person representing a country or a group of countries from a responsible government organization. The ROC may be required to keep other government agencies informed of the activities of CLS / Argos in order to justify the use of the Argos transmitters (PTTs) within national boundaries and their status within current communication policies. The ROC is the Responsible Authority representing an agreed set of Argos User Programs for the purposes of their collective participation in the JTA.

The tariff structure, price-setting arrangements and relationships between CLS / Argos, User Programs and the ROCs have changed significantly since 2005. Changes include the introduction of a simplified tariff, the establishment of direct contracts and billing arrangements between CLS / Argos and end-user programs, and, in some cases, the entry of local CLS / Argos representatives with the capacity to provide end user support. In the process, the “traditional” role of ROCs, their relationship with users and with CLS / Argos, and their contribution to annual tariff negotiations have been altered. ROCs’ roles around the world have also become less homogeneous.

This document sets out the role of a ROC, and the relationships, expectations and obligations between ROCs, end users, CLS / Argos and other stakeholders (e.g., OPSCOM), in the context of the current tariff structure.

NOMINATION AND RECOGNITION OF ROC

Each and every country nominates (or not, see below) its ROC as it wishes. In general, the ROC is nominated by an official representative of the Member / Member State of WMO / IOC and has therefore the status of a governmental representative. But this is not always the case: in some instances, for example, the ROC may be just "defined" through an agreement between a programme manager and CLS, and accepted as such by the JTA Meeting because of its de facto position. Other possibilities may (and do) happen. None would impinge upon the intergovernmental status of the Meeting on Argos Joint Tariff Agreement (see 1st paragraph in the "CONTEXT" section above).

ROLE OF THE ROC - GENERAL

The ROC is to ensure that the Argos system meets the basic requirements of all system user groups in the most cost-effective way within the principles of fairness, openness and the promotion of science.

ROC ROLES – CLS/ARGOS INTERFACE

- **Tariff charge rate negotiation.** Review CLS / Argos financial analyses, and approve the level of expenses to be attributed to JTA user programs support.
Negotiate tariff structures (including for Iridium services) that will fund the costs of the JTA service, to achieve globally consistent, predictable and equitable service pricing arrangements for all user classes (i.e. across the range of environmental science applications);

- **High level advocacy of user programs and user service classes.** Provide high level collective advocacy of all user programs and user service classes to CLS / Argos to assure long term stability of the environmental data service for all end user service classes, and effective management of service or charge rate transitions;

- **Representation of user requirements.** Gather user requirements (current service, shortcomings, enhancements and future requirements) and relay to CLS/Argos as a basis for system enhancement, ground system corrective actions, enhancements or strategic investment.

- **Endorsement of service investments.** Review and endorse investments needed to sustain and enhance the CLS / Argos provision of basic services, and ensure the forward funding basis for such investments;

- **Provision of independent advice to end-users.** Represent CLS / Argos service capabilities to end-users (existing or candidate) and provide limited support to enable users to make appropriate decisions, and to resolve service problems. Support may be in the form of technical advice, referral to peer programs, etc. It is to be provided in the context of existing primary support through equipment suppliers and CLS / Argos channels, not as an alternative to those arrangements;

- **Adjudication of JTA program eligibility.** On referral from CLS / Argos, adjudicate the eligibility of new user programs for inclusion in the JTA;

- **Submission of a National Report to the JTA Meeting.** Provide a National Report to the JTA meeting, at least one month prior to the meeting. The content shall follow the current report guidance; and

- **Attendance at JTA meetings.** ROCs are expected to attend JTA meetings. Alternatively they are to consider the materials circulated prior to the JTA meeting, and to ensure that the interests of the user programs they represent are adequately conveyed through a ROC who will be attending the meeting, or else through their National Report.

### Enabling Actions to Support the ROC's Role

- **CLS / Argos is to provide transparent and timely disclosure of the costs attributed to providing JTA services, and the basis for such cost attribution, at least 3 weeks in advance of new tariff negotiations;**

- **Outcomes of the most recent OPSCOM review of CLS finances are to be made available to ROCs through the JTA Chairperson’s report to the JTA;**

- **CLS / Argos is to notify ROCs of user sign-ups as they occur, and to provide regular reporting of service usage by programs in the country (or countries) represented by a ROC. The CLS / Argos Usage Reports are to be provided quarterly, in a spreadsheet form that enables ready analysis of the data;**
• The CLS / Argos is to provide advice to all users on the ROC’s role, and the contact details of the local ROC at the time of initiating new service contracts; and

• CLS / Argos is to provide the ROCs on a quarterly monthly basis (as part of the monthly invoicing) with the list of unused IDs (and the date of the last transmission) for each programme.

• ROCs are to invite user communication, and may solicit specific user feedback on matters pertinent to their role, but are not expected to initiate formal user group surveys. CLS/Argos shall notify ROCs of user forums that it organizes.

Issues

• Commercial sensitivity of material. The potential for the introduction of competitors to CLS / Argos in data communications and data management services may further affect the role of the ROC, and the nature of the JTA’s strategic planning and budgeting process. It may also increase the potential for perceived conflict in the relationships between CLS / Argos and ROCs, and the sensitivity of information disclosures needed for the tariff negotiation. In such circumstances, it may become prudent to conduct some aspects of tariff negotiation through a smaller group, operating on behalf of the full ROC membership; and

• Funding of ROC participation in JTA. CLS / Argos is requested to consider options for collecting funding through the JTA revenues for funding of ROC participation in the JTA. Any funding of the ROC through CLS must be done very carefully to avoid a real or perceived conflict of interest. Decision regarding the use of the funds should be made by the JTA Chairperson after consultation with the EC. The JTA Chairperson will then inform the DBCP Chairperson who will in turn request WMO to make expenditures.

ROC ROLES - INTERFACE WITH END USER PROGRAMS

ROC’s provide the following value to end users:

• Insight into CLS / Argos operation and directions. Provide insight into the operations of the CLS / Argos data service, how it (and the tariff) operates, how it might change in the future, and what affect that might have on user programs;

• Assurance of global tariff consistency, stability and predictability;

• Opportunities for cross-fertilization. Provide a point of reference to other (like or complementary) programs, nationally or globally; and

• Impartial, high-level representation to CLS / Argos. Provision of an influential, impartial voice in tariff negotiations and in specific problem resolution.
ROC ROLES – SUPPLIER INTERACTIONS

- There is no formal relationship or exchange required between ROCs and suppliers, but ROCs are encouraged maintain a level of familiarity with PTT technology appropriate to their role.

Enabling Actions to Support the ROC’s Role

- CLS / Argos is to ensure suppliers are familiar with the ROC’s role, and to encourage supplier contact with ROCs; and
- CLS / Argos is to facilitate ROC / supplier interactions, e.g., by invitation to user-supplier forums organized by CLS / Argos.

ROC ROLE - OPSCOM RELATIONSHIP

OPSCOM requires nationally-based user representation in tariff negotiations. No formal direct relationship is required with the ROC, only interactions through the JTA.

ROC - ROC RELATIONSHIP

- It would be a time challenge but regular teleconferences (once every three months), to discuss user issues and provide recommendations to the JTA meeting, might be an idea. It is probably more realistic to have the discussion using email in which case a ROC’s mailing list needs to be hosted somewhere; and
- To be further developed.
ANNEX B

TERMS OF REFERENCE OF THE ARGOS JOINT TARIFF AGREEMENT (JTA)

The JTA provides for an international mechanism to provide for cost-effective location and data processing of data collected through the Argos system. The JTA is functioning through stakeholders whose roles are mainly to negotiate the Argos service level and tariff, and ensure appropriate coordination amongst Argos users in order to represent their collective interests with regard to Argos tariff and requirements. Stakeholders include:

- Representatives of Country (ROCs) representing a country or a group of countries from responsible government organizations using Argos;
- Responsible Organizations (ROs) representing an agreed set of Argos user programmes;
- Representatives of Users Groups (RUGs);
- Representatives of the Argos satellite system operator and service provider;
- Representatives of the Argos Operations Committee (OPSCOM);
- Representatives of the WMO and IOC Secretariats.

The JTA shall:

1. be responsible for negotiating on a yearly basis fair, cost-effective, and simple terms and conditions of the global agreement covering Argos user charges that are applicable to Argos programmes funded by national governments of WMO and IOC Members/Member states and/or other JTA approved organizations;

2. review requirements from Argos user groups and make proposals for inclusion of specific developments in the Argos development programme taking into account their potential impact on the Argos tariff;

3. approve the role of the ROCs;

4. elect an Executive Committee, chaired by the JTA Chairperson, and including the vice-Chairperson, and stakeholder representatives;

5. review and agree on its operating principles;

6. report, through the Chairperson, to the Argos Operations Committee (OPSCOM) and submit its recommendations regarding Argos tariff and required Argos system developments for agreement.

Decisions shall be agreed unanimously by the JTA. If decisions cannot be agreed unanimously, they will be deferred to the Executive Committee for further discussion and decision.
ANNEX C

TERMS OF REFERENCE OF THE REPRESENTATIVE OF COUNTRY (ROC)

The Representative of Country (ROC):

1. should be nominated by a (semi-) governmental (e.g. non-profit) organization being an Permanent Representative of a Member (State) of WMO or IOC;

ROCs are designated through either of the following mechanisms:

- An agency or consortium who wishes to become a ROC consults with CLS to check whether there is already a ROC in the country, and whether there are other institutions using Argos in the country;
- The agency or consortium consults with other Argos users in the country;
- If not being the Permanent Representative of a Member (State) of WMO or the IOC Action Addressee, The agency or consortium writes to the Permanent Representative of a Member (State) of WMO or the IOC Action Addressee JTA Chairperson asking the Permanent Representative of a Member (State) of WMO or the IOC Action Addressee to inform the JTA Chairperson that the agency is to be added in the list of ROCs;
- In case there are two or more agencies in a country asking to be a ROC, the JTA Chairperson writes to the WMO or IOC Secretariats asking them to contact the Permanent Representative of the Country with WMO, or the IOC Action Addressee from that country in order to suggest that the country makes a formal nomination through the WMO and/or IOC channels, i.e. by means of either:
  - A letter issued by the Permanent Representatives of a country to WMO to the Secretary General of WMO;
  - A letter issued by the IOC Action Addressee of a country to the Executive Secretary, IOC;
- The ROCs are formally endorsed at the annual JTA session.

2. should collect (changes in) requirements from national users and bring these to the attention of CLS/Argos at JTA meetings;

3. could designate an alternate to act on its behalf at JTA meetings by means of a letter to the JTA Chairperson;

4. decides on nominations and proposals put forward by the Executive Committee (EC);

5. is the only authority in the JTA to represent the user groups in a country and to decide on matters related to the global tariff and service level;

6. should initiate interaction with their users, or act as the focal point when deemed to be appropriate or being considered necessary;

7. will provide basic support to (new) users based on information made available by CLS;

8. interacts with CLS when deemed to be necessary or required;

9. participates in the yearly negotiation for the tariff and service level based on a financial review by the OPSCOM and the EC;
10. monitors the usage of the ARGOS system by its users using statistical information made available on a quarterly basis by CLS on the ARGOS Web Site;

11. will provide a report to the JTA meeting at least 1 (one) month prior to the meeting date, in a format following the current reporting structure;

12. will, at the request of CLS, agree on new user programmes that qualify for inclusion under the Global Agreement;

13. may, if national law requires that, be obliged to keep other national governmental agencies informed about the activities of CLS in order to justify the use of the ARGOS transmitters (PTTs, PMTs) within national boundaries and their status within current communication policies;

14. should, upon request of CLS, not distribute or communicate commercially sensitive information provided by CLS to the ROCs.
ANNEX D

TERMS OF REFERENCE OF THE REPRESENTATIVE OF ORGANIZATION (RO)

The Representative of Organization (RO):

1. should be nominated by a (semi-) governmental (e.g. non-profit) organization being an official representative of a Member (State) of WMO or IOC;

ROs are designated through either of the following mechanisms:

- An agency or consortium who wishes to become a RO consults with CLS to check whether there is already a RO for the consortium, and whether there are other institutions using Argos in the corresponding country(ies);
- The agency or consortium consults with other Argos users and ROCs in the corresponding country(ies);
- If not being the Permanent Representative of a Member (State) of WMO or the IOC Action Addressee, the agency or consortium writes to the Permanent Representative of a Member (State) of WMO or the IOC Action Addressee asking the Permanent Representative of a Member (State) of WMO or the IOC Action Addressee to inform the JTA Chairperson that the agency is to be added in the list of ROs; The agency or consortium writes to the JTA Chairperson asking to be added in the list of ROs;
- The ROs are formally endorsed at the annual JTA session.

2. should collect (changes in) requirements from its users and bring these to the attention of CLS/Argos at JTA meetings;

3. could designate an alternate to act on its behalf at JTA meetings by means of a letter to the JTA Chairperson;

4. decides on nominations and proposals put forward by the Executive Committee (EC);

5. is the only authority in the JTA to represent the agency or consortium and to decide on matters related to the global tariff and service level;

6. should initiate interaction with their users, or act as the focal point when deemed to be appropriate or being considered necessary;

7. will provide basic support to (new) users based on information made available by CLS;

8. interacts with CLS when deemed to be necessary or required;

9. participates in the yearly negotiation for the tariff and service level based on a financial review by the OPSCOM and the EC;

10. monitors the usage of the ARGOS system by its users using statistical information made available on a quarterly basis by CLS on the ARGOS Web Site;

11. will provide a report to the JTA meeting at least 1 (one) month prior to the meeting date, in a format following the current reporting structure;

12. will, on request of CLS, agree on new user programmes that qualify for inclusion under the Global Agreement;
13. may, if national law requires that, be obliged to keep other national governmental agencies informed about the activities of CLS in order to justify the use of the ARGOS transmitters (PTTs, PMTs) within national boundaries and their status within current communication policies;

14. should, upon request of CLS, not distribute or communicate commercial sensitive information provided by CLS to the ROs.
ANNEX E

TERMS OF REFERENCE OF A JTA REPRESENTATIVE OF A USER GROUP (RUG)

The Argos JTA meeting is an open meeting that solicits views from Argos ‘stakeholders’ (representatives of user groups, ROCs, intergovernmental and international bodies, the satellite operators and service providers), and attempts to address and reconcile the needs of these bodies through negotiation regarding future service level provision and costs.

In this context a Representative of User Group’ (RUG) is defined as follows, with the following Terms of Reference:

- A RUG will be an individual who can fairly represent the overall consensus view of a significant Argos JTA user community. Such communities might reasonably include the operators of data buoys, floats, ice platforms, animal tags, land stations, ship stations and airborne stations, or bodies with agreed international responsibilities for the promotion, sponsorship or validation of any aspect of environmental observation using Argos (e.g. IOC, WMO, WWF).
- In order to participate in the substantive negotiation process, the prospective RUG must satisfy the JTA Executive Committee (JTA-EC) that he/she has the necessary credentials to fairly represent the relevant user group.
- It is accepted that for certain user groups (e.g. animal trackers), accreditation as above might be difficult to establish in the short term. Nonetheless the JTA-EC will work proactively to seek and encourage the identification of RUGs as essential components of any meaningful JTA negotiation process, and will be lenient in applying the above constraint.
- Notwithstanding the above, the JTA sessions are open with observer status to any interested person (see JTA TORs).
- If accredited, a RUG will be obliged to consult as widely as possible with his/her user community regarding their use and expectations of the Argos system, and to make the results of these consultations publicly available well in advance of JTA sessions.
- The RUG will also be expected to act as an impartial focal point for the dissemination of relevant information regarding Argos that might be of benefit to his/her user community.
- In return, the RUG will receive a letter of accreditation, and may be able to request some level of financial support from CLS for attendance at meetings and for other activities approved by the JTA-EC and CLS.
- The RUG will work with CLS and the JTA-EC to identify opportunities that might bring the JTA session into closer contact with his/her user group, with a view to establishing within that group the benefits of the JTA process.

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ANNEX F

TERMS OF REFERENCE OF THE JTA CHAIRPERSON

The Argos JTA meeting is an open meeting that solicits views from Argos ‘stakeholders’ (representatives of user groups, ROCs, intergovernmental and international bodies, the satellite operators and service providers), and attempts to address and reconcile the needs of these bodies through an agreed negotiation process regarding future service level provision and costs. The primary duty of the Chairperson is to ensure that these negotiations proceed in as open and equitable a way as possible.

The JTA shall elect a Chairperson and vice-Chairperson at JTA Sessions. The term for the Chairperson will be for two years. The Chairperson shall be eligible for re-election in his/her capacity as Chairperson, but only for one subsequent term.

Terms of Reference for the JTA Chairperson:

1. The Chairperson shall be impartial and shall not favour any particular group, organisation or country.

2. In consultation with the Executive Committee (JTA-EC) and CLS, the Chairperson shall prepare the agenda, and confirm the venue for the annual session for distribution by the secretariat.

3. The Chairperson shall conduct the annual session of the JTA, and promote free, equitable and open discussion of agenda items.

4. The Chairperson shall convene intersessional meetings of the JTA-EC as necessary.

5. The Chairperson shall regularly liaise with CLS with regard to developments that might impact the JTA and its members;

6. The Chairperson shall routinely circulate information to the JTA participants during the intersessional period as appropriate;

7. The Chairperson shall deputise the vice-Chairperson if required.

8. The Chairperson shall represent the agreed views, decisions, and requirements of the JTA at OPSCOM and other sessions as appropriate, and report back on the outcomes to subsequent meetings of the JTA-EC and JTA.

9. The Chairperson, assisted by members of the JTA-EC if required, shall prepare and finalize reports of the JTA and its JTA-EC, and submit them to the Secretariats for publication if necessary.

10. The Chairperson, in consultation with the JTA-EC and other stakeholders, shall nominate membership of the JTA-EC, and approve new ROCs and ROs.

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ANNEX G

TERMS OF REFERENCE OF THE JTA VICE-CHAIRPERSON

The Argos JTA meeting is an open meeting that solicits views from Argos ‘stakeholders’ (representatives of user groups, ROCs, intergovernmental and international bodies, the satellite operators and service providers), and attempts to address and reconcile the needs of these bodies through an agreed negotiation process regarding future service level provision and costs. The primary duty of the Chairperson is to ensure that these negotiations proceed in as open and equitable a way as possible.

The JTA shall elect a Chairperson and vice-Chairperson at JTA Sessions. The term for the vice-Chairperson will be for two years. The vice-Chairperson shall be eligible for re-election in his/her capacity as vice-Chairperson, but only for one subsequent term.

Terms of Reference for the JTA vice-Chairperson:

- The vice-Chairperson shall deputize for the Vice-Chairperson in all of the above duties (except for item number 7 of the JTA Chairperson’s ToR) if required by the Chairperson.
ANNEX H

TERMS OF REFERENCE OF THE JTA EXECUTIVE COMMITTEE

The function of the JTA Executive Committee (JTA-EC) is to conduct the sessional and intersessional business, as well as all other matters in support of the Chairperson’s duties to meet the needs of the JTA members.

Terms of Reference

The specific tasks of the JTA-EC are to:

1. Assist the chairperson in the preparation of reports, and their submission, if needed, to the IOC and WMO Secretariats for distribution.

2. Annually review the functions and duties of the JTA and recommend any changes to the Chairperson for discussion and approval at the JTA Session.

3. Annually review the tariff structure and recommend changes to the chairperson.

4. Analyze the JTA administrative costs to be reimbursed by the JTA, and make recommendations to the Chairperson.

Membership

1. The membership shall include:
   - Chairperson
   - Vice-Chairperson
   - Representative of the IOC Secretariat (ex officio)
   - Representative of the WMO Secretariat (ex officio)
   - Three additional members proposed by the Chairperson and elected by the JTA. These members will serve a term of 2 years with an optional 2-year appointment.
   - Representative of CLS Argos

2. Careful consideration should be made to ensure a proper mix that represents nations, user groups, and subject matter experts.

Meetings

1. As necessary, the Chairperson will convene and organize all JTA-EC meetings. The meetings can be in person, or teleconference.

2. If decisions are needed by the JTA-EC as permitted/requested by the JTA Session or the Chairperson during the intercession, elections for those decisions may be organized with a quorum consisting of at least four members of the JTA-EC, including the Chairperson or his nominated deputy.
ANNEX I

TYPICAL AGENDA FOR JTA SESSIONS

(here in case the session is held in year YYYY)

1. ORGANIZATION OF THE MEETING
   1.1 OPENING OF THE MEETING
   1.2 ADOPTION OF THE AGENDA
   1.3 WORKING ARRANGEMENTS
   1.4 SELECTION OF THE WRITING GROUP (WG)1

2. REPORT OF THE CHAIRPERSON OF THE JTA

3. REPORT ON THE YYYY GLOBAL AGREEMENT

4. REPORT ON THE DEVELOPMENT OF CLS

5. REVIEW OF USER’S REQUIREMENTS

6. REVIEW OF THE STRUCTURE OF THE TARIFF AGREEMENT AND RELATED MATTERS

7. TERMS AND CONDITIONS OF THE YYYY+1 GLOBAL AGREEMENT

8. THE FUTURE OF THE JOINT TARIFF AGREEMENT, INCLUDING REVIEW OF THE OPERATING PRINCIPLES

9. FUTURE PLANS AND PROGRAMMES

10. ELECTION OF THE CHAIRPERSON AND VICE-CHAIRPERSON

11. DATE AND PLACE OF THE NEXT MEETING

12. CLOSURE OF THE MEETING

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1 : The purpose of the WG is to assist to the Secretariats in taking the minutes and compiling a draft report of the proceedings for approval of the JTA and submission to the Secretariats.
ANNEX J

TYPICAL JTA INTERSESSIONAL WORKPLAN, AND REPORTING PROCESS

- JTA Session: 0 Months October
  - E-mail from the Secretariat informing ROCs about the achievements of the meeting (final report on the web)
    2 Month December
- Intersession #1 3 Months January
  - Email from Chairperson that outlines the work to be accomplished and assign actions to JTA-EC.
- Intersession #2 6 Months April
  - Prepare documents and Chairperson for OPSCOM meeting in June
- Intersession #3 7 Month May
  - Secretariat issues invitation letters
  - Agenda, and documentation plan for the next Session
- Intersession #4 9 Months July
  - Status of actions assigned in Intercession #1. Make adjustments as necessary
  - Report from the OPSCOM Meeting
  - Chairperson communicating to the JTA on recent outcomes, and plans for the next Session
- Intersession #5 11 Months September
  - Preparatory documents for the JTA Session made available to all participants
- JTA Session: 12 Months October

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ANNEX K

FORMAT FOR THE NATIONAL REPORTS TO THE JTA

JTA National Report

Year: 2009
Country:

(please delete text in italic and replace with actual information)

Section 1. Overall Summary

The objective of this section is to provide a short narrative statement that characterizes a country’s ARGOS participation, program, and future directions. This section can also be looked at as an abstract of section 2 – section 6.

Section 2. User Types by family (Table of PTT use by the country)

(please complete the table below based on actual and estimated use for the current year)

<table>
<thead>
<tr>
<th>Average active PTTs per month</th>
<th>Total PTT.Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buoys and others</td>
<td></td>
</tr>
<tr>
<td>Profiling floats</td>
<td></td>
</tr>
<tr>
<td>Animals</td>
<td></td>
</tr>
<tr>
<td>Fixed stations</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

The objective of this section is to provide some data on platform distribution and use. Historical graphs and charts depicting the country’s program is encouraged.

Section 3. Technological Changes that Affect User Requirements

This objective of this section is to provide information on any advances in instrument development, techniques, or other technology that may affect future development of the ARGOS system.

Section 4. User issues, problems, and level of satisfaction with ARGOS

The objective of this section is to highlight any user issues that need to be brought to the attention of the JTA and CLS Executives.

Section 5. Successful program use of ARGOS

The objective of this section is to highlight the successful use of ARGOS in helping users achieve their objective.

Section 6. Analysis of Local Operational Issues

The objective of this section is to present any ARGOS issue that affects users in a particular location, country, or platform family that may not shared by other user groups.