**Annex X. Recommended practices for coordination between SOFF peer advisors and RWC**

Recognizing the relationship between the roles of SOFF peer advisors and Regional WIGOS Centres (RWCs), it is crucial that they collaborate closely and regularly to enhance the implementation of GBON in SOFF beneficiary countries in an efficient and coordinated way. This collaboration should be consistent and tailored to the specific needs of the beneficiary countries. The following recommendations are suggested for further discussion and approval:

1. **Collaboration during the readiness phase**

1.1. SOFF peer advisors should first identify whether the beneficiary country they will be supporting is already covered by the functions of an RWC. List of RWCs and their affiliated countries can be seen here: [Existing RWC by WMO Region | World Meteorological Organization](https://community.wmo.int/en/activity-areas/WIGOS/implementation-WIGOS/Existing-RWC).

1.2. If 1.1 applies, the SOFF peer advisor should contact the respective RWC in coordination with WMO/SOFF Secretariats (online meetings could be organized in this regard), towards exchanging information and plans.

1.3 The SOFF peer advisor should provide the delivery timeline for readiness phase output of the beneficiary country, while the RWC should provide input to the SOFF beneficiary countries related to observation networks in the country, such as:

1. A status overview of the observational data and metadata performance, based on their regular reporting, in the context of RWCs guidance
2. Capacity development activities ongoing/planned, including any training provided/planned by the RWC to the country.
3. Other complementary information if available at the RWC such as possible assessment on human capacity for WIGOS in the country.

1.4 All information provided by the RWC should be taken into account by peer advisor in their actions, including for the GBON National Contribution Plan

1.5. During the readiness phase, peer advisors and RWC are highly encouraged to synergize by working together to resolve any easy fix issues in the countries, such as: updating stations metadata in OSCAR/Surface, nominating NFPs

1. **Collaboration during the investment phase**

A procedure/mechanism for collaboration between SOFF peer advisors should be agreed to allow regular communication and exchange of information, which could include:

2.1. peer advisory services included in the SOFF investment proposal

2.2. training and technical assistance to beneficiary countries, especially those related to OSCAR/Surface and WDQMS webtool.

2.3. relevant data/metadata performance issues reported by RWC through the RWC Incident Management System.

1. **Collaboration during the compliance phase**

To be defined

Some aspects could be considered for that particular phase such as:

* Ensure that metadata of all new stations/equipment are registered into OSCAR /Surface (peer advisor)
* To ensure that any amendments in the instrument/affiliation/station reporting schedule… are well reported into OSCAR/Surface (peer advisor)
* To ensure that improvements made in data availability are well reported in WDQMS (peer advisor)
* Collaborate withing the RWC to update the opened tickets status if needed (peer advisor in close collaboration with the RWC)
* Peer advisor in collaboration with RWC provide technical troubleshooting support to ensure GBON Compliance as soon as possible
* RWC verifies quarterly and annual stations` compliance for the annual WMO GBON Compliance report for SOFF