

**APSDEU-9 PREPARATIONS**  
**Conference Call – December 4, 2008, 11:30 am – 12:00 pm**  
**Meeting Minutes**

**Participants:**

NWS: Brent Gordon

NESDIS: Emily Harrod, Selina Nauman, John Paquette, Margarida Yuan

**Meeting Summary:**

1. The primary objective of this telcon was to clarify which office (NWS or NESDIS) had the lead on the Action Items. Based on the discussion among the participants, the bulk of the items are under NWS purview, specifically for the attention of Fred Branski and Adrian Gardner.
  - NESDIS will pursue those NESDIS-specified items on the attached NOAA extracted list.
  - NWS/NCEP – Brent Gordon has no taskings.
2. We have another NWS-NESDIS telcon scheduled for **Tuesday, January 6, at 11:30 a.m.** Please be ready to discuss the remaining Action Items. (The backup date, if necessary, is Tuesday, January 27, at 11:00 a.m.)
3. Margarida would like to send an updated list of the status of the NOAA-specific Action Items to the APSDEU coordinator by January 23, 2009. Hopefully most of the items can be closed out and then NOAA can focus on the few remaining items. If possible, it would also be preferable to notify JMA of the topics of the NOAA presentations (and ideally to send them a week in advance of the conference so JMA can distribute and prepare copies for the meeting).
4. John Paquette requested that we contact the APSDEU coordinator to request a briefing on Korea's COMS program (KMA – Korean Meteorological Administration). Margarida will convey the message to JMA.
5. John Paquette requested additional information on RARS. Margarida will forward the last email chain she has on the subject.
6. Logistics
  - Japanese visas: Please notify Margarida when you have received your visa. If you have any difficulties, please contact her immediately.
  - Attendance form: Please send it to JMA soon.
  - e-Country Clearance: Margarida will send the group e-Country Clearance on Dec. 11. If you wish to be included please send your passport info (number, date of issue, date of expiration) and flight itinerary.