

Dear SEECOF participants,

As we are aware, Regional Climate Outlook Forums (RCOFs) are considered to be a very important process to facilitate the development of consensus-based climate prediction and information for the season having critical socio-economic significance. Such information has been applied in several parts of the world to reduce climate-related risks and support sustainable development.

Fifteen South East European Climate Outlook Forums (SEECOFs) have been held so far. It is now time to prepare ourselves for the next SEECOF. As you know, it will be a face-to-face meeting. The pre-COF training session will be held in Rome, Italy, on 15-18 November 2016, preceding the MedCOF-7, PRESANORD-10 and SEECOF-16 meetings. After the pre-COF training session, SEECOF-16 will be held at the same place, lasting 3 days, from 21 to 23 November 2016. You will be officially informed about it very soon. Bearing in mind that there is little time left before the beginning of the meeting, I am kindly asking you to actively participate in the preparation phase of SEECOF-16 (Pre-COF).

SEECOF 16 comprises 2 steps, which all require your participation:

#### 1. On-line Pre-COF

With the aim of working more efficiently, for the preparation phase of SEECOF 16 we will use Forum SEEVCCC as well as we did on SEECOF 15 on line meeting. The purpose of using Forum as means of communication is collection and assembling of NMHSs verification of Consensus Statement forecast for the summer 2016 by your Focal Points. Final version of the verification would be adopted on the very meeting. (For Pre-COF you could follow Step 1 of SEECOF-15, providing the JJA RA VI monitoring bulletins from the RCC Offenbach and your respective national monitoring results including a brief assessment of the correctness of the SEECOF-15 summer outlook - for whole season and your comments from the point of the user perception). [During the preparation phase of the SEECOF-16 you can download the template for additional information which you should add to the national monitoring results.](#)

We are kindly asking you to deliver your National Climate reports and verification of the Consensus Statement forecast for the summer 2016 till [the October 21, 2016](#).

#### 2. COF

If seasonal forecast is made in your NMHS, please prepare 5-10 minutes presentation of climate outlook for Winter season - December 2016-January, February 2017. Please state the method used for preparing weather outlook for winter season (statistical method, CPT, GDPC numerical products, downscaling of GDPC numerical products).

**Note:** Please bring along your laptops. Conference room will have wireless connection.

According to SEECOF 16 work schedule, please send, until 21 October at the latest, your respective national monitoring results including a brief assessment of the correctness of the SEECOF-15 summer outlook and your comments from the point of the user perception. Forum rules are also the same for SEECOF-15 on-line meeting. In other words, document should be sent as attachment in English, in MS WORD 2000-2003 format (doc file). Times New Roman or Ariel font should be used in paper format A4 which shall be placed as attachment on SEECOF-16 Forum with the topic on-line Pre-COF (or it could be sent as e-mail to the address: [branko.bijelic@hidmet.gov.rs](mailto:branko.bijelic@hidmet.gov.rs)).

Thank you in advance for your kind cooperation.

Kind regards,

Diana Mijuskovic and Branko Bijelic

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