

# Rules of Procedure for the Executive Council

2020 edition

WEATHER · CLIMATE · WATER



WORLD  
METEOROLOGICAL  
ORGANIZATION

WMO-No. 1256



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# **RULES OF PROCEDURE FOR THE EXECUTIVE COUNCIL**

## **1. GENERAL**

These rules, established in accordance with Regulation 3, are adopted by the Executive Council under the authority of the Convention and of the General Regulations of the World Meteorological Organization. In the event of any conflict between any provision of these rules and any provision of the Convention or of the General Regulations, the texts of the latter two documents shall prevail.

Note: In these rules of procedure, "Regulation" means "regulation or provision of the WMO General Regulations", unless specified otherwise. Provisions of General Regulations quoted in these procedures are in italics.

## **2. CONDUCT OF SESSIONS**

2.1 The sessions should be conducted in accordance with provisions of Regulations 119-129.

2.2 The provisional agenda for a session of the Executive Council shall be prepared by the President in consultation with the Secretary-General in accordance with Regulations 126, 127 and 128.

2.3 Each member or invited organization shall notify the Secretary-General of the names of the persons who will attend the session by virtue of Regulations 113, 114 and 115, or who will accompany them by virtue of Regulation 124. This notification should be conveyed by a letter signed by the member or by a person authorized to do so and, in the case of an international organization, by the responsible officer.

2.4 The sessions should normally be conducted in plenary. Members or their alternates should be present during plenary meetings to ensure required majority quorum for decision-making at any time.

2.5 Confidential matters should be discussed in camera confined to the members of the Council or their duly designated alternates, to such additional persons as may be agreed by the President and to the Secretariat staff designated by the Secretary-General.

2.6 Committees for the session may be established for detailed consideration of specific documents.

2.7 Selection Committees are established to make recommendation regarding the appointment of the External Auditor, candidates for the International Meteorological Organization (IMO) Prize and other WMO awards, membership of the WMO Audit Committee, the Scientific Advisory Panel (SAP), and other expert bodies reporting to the Executive Council when specific selection procedures apply.

2.8 Recommendations from constituent bodies and other bodies established by Congress or the Executive Council of a strategic and policy nature should normally be submitted to the Executive Council after consideration by the Policy Advisory Committee (PAC), accompanied by a draft decision. Recommendations from constituent bodies and other bodies established by Congress or the Executive Council on technical matters should normally be submitted after an analytical review by the Technical Coordination Committee (TCC), accompanied by a draft decision. Adoption of such decisions would normally not require further discussion by the Council unless discussion is requested by a member of the Council.

2.9 The Secretary-General designates senior officials of the Secretariat to act in the capacity of Secretary in plenary meetings and committees.

### 3. **INVITATIONS TO ATTEND SESSIONS OR PARTICULAR MEETINGS**

3.1 Under the provisions of Article 19 (d) of the Convention and Regulation 125, the presidents of technical commissions and the hydrological advisers to the presidents of regional associations should be invited to participate in a session of the Executive Council. The Chair of the Research Board should be invited as well.

3.2 Depending on the items on the agenda, the chairs of the WMO Audit Committee and other bodies established by Congress or the Executive Council may be invited to participate in the session at the discretion of the President.

3.3 Members of the Council are encouraged to include hydrological advisers in their delegations.

3.4 Individual experts or representatives of international organizations may be invited by the President, through the Secretary-General, to participate as observers in a session or meeting of the Council in accordance with Regulation 18. In the case of an invitation to an expert, not previously designated, to attend a session or a meeting of the Council, the invitation shall require the prior concurrence of the Permanent Representative of the Member where the expert lives. In the case of an invitation to an expert from the United Nations or another international organization with which the Organization has concluded arrangements or agreements, the invitation shall require the prior concurrence of the respective organization.

3.5 Pursuant to Resolution 40 (Cg-XVI), representatives of WMO Members formally designated by the Permanent Representatives or Permanent Missions in Geneva can attend the sessions of the Council and its relevant subsidiary bodies, without the right to take the floor and at their own cost.

### 4. **DOCUMENTS AND RECORDS**

4.1 The non-confidential documentation (decision documents, information documents, presentations and daily journals) are made available through the public WMO website.

4.2 Confidential documents should be distributed only to the members of the Council or their designated alternate in case of absence of members. Confidential documents are distributed either through the password protected section on the session website or in sealed envelopes.

4.3 Approved documents posted on the session website constitute the provisional report of the session. In accordance with Regulation 95 (a), adopted resolutions, decisions and recommendations are recorded in the final report of the session and after the session published by the Secretariat. Information documents and statements are also included in the final report.

4.4 When requested from the plenary, in accordance with Regulation 95 (b), summarized minutes of the discussion at plenary or in camera meetings will be prepared after the session and adopted by correspondence.

### 5. **INDICATION OF PREFERENCE**

5.1 When the Executive Council has to select a person from two or more candidates for a post or office, or for the award of a distinction, it will indicate a preference amongst

the candidates submitted by secret ballot, in accordance with the procedure described in Regulation 151, substituting the words "member of the Executive Council" for "principal delegate of the Members" and "Executive Council" for "Congress", and the following provision being inserted at the end of subparagraph (a): "If during the separate vote of preference all the candidates receive an equal number of votes, one of them shall be eliminated by the drawing of lots".

5.2 When the Executive Council has to select two or more candidates, the same method shall be applied with the following modifications: each member shall nominate as many candidates as there are posts to fill or distinctions to award, and the procedure shall cease when the number of candidates remaining is equal to the number of candidates to be selected; a candidate who, in any stage of the proceedings, obtains two thirds of the votes for and against shall be appointed or selected and the procedure shall continue only if there are still posts to fill or distinctions to award.

## 6. DESIGNATION OF ACTING MEMBERS

NOTE: Tenth Congress reiterated the decision of Ninth Congress that the word "designated" in Regulation 116 of the General Regulations should continue to mean "elected" until Congress decides otherwise (paragraph 10.3.2 of the general summary of the abridged report of Tenth Congress).

### 6.1 Designation during session

6.1.1 For the designation, during a session of the Executive Council, of an acting member in accordance with Regulation 116, the Council shall establish a list of eligible candidates fulfilling the conditions of Article 13 (c) of the Convention. It will be confined to those eligible candidates coming from the same Region as the outgoing member proposed by the president of the regional association concerned after consultation with the Members of the same Region within 30 days or as long as possible after the announcement of the vacancy.

6.1.2 When there is only one candidate, the candidate shall be declared elected.

6.1.3 When the list of candidates is complete, the candidate is chosen during a meeting in camera in accordance with the indication of preference procedure (see Rule 5.1 and 5.2), with the exception that this designation of an acting member will be by a simple majority as described in Regulation 47 (b).

### 6.2 Designation by correspondence

6.2.1 The election of an acting member in accordance with Regulation 116 may also be conducted by correspondence if the President of the Organization considers it necessary after consulting the members of the Executive Council and if the vacancy has occurred at least 130 days before the next session of the Executive Council.

6.2.2 In this case, the list of candidates fulfilling the conditions of Article 13 (c) of the Convention and Regulation 16 shall be confined to those eligible candidates coming from the same Region as the outgoing member proposed by the president of the regional association concerned after consultation with the Members of the same Region within 30 days of the announcement of the vacancy.

6.2.3 The Secretary-General shall verify that all persons whose names have been submitted are willing to be considered as candidates. For this purpose, a period of 20 days shall be allocated, after which the Secretary-General establishes a final list.

6.2.4 When there is only one such candidate, the candidate shall be declared elected.

6.2.5 If the list includes several names, a secret ballot among the members of the Executive Council by correspondence shall be organized. Regulations 54 (a), 56 and 65 shall apply. The candidate who obtains a simple majority as described in Regulation 47 (b) shall be elected as an acting member of the Executive Council. If the designation is not made at the first ballot the decision shall be left to the next session of the Executive Council.

## 7. **INTERNATIONAL METEOROLOGICAL ORGANIZATION PRIZE**

7.1 The IMO Prize shall be awarded annually by the Executive Council for outstanding work in the field of meteorology or in any other field referred to in Article 2 of the Convention.

7.2 The Secretary-General shall send to all Members of WMO a circular letter informing them of the Executive Council decisions concerning the IMO Prize and inviting them to submit the names of all potential recipients, accompanied in each case by a statement of about one page on the qualifications and merits of each candidate. A curriculum vitae and a list of publications should be attached to the statement.

7.3 The number of candidates submitted by a Member for a given Prize should not exceed three.

7.4 A candidature submitted for a given Prize shall normally be retained on the list of candidates for subsequent Prizes during that financial period.

7.5 Any candidature received after the opening of a session of the Executive Council shall not be considered at that session, but shall be taken into consideration for all subsequent Prizes during that financial period.

7.6 The names of candidates presented by Members will be referred to a Selection Committee if they do not fall into either of the following categories:

- (a) Members of the Executive Council who, as electors, are not eligible for the award during their term of office as members of the Executive Council;
- (b) Candidates who are no longer alive on the date of their nomination. The award may nevertheless be made posthumously to a candidate who dies between the date of nomination and the award of the Prize.

7.7 A Selection Committee consisting of four members of the Executive Council shall be appointed at each session of the Executive Council to prepare, in readiness for the following session of the Executive Council, a list of not more than five names for consideration by the Executive Council, which shall make the final selection by secret ballot. The Selection Committee shall change one member each year.

7.8 A list of candidates designated by the Selection Committee shall be distributed under confidential cover to each member of the Executive Council at least 24 hours before the final decision is taken. The list shall be accompanied by statements on the qualifications and merits of the candidates appearing therein. These statements shall be reproduced as received from the authorities presenting these candidates.

7.9 The recipient shall be selected during a plenary meeting held in camera, using the indication of preference procedure (see Rule 5).

## 8. **PROCESS FOR THE APPOINTMENT OF THE EXTERNAL AUDITOR**

8.1 A detailed request for proposals for the External Auditor is prepared by the Secretary-General taking into account recommendation from the Audit Committee regarding

the selection criteria. The request for proposals includes the following: tender procedures and conditions; instructions for the completion of those documents to be submitted as part of the proposal and a description of the requirements including audit approach, experience with the accrual basis of accounting in accordance with International Public Sector Accounting Standards, auditors' curriculum vitae, candidates' fees including travel and other supplementary costs; and other requirements. The approved criteria for selection should not be changed during the selection process. The tender conditions include the submission terms and closing date and an indication that incomplete proposals will be disregarded.

8.2 The request for proposals is reviewed by the Financial Advisory Committee and approved by the Executive Council.

8.3 Invitations and the detailed request for proposals are sent to the representatives of all Members and through them to their national Supreme Audit Institutions, requesting proposals.

8.4 Once the closing date for receipt of formal proposals has expired, the Secretariat summarizes the offers received. The Audit Committee examines the factual compliance of offers to the selection criteria.

8.5 The Selection Committee established by the Executive Council examines the proposals in accordance with the selection criteria and takes into account recommendation of the Audit Committee. The Selection Committee should invite candidates to make oral presentations and be interviewed. The Selection Committee then prepares a recommendation to the Council with detailed explanations.

8.6 The recommendation is reviewed by the Financial Advisory Committee and approved by the Executive Council, which appoints the External Auditor.

8.7 The audit engagement contract is established by the Secretary-General.

**9. PROCESS FOR THE APPOINTMENT OF THE WMO AUDIT AND OVERSIGHT COMMITTEE MEMBERS**

The Audit and Oversight Committee (AOC) members shall be appointed by the Executive Council through a transparent process in accordance with the technical qualifications required of the membership as defined in the AOC terms of reference (Resolution 17 (EC-72)). The following procedure for selection and appointment of AOC members decided by the Council should be followed:

	<i>Action</i>	<i>Timelines</i>
(a)	The Secretary-General consults AOC members completing their first term to confirm their willingness to serve for a second term. Those AOC members willing to serve for a second term should be included in the list of candidates and advised that they are not required to apply	AOC session October– November
(b)	The Vacancy Announcement (VA) is placed on the WMO website, circular letters are sent to PRs (as per AOC TOR), and advertised through relevant UN and other professional networks	2 months before EC session
(c)	Deadline for applications	4 weeks after VA release
(d)	The Secretariat reviews the applications as relates to qualifications and minimum requirements and compiles a list of qualified candidates	Before EC session
(e)	The Secretariat submits a list of candidates to the Selection Committee for AOC (under confidential cover) and organizes its meeting	At the beginning of EC session
(f)	The Selection Committee submits its report to the Executive Council (under confidential cover)	During EC session

	<i>Action</i>	<i>Timelines</i>
(g)	The Chair of Selection Committee presents recommendations to EC for appointment and a reserve for any further replacements within the 3 years, if required	During EC session
(h)	EC considers recommendation of the Selection Committee, appoints members of AOC and establishes the reserve list	During EC session
(i)	The AOC members informed on their appointment (re-appointment) by WMO President	After EC session
(j)	In case of resignation of AOC members at intersessional period the President acting on behalf of the EC appoints a replacement from the reserve list	As required

## 10. **ACTION TO BE TAKEN BY THE PRESIDENT ON BEHALF OF THE EXECUTIVE COUNCIL**

10.1 In accordance with Regulation 8 (5), at the request of the president of a regional association or a technical commission, the President of the Organization shall take action on a recommendation adopted by that body during session or by correspondence, if such action cannot be deferred until the next session of the Executive Council. For this purpose, the Secretary-General provides the President with the comments of other associations and commissions concerned on the recommendation(s) in accordance with the provisions of Regulation 94 (c), as appropriate.

10.2 The President of the Organization establishes the date of implementation of any recommendation approved in accordance with Regulation 8 (5), taking into account of the interval necessary for the Secretary-General to give appropriate notification to Members and others concerned of the decision. The Secretary-General informs the president of the body which submitted the recommendation of the action taken on it.

10.3 When the President of the Organization decides to conduct an exchange of opinion prior to a vote by correspondence, the Secretary-General collects opinions expressed and communicates them to the members of the Council. The same procedure will be followed in the case of an exchange of opinion between Members of the Organization, as a whole, prior to a vote being taken. A period of 30 days should be allotted for such an exchange of opinion between members of the Executive Council. A period of 60 days should be allotted for such an exchange of opinion between Members of the Organization.

10.4 After a vote by correspondence the Secretary-General informs the president of the body which submitted the recommendation of the results of the vote and of the text of the resolution if adopted.

10.5 If the President of the Organization decides that neither a vote by correspondence nor action in accordance with the provisions of Regulation 8 (5) should be taken on a recommendation, the Secretary-General informs the president of the constituent body concerned arranges for the recommendation to be submitted to the next session of the Executive Council.

10.6 In accordance to the provisions (2) and (3) of the General Regulation 8, provision 13.4 of the Financial Regulations and provision 12.3 of the Staff Regulations, the President is authorized to take action or to adopt a decision or directive, if it would not be in the interests of the Organization to defer such action until the next session of Congress or Executive Council.

10.7 The President reports to the Executive Council on any decision made on behalf of the Council since its previous session in order that the Executive Council may confirm such action, decision or directive, when required.

## 11. **REVIEW OF PAST RESOLUTIONS AND SUBSIDIARY BODIES OF THE EXECUTIVE COUNCIL**

11.1 In accordance with the provisions of Regulation 126 (7), the Executive Council resolutions in force should be reviewed at each ordinary session of the Council.

11.2 Past resolutions should be incorporated as far as possible in any subsequent resolution adopted on the same subject. Resolutions thus incorporated will not be kept in force. Resolutions which are partly obsolete should be replaced by revised texts containing only those parts which are maintained. When the date on which a resolution ceased to be in force is not specified, that resolution should be cancelled on the date on which the session closes.

11.3 As far as appropriate, the substance of the Executive Council resolutions should be included in an appropriate WMO publication, such as *Technical Regulations, Working Arrangements, Rules of Procedure and Staff Rules*, provided that the publication has the required status.

11.4 The Council establishes its subsidiary bodies with a specific mandate and limited term. It reviews the subsidiary bodies structure and outcomes at each session. Once in every financial period, after Congress, the Council renews, amends or terminates mandates of subsidiary bodies to ensure the most effective and efficient implementation of Congress decisions.

Annex A contains the Rules of Procedure for the Scientific Advisory Panel, which was established by Congress and reports to both Congress and the Executive Council while Annex B refers to the Rules of Procedure for the panels established by the Executive Council and reporting to it.

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## **ANNEX A. RULES OF PROCEDURE FOR THE SCIENTIFIC ADVISORY PANEL**

### **1. General**

- 1.1 The Scientific Advisory Panel has been established by the eighteenth World Meteorological Congress through Resolution 10 (Cg-18).
- 1.2. The rules of procedure for the Scientific Advisory Panel are adopted to provide standardized procedural arrangements for the Panel.
- 1.3. These rules of procedure are adopted by the Executive Council under the authority of the Convention and General Regulations of the World Meteorological Organization. They may be amended by the Executive Council as needed. In the event of any conflict between the provisions of these rules of procedure and any provisions of the Convention or of the General Regulations, the text of the latter two documents shall prevail.

### **2. Purpose, scope and terms of reference of the Scientific Advisory Panel**

- 2.1 The main purpose of the Scientific Advisory Panel is: to provide forward-looking strategic advice on areas in which new technological and scientific advancement would lead to new applications related to WMO core activities; to promote the global standing and visibility of WMO as a leading scientific organization in the fields of weather, climate, water and related environmental and social sciences; to promote science vision, and its downstream trends, with WMO and among its Members as the primary driver for innovation, understanding and the development of new and improved weather, climate, water, ocean and related environmental services and know-how.
- 2.2 The terms of reference of the Scientific Advisory Panel, as approved by Congress in Resolution 10 (Cg-18), are provided in the Annex to the present rules of procedure.

### **3. Composition**

- 3.1 The Scientific Advisory Panel is composed of a maximum of fifteen independent leading internationally recognized experts coming from the fields of weather, climate, water, ocean and related environmental and social sciences.
- 3.2 The Executive Council appoints the members of the Panel taking into account criteria defined in the terms of reference, such as regional and gender balance, and balancing the representation of academia, research bodies, the private sector and user communities.
- 3.3 The term of engagement of the members shall be four years with possibility of renewal for a second term.

### **4. Chair and Vice-chair**

- 4.1 The Scientific Advisory Panel shall elect its Chair and Vice-chair among its members. If more than one candidate is proposed, election shall be made by simple majority vote. The election of the Vice-chair follows the election of the Chair and should take place at the session of the Panel. In exceptional circumstances when a face-to-face meeting is not possible, the election should take place by correspondence through a process defined by the Secretariat. The presence of a simple majority of the members serving on the Panel shall constitute a quorum for the purposes of the election.
- 4.2 Chair and Vice-chair serve one 4-year term with possibility of renewal for a second term.



4.3 The election of the Chair and the Vice-chair should take into account rotation between the regions and gender.

4.4 In the absence of the Chair, the Vice-chair shall act as the Chair; in the absence of both Chair and Vice-chair the members of the Panel should elect from among those members present an acting Chair for that particular session.

## 5. **Sessions and reports**

5.1 Sessions of the Scientific Advisory Panel should normally be held every year, either face-to-face or by videoconference. The Chair and Vice-chair should establish the dates for the sessions and propose the related agenda. At least 30 days' advance notice shall be given for each session.

5.2 The default venue for the Panel sessions should be the WMO headquarters in Geneva, Switzerland. However, if a member of the Panel expresses an interest to host a session, a formal communication should be sent to the Secretary-General.

5.3 The Chair shall prepare a session report and report to the Congress and the Executive Council.

5.4 The Scientific Advisory Panel reports to the Congress every four years and to the Executive Council every second year on innovative elements that could be considered in the development of the WMO Strategic Plan.

## 6. **Intersessional activities**

6.1 Between sessions the SAP will continue to provide advice to all WMO technical, scientific and policy bodies on technical, scientific, innovative breakthroughs, and give support to key activities, with a main focus on:

- (a) Providing insights on new technological and scientific advances that will lead to new applications related to WMO core activities,
- (b) Enhancing the role of WMO as a leading scientific organization and facilitator of international cooperation in weather, climate, water, ocean, environmental and social sciences,
- (c) Promoting science vision and innovation, and its downstream trends for WMO and its Members,
- (d) Engaging in activities that help to increase the visibility of WMO among different stakeholders at the national, regional and international level.

6.2 The activities of the Panel will be mainly conducted through emails, videoconferences, conference side sessions; if needed, in-person meetings could be considered.

6.3 Assistance to the Panel sessions and activities will be provided by the WMO Secretariat.

## **TERMS OF REFERENCE OF THE SCIENTIFIC ADVISORY PANEL**

(Annex to Resolution 10 (Cg-18))

### **Scientific Advisory Panel**

#### ***Mandate***

The Scientific Advisory Panel (SAP) shall be the scientific advisory body of the Organization, drawing up opinions and making recommendations to Congress and to the Executive Council on matters concerning WMO research strategies and the optimal scientific directions to support the evolution of its mandate in weather, climate, water and related environmental and social sciences. The Panel shall provide forward-looking strategic advice on emerging challenges and opportunities, and in particular:

- (1) Advise on areas in which, on the basis of available evidence, new technological and scientific advancement would lead to new applications related to WMO core activities,
- (2) Promote the global standing and visibility of WMO as a leading scientific organization in the fields of weather, climate, water and related environmental and social sciences within the UN and otherwise, and enhance the WMO role as facilitator of international cooperation in weather, climate, water, ocean and environmental sciences among all role players,
- (3) Promote science vision, and its downstream trends, with WMO and among its Members as the primary driver for innovation, understanding and the development of new and improved weather, climate, water, ocean and related environmental services and know-how,

#### ***Composition***

The Panel shall be composed of maximum fifteen independent leading internationally recognized experts coming from the fields of weather, climate, water, ocean and related environmental and social sciences.

The opportunity to become a member of the Panel shall be announced publicly for individuals to put their name forward. The members of the Panel shall be appointed by the Executive Council, taking into account regional and gender balance and representation of academia, research bodies, the private sector and user communities reflecting the breadth of engagement in WMO Research Programmes. The selection of the names to be proposed to the Executive Council to be appointed as Panel members shall be done by the Secretariat in consultation with the chair of the Research Board. The term of engagement for members shall be four years with the possibility of renewal for a second term.

A WMO Vice-President shall act as an Executive Council focal point for the Panel to ensure cross-communication.

The chair of the Research Board and a representative of the Secretariat shall take part in the meetings of the Panel.

Decisions on the composition of the Scientific Advisory Panel and the Research Board shall be made independently. However, experts may not be members of the Research Board and the Scientific Advisory Panel at the same time.

#### ***Working procedures***

The Panel shall select a chair and a vice-chair.

The Panel shall meet in principle once per year prior to a session of the Executive Council.

The chair of the Research Board together with the Secretariat shall support the chair of the Panel in setting up and executing the meetings. The chair of the Panel may invite experts and/or representatives from partner organizations to attend meetings of the Panel as observers.

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## **ANNEX B. RULES OF PROCEDURE FOR THE PANELS REPORTING TO THE EXECUTIVE COUNCIL**

### **CLIMATE COORDINATION PANEL**

#### **1. General**

1.1 These rules of procedure are adopted to provide procedural arrangements that are complementary to the rules of procedure for the constituent bodies.

1.2 These rules of procedure are adopted by the Executive Council under the authority of the Convention and General Regulations of the World Meteorological Organization. They may be amended by the Executive Council as needed. In the event of any conflict between the provisions of these rules of procedure and any provisions of the Convention or of the General Regulations, the text of the latter two documents shall prevail.

#### **2. Chair and Vice-chair**

2.1 As stipulated in Resolution 4 (EC-71) — Climate Coordination Panel, the Panel is chaired by a Vice-president of WMO. The Panel Chair is designated by the President of WMO, who may also designate a Vice-chair or Co-Chair(s), and who may also serve as chairperson. Selection or designation of the Chair and the Vice-chair of the Panel should be made taking into account rotation among regions and on the understanding that the Chair and the Vice-chair should normally come from different regions.

2.2 Unless otherwise specified in the terms of reference, the Chair and Vice-chair of the panel should normally serve in their office for up to two consecutive terms.

2.3 The duties of the Chair shall be:

- (a) To preside over meetings;
- (b) To guide and coordinate the activities of the Panel and its subsidiary bodies between meetings, in consultation with the Secretariat and other bodies as needed;
- (c) To carry out such specific duties as are prescribed by decisions of Congress and the Executive Council and by the Regulations of the Organization;
- (d) To ensure that the work programme, activities and recommendations of the Panel are in accordance with the provisions of the Convention, decisions of Congress and the Executive Council and the Regulations of the Organization;
- (e) To submit reports to the Executive Council and Congress at their regular meetings on the activities of the Panel;
- (f) To present the views of the Panel at sessions of the Executive Council and Congress and other bodies which he/she may be called upon to attend;
- (g) To act, on behalf of the Panel, on matters requiring urgent decisions.

2.4 The duties of the Vice-chair shall be to act on behalf of the Chair when delegated by the Chair or when the Chair is not available to carry out his/her duties.

2.5 If the Chair or the Vice-chair resigns or is not able to carry out the functions of the office, a replacement should be arranged as soon as possible following relevant procedures.

### 3. **Meetings**

3.1 **Frequency:** The Panel shall normally meet once per year, either face-to-face or by videoconference. The Panel shall make effective use of electronic forms for coordination and collaboration.

3.2 **Location:** The default venue for face-to-face meetings of the Panel shall normally be the WMO headquarters in Geneva, Switzerland.

3.3 **Notification:** Notification of the date and place of a meeting of the Panel should be distributed by the Secretary-General 45 days before the meeting, jointly with the provisional agenda and, as necessary, an explanatory memorandum summarizing the items to be discussed.

3.4 **Languages:** The working languages for meetings of the Panel shall be determined by the Secretary-General, in consultation with the Chair of the Panel, among the official languages as appropriate, with regard to working languages of members participating in the meetings.

3.5 **Agenda:** The provisional agenda for a meeting of the Panel should be prepared by the Chair in consultation with the Secretary-General and should normally include:

- (a) Report by the Chair on the activities of the Panel;
- (b) Items the inclusion of which has been requested by Congress or the Executive Council;
- (c) Items submitted by members of the Panel, other bodies, partner organizations or the Secretariat;
- (d) Review of the status of recommendations addressed to Congress, the Executive Council or other bodies;
- (e) Work programme.

3.6 **Documentation:** The documents for the meeting should be made available as soon as possible, and preferably not later than 15 days before the opening of the meeting.

3.7 **Records:** As soon as possible after each meeting of the Panel, the Secretariat should submit a summary report to the Chair, following the consent of whom the summary report shall be circulated to the members of the Panel for approval and publication by the Secretariat.

3.8 **Decisions:** Decisions of meetings of the Panel should be recorded in the form of agreed conclusions (when concerning the Panel itself) and recommendations. Such recommendations (when addressed to other bodies of the Organization) shall require approval by the relevant body before implementation.

3.9 The Panel shall reach conclusions by consensus. Where no such consensus is reached, the fact shall be stated in the report unless all members present agree otherwise.

3.10 **Invited participants and observers:** The Chair of the Panel may invite experts and/or representatives from partner organizations to attend meetings of the Panel as observers.

### 4. **Subsidiary bodies**

4.1 The Partner Advisory Committee of the Global Framework for Climate Services (GFCS PAC), originally established at the first session of the Intergovernmental Board on Climate

Services, is continued under the remit of the Panel (Resolution 21 (Cg-18)) — Implementation of the Global Framework for Climate Services, the composition of which includes GFCS PAC representation (Resolution 4 (EC-71)) — Climate Coordination Panel.

4.2 The membership of the current mechanism for WMO contributions to the GFCS (Decision 16 (EC-68)) — Country-focused Results-based Framework and Mechanism for WMO Contributions to the Global Framework for Climate Services, for supporting country-level service delivery by Members is also subsumed into the Panel, at the same time the Panel is assigned an enlarged scope that also encompasses the provision of services to high-level climate-related policy processes (Resolution 20 (Cg-18)) — WMO Contributions to the Provision of Climate Information and Services in Support of Policy and Decision-making.

4.3 The GFCS PAC, mechanism for WMO contributions to the GFCS, and representatives of Members and international organizations engaged in United Nations Framework Convention on Climate Change policy processes, have been convened separately under the auspices of the Panel to inform the formalization of subsidiary bodies at the Panel's first meeting.

## 5. **Coordination with other bodies**

The Panel shall ensure effective coordination with other bodies as mandated by Congress or the Executive Council. Such coordination shall be ensured by the Chair and members of the Panel and the Secretariat through mutual representation in other bodies, as the case may be, sharing of information and documentation, consultations and other means.

## 6. **Assistance by the Secretariat**

As required by the Panel, the Secretariat should carry out the administrative work, including preparation of documents, and technical work to the extent compatible with its functions. Technical experts in the Secretariat shall be assigned by the Secretary-General to participate in a consultative capacity in the work of the Panel and to carry out such technical studies as the Panel may request.

## **TERMS OF REFERENCE OF THE CLIMATE COORDINATION PANEL**

(Annex to Resolution 4 (EC-71))

### **General mandate**

- (1) Support the Technical Coordination Committee (TCC) in the coordination of the delivery of the climate-related WMO Strategic Plan goals and objectives;
- (2) Oversee the implementation of the Global Framework for Climate Services (GFCS), in close cooperation with the GFCS Partners Advisory Committee (PAC);
- (3) Coordinate WMO contributions to the GFCS, guided by the country-focused results-based framework for WMO contributions to the GFCS;
- (4) Facilitate a full value chain country-level delivery of climate services to priority climate-sensitive sectors and documentation of associated socioeconomic benefits, in cooperation with development partner organizations;
- (5) Coordinate WMO contributions to the provision of services in support of high-level, climate-related, United Nations policy processes and joint action;
- (6) Align and coordinate contributions of constituent programmes of the World Climate Programme (WCP), in particular the co-sponsored Global Climate Observing System (GCOS) and the World Climate Research Programme (WCRP);

### **Specific terms of reference**

- (1) Identify WMO Member priorities for climate services, NMS and NHS priorities and needs, and those of relevant partner activities and programmes;
- (2) Coordinate the collection and development of requirements for climate information, products and services, and for underpinning research, across priority sectors and partner organizations, and WMO contributions to addressing such requirements;
- (3) Define the strategy, priorities and objectives for the implementation of the Global Framework for Climate Services (GFCS) through the GFCS implementation plan, including its targets, and periodically update it, as required, and guide and monitor implementation;
- (4) Support TCC in aligning and coordinating work plans for the achievement of the climate-related WMO Strategic Plan goals and objectives amongst technical commissions, WMO programmes and relevant co-sponsored programmes, with particular attention to climate interactions with weather and hydrology;
- (5) Provide guidance for the development of climate services-related projects and ensure coordination of WMO contributions to such projects, in close coordination with GFCS partner organizations in the case of GFCS-related activities;
- (6) Facilitate coordination among the NMHSs, Regional Climate Centres, Regional Economic Communities, and other regional entities (such as regional development banks and United Nations organization regional offices), for the development and implementation of the GFCS at the regional and national levels, as well as the associated plans for climate services, to identify regional needs, priorities and gaps, and contribute to regional sector-specific user interface and policy platforms to co-develop products meeting user needs, evaluate the quality and usefulness of the services provided, and obtain and act on user feedback;
- (7) Coordinate and facilitate the sharing of knowledge and information on the implementation of climate services across countries, regions and partner organizations;

- (8) Coordinate and facilitate the integration of WMO Members' and partners' input into WMO and GFCS flagship products, including the WMO state of the climate report, greenhouse gas bulletins, GCOS reporting on the status of global observing systems for climate and on implementation needs, and GFCS reporting on the global status of climate services, inform Members of opportunities to review and comment on IPCC assessment and special reports, and integrate IPCC findings into WMO and GCOS assessments;
- (9) Align and facilitate the integration of WMO co-sponsored programmes', and GFCS inputs into high level climate-related policy processes, including through support to the IPCC;
- (10) Contribute through an effective coordination with the Research Board to the identification of knowledge and data gaps across the climate services value chain and the facilitation of targeted research to fill knowledge gaps and improve the coverage of peer-reviewed scientific literature, and facilitate access to data and improved model outputs by the international research community;
- (11) Coordinate WMO and co-sponsored programmes' capacity development support to Members for the implementation of the GFCS and climate-related policies, in close co-operation with the Capacity Development Panel;
- (12) Facilitate and develop the synergy among the Global Framework for Climate Services (GFCS), Regional Frameworks for Climate Services and National Frameworks for Climate Services so as to ensure uniform implementation of the GFCS;

### **Composition**

The Climate Coordination Panel (CCP) will consist of:

- (1) Presidents of regional associations, supported by the chairpersons of the regional association working groups and task teams on climate and the GFCS;
- (2) Relevant Vice-presidents of technical commissions;
- (3) Representative(s) of the Research Board and chairs of oversight bodies of the WCRP and GCOS;
- (4) Representatives of organizations representing pillars and priority areas of the GFCS, as well as other organizations actively involved in the funding and implementation of the GFCS;
- (5) Representative(s) of the GFCS PAC;
- (6) Representative(s) of the Hydrological Coordination Panel;
- (7) Representative(s) of the Capacity Development Panel;
- (8) Representatives of the operational WMO entities of the Climate Services Information System – including relevant Global Producing Centres, Regional Climate Centres and NMHSs – and other relevant organizations, programmes and initiatives dealing with various climate timescales with whom cooperation and coordination is needed, through, inter alia, Regional Climate Forums and other fora, to strengthen GFCS implementation and WMO contributions to the provision of policy- and decision-supporting climate information and services through increased coherence and effectiveness;

Members of the IPCC Bureau and Executive Committee may be invited to present IPCC products;



**Substructures**

The Panel is authorized to establish subgroups and task teams as and when required, including, in particular, a Task Team on GFCS.

The GFCS PAC continues its activities under the remit of the CCP. For such purpose, the CCP amends the ToR of the GFCS PAC, as necessary, in order to establish effective cooperation between the GFCS PAC and the CCP, and to ensure integration of the views of those GFCS partner organizations that are not members of the CCP. Furthermore, the CCP will evaluate the necessity to continue the GFCS PAC, taking into account the membership of GFCS partner organizations in the CCP and in the Task Team on GFCS.

**Working procedures**

The CCP:

- (a) Will be chaired by a vice president of WMO;
- (b) Can invite additional representatives to participate in its activities as necessary to ensure its effective functioning;

The CCP shall:

- (a) Normally meet once every year;
- (b) Structure the agenda of meetings in a manner to guarantee effective and efficient participation of its members, taking into account the broad range of activities of the CCP;
- (c) Make effective use of electronic forms for coordination and collaboration;
- (d) Ensure gender and regional balance and inclusiveness;
- (e) Organize communication and outreach to inform the global climate community of ongoing work, achievements and opportunities;
- (f) The CCP reports to EC;
- (g) Members of the CCP will be invited with reference to the implementation plan of the GFCS and the specific terms of reference of the CCP.

## **HYDROLOGICAL COORDINATION PANEL**

### **1. General**

1.1 These rules of procedure are adopted to provide procedural arrangements that are complementary to the rules of procedure for the constituent bodies.

1.2 These rules of procedure are adopted by the Executive Council under the authority of the Convention and General Regulations of the World Meteorological Organization. They may be amended by the Executive Council as needed. In the event of any conflict between the provisions of these rules of procedure and any provisions of the Convention or of the General Regulations, the text of the latter two documents shall prevail.

### **2. Chair and Vice-chair**

2.1 The terms of reference of the Hydrological Coordination Panel, as adopted in Resolution 5 (EC-71), establish that "the Hydrological Coordination Panel shall be chaired by the Chair of the Hydrological Assembly. The Panel shall elect a Vice-chair from among the Vice-president(s) of technical commissions or EC members".

2.2 Without prejudice to the procedure established in the terms of reference, the selection or designation of the Chair and the Vice-chair of the Panel should be made taking into account rotation between the regions and on the understanding that the Chair and the Vice-chair should normally come from different regions.

2.3 Unless otherwise specified in the terms of reference, the Chair and Vice-chair of the panel should normally serve in their office for up to two consecutive terms.

2.4 The duties of the Chair shall be:

- (a) To preside over meetings;
- (b) To guide and coordinate the activities of the Panel and its subsidiary bodies between meetings, in consultation with the Secretariat and other bodies as needed;
- (c) To carry out such specific duties as are prescribed by decisions of Congress and the Executive Council and by the Regulations of the Organization;
- (d) To ensure that the work programme, activities and recommendations of the Panel are in accordance with the provisions of the Convention, decisions of Congress and the Executive Council and the Regulations of the Organization;
- (e) To submit reports to the Executive Council and Congress at their regular meetings on the activities of the Panel;
- (f) To present the views of the Panel at sessions of the Executive Council and Congress and other bodies which he/she may be called upon to attend;
- (g) To act, on behalf of the Panel, on matters requiring urgent decisions.

2.5 In case the Chair resigns or is not able to carry out the functions of the office, the Vice-chair shall serve as acting Chair for a period not exceeding the remainder of the term of office of the Chair. The Vice-chair, acting as Chair, shall have the same powers and duties as the Chair.

2.6 In case the Vice-chair resigns or is not able to carry out the functions of the office, a replacement should be arranged as soon as possible following relevant procedures.

### 3. **Duration of membership**

3.1 For the ex-officio members of the Panel, the term of membership in the HCP is for as long as they held the position which justified their membership.

3.2 For the representatives of other WMO bodies or external partners, the term of membership will be determined by the respective WMO body or partner.

3.3 The residual flexibility in the membership of the Panel should be used to ensure a better geographical and gender balance and to engage partner organizations, such as UNESCO-IHP, IAHS, GWP, UNECE, FAO, UNEP, IAHR, UNDRR.

### 4. **Meetings**

4.1 **Frequency:** The Panel shall normally meet once per year, either face-to-face or by videoconference. The Panel shall make effective use of electronic forms for coordination and collaboration.

4.2 **Location:** The default venue for face-to-face meetings of the Panel shall normally be the WMO headquarters in Geneva, Switzerland.

4.3 **Notification:** Notification of the date and place of a meeting of the Panel should be distributed by the Secretary-General 45 days before the meeting, jointly with the provisional agenda and, as necessary, an explanatory memorandum summarizing the items to be discussed.

4.4 **Languages:** The working languages for meetings of the Panel shall be determined by the Secretary-General, in consultation with the Chair of the Panel, among the official languages as appropriate, with regard to working languages of members participating in the meetings.

4.5 **Agenda:** The provisional agenda for a meeting of the Panel should be prepared by the Chair in consultation with the Secretary-General and should normally include:

- (a) Report by the Chair on the activities of the Panel;
- (b) Items the inclusion of which has been requested by Congress or the Executive Council;
- (c) Items submitted by members of the Panel, other bodies, partner organizations or the Secretariat;
- (d) Review of the status of recommendations addressed to Congress, the Executive Council or other bodies;
- (e) Work programme.

4.6 **Documentation:** The documents for the meeting should be made available as soon as possible, and preferably not later than 15 days before the opening of the meeting.

4.7 **Records:** As soon as possible after each meeting of the Panel, the Secretariat should submit a summary report to the Chair, following the consent of whom the summary report shall be circulated to the members of the Panel for approval and publication by the Secretariat.

4.8 **Decisions:** Decisions of meetings of the Panel should be recorded in the form of agreed conclusions (when concerning the Panel itself) and recommendations. Such recommendations (when addressed to other bodies of the Organization) shall require approval by the relevant body before implementation.

4.9 The Panel shall reach conclusions by consensus. Where no such consensus is reached, the fact shall be stated in the report unless all members present agree otherwise.

4.10 Invited participants and observers: The Chair of the Panel may invite experts and/or representatives from partner organizations to attend meetings of the Panel as observers.

## 5. **Subsidiary bodies**

5.1 The Panel may establish time-bound substructures as needed for the discharge of specific tasks during the period between meetings.

5.2 In particular, the Panel may assign specific or urgent tasks within its mandate to subsets of its members organized into task teams. Such task teams shall have a defined scope, membership, deliverables, deadlines and a lead responsible to the Panel for the completion of the task. Upon completion of the task, the task teams shall normally be terminated but, if need be, their mandate may be extended, or they may be re-established for a fixed period. When the scope of a task team partly overlaps with, or is of interest to, another body, the necessary coordination will be ensured by the lead of the task team, with the support of the Secretariat.

## 6. **Coordination with other bodies**

The Panel shall ensure effective coordination with other bodies as mandated by Congress or the Executive Council. Such coordination shall be ensured by the Chair and members of the Panel and the Secretariat through mutual representation in other bodies, as the case may be, sharing of information and documentation, consultations and other means.

## 7. **Assistance by the Secretariat**

As required by the Panel, the Secretariat should carry out the administrative work, including preparation of documents, and technical work to the extent compatible with its functions. Technical experts in the Secretariat shall be assigned by the Secretary-General to participate in a consultative capacity in the work of the Panel and to carry out such technical studies as the Panel may request.

## TERMS OF REFERENCE OF THE HYDROLOGICAL COORDINATION PANEL

(Annex 1 to Resolution 5 (EC-71))

[Amendments to the text originally recommended by CHy-Ext.(2019) have been made on the basis of comments from EC WG-SOP. The text originally recommended by CHy-Ext(2019) is available in the [final report](#) of the session.]

### General mandate

- (1) The Hydrological Coordination Panel is the WMO think tank on hydrology. It supports and advises on an integrated delivery of WMO water-related activities and undertakes preparatory work for the Hydrological Assembly, in relation to current and emerging scientific and technical water-related global challenges. The Panel integrates the hydrological work of WMO into the wider global water agenda, and supports and advises the EC Technical Coordination Committee (EC/TCC). The Panel works in accordance with the purposes of the Organization related to hydrology including but not limited to Article 2(e) of the Convention:

*To promote activities in operational hydrology and to further close cooperation between Meteorological and Hydrological Services.*

- (2) The Hydrological Coordination Panel shall support the efforts of the EC/TCC to identify service and related science and technology gaps associated with each element of the seamless end-to-end operational prediction process whose elements include data, data services, modelling, forecasting, warnings, dissemination, decision support, training and outreach. Once identified and prioritized, information regarding these gaps can be used to inform investment decisions made by Members to build operational capacity.
- (3) The Hydrological Coordination Panel provides the practical mechanism for WMO to support an integrated delivery of hydrological activities including those with the private sector, NGOs, other governmental organizations, UN, other international organizations, and the research community. Such an integrated delivery will be promoted by inviting representatives of such partner organizations to act as members of the Hydrological Coordination Panel and by the provision of Hydrological Coordination Panel representatives to other external water bodies.
- (4) The Panel supports the integration of hydrological, cryospheric, meteorological and climatological activities (such as the Observing Systems Capability Analysis and Review (OSCAR), the WMO Integrated Global Observing System (WIGOS), the Global Data-Processing and Forecasting System (GDPFS), the Global Multi-hazard Alert System (GMAS), etc.).

### Specific terms of reference

The Hydrological Coordination Panel shall:

- (1) Develop the Vision and Strategy for Hydrology and its associated Plan of Action, which support the achievement of water-related WMO Strategic Plan goals to be reviewed by EC-72 in 2020 and submitted for consideration of the extraordinary session of Congress in 2021. The [WMO Vision and Strategy](#) will be continuously updated for regular sessions of the Hydrological Assembly;
- (2) Support the achievement of water-related WMO Strategic Plan goals and operating plan objectives while paying particular attention to hydrological interactions with climate by:
  - (a) Integrating water-related services across WMO, promoting collaboration and linkages among hydrology, cryospheric science, climatology and meteorology so as to encourage a seamless delivery of water-related services;

- (b) Supporting the EC/TCC in aligning the work programme across WMO bodies to implement Congress decisions related to hydrology and water resources management, including the ongoing major hydrological initiatives (Annex 2);
- (c) Maintaining and strengthening WMO key strategic cooperation with relevant intergovernmental, governmental and non-governmental organizations in the area of hydrology including its application to water resources management to support the implementation of the WMO Vision and Strategy for Hydrology and its associated Plan of Action through:
  - (i) Promoting partner organizations' involvement in the hydrological activities of WMO;
  - (ii) Collating and communicating the advice and views of key hydrological partners to other WMO bodies;
  - (iii) Representing the WMO hydrological community in the working groups and projects of other partners as invited;
- (d) Ensuring hydrological community engagement in the Infrastructure Commission, particularly in relation to:
  - (i) Supporting Members in developing and maintaining their capabilities in the monitoring of hydrological elements characterizing the quantity and quality of water and sediment in the hydrological cycle;
  - (ii) Supporting Members in their integration of hydrological observing and data systems with those for other parts of the Earth system;
  - (iii) Collaborating on the preparation of regulatory material for the basic measurement of variables characterizing water and sediment quantity and quality;
- (e) Supporting the hydrological community's engagement in the Services Commission, particularly in relation to:
  - (i) The development of climatological and meteorological services for hydrology and of hydrological services for meteorology and climatology;
  - (ii) Supporting Members in developing and maintaining hydrological forecasts and warnings;
  - (iii) Supporting Members in developing and maintaining products and practices for effective and sustainable water resources management;
- (f) Supporting Members in managing the implementation of those activities that are hydrological in nature, including those with key external partners;
- (g) Working with Regional Associations to aid the preparation and implementation of the regional Hydrological Plans of Action and ensure WMO support to Members in their development of new and enhanced capabilities in hydrology and water resources, including, but not limited to:
  - (i) Hydrological observations, such as, but not limited to, those related to surface and sub-surface variables characterizing the quantity and quality of water and sediment;
  - (ii) Hydrological status assessments and outlook services through the implementation of the Hydrological Status and Outlook System (HydroSOS) and the development of other water information and products;

- (iii) The application of water-related data, information and products to the assessment, effective management, and sustainable development of water resources and to the protection of society from hydrological hazards;
  - (iv) The implementation of practices and procedures for the free and unrestricted exchange of hydrological data and products;
  - (h) Collecting and developing coordinated specifications of requirements for the development of hydro services projects and ensure the coordination of WMO contributions to such projects;
  - (i) Regularly review and update the WMO Vision and Strategy for Hydrology and its associated Plan of Action, provide input to the WMO strategy and operational planning, taking into account the ambitions of Members expressed at the Hydrological Assembly and the Congress, the requirements voiced by Regional Associations and report to the Executive Council on the Plan of Action;
- (3) Develop a draft Declaration for consideration of the extraordinary session of Congress in 2021 taking into consideration the reinforcement of the importance of operational hydrology in addressing global water challenges, opportunities in the future in the broader WMO interdisciplinary context and the recommendation of the Hydrology Assembly;
- (4) Provide guidance for implementing WMO activities to address the long-term ambition “Water quality is known” through involvement in relevant initiatives currently underway at a global and regional level;

### **Composition**

The members of the Hydrological Coordination Panel shall include:

- (a) The Chair and vice-Chair of the Hydrological Assembly;
- (b) Chairs of hydrology-related standing committees and study groups of technical commissions;
- (c) A representative of the Research Board;
- (d) Regional Hydrological Advisers (RHA) and chairs of regional subsidiary bodies on hydrology (if different from RHAs);
- (e) A representative of the Climate Coordination Panel;
- (f) Key experts, including, where possible, directors of NHSs, coordinating and championing major elements of the WMO hydrological portfolio as suggested by the Hydrological Assembly;
- (g) Representatives of other organisations in accordance with Article 26 (b) of the WMO Convention as suggested by the Hydrological Assembly;
- (h) One EC member with a hydrological background and one EC member with a weather and/or climate background;
- (i) The Chair of TCC;
- (j) Vice-presidents of technical commissions with a hydrological background.

The Hydrological Coordination Panel reports to EC and supports the Hydrological Assembly, EC/ TCC, technical commissions, the Research Board and regional associations, as necessary.

The Hydrological Coordination Panel shall be chaired by the Chair of the Hydrological Assembly. The Panel shall elect a vice-Chair from among the Vice-president(s) of technical commissions or EC members.

The Hydrological Coordination Panel shall have a maximum membership of 24 individuals.

### **Working procedures**

The Hydrological Coordination Panel shall:

- (a) Normally meet every year;
- (b) Make effective use of electronic forms for coordination and collaboration;
- (c) Ensure a regional and gender balance and inclusiveness in all its structures and work plans;
- (d) Organize communication and outreach to inform the global hydrological community of ongoing work, achievements and opportunities;
- (e) Apply a system for the recognition of achievements and the promotion of innovation and engage young professionals.

The Hydrological Coordination Panel may invite experts for specific purposes to its sessions.



**ONGOING MAJOR HYDROLOGICAL INITIATIVES**

Annex 2 to Resolution 5 (EC-71)

<b>Activity (categories are according to Resolution 25 (Cg-18))</b>	<b>Chair/Lead member</b>	<b>Country (RA)</b>
(1) QMF		
Task Team on Flood Risk Mapping Manual	Marcelo Uriburu Quirno	Argentina (III)
Task team on review of hydrological technical regulations	Harry Dixon Jan Danhelka	UK (VI), Czech Republic (VI)
(2) Assessment of the performance of flow measurement		
Project for the Assessment of the Performance of Flow Measurement Instruments and Techniques – Management Committee (Project X)	Janice Fulford	USA (IV)
(3) The Global Hydrometry Support Facility (HydroHub)		
Global Hydrometry Support Facility Advisory Council	Harry Lins	USA (IV)
Global Hydrometry Support Facility Innovation Committee	Harry Dixon	UK (VI)
(4) Hydrological data operations and management		
WHOS Phase II implementation	Silvano Pecora	Italy (VI)
(5) The WMO Flood Forecasting Initiative and hydrological contributions to disaster risk management, including flood (APFM) and drought (IDMP)		
Support Based Partnership Forum on APFM	Harry Lins, Hwirin Kim	USA (IV), Republic of Korea (II)
Integrated Drought Management Programme (IDMP) Advisory/ Management Committee	Harry Lins, Hwirin Kim	USA (IV), Republic of Korea (II)
Task Team on Community of Practice on Flood Forecasting	Marcelo Uriburu Quirno	Argentina (III)
Task Team on developing assessment guidelines for evaluating national capabilities for E2E EWS for Flood Forecasting	Yuri Simonov	Russian Federation (VI)
Task Team on Interoperable Platforms and Models for Advancing Flood Forecasting	Hwirin Kim	Republic of Korea (II)
Flood Forecasting Initiative Advisory Group	Harry Lins	USA (IV)
Coastal inundation Forecasting Demonstration Project - Project Steering Group	Yuri Simonov	Russian Federation (VI)
(6) WMO Global Hydrological Status and Outlook System (HydroSOS)		
HydroSOS Co-ordination Work Package 1	Alan Jenkins	UK (VI)
HydroSOS Work Package 2	Narendra Tuteja	Australia (V)

<b>Activity (categories are according to Resolution 25 (Cg-18))</b>	<b>Chair/Lead member</b>	<b>Country (RA)</b>
HydroSOS Work Package 3	Tom Kanyike	Uganda (I)
Dynamic Water Resources Assessment Tool Review Group	Yuri Simonov	Russian Federation (VI)
(7) Capacity building in hydrology and water resources management		
No groups currently existing		
(8) The World Water Data Initiative (WWDI)		
No WMO representatives so far in the Steering Group. One should be designated.		

## **PANEL OF EXPERTS ON POLAR AND HIGH-MOUNTAIN OBSERVATIONS, RESEARCH AND SERVICES**

### **1. General**

1.1 These rules of procedure are adopted to provide procedural arrangements that are complementary to the rules of procedure for the constituent bodies.

1.2 These rules of procedure are adopted by the Executive Council under the authority of the Convention and General Regulations of the World Meteorological Organization. They may be amended by the Executive Council as needed. In the event of any conflict between the provisions of these rules of procedure and any provisions of the Convention or of the General Regulations, the text of the latter two documents shall prevail.

### **2. Chair and Vice-chair**

2.1 The Panel is chaired by two Co-Chairs who shall be nominated from the Panel members, at least one being a member of the Executive Council, and representing the northern and southern hemispheres respectively, as identified in the terms of reference annexed to Resolution 6 (EC-71) — Executive Council Panel of Experts on Polar and High-mountain Observations, Research and Services.

2.2 As the Panel is chaired by two Co-Chairs, such Co-Chairs are considered as equivalent to Chair and Vice-chair, alternating in the function as agreed by the Panel.

2.3 Unless otherwise specified in the terms of reference, the Chair and Vice-chair of the panel should normally serve in their office for up to two consecutive terms.

2.4 The duties of the Chair shall be:

- (a) To preside over meetings;
- (b) To guide and coordinate the activities of the Panel and its subsidiary bodies between meetings, in consultation with the Secretariat and other bodies as needed;
- (c) To carry out such specific duties as are prescribed by decisions of Congress and the Executive Council and by the Regulations of the Organization;
- (d) To ensure that the work programme, activities and recommendations of the Panel are in accordance with the provisions of the Convention, decisions of Congress and the Executive Council and the Regulations of the Organization;
- (e) To submit reports to the Executive Council and Congress at their regular meetings on the activities of the Panel;
- (f) To present the views of the Panel at sessions of the Executive Council and Congress and other bodies which he/she may be called upon to attend;
- (g) To act, on behalf of the Panel, on matters requiring urgent decisions.

2.5 The duties of the Vice-chair shall be to act on behalf of the Chair when delegated by the Chair or when the Chair is not available to carry out his/her duties.

2.6 If the Chair or the Vice-chair resigns or is not able to carry out the functions of the office, a replacement should be arranged as soon as possible following relevant procedures.

### 3. **Meetings**

3.1 **Frequency:** The Panel shall normally meet once per year, either face-to-face or by videoconference. The Panel shall make effective use of electronic forms for coordination and collaboration.

3.2 **Location:** The default venue for face-to-face meetings of the Panel shall normally be the WMO headquarters in Geneva, Switzerland.

3.3 **Notification:** Notification of the date and place of a meeting of the Panel should be distributed by the Secretary-General 45 days before the meeting, jointly with the provisional agenda and, as necessary, an explanatory memorandum summarizing the items to be discussed.

3.4 **Languages:** The working languages for meetings of the Panel shall be determined by the Secretary-General, in consultation with the Chair of the Panel, among the official languages as appropriate, with regard to working languages of members participating in the meetings.

3.5 **Agenda:** The provisional agenda for a meeting of the Panel should be prepared by the Chair in consultation with the Secretary-General and should normally include:

- (a) Report by the Chair on the activities of the Panel;
- (b) Items the inclusion of which has been requested by Congress or the Executive Council;
- (c) Items submitted by members of the Panel, other bodies, partner organizations or the Secretariat;
- (d) Review of the status of recommendations addressed to Congress, the Executive Council or other bodies;
- (e) Work programme.

3.6 **Documentation:** The documents for the meeting should be made available as soon as possible, and preferably not later than 15 days before the opening of the meeting.

3.7 **Records:** As soon as possible after each meeting of the Panel, the Secretariat should submit a summary report to the Chair, following the consent of whom the summary report shall be circulated to the members of the Panel for approval and publication by the Secretariat.

3.8 **Decisions:** Decisions of meetings of the Panel should be recorded in the form of agreed conclusions (when concerning the Panel itself) and recommendations. Such recommendations (when addressed to other bodies of the Organization) shall require approval by the relevant body before implementation.

3.9 The Panel shall reach conclusions by consensus. Where no such consensus is reached, the fact shall be stated in the report unless all members present agree otherwise.

3.10 **Invited participants and observers:** The Chair of the Panel may invite experts and/or representatives from partner organizations to attend meetings of the Panel as observers.

### 4. **Subsidiary bodies**

4.1 The Panel may establish time-bound substructures as needed for the discharge of specific tasks during the period between meetings, as identified in the terms of reference annexed to Resolution 6 (EC-71).

4.2 The Global Cryosphere Watch (GCW) Steering Group works under the remit of the Panel, during the pre-operational phase of GCW, with terms of reference annexed to Resolution 6 (EC-71).

5. **Coordination with other bodies**

The Panel shall ensure effective coordination with other bodies as mandated by Congress or the Executive Council. Such coordination shall be ensured by the Chair and members of the Panel and the Secretariat through mutual representation in other bodies, as the case may be, sharing of information and documentation, consultations and other means.

6. **Assistance by the Secretariat**

As required by the Panel, the Secretariat should carry out the administrative work, including preparation of documents, and technical work to the extent compatible with its functions. Technical experts in the Secretariat shall be assigned by the Secretary-General to participate in a consultative capacity in the work of the Panel and to carry out such technical studies as the Panel may request.

## **TERMS OF REFERENCE OF THE EXECUTIVE COUNCIL PANEL OF EXPERTS ON POLAR AND HIGH-MOUNTAINS OBSERVATIONS, RESEARCH AND SERVICES**

(Annex to Resolution 6 (EC-71))

The Executive Council Panel of Experts on Polar and High Mountain Observations, Research and Services (EC-PHORS) shall be composed of expert members identified by the Executive Council and endorsed by the Permanent Representatives of the concerned Members with WMO, including Parties to the Arctic Council (e.g. indigenous interest), the Antarctic Treaty, and participants from other organizations that have active meteorological, hydrological, oceanographic or cryospheric programmes, in particular in the polar and high mountain regions. The two EC-PHORS co-chairs of the Panel shall be nominated from EC Panel members representing the Northern and Southern Hemispheres respectively. Decision 1 (EC-71), Membership of Subsidiary Bodies of the Executive Council, identifies the current membership of the EC-PHORS.

Observers from other groups may be invited to attend meetings of the Panel.

The Panel is authorized to establish subgroups and task teams as and when required, including, in particular, a Management Group, an Antarctic Task Team, a High Mountain Task Team, a Polar Space Task Group, a Services Task Team, and to amend the terms of reference of the GCW Steering Group.

The Panel shall:

- (1) Operate under the general terms of reference of Regional Associations with regard to the WMO activities in Antarctica as spelled out in Annex II of Basic documents No. 1 (WMO-No. 15);
- (2) Continue advancing the following initiatives under the WMO polar and high mountain regions activities: (a) Antarctic observing stations as part of RBON; (b) the polar Regional Climate Centres and polar Regional Climate Outlook Forums; (c) the Global Cryosphere Watch (GCW) and the relevant HYCOS initiatives; (d) High mountain region activities; and (e) the Global Integrated Polar Prediction System (GIPPS), including the Polar Prediction Project, and YOPP, as well as relevant research activities under the World Climate , the World Weather Research Programmes (WCRP and WWRP) and the Global Atmosphere Watch (GAW);
- (3) Emphasize, compile and maintain information on the socioeconomic benefits and cost-benefit aspects of WMO polar and high mountain regions activities in particular through outreach activities and by attracting expertise in this field, and engaging and aligning with existing mechanisms, such as the Societal and Economic Research and Applications subcommittee of the Polar Prediction Project, the Research Board and Technical Commissions;
- (4) Explore mechanisms to actively engage early career scientists in the delivery of results, including in collaboration with the Association of Polar Early Career Scientists (APECS);
- (5) Invite presidents of Technical Commissions, the Research Board, and the joint Hydrological Working Group of Congress and Executive Council, to participate in EC-PHORS discussions as appropriate;
- (6) Provide strategic guidance to the GCW Steering Group, as a mechanism to steer and monitor the activity during the pre-operational phase of GCW and for coordinating with the other Technical Commission, the Research Board and other relevant bodies, the integration of GCW components within the working structure of WMO;
- (7) Oversee and guide the activity of the Polar Space Task Group, which provides coordination across Space Agencies to facilitate the acquisition and distribution of fundamental satellite datasets, and to contribute to or support the development of specific derived products

for cryospheric, polar, and high mountain scientific research and applications, including by facilitating the development of a revised set of strategic goals for PSTG based on the outcome of World Meteorological Congress (Cg-18) and with a clear, renewed operating mandate of the PSTG through Cg-19.

**For Polar Regions:**

The Panel will undertake:

- (a) To develop and promote an integrated approach to understanding the global impact of changes in polar regions so that the required services may be provided to users and governments may be advised on aspects of adaptation;
- (b) To ensure that operational and research observing networks in polar regions (including RBON/GBON) are integrated within the framework of WIGOS and WIS and are enhanced to include cryosphere-related variables;
- (c) To engage in a concerted effort to involve Members, technical commissions, the Research Board, other WMO bodies, and regional associations, as well as relevant research and international organizations and bodies, in improving predictive capability in polar regions on timescales from hours to centuries;
- (d) To coordinate WMO interests with other international organizations focused on polar science and observations, and to work collaboratively as appropriate;
- (e) Where other initiatives are identified as aligned with the WMO goals, to engage and assess their validity and make recommendations to the Executive Council for further consideration;
- (f) To oversee and guide the implementation of GCW pre-operational phase in collaboration with technical commissions, regional associations and relevant WMO and international programmes, organizations, institutions and bodies;
- (g) To oversee and guide the Polar Space Task Group, which provides coordination across space agencies to facilitate the acquisition and distribution of fundamental satellite datasets, and to contribute to or support the development of specific derived products for cryospheric scientific research and applications;
- (h) To guide the development of the Global Integrated Polar Prediction System (GIPPS) in collaboration with technical commissions, regional associations and relevant international programmes, organizations and bodies;
- (i) To guide the implementation of polar RCCs and RCOFs with a special focus on cryospheric products, and facilitate their operational coordination with other entities like GCW, YOPP, IICWG, PSTG, etc.;
- (j) To guide and facilitate WMO participation in the implementation of the Arctic Council Agreement on enhancing international Arctic scientific cooperation;
- (k) To facilitate the acquisition, exchange and archiving of observational data from polar regions in compliance with WIGOS requirements related to instruments, data exchange and the WMO Quality Management Framework to underpin the provision of services required for the polar regions;
- (l) To provide a forum for discussion of relevant scientific issues and make recommendations on meteorological, hydrological, oceanographic and cryospheric research and operations related to the polar regions;
- (m) To provide regular input on issues related to polar meteorology, hydrology, oceanography and the cryosphere to support the activities of relevant groups or bodies, such as the

World Climate Programme, which includes the Global Climate Observing System (GCOS), the World Climate Research Programme (WCRP) and the World Climate Services Programme (WCSP); the Global Ocean Observing System (GOOS), the Global Atmosphere Watch (GAW); the World Weather Research Programme (WWRP); the Global Framework for Climate Services (GFCS); and technical commissions, regional associations and programmes;

- (n) To ensure close collaboration with and contribute to other international organizations, committees and programmes concerned, such as the Antarctic Treaty Consultative Meeting, the Arctic Council, the Scientific Committee on Antarctic Research, the International Arctic Science Committee, the International Association of Cryospheric Sciences and other relevant associations of the International Union of Geodesy and Geophysics, the Council of Managers of National Antarctic Programmes, the Forum of Arctic Research Operators, the Intergovernmental Oceanographic Commission of the United Nations Educational, Scientific and Cultural Organization (UNESCO), and the International Hydrological Programme of UNESCO;

#### **For the Antarctic:**

The Panel should cooperate, as appropriate, with other relevant international and regional entities:

- (a) To promote the implementation of the resolutions of Congress and the Executive Council in the area from 60°S to 90°S;
- (b) To coordinate programmes of surface and upper-air meteorological observations in the Antarctic, working with relevant international scientific organizations, and liaise with regional associations in relation to sub-Antarctic observations;
- (c) To coordinate the design of the Antarctic component of the Global and Regional Basic Observing Networks (GBON and RBON), comprising surface and upper-air stations, including the GCOS Surface Network, GCOS Upper-air Network, Global Atmosphere Watch and other relevant observing components;
- (d) To coordinate standardization of observing, coding, data exchange and data management practices applied to the Antarctic;
- (e) To coordinate scientific activities in the Antarctic and Southern Ocean region, in cooperation with other scientific organizations such as SCAR when appropriate;
- (f) To propose recommendations to the Parties of the Antarctic Treaty System and Members of the Committee for Environmental Protection of the Antarctic Treaty;
- (g) To scope the potential structure and operational arrangements for the Antarctic RCC-Network in close consultation with all the relevant stakeholders, guide its progress towards WMO designation and initiate the setting up of an Antarctic RCOF process;

#### **For the Arctic (including boreal regions):**

The Panel will undertake:

- (a) To promote WMO engagement with the Arctic Council and its Working Groups, in particular for providing appropriate observations and Earth system modelling frameworks in the Arctic region, supporting climate resilience and adaptation policies, advancing hydrology and water resources services, and understanding changes in the oceans;
- (b) While appropriate functions are covered by the respective regional associations, the Panel may liaise with them in defining components of Arctic observing systems and services;



- (c) To guide, in collaboration with the joint Hydrological Working Group of Congress and Executive Council, the further development of the Arctic Hydrological Cycle Observing System project;
- (d) To hold a third YOPP Special Observing Period (SOP) for the Arctic in the period February 2020 to March 2020, taking into account lessons learned from the first YOPP SOP, to complement the MOSAiC (Multidisciplinary drifting Observatory for the Study of Arctic Climate) project and benefit from the extensive observations made during an Arctic winter;
- (e) To guide the further progress of Arctic RCC-Network towards WMO designation and its sustained operations including PARCOF sessions, and promote effective uptake of their products and services by NMHSs and end-users;

### **For the High Mountain regions:**

The Panel will undertake:

- (a) To contribute to the work of regional associations, technical commissions and programmes in defining appropriate components of hydrometeorological and cryospheric observing systems and services in high mountain regions;
- (b) To develop a strategy on WMO high mountain regions focused activities, including by considering an initiative similar to YOPP for the next financial period to be submitted to the Executive Council for its consideration;
- (c) To guide the implementation of the Third Pole RCC-Network in close consultation with RA II, and facilitate its operations to take into account the outcomes of the High Mountain Summit.

### **Terms of Reference of the Global Cryosphere Watch Steering Group**

During the pre-operational phase of the Global Cryosphere Watch (GCW), the Steering Group will:

- (a) Provide high-level guidance, steer the activities, and amend the structure of GCW Working Groups to ensure the delivery of priorities approved by the 18th World Meteorological Congress.
- (b) Through its Chair or designated representative(s), work with the Transition Team during the transition period, to ensure the integration of GCW components within the working structure of the WMO.
- (c) Ensure engagement and representation of partners undertaking cryosphere-related activities, in particular the Polar Space Task Group of the Executive Council Panel of Experts on Polar and High-mountain Observations, Research and Services (EC-PHORS).
- (d) Ensure that Members are represented in the work of GCW by experts and Focal Points.
- (e) Submit through the EC PHORS Panel, a high-level draft plan for the pre-operational phase of GCW, for approval by EC-72.

The GCW Steering Group will be led by a Chair and Vice-Chair nominated by EC PHORS.

## **CAPACITY DEVELOPMENT PANEL**

### **1. General**

1.1 These rules of procedure are adopted to provide procedural arrangements that are complementary to the rules of procedure for the constituent bodies.

1.2 These rules of procedure are adopted by the Executive Council under the authority of the Convention and General Regulations of the World Meteorological Organization. They may be amended by the Executive Council as needed. In the event of any conflict between the provisions of these rules of procedure and any provisions of the Convention or of the General Regulations, the text of the latter two documents shall prevail.

### **2. Chair and Vice-chair**

2.1 Without prejudice to the procedure established in the terms of reference, the selection or designation of the Chair and the Vice-chair of the Panel should be made taking into account rotation between the regions and on the understanding that the Chair and the Vice-chair should normally come from different regions.

2.2 When the Panel is chaired by two Co-Chairs, such Co-Chairs should be considered as equivalent to Chair and Vice-chair, alternating in the function as agreed by the Panel.

2.3 Unless otherwise specified in the terms of reference, the Chair and Vice-chair of the panel should normally serve in their office for up to two consecutive terms.

2.4 The duties of the Chair shall be:

- (a) To preside over meetings;
- (b) To guide and coordinate the activities of the Panel and its subsidiary bodies between meetings, in consultation with the Secretariat and other bodies as needed;
- (c) To carry out such specific duties as are prescribed by decisions of Congress and the Executive Council and by the Regulations of the Organization;
- (d) To ensure that the work programme, activities and recommendations of the Panel are in accordance with the provisions of the Convention, decisions of Congress and the Executive Council and the Regulations of the Organization;
- (e) To submit reports to the Executive Council and Congress at their regular meetings on the activities of the Panel;
- (f) To present the views of the Panel at sessions of the Executive Council and Congress and other bodies which he/she may be called upon to attend;
- (g) To act, on behalf of the Panel, on matters requiring urgent decisions.

2.5 The duties of the Vice-chair shall be to act on behalf of the Chair when delegated by the Chair or when the Chair is not available to carry out his/her duties.

2.6 If the Chair or the Vice-chair resigns or is not able to carry out the functions of the office, a replacement should be arranged as soon as possible following relevant procedures.

### 3. **Membership**

3.1 In addition to the Chair, the Panel will consist of a maximum of twelve core members, each of whom will sit in a personal capacity and will serve for a period of four years.

3.2 The remaining ten core members will be appointed by the Executive Council, based on the nominations of Permanent Representatives, on the basis of their professional expertise in institutional infrastructure, procedural and human resources capacity development in the fields of meteorology, climatology, hydrology, institutional, legal and education and training matters, taking into account the need for the Panel to be balanced across the different components of capacity development to have an appropriate technical, geographical and gender balance in considering the most highly qualified candidates.

### 4. **Meetings**

4.1 **Frequency:** The Panel shall normally meet once per year, either face-to-face or by videoconference. The Panel shall make effective use of electronic forms for coordination and collaboration.

4.2 **Location:** The default venue for face-to-face meetings of the Panel shall normally be the WMO headquarters in Geneva, Switzerland.

4.3 **Notification:** Notification of the date and place of a meeting of the Panel should be distributed by the Secretary-General 45 days before the meeting, jointly with the provisional agenda and, as necessary, an explanatory memorandum summarizing the items to be discussed.

4.4 **Languages:** The working languages for meetings of the Panel shall be determined by the Secretary-General, in consultation with the Chair of the Panel, among the official languages as appropriate, with regard to working languages of members participating in the meetings.

4.5 **Agenda:** The provisional agenda for a meeting of the Panel should be prepared by the Chair in consultation with the Secretary-General and should normally include:

- (a) Report by the Chair on the activities of the Panel;
- (b) Items the inclusion of which has been requested by Congress or the Executive Council;
- (c) Items submitted by members of the Panel, other bodies, partner organizations or the Secretariat;
- (d) Review of the status of recommendations addressed to Congress, the Executive Council or other bodies;
- (e) Work programme.

4.6 **Documentation:** The documents for the meeting should be made available as soon as possible, and preferably not later than 15 days before the opening of the meeting.

4.7 **Records:** As soon as possible after each meeting of the Panel, the Secretariat should submit a summary report to the Chair, following the consent of whom the summary report shall be circulated to the members of the Panel for approval and publication by the Secretariat.

4.8 **Decisions:** Decisions of meetings of the Panel should be recorded in the form of agreed conclusions (when concerning the Panel itself) and recommendations. Such recommendations (when addressed to other bodies of the Organization) shall require approval by the relevant body before implementation.

4.9 The Panel shall reach conclusions by consensus. Where no such consensus is reached, the fact shall be stated in the report unless all members present agree otherwise.

4.10 Invited participants and observers: The Chair of the Panel may invite experts and/or representatives from partner organizations to attend meetings of the Panel as observers.

## 5. **Subsidiary bodies**

5.1 The Panel may establish time-bound substructures as needed for the discharge of specific tasks during the period between meetings.

5.2 In particular, the Panel may assign specific or urgent tasks within its mandate to subsets of its members organized into task teams. Such task teams shall have a defined scope, membership, deliverables, deadlines and a lead responsible to the Panel for the completion of the task. Upon completion of the task, the task teams shall normally be terminated but, if need be, their mandate may be extended, or they may be re-established for a fixed period. When the scope of a task team partly overlaps with, or is of interest to, another body, the necessary coordination will be ensured by the lead of the task team, with the support of the Secretariat.

## 6. **Coordination with other bodies**

The Panel shall ensure effective coordination with other bodies as mandated by Congress or the Executive Council. Such coordination shall be ensured by the Chair and members of the Panel and the Secretariat through mutual representation in other bodies, as the case may be, sharing of information and documentation, consultations and other means.

## 7. **Assistance by the Secretariat**

As required by the Panel, the Secretariat should carry out the administrative work, including preparation of documents, and technical work to the extent compatible with its functions. Technical experts in the Secretariat shall be assigned by the Secretary-General to participate in a consultative capacity in the work of the Panel and to carry out such technical studies as the Panel may request.

## **TERMS OF REFERENCE OF THE EXECUTIVE COUNCIL CAPACITY DEVELOPMENT PANEL**

(Annex to Resolution 7 (EC-71))

### **1. Terms of reference**

The Panel will be responsible to the Executive Council through the Technical Coordination Committee and the Policy Advisory Committee. It will monitor the priorities of, and activities under, the WMO Strategic Plan, the WMO Capacity Development Strategy and WMO Gender Equality Policy, including institutional, infrastructural, procedural and human resources capacity development specifically:

- (i) Identify policy-related gaps in the capacity of NMHSs to exchange data, to deliver adequate services, to comply with WMO Standards and recommended practices, bearing in mind the Geneva Declaration 2019,
- (ii) Provide guidance and oversight regarding WMO efforts to strengthen assistance to the NMHSs of developing countries. Guidance could be along the lines enumerated in the annex to these Terms of Reference,
- (iii) Review education and training policies, qualification and competency standards, Regional Training Centre assessments, and WMO Global Campus activities,
- (iv) Identify training needs and give guidance on how to strengthen the capacity of training institutions, as well as recommend training activities to address gaps in formal and continuing education,
- (v) Oversee and guide the implementation of the tasks of the Executive Council according to Resolution 74 (Cg-18). In particular, ensure that WMO activities that support capacity development, including the Country Support Initiative and VCP, as well as WMO-related CREWS activities, are complementary and take into consideration the unique national context of Members.
- (vi) Review and analyse gaps in the WMO Gender Equality Action Plan and provide guidance regarding WMO efforts in gender equality.
- (vii) Provide reports and recommendations on WMO capacity development to the Policy Advisory and Technical Coordination Committees for consideration by the EC.
- (viii) Take into account the work of the technical commissions and other subsidiary bodies of the Executive Council as it pertains to capacity development.

### **2. Composition**

- (i) The Panel will be chaired either by a Vice-President of the Organization or a designated member of the Executive Council. If the Chair cannot attend a session of the Panel, she/he will appoint a Panel member to chair the session in her/his absence,
- (ii) In addition to the Chair, the Panel will consist of a maximum of twelve core members, each of whom will sit in a personal capacity,
- (iii) A representative of presidents of regional associations and a representative of WMO Regional Training Centres will be in the composition and appointed by the Executive Council,
- (iv) The remaining ten core members will be appointed by the Executive Council, based on the nominations of Permanent Representatives, on the basis of their professional expertise in institutional infrastructural, procedural and human resources capacity development in the fields of meteorology, climatology, hydrology, institutional, legal and education

and training matters, taking into account the need for the Panel to be balanced across the different components of capacity development to have an appropriate technical, geographical and gender balance in considering the most highly qualified candidates, using the process described in section 3,

- (v) The Chair of the Panel will invite representatives of funding and development agencies including official development agencies, regional and subregional economic commissions, the World Bank, regional development banks and experts and representatives of stakeholder communities in capacity development to participate in the work of the Panel, as appropriate,
- (vi) In addition to acting in a personal capacity, Panel members will be expected to maintain regular contact with technical commissions to promote cross-cutting coordination and information exchange,
- (vii) Members will normally serve for a period of four years.

### 3. **Process for appointment of members**

In addition to the Panel members appointed by the Executive Council as described in 2. above, ten Panel members will be appointed by the Executive Council through a transparent process as follows:

- (i) The Secretary-General will write to Members, with copy to Hydrological Advisers and the presidents of regional associations and technical commissions, advising them of the opportunity to nominate one person with appropriate skills for consideration by the Executive Council for the EC Capacity Development Panel,
- (ii) The Secretary-General will review the qualifications and submit a prioritized list of candidates to the Executive Council (or to the President of WMO in the inter-sessional period),
- (iii) The Council (or the President on behalf of the Council in accordance with General Regulation 9) will appoint members of the Panel from the list of candidates compiled by the Secretary-General. The Council will authorize the President to fill any positions that fall vacant during the intersessional period using the list approved by EC.

### 4. **Working procedures**

The Panel will:

- (a) Normally meet every year;
- (b) Make effective use of electronic forms for coordination and collaboration.

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Annex to the Terms of Reference of the Executive Council Panel on Capacity Development

The Panel could, inter alia, provide guidance to WMO along the following lines:

- (i) Mechanisms to enhance the collection and sharing of up-to-date information relating to the development of NMHSs (e.g. CPDB/Extranet, surveys, national assessments, ...);
- (ii) Actions taken to build on existing capacities of NMHSs in developing countries, such as:
  - a. The facilitation of twinning arrangements and other innovative bilateral cooperation,
  - b. Strategies to leverage UN system and other development partner initiatives,
  - c. Advocacy efforts to governments, end-users, decision-makers on the socioeconomic benefits of investments in NMHSs,
  - d. Assistance to NMHSs to incorporate WMO and national requirements into national policy, legislative frameworks and national development plans,

- e. Efforts to increase training and long-term education for developing countries,
  - f. Efforts to develop, implement, monitor and evaluate projects,
  - g. Promotion of principles for global meteorology, hydrology and climatology including authoritative voice, common standards, data and product sharing,
  - h. Review the activities of the technical commissions and regional associations aimed at developing, communicating and assisting NMHSs in developing countries to comply with WMO standards and recommended practices.
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