**SADIS User Registration Form**

**SADIS FTP**

In order that the SADIS Provider can maintain appropriate information regarding the existing and proposed SADIS client workstations (whether developed by third parties or in-house), it is requested that the information on the following pages be completed as fully and as accurately as possible whenever a new user requests authorized access to SADIS, or an existing user request additional authorized access to SADIS.

Full and accurate completion will allow the SADIS Provider to maintain accurate records of users. The requested contact details – especially email – will allow the SADIS Provider to provide information on changes or enhancements to the service in good time.

**Privacy Policy:**
To find out about how the Met Office uses any personal information we collect about you, please access the following webpage: [**https://www.metoffice.gov.uk/about-us/legal/privacy**](https://www.metoffice.gov.uk/about-us/legal/privacy)

**SADIS – User Registration Form**

Upon receiving authorized access to SADIS from your State meteorological authority, please complete the following details as fully as possible.

Please provide full postal addresses.

If necessary, please continue on a separate sheet to list all existing and proposed **SADIS FTP** workstation locations.

Please complete the form in English.

Please complete this form electronically, and email to Karen Shorey, the SADIS Manager on *SADISmanager@metoffice.gov.uk*.

*If you have any difficulty in providing answers, please e-mail* *SADISmanager@metoffice.gov.uk* *and ask*

**1: Details of organization registering for access to SADIS**

Please supply the name and the address of the **headquarters/main building** of your organization.

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Please supply the contact details of the person(s) in charge of the SADIS systems within your organization.

a) Name:

Telephone number:

Mobile/Cell phone number:

eMail address:

Official address:

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b) Name:

Telephone number:

Mobile/Cell phone number:

eMail address:

Official address:

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*(if there are more staff responsible for SADIS in your organization, please continue on separate sheet if necessary)*

**2: SADIS Access Requirements**

Please confirm if you organization currently has access to SADIS FTP as:

1. the **primary operational** provision of OPMET information and WAFS forecasts?

YES/NO (delete as necessary)

or,

1. a **backup/contingency** to WAFS Internet File Service (WIFS) for OPMET information and WAFS forecasts?

YES/NO (delete as necessary)

**3: Proposed SADIS equipment**

Please indicate if you plan to install new (or additional) SADIS FTP systems?

YES/NO (delete as necessary)

If 'YES', please list the proposed locations of the SADIS FTP server(s) and workstation(s).

SADIS FTP server/workstation 1

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SADIS FTP server/workstation 2

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*(continue on separate sheet if you have more than 2 SADIS FTP servers/workstations)*

Additional remarks, if any:

**4: Bespoke SADIS access software**

Please indicate below if your organization has developed (or plans to develop) its own software to extract data from SADIS FTP, and has therefore not sourced SADIS workstation(s) from the SADIS data processing and display providers listed at:

<https://www.metoffice.gov.uk/services/transport/aviation/regulated/sadis/software/suppliers>

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|  | Please indicate ‘YES’ in the box to the left if your organization has developed (or plans to develop) its own software to access SADIS FTP data. |

**6: Optional ‘Service Alert’ email details**

*The SADIS Provider (United Kingdom Met Office) wishes to be able to provide all users with notification of any service issues, including the advance notification of any events that may affect the delivery of the service. Whilst the SADIS Provider will continue to issue SADIS administrative messages, the ability to send notification by email is an additional method of keeping users informed.*

*Please provide an email address (or addresses) to which the SADIS Provider can send emails to advise your organization of service issues. Ideally, these email addresses should be monitored by your organization 24-hour a day, and the recipient should be in a position to advise your SADIS workstation operators of the content of the message.*

Email address(es) for department(s) in your organization that you would wish to receive ‘Service Alerts’ and advise your SADIS workstation users:

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| eMail 1: |
| eMail 2: |
| eMail 3: |
| eMail 4: |

**General organization contact email:**

If not already included in the contact details above, it would be useful if a general enquiries email address of your organization could be provided. On the basis that a high level, general enquiries email address for an organization changes only rarely, this would be used if it became apparent that other email addresses provided had become out of date (due to personnel changing role or leaving the organization).

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| eMail Gen: |

**7: Return to SADIS Provider**

On completion, please forward to the SADIS Manager, Karen Shorey, preferably by email to sadismanager@metoffice.gov.uk

or by post to:

Ms Karen Shorey

SADIS Manager

Met Office

FitzRoy Road

Exeter

Devon

EX1 3PB

UNITED KINGDOM

*Thank you for taking the time to complete this registration form. After confirmation with SADIS Provider records of the responses above, log on credentials for the SADIS FTP Service will be provided.*

*Please note that all personal details provided on this form are held securely and in accordance with the European General Data Protection Regulations.*

— END —