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**Procedures for (re)certifying a GRUAN measurement
programme at an existing GRUAN-certified site**

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Abstract

This Technical Note outlines the procedures for certifying a GRUAN measurement programme at an existing GRUAN-certified site.

Revision History

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Procedures for (re)certifying a GRUAN measurement programme at an existing GRUAN-certified site

Measurement programmes are assessed for GRUAN certification on request from the host site. If this is the first measurement programme to be assessed for GRUAN certification at the site, then the site as a whole is also assessed to ensure that it meets the minimum requirements for a GRUAN site.

As detailed in the GRUAN Manual:

Certification of GRUAN sites will not be a single event. In addition to the regular annual review, periodic (e.g. every 3-4 years) complete auditing of the measurement programmes included in the GRUAN certification for a site shall be conducted by WG-GRUAN in consultation with the Lead Centre to ensure that the programmes continue to meet GRUAN standards.

Therefore, if an existing GRUAN site, with one or more existing GRUAN-certified measurement programmes, requests certification of an additional measurement programme:

- If it has been three years or less since the site as a whole was last audited, then just that measurement programme is assessed (see Section A below for details).
- If it has been more than three years since the site as a whole was last audited, then the new measurement programme is assessed for GRUAN certification and the site as a whole is audited which includes recertification of all existing GRUAN-certified measurement programmes (see Section B below for details).

In all cases the site assessment is conducted against the site requirements as detailed in the GRUAN Guide while the measurement programmes are assessed against the requirements detailed in the Technical Document associated with each measurement programme.

Recertification of an existing measurement programme may also be triggered by a change in GRUAN data product version.

A) If the site has been certified or audited within the previous 3 years

The site requesting GRUAN certification of a new measurement programme submits a re-request for certification to the Lead Centre. This request must provide a detailed description of how the associated measurements are being made such that the operating protocols can be assessed against the requirements detailed in the associated Technical Documents. The request need not include any information about the site in general and should focus only on the additional data product(s) for which certification is being sought.

A small review group is convened by the WG-GRUAN co-chairs, comprising:

- Two members of the task team responsible for the data product being certified. If that task team has been dissolved, then members of the last incarnation of the task team are approached.
- The lead author, and at least one co-author, of the Technical Document describing the data product. If the lead author and/or co-authors are not available for any reason, then current internationally recognized experts on the associated measurement technique will be approached.

- The person at the associated centralized data processing facility responsible for data product generation and delivery.

The review group reviews the request with a particular emphasis on the ‘Site Assessment and Certification’ section of the associated Technical Document which covers:

- The criteria against which this measurement programme is to be assessed.
- The GRUAN prescribed standard operating procedures for this measurement.
- Criteria for assessing the added value that this measurement system brings to the network as a whole.
- The specific aspects of the measurement system that must be considered at the time of site auditing.

The review group provides a written recommendation to the Lead Centre who then oversees a consultation process between the review group, the site representative, and the Lead Centre until the proposed measurement programme is certified or until the site decides that they cannot meet the criteria for certification of that programme. The Lead Centre then provides a recommendation to the Working Group which ratifies the certification at its next virtual or physical meeting (whichever comes first).

B) If the site, as a whole, has not been certified or audited within the previous 3 years

This requires the site to submit a revised version of the information that was submitted at the time of its initial certification and the review is, as for initial certification, conducted by the Working Group as a whole. This is to allow the Working Group to ensure that the site continues to meet the minimum requirements of a GRUAN site. The review encompasses site requirements as a whole, any existing GRUAN certified measurement programmes, and the newly proposed measurement programme.