**Annex 1 – RIC with Basic Capabilities and Functions**

**Regional Instrument Centres with basic capabilities and functions** should have the following capabilities to carry out their corresponding functions:

**Capabilities:**

(a) A RIC must have, or have access to, the necessary facilities and laboratory equipment to perform the functions necessary for the calibration of meteorological and related environmental instruments;

(b) A RIC must maintain a set of meteorological standard instruments (3) and establish the traceability of its own measurement standards and measuring instruments to the SI standards;

(c) A RIC must have qualified managerial and technical staff with necessary experience to fulfil its functions;

(d) A RIC must develop its individual technical procedures for the calibration of meteorological and related environmental instruments using calibration equipment employed by the RIC;

(e) A RIC must develop its individual quality assurance procedures;

(f) A RIC must participate in, or organize, inter-laboratory comparisons of standard calibration instruments and methods;

(g) A RIC must, when appropriate, utilize the resources and capabilities of the Region to the Region's best interest;

(h) A RIC must, as far as possible, apply international standards applicable for calibration laboratories, such as ISO/IEC 17025;

(i) A recognized authority must assess a RIC, at least every five years, to verify its capabilities and performance;

**Corresponding functions:**

(j) A RIC must assist Members of the Region in calibrating their national meteorological standards and related environmental monitoring instruments according to Capabilities (b);

(k) According to relevant recommendations on WMO Quality Management Framework, a RIC must make a positive contribution to Members regarding quality of measurements;

(l) A RIC must advise Members on enquiries regarding instrument performance, maintenance and the availability of relevant guidance materials;

(m) The RIC must cooperate with other RICs in the standardization of meteorological and related environmental measurements;

(n) A RIC must regularly inform Members and report (2), on an annual basis, to the president of the regional association and to the WMO Secretariat on the services offered to Members and activities carried out.

(2) A Word file available here: [RIC-Reporting Form (.docx)](https://www.wmo.int/pages/prog/www/IMOP/RICs/Reporting_form/Form_for_RIC_Reporting_2017_final.docx), is recommended.(3) For calibrating one or more of the following variables: temperature, humidity, pressure or others specified by the Region.