



CARIBBEAN METEOROLOGICAL ORGANIZATION

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The Caribbean Meteorological Organization is a specialized institution of the **Caribbean Community (CARICOM)**

CMO OPERATIONAL WIS 2-NODE EXECUTION TEAM

TERMS OF REFERENCE

1. Background

The *World Meteorological Organization (WMO) Information System 2.0 (WIS 2.0)* provides the global framework for the discovery, access, exchange, and dissemination of meteorological, hydrological, climate, marine, and related environmental information.

To support the participation of the *Caribbean Meteorological Organization (CMO) Member States' National Meteorological and Hydrometeorological Services (NMHSs)* in the WIS 2.0 network, the CMO Headquarters (CMO HQ), in collaboration with the WMO established a CMO Caribbean WIS 2.0 Node, utilizing the WMO developed WIS2-in-a-Box software platform, which is based on open-source technology. The CMO WIS 2.0 Node serves as a regional platform for facilitating the real-time data exchange, discovery, and publication of meteorological and related environmental information among participating Member States.

Participating NMHSs have either established national WIS 2.0 Nodes within the CMO WIS 2.0 Node, or implemented individual national WIS 2.0 nodes, creating a regional network that supports data sharing and interoperability within the Caribbean and the wider WMO Information System.

Recognizing the need for sustained operational support, technical coordination, knowledge sharing and regional ownership of this infrastructure, the CMO HQ required participating NMHSs to agree to contribute technical expertise to support the operation and sustainability of the Caribbean WIS 2.0 network.

In line with this requirement, the Caribbean Meteorological Council in 2024 approved the establishment of the CMO Operational WIS 2-Node Execution Team (COWNET), as a regional operational network of designated WIS 2.0-trained experts nominated by participating CMO Member States to support the operation, maintenance, troubleshooting and interoperability of the CMO Caribbean WIS 2.0 Network.

In furtherance of support for regional interoperability and collaboration, CMO Headquarters agreed to facilitate and approve participation by non-Member States, Territories, and partner institutions that request connectivity to, or collaborating with, the Caribbean WIS 2.0 Network.

While the official name of the body shall remain the CMO Operational WIS 2-Node Execution Team (COWNET), it may be referred to operationally as "**COWET**" for ease of communication and pronunciation.

2. Purpose

The purpose of **COWET** is to provide operational and technical support for the effective functioning, maintenance, troubleshooting, and continuous improvement of the CMO WIS 2.0 Node and to strengthen regional operational capacity in support of WIS 2.0 implementation among CMO Member States.

3. Mandate

COWET shall serve as the operational technical team responsible for supporting the day-to-day management and technical coordination of the CMO WIS 2.0 Node.

The Team shall work collaboratively to:

- Monitor the operational status of the CMO WIS 2.0 Node;
- Identify, diagnose, and resolve operational and technical issues affecting the node;
- Support participating Member States in maintaining connectivity and operational functionality with the regional node;
- Coordinate technical troubleshooting activities with support from WMO experts where necessary;
- Promote the sharing of technical knowledge and operational experience among participating Members;
- Support the continued strengthening of regional WIS 2.0 operational capacity.

4. Functions and Responsibilities

COWET shall:

Operations and Monitoring

- a) Monitor the operational performance and availability of the CMO WIS 2.0 Node;
- b) Review system status, connectivity, data publication, and operational performance issues;
- c) Identify and recommend improvements to enhance operational reliability and performance.

Technical Support and Troubleshooting

- a) Investigate and troubleshoot technical issues affecting the CMO WIS 2.0 Node;
- b) Support participating Member States in diagnosing and resolving issues related to their national WIS 2.0 Nodes connected to the CMO Node;
- c) Coordinate with WMO technical experts on issues requiring specialized support;
- d) Maintain and share technical procedures, troubleshooting guides, and lessons learned.

Capacity Maintenance and Knowledge Sharing

- a) Promote continued technical competency among participating Members;
- b) Share operational experiences, good practices, and technical solutions;
- c) Support practical learning and peer-to-peer technical assistance among Members;
- d) Assist with onboarding and operational support for additional Members joining the CMO WIS 2.0 Node.

Reporting and Recommendations

- a) Document significant technical issues and resolutions;
- b) Provide recommendations for operational improvements;
- c) Report on activities and operational issues through CMO Headquarters.

5. Participation and Composition

Participation in COWET shall be open to:

- CMO Member States operating or implementing WIS 2.0 capabilities;
- Approved non-CMO Member States and Territories participating in the Caribbean WIS 2.0 Network;
- Other organizations or institutions approved by CMO Headquarters where such participation contributes to the objectives of COWET.

Participating Member States commit to nominating and maintaining a suitably qualified technical representative to support the operation, maintenance, troubleshooting, and continued development of the Caribbean WIS 2.0 Network.

Number of Co-Leads

The COWET shall be led by two (2) Co-Leads at all times.

Eligibility

Co-Leads shall be elected by the Members of COWET from among the COWET representatives nominated by the Directors of the National Meteorological Services.

Candidates for Co-Lead shall:

1. Possess demonstrated expertise and experience in Information and Communications Technology (ICT), particularly in areas relevant to WIS 2.0 implementation and operation;
2. Have demonstrated active participation and contribution to the work of COWET and regional ICT initiatives;
3. Possess the ability to provide technical leadership, coordinate collaborative activities, and represent the interests of the COWET; and
4. Be nominated/endorsed by their Director/Head of Service.

Initial Co-Leads

In accordance with the Sixty-Seventh Caribbean Meteorological Council (CMC-67) Decision, the initial Co-Leads shall be representatives of the National Meteorological Service of Belize and the Trinidad and Tobago Meteorological Service.

The appointment of these initial Co-Leads recognizes their significant voluntary contributions to the establishment of the regional WIS 2.0 Node, and their subsequent identification by the World Meteorological Organization as WIS 2.0 Champions.

Term of Office

To ensure continuity of leadership, the initial Co-Leads shall serve staggered terms:

- One (1) initial Co-Lead shall serve a term of two (2) years; and
- The other initial Co-Lead shall serve a term of three (3) years.

Thereafter, each elected Co-Lead shall serve a term of two (2) years.

Co-Leads shall be eligible for re-election, subject to nomination and election by the Members of COWET.

Transition and Continuity

To maintain institutional memory and continuity, the terms of the two Co-Leads shall be staggered such that, under normal circumstances, only one Co-Lead's position becomes vacant in any given year.

Elections for a successor Co-Lead should be conducted prior to the expiration of the incumbent's term to allow for an orderly transition.

Outgoing Co-Leads shall provide reasonable support and knowledge transfer to incoming Co-Leads during the transition period.

Where a vacancy occurs before the completion of a term, the Members of COWET shall elect a replacement Co-Lead to serve the remainder of the unexpired term.

Members may elect a new Co-Lead at the end of a term or may re-elect an incumbent Co-Lead to continue serving, based on the needs and priorities of the COWET.

Core Members

- One designated WIS 2.0 technical representative from each participating CMO Member State connected to the CMO WIS 2.0 node.

Participating Members

- One designated technical representative from approved non-CMO Member States, Territories or institutions participating in the CMO Caribbean WIS 2.0 Network.

Technical Support and Advisors

- World Meteorological Organization (WMO) experts, as required.
- Caribbean Meteorological Organization Headquarters.
- Other technical experts as required.

Membership may be expanded by agreement of the Team and CMO Headquarters to accommodate additional participating Members.

6. Roles of the Co-Leads

The Co-Leads shall:

- a) Coordinate the activities of COWET;
- b) Convene and chair meetings;
- c) Facilitate communication among team members;
- d) Coordinate responses to operational and technical issues;
- e) Liaise with CMO Headquarters and WMO technical experts;
- f) Coordinate reporting on the activities and performance of the Team.

7. Meetings & Decision Making

COWET shall meet virtually at least once every quarter. Additional meetings may be convened by the Co-Leads as operational circumstances required and technical discussions and troubleshooting activities may be conducted through electronic communications, collaboration platforms, and ad hoc technical sessions.

COWET shall operate by consensus. Where formal recommendations are made to CMO Headquarters or the Caribbean Meteorological Council, consensus shall be sought among participating CMO Member States. Non-CMO Member participants may contribute fully to technical discussions and recommendations but shall not participate in decisions requiring endorsement by the Caribbean Meteorological Council.

8. Reporting Arrangements

COWET shall report through CMO Headquarters to the Caribbean Meteorological Council.

The Team shall provide:

- An annual summary of activities;
- Reports on significant operational issues and resolutions, as necessary;

- Recommendations for improvements to the operation and sustainability of the CMO WIS 2.0 Node.

9. Secretariat Support

CMO Headquarters shall provide coordination and secretariat support to COWET, including:

- Scheduling meetings;
- Maintaining records of meetings and decisions;
- Facilitating communication among Members;
- Supporting reporting to the Caribbean Meteorological Council.

10. Duration

COWET shall function as a standing operational support mechanism of the Caribbean Meteorological Organization for as long as the CMO WIS 2.0 Node remains operational, unless otherwise determined by the Caribbean Meteorological Council.

11. Review

These Terms of Reference may be reviewed and amended by the CMO Headquarters as necessary to reflect evolving operational requirements and regional WIS 2.0 implementation needs.