### Instructions for the Ship Observations Team (SOT) National Reports for 2021

1. Instructions and templates are available at [**https://www.ocean-ops.org/sot/nr/**](https://www.ocean-ops.org/sot/nr/)
2. For all templates you submit please replace the word “country” in the filename by your corresponding country or member information.
3. Coordinate at the national level and nominate one SOT Focal Point. The name of the nominated SOT Focal Point should appear on the first page of form   
    **2-Country-SOT-2021.docx.**
4. Check the lists of existing focal points at the following web pages and report discrepancies or required changes in the same form to the SOT National Report Team: [**sot-nr@groups.wmo.in**t](mailto:sot-nr@groups.wmo.int)

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| **SOT** | [http://www.oceanexpert.org/group/135](https://oceanexpert.org/group/135) |
| **VOS** | [http://www.oceanexpert.org/group/108](https://oceanexpert.org/group/108) |
| **SOOPIP** | [http://www.oceanexpert.org/group/107](https://oceanexpert.org/group/107) |
| **ASAP** | [http://www.oceanexpert.org/group/109](https://oceanexpert.org/group/109) |
| **PMOs** | [http://www.oceanexpert.org/group/151](https://oceanexpert.org/group/151) |

1. The nominated SOT Focal Point is responsible for:  
   1. Forwarding the VOS / SOOP / ASAP parts (as appropriate) to their  
      national program operators;
   2. Receiving the completed VOS / SOOP / ASAP parts from their national  
      program operators;
   3. Completing the SOT part of the report, including Focal Points and  
      Port Meteorological Officers;
   4. Sending the individual programme VOS / SOOP / ASAP report(s) to the   
      SOT National Report Team: [**sot-nr@groups.wmo.int**](mailto:sot-nr@groups.wmo.int) **by 15 June 2022**.

The submission of national reports and the management of focal point information will undergo significant changes until 2023 and be partly automated based on information available at [**ocean-ops.org**](http://ocean-ops.org). For a smooth transition it is important that you provide the SOT National Report Team this year with your latest status information.

If you have any question please reach out to the SOT National Report Team   
([sot-nr@groups.wmo.int)](mailto:sot-nr@groups.wmo.int) or SOT Technical Coordinator ([mkramp@wmo.int).](mailto:mkramp@wmo.int)