

Reference Guide for Permanent
Representatives of Members with
the World Meteorological Organization
on Relevant Procedures and Practices
of the Organization

2015 edition



**World
Meteorological
Organization**

Weather · Climate · Water

WMO-No. 939

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EDITORIAL NOTE

METEOTERM, the WMO terminology database, may be consulted at http://www.wmo.int/pages/prog/lsp/meteoterm_wmo_en.html. Acronyms may also be found at http://www.wmo.int/pages/themes/acronyms/index_en.html.

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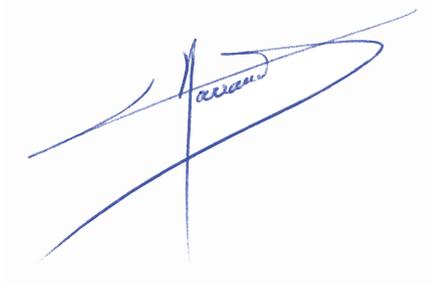
PREFACE

The Secretariat of the World Meteorological Organization (WMO) frequently receives requests for information on the procedures and practices of the Organization. This Guide has been prepared in response to such requests. In particular, the Guide is designed to serve as a ready reference for Permanent Representatives of Members with WMO and for the senior staff of National Meteorological and Hydrological Services (NMHSs), especially those dealing with international affairs.

It is hoped that this Guide will help to give readers a better understanding of WMO procedures and practices, so as to promote NMHSs at the national, regional and international levels, enhance the relationship among NMHSs and between the Services and WMO, and promote their image and visibility. Wherever appropriate and useful, references to the pertinent provisions of the WMO Convention, the WMO General Regulations as well as the relevant decisions of Congress and the Executive Council have been included.

The Guide contains five chapters, the first of which provides an overview of the nature and functioning of WMO for a better appreciation of the operation of the Organization. The second chapter explains the procedure for designating the Permanent Representatives and discusses extensively their role and responsibilities at both the national and international levels. The third and fourth chapters provide information for Permanent Representatives on preparation for, and participation in, the sessions of WMO constituent and subsidiary bodies and on the intersessional activities of those bodies. The fifth chapter emphasizes those activities of the WMO Secretariat that relate to the role and responsibilities of the Permanent Representatives.

It is hoped that this Guide will answer the most recurrent questions on the work of the Organization and the role and responsibilities of the Permanent Representatives of Members with WMO.



(M. Jarraud)
Secretary-General

TERMINOLOGY USED IN THIS GUIDE

Congress	The World Meteorological Congress
Constituent bodies	Congress, the Executive Council, regional associations and technical commissions (as defined in the General Regulations)
Convention	Convention of the World Meteorological Organization
Member (with capital "M")	A Member of the Organization as defined by Article 3 of the Convention
Member (with small "m")	A member of the Executive Council and of the subsidiary bodies of the constituent bodies
Officials	Scientific, technical and administrative staff of the WMO Secretariat
Officers	The presidents and vice-presidents of the constituent bodies
NMS	National Meteorological or Hydrometeorological Service
NMHS	National Meteorological and Hydrological Service
NHS	National Hydrological Service
Official languages	The official and working languages of the Organization: Arabic (A), Chinese (C), English (E), French (F), Russian (R) and Spanish (S) (Regulation 118)
Organization	The World Meteorological Organization
Permanent Representative	The Permanent Representative of a Member with the World Meteorological Organization
Regulation(s)	The regulations quoted are the General Regulations of the Organization unless otherwise stated
Secretariat	The Secretariat of the World Meteorological Organization
Secretary-General	The Secretary-General of the World Meteorological Organization
Subsidiary bodies	Working groups, panels of experts and committees established by a constituent body to work between sessions of that body (Regulation 33)

CHAPTER 1. INTRODUCING WMO

1.1 INTRODUCTION

This chapter provides an overview of the nature and functioning of the World Meteorological Organization (referred to hereinafter as “WMO” or “the Organization”). It seeks to help the Permanent Representatives of Members of the Organization to have a better appreciation of WMO and of their responsibilities as Permanent Representatives.

1.2 ESTABLISHMENT OF WMO

1.2.1 The World Meteorological Organization was established as an intergovernmental organization to replace the International Meteorological Organization (IMO), a non-governmental organization that had been in existence since 1873.

1.2.2 The WMO Convention, which established the Organization, was approved by the Twelfth IMO Conference of Directors (Washington D.C., September–October 1947) and was signed in Washington D.C. on 11 October 1947 by representatives of 31 countries. It came into force on 23 March 1950, that being the thirtieth day after the deposit of the thirtieth instrument of ratification, as stipulated by Article 35 of the Convention.

1.2.3 On 4 April 1951, by Resolution 3 of the First World Meteorological Congress (Paris, March–April 1951), WMO took over the responsibilities and resources of IMO.

1.2.4 At its twelfth session (1960), the Executive Council (known as the Executive Committee until May 1983) considered that the above-mentioned dates of 11 October 1947, 23 March 1950 and 4 April 1951 were of special significance in the history of WMO. It decided, by its Resolution 6 (EC-XII), to select the date of 23 March for the annual celebration of the World Meteorological Day (see paragraph 2.4.12 below).

1.2.5 On 20 December 1951, the United Nations General Assembly approved the Agreement between the United Nations and WMO, which had already been approved by the First World Meteorological Congress (1951) by its Resolution 7, in compliance with Article 25 of the Convention. The relationship between the two Organizations was thus established, thereby conferring on WMO the status of a specialized agency responsible for all matters that fall to it under its Convention. In this respect, it should be made clear that the Organization is an autonomous institution and, in its cooperation with the United Nations, it must take such actions as may be appropriate under its own Convention (see Article IV(1) of the Agreement, published in *Basic Documents No. 1* (WMO-No. 15)).

1.3 PURPOSES OF THE ORGANIZATION

1.3.1 The purposes of the Organization are described in the preamble to the Convention and in Article 2 thereof as follows:

- (a) To facilitate worldwide cooperation in the establishment of networks of stations for the making of meteorological observations as well as hydrological and other geophysical observations related to meteorology, and to promote the establishment and maintenance of centres charged with the provision of meteorological and related services;
- (b) To promote the establishment and maintenance of systems for the rapid exchange of meteorological and related information;

- (c) To promote standardization of meteorological and related observations and to ensure the uniform publication of observations and statistics;
- (d) To further the application of meteorology to aviation, shipping, water problems, agriculture and other human activities;
- (e) To promote activities in operational hydrology and to further close cooperation between Meteorological and Hydrological Services;
- (f) To encourage research and training in meteorology and, as appropriate, in related fields, and to assist in coordinating the international aspects of such research and training.

1.3.2 Since their adoption in 1947, the purposes of the Organization have undergone two major sets of changes, both adopted by the Seventh Congress (1975) through its Resolution 48 (Cg-VII), namely:

- (a) Amendments to the relevant articles of the Convention to clarify the purposes and activities of the Organization in the field of hydrology, which can be summarized as follows:
 - (i) To extend the networks of stations for the making of meteorological observations to cover hydrology also in Article 2(a);
 - (ii) To add a separate paragraph (e) under Article 2 about operational hydrology;
 - (iii) To add “or Hydrometeorological Services” to “Directors of Meteorological Services” in Articles 6(a), 7(b) and 13(c)(ii);
- (b) Addition of the words “and related” in the preamble to the Convention as well as in Article 2(b), (c) and (f) so that the activities of WMO do not cover only meteorological but also related activities, in connection with observations, exchange of information, standardization, research and training.

1.3.3 The amendments to the purposes of the Organization were adopted by the Seventh Congress to extend the jurisdiction of WMO to activities related to meteorology in order to cover fields relating particularly to the environment, climate change and oceanography. These areas were, and continue to be, of interest to all governments, international organizations and institutions.

1.3.4 The Preamble to the Convention was modified by the Fifteenth Congress (2007) through its Resolution 44 (Cg-XV) which states that the text of the Considerata of the Convention:

With a view to coordinating, standardizing and improving world meteorological and related activities, and to encouraging an efficient exchange of meteorological and related information between countries in the aid of human activities, the contracting States agree to the present Convention, as follows:

shall be replaced by the following preamble:

Considering the need for sustainable development, the reduction of loss of life and property caused by natural disasters and other catastrophic events related to weather, climate and water, as well as safeguarding the environment and the global climate for present and future generations of humankind,

Recognizing the importance of an integrated international system for the observation, collection, processing and dissemination of meteorological, hydrological and related data and products,

Reaffirming the vital importance of the mission of the National Meteorological, Hydrometeorological and Hydrological Services in observing and understanding weather and climate and in providing meteorological, hydrological and related services in support of relevant national needs which should include the following areas:

- (a) Protection of life and property,
- (b) Safeguarding the environment,
- (c) Contributing to sustainable development,
- (d) Promoting long-term observation and collection of meteorological, hydrological and climatological data, including related environmental data,
- (e) Promotion of endogenous capacity-building,
- (f) Meeting international commitments,
- (g) Contributing to international cooperation,

Recognizing also that Members need to work together to coordinate, standardize, improve and encourage efficiencies in the exchange of meteorological, climatological, hydrological and related information between them, in the aid of human activities,

Considering that meteorology is best coordinated at the international level by one responsible international organization,

Considering further the need for close cooperation with other international organizations also working in the areas of hydrology, climate and environment,

The contracting States agree to the present Convention, as follows (...)

1.3.5 As for WMO activities in the fields related to climatology, it is to be recalled that the founding fathers of WMO, when adopting the 1947 Convention, assumed that the term “meteorology”, as mentioned in Article 2 of the Convention, included climatology and thus it was not considered necessary to provide specifically for climatological activities in the 1947 Convention. In this respect, it is noteworthy that as early as 1929 IMO established a Technical Commission for Climatology. As soon as it started its activities in 1951, WMO re-established the Commission for Climatology as one of its technical commissions, in recognition of its work and in accordance with the intentions of the founding fathers of the Organization who had drafted the Convention.

1.3.6 While technical cooperation is not explicitly mentioned among the purposes of the Organization, the concept of technical cooperation was introduced by the First Congress (1951) through its Resolution 10, which recognized it as one of the Organization’s major objectives and policies. When the Convention was approved in 1947, the concept of technical cooperation, earlier known as technical assistance, had not yet been introduced into the United Nations system.

1.3.7 In this respect, it is recalled that the founding fathers of the Organization had in mind the need to have a cooperative assistance programme in the field of meteorology. During the IMO Vienna Congress (1873), Professor Buys Ballot, the first President of IMO (1873–1879), presented a proposal for the establishment of an International Fund for carrying out meteorological observations on islands and distant parts of the “Earth’s surface”. This far-sighted proposal was not approved at that time because the Directors of the Meteorological Services considered that it needed the support of their governments, which would be in contradiction with the professional character of IMO (see paragraph 1.4.2(c) below).

1.3.8 To fulfil the basic purposes mentioned in paragraph 1.3.1 above, Congress established the overall objectives and general policies of the Organization in the long-term planning system of WMO, introduced by Resolution 34 (Cg-IX) in 1983.

1.3.9 Subsequently, the Fifteenth Congress approved, through Resolution 27 (Cg-XV), a new strategic planning approach, resulting in the elaboration of three fundamental documents:

- (a) The WMO Strategic Plan, which provides a high-level statement of the future direction and priorities of WMO;
- (b) The WMO Operating Plan, which converts the strategic direction into specific, measurable outcomes;
- (c) The WMO Budget, which connects outcomes, or end results, to resources. Within the context of this same Resolution 27 (Cg-XV), Congress adopted the WMO Strategic Plan for the 2008–2011 period.

1.3.10 Following Resolution 28 (Cg-XV), the strategic documents for the period 2012–2015 were approved through Resolution 36 (Cg-XVI). The preparation of the strategic documents for the period 2016–2019 is guided by Resolution 38 (Cg-XVI). Each subsequent Congress will adopt similar resolutions for future periods.

1.4 THE CONVENTION AND THE GENERAL REGULATIONS

The Convention

1.4.1 The Convention lays down the purposes of the Organization as well as the essential elements of its structure and functions. It is the basic legal instrument of the Organization.

1.4.2 In preparing the Convention, the founding fathers of the Organization took into consideration the following principles¹ with a view to retaining the basic features of IMO:

- (a) The worldwide character of the Organization;
- (b) Maximum independence;
- (c) Professional representation as distinct from political;
- (d) Equality of nations;
- (e) Flexibility of working relationship between the Meteorological Services and the Organization.

1.4.3 By virtue of Article 28, Congress, at its various sessions, has approved a number of amendments to the 1947 Convention. The Convention in force at any time is that signed at Washington D.C. in 1947, together with the amendments adopted by Congress.

1.4.4 The 1947 Convention incorporating the subsequent amendments approved by Congress is published in *Basic Documents No. 1* (WMO-No. 15). This publication is normally reissued after each session of Congress.

The General Regulations

1.4.5 The WMO General Regulations (referred to hereinafter as “Regulation(s)”) are adopted by Congress, pursuant to Article 8(d) of the Convention. The purpose of the Regulations

¹ Proceedings of the Twelfth IMO Conference of Directors, Minutes of the Eleventh Meeting, point 2

is to lay down sufficiently detailed rules and procedures concerning the constitution and functions of the various constituent bodies of the Organization provided for by the Convention. Some of the Regulations concern the procedures to be followed in convening the constituent bodies of the Organization, in managing their meetings and in following up on their work programme, as well as the procedures for their intersessional activities, in such a manner as to ensure the smooth functioning of the Organization.

1.4.6 The General Regulations approved by each session of Congress are also published in *Basic Documents No. 1* (WMO-No. 15).

1.4.7 By virtue of Regulation 2(f), the Executive Council may adopt, between sessions of Congress, statements on the application of the Regulations to settle any question or dispute concerning the interpretation or application of any of the Regulations. Such statements shall be considered as directives that shall be reviewed by Congress at its next session.

1.4.8 By virtue of Regulation 4, each constituent body may exceptionally adopt for its internal use additional rules of procedures on the understanding that these rules are not at variance with the Convention and the General Regulations. The Executive Council has adopted, for its purposes, a set of rules of procedure (Resolution 20 (EC-XLIV)).

1.5 MEMBERS OF THE ORGANIZATION

1.5.1 Under Article 5 of the Convention, the supreme authority of the Organization is vested in its Members, whose mandate is to determine its activities and conduct its affairs. Decisions can be taken either by Congress in session or by correspondence, except on matters reserved in the Convention for decisions of Congress in session (see paragraph 4.3.2 below).

1.5.2 Article 3 of the Convention states that a Member of WMO may be a Member State, a territory, a group of territories, a trust territory or a group of trust territories. The requirements for membership are specified in the same article.

1.5.3 As of 1 January 2015, the membership of the Organization consists of 191 Members comprising 185 Member States and six Member Territories, as shown in *Composition of the WMO* (WMO-No. 5, commonly referred to as Pub 5). This publication also shows the date of entry into force of the Convention for each of the Members. Access to *Composition of the WMO* is restricted to the WMO meteorological community. Permanent Representatives are invited to contact pub5@wmo.int in the event that they do not have login credentials. The list of WMO Members per regional association is available through the following web link: http://www.wmo.int/pages/members/index_en.html (with regard to WMO Regions, see also paragraphs 3.5.3, 3.5.4 and 3.5.6). In this respect, it is interesting to recall that at its First Congress, WMO had 66 Members comprising 46 Member States and 20 Member Territories.

1.5.4 By virtue of Regulation 6(a), each Member of the Organization shall be represented by a Permanent Representative, who should be the Director of a Meteorological or Hydrometeorological Service.

1.5.5 Following established practice and in order to meet the provisions of Regulation 6(b), many Permanent Representatives have designated national Hydrological Advisers who assist in keeping the Hydrological Services (or other equivalent agency) in their country fully informed of WMO's activities in the field of operational hydrology (see paragraph 2.2 below).

1.6 ORGANIZATIONAL STRUCTURE OF WMO

1.6.1 As specified in Article 4 of the Convention, the Organization comprises the following bodies:

- (a) The World Meteorological Congress;
- (b) The Executive Council (known as the Executive Committee until May 1983, when Resolution 42 (Cg-IX) was adopted);
- (c) Regional associations;
- (d) Technical commissions;
- (e) The Secretariat.

The term “constituent bodies” of the Organization is used in the Regulations to refer to Congress, the Executive Council, the regional associations and the technical commissions. They are permanent bodies which function during sessions as well as during the intersessional periods, through their WMO Members, Executive Council members, officers and subsidiary bodies, as discussed in Chapters 3 and 4.

1.6.2 Under the provisions of Article 8(h) of the WMO Convention,² the Extraordinary Session of the World Meteorological Congress, in October 2012, adopted Resolution 2 (Cg-Ext.) establishing the Intergovernmental Board on Climate Services to facilitate the implementation of the Global Framework for Climate Services (GFCS). The Organization’s bodies created under those provisions will follow, mutatis mutandis, the procedures applying to Congress, unless stated otherwise in their Terms of Reference and Rules of Procedures as adopted by Congress.

1.6.3 Relevant information about the WMO Secretariat is discussed in Chapter 5.

1.6.4 An organigram of WMO is given at http://www.wmo.int/pages/about/images/structure_WMO_en.gif.

1.7 WMO TECHNICAL, FINANCIAL AND STAFF REGULATIONS

1.7.1 In addition to the General Regulations mentioned in paragraph 1.4.5 above, Congress also determines the Technical, Financial and Staff Regulations of WMO in conformity with the provisions of Article 8(d) of the Convention. They are described briefly in the following paragraphs.

Technical Regulations

1.7.2 The Technical Regulations are meant to facilitate cooperation in meteorology and hydrology among Members. They are designed to ensure that international requirements in the fields of meteorology and operational hydrology as well as those related to their application are met in the most effective manner through uniformity and standardization of the practices and procedures employed. The Technical Regulations embody only well established and proven procedures and practices. They are complemented by relevant WMO Guides (see paragraph 1.7.5 below).

1.7.3 The *Technical Regulations* (WMO-No. 49) are published as Basic Documents No. 2 in four separate volumes, together with their annexes (also called Manuals). In the front matter of each volume of the Technical Regulations and their annexes, a publication revision track record lists the amendments made to the publication.

² ARTICLE 8
Functions

In addition to the functions set out in other Articles of the Convention, the primary duties of Congress shall be:
(...)

(h) To establish any additional bodies it may deem necessary; (...)

1.7.4 The Technical Regulations comprise standard and recommended practices and procedures which are distinguished by the use of the term “shall” and “should”, respectively, and by suitable equivalent terms in the other official languages of the Organization. The status of those practices and procedures is as follows, unless otherwise indicated in certain parts of the Technical Regulations:

- (a) Standard practices and procedures are those that Members must follow or implement. They have the status of requirements in a technical resolution in respect of which Article 9 of the Convention is applicable. Therefore, by virtue of Article 9(b) of the Convention and Regulation 128, if any Member finds it impracticable to follow any of the standard practices and procedures, it shall inform the Secretary-General of the Organization whether its inability to apply them is provisional or final and state its reasons. Furthermore, Members shall inform the Secretary-General, at least three months in advance, of any change in the extent of their implementation of a standard practice as previously notified and of the effective date of that change;
- (b) Recommended practices and procedures are those that Members should ideally follow or implement. They have, therefore, the status of recommendations to Members to which the provisions of Article 9(b) of the Convention shall not be applied.

For further details, please refer to [Guidelines on the Preparation and Promulgation of the WMO Technical Regulations](#) (WMO-No. 1127).

1.7.5 In addition to the Technical Regulations, and in accordance with Resolution 18 (Cg-II), a number of WMO Guides are published describing in detail the practices, procedures and specifications which Members are invited to follow or implement. The Guides are prepared by the appropriate technical commissions and are available at https://www.wmo.int/pages/governance/policy/related_guides_en.html.

Financial Regulations

1.7.6 The Financial Regulations are established by Congress to govern the financial administration of the Organization. They are published in [Basic Documents No. 1](#) (WMO-No. 15).

Staff Regulations

1.7.7 The Staff Regulations are established by Congress to lay down the fundamental conditions of service and the basic rights, duties and obligations of Secretariat staff. They are published in [Basic Documents No. 1](#) (WMO-No. 15).

1.7.8 In addition to the Staff Regulations, the Secretary-General is authorized to provide and enforce Staff Rules, consistent with the principles of the Staff Regulations, as he considers necessary.

1.8 PROGRAMME AND BUDGET OF THE ORGANIZATION

Maximum expenditure for a financial period

1.8.1 Each Congress approves the programme of activities and the maximum expenditure for a four-year financial period beginning with the calendar year immediately following the session of Congress. Appropriations within the maximum expenditure are approved by the Executive Council for each of the biennium comprising the financial period (see Article 23 of the Convention and Article 4.1 of the Financial Regulations).

Assessment of proportional contribution

1.8.2 By virtue of Article 24 of the Convention and Article 8 of the Financial Regulations, each Congress determines the scale of assessment of proportional contribution for Members of the Organization for the next financial period.

Non-payment of contribution

1.8.3 In this connection, it is to be recalled that the Eleventh Congress (1991) decided by its Resolution 37 (Cg-XI):

(1) That those Members who through non-payment of their contributions are, in accordance with the provisions of Article 8.4 of the Financial Regulations, in arrears for more than two consecutive calendar years:

- (a) Shall not be entitled to vote in sessions of the constituent bodies;
- (b) Shall not participate in a vote by correspondence of constituent bodies;

(2) That nationals or representatives of a Member in arrears as indicated in (1) above shall not be eligible for nomination or renomination for elected offices of constituent bodies nor as members of the Executive Council. This provision will not apply if the provisions of Article 13(c)(ii) of the Convention are not met. An elected officer or member shall not be removed from office if the Member concerned falls into arrears subsequent to his/her election.

1.8.4 However, the Twelfth Congress (1995) adopted, by its Resolution 35 (Cg-XII), a procedure which enables those Members to which Resolution 37 (Cg-XI) is applied, to consult with the Secretary-General with a view to conclude arrangements with the Organization for the settlement of their arrears in order to suspend application of the provisions of Resolution 37 (Cg-XI) referred to in paragraph 1.8.3 above. This process is further detailed in Resolution 41 (Cg-XV) on settlement of long-outstanding contributions, and Article 8.8 of the Financial Regulations (see also paragraph 3.2.19).

1.9 THE SCIENTIFIC AND TECHNICAL PROGRAMMES OF THE ORGANIZATION

1.9.1 The scientific and technical work of WMO is organized within the framework of a number of programmes that have various components, as defined by the World Meteorological Congress. A full description of WMO Programmes can be found at https://www.wmo.int/pages/summary/progs_struct_en.html.

1.9.2 In 2009, a new United Nations-wide initiative was launched at the Third World Climate Conference (WCC-3) where Heads of State and Government, Ministers and Heads of Delegations of over 150 countries and 70 organizations unanimously decided to establish a Global Framework for Climate Services to better serve society's need for accurate and timely information on climate. A High-level Taskforce was formed to propose elements for the Framework, which included options for governance and an implementation plan.

1.9.3 The Sixteenth World Meteorological Congress formalized the creation of the GFCS through Resolution 47 (Cg-XVI) – Response to the Report of the High-level Taskforce on the Global Framework for Climate Services, and Resolution 48 (Cg-XVI) – Implementation of the Global Framework for Climate Services.

1.9.4 Following the adoption of the Framework at the Sixteenth Congress (2011), and an extensive consultative and review process, the Extraordinary Session of the World Meteorological Congress approved the Implementation Plan and governance structure of the Framework through Resolutions 1, 2 and 3 (Cg-Ext. (2012)).

1.9.5 In an effort to enhance the ability of the WMO Secretariat to follow the status and development needs of its Members, the Fifteenth Congress requested the Secretary-General to operationalize the WMO [Country Profile Database](#) (CPDB). Developed through an interactive portal, this database allows Members to see information on their own country as well as information on other Members and Regions, with the objective of sharing data. The CPDB portal offers a more coherent way of updating data and providing such up-to-date information to Regional Offices and WMO departments.

1.10 STRATEGIC PLANNING AND POLICY MATTERS

1.10.1 Besides the quadrennial planning for the scientific and technical programmes, a system of long-term planning was initiated by the Ninth Congress (1983) and reviewed by the Fifteenth Congress as mentioned in paragraph 1.3.9 above. The WMO Strategic Plan was finally divided into 4-year periods. This document is reviewed at each Congress, taking into account decisions from previous sessions of Congress as well as advice provided by the Executive Council and its Working Group on Strategic and Operational Planning.

1.10.2 Strategic planning allows the Organization to set its broad objectives and a strategy. It also provides sufficient guidance for formulating the four-year programme and budget of WMO. The Organization has built its strategic planning on the results-based management concept, which also steers the programme definition, implementation and management in the Secretariat. This approach enables the Organization to better achieve its objectives and assist Members in realizing their own sustainable plans. The Permanent Representatives are requested to review the Strategic and Operating Plans and to provide their input. The regional associations and technical commissions also contribute to the strategic planning process.

1.10.3 Strategic planning sets the directions and priorities for the activities of all WMO constituent bodies to enable all Members to improve their core information, products and services, maintain necessary infrastructures and directly benefit from advancements in science and technology. The Strategic Plan emphasizes key priorities for the forthcoming financial period to advance the achievement of the (currently eight) expected results which outline the benefits and improvements to the capacity of all Members.

1.10.4 Those priorities reflect the inputs from all WMO Members and constituent bodies and guide decisions for the upcoming financial period 2016-2019 to ensure that the Plan brings the greatest benefits to Members. The priorities and expected results are reflected in the integrated WMO results-based budget and detailed in the WMO Operating Plan, which presents time-bound programme activities and projects of technical commissions, regional associations and the Secretariat. The Operating Plan also provides the risk and performance matrix to assess progress in the achievement of the expected results and forms the basis for resource allocation, and monitoring and evaluation.

1.10.5 The [Strategic Plan](#) articulates the desired results of the Organization's activities geared to meeting the following global societal needs:

- (a) Improved protection of life and property by mitigating the impacts of hazardous weather, climate, water and other environmental events and addressing the need for improved safety of transport on land, at sea and in the air;
- (b) Poverty eradication, sustained livelihoods, food security, improved health and social well-being, sustainable access to water and energy, and economic growth by making available weather, climate, water and related environmental services to support the post-2015 sustainable development agenda;
- (c) Sustainable use of natural resources and improved environmental quality by designing weather, climate, water and related environmental services to manage atmospheric, terrestrial and water resources at all time-scales, and the development of other natural resources.

1.10.6 The WMO Strategic Plan guides the Organization's activities geared to meeting the targets set by the strategies and programmes of the international community, such as the United Nations Conference on Sustainable Development (Rio+20), the United Nations Post-2015 Sustainable Development Goals, the Hyogo Framework for Action 2005–2015, the Sendai Framework for Disaster Risk Reduction 2015-2030 and the Small Island Developing States Accelerated Modalities of Action (Samoa Pathway).

1.10.7 Other strategies and policy instruments that are closely connected with strategic planning include:

The Strategy for Service Delivery

1.10.8 The [WMO Strategy for Service Delivery](#) (SSD), adopted at the Sixteenth Congress, serves as a foundation to strengthen and improve service delivery across the entire WMO, by sharing best practices, supporting mutually agreed guidelines, and by increasing user engagement throughout the delivery process, taking into account the many differences in cultures, structures, operational practices, resource and development levels across National Meteorological and Hydrological Services (NMHSs).

The Capacity Development Strategy

1.10.9 The [WMO Capacity Development Strategy](#) (CDS) was developed to provide a coordinated and cohesive approach to capacity development activities carried out by WMO to help Members fulfil their mandates and contribute to the goals of the Organization. The overall objective of the CDS is to foster effective capacity development assistance to WMO Members and facilitate sustainable development of their NMHSs particularly in developing countries, least developed countries and small island developing States.

Resolution 40 (Cg-XII) – WMO policy and practice for the exchange of meteorological and related data and products including guidelines on relationships in commercial meteorological activities

1.10.10 The Twelfth Congress noted the impact of the commercial activities of National Meteorological or Hydrometeorological Services on the traditional exchange of services and transfer of technologies between them. Congress encouraged Members to maintain and augment those free exchanges and transfers, particularly to less developed services on a non-commercial basis. Congress shared the view that the data exchange issue needed to be coordinated with other international organizations concerned. Congress affirmed WMO's commitment to providing research and educational communities with continued free and unrestricted access to meteorological and related data and products for their non-commercial activities, and to strengthen WMO and the International Council for Science World Data Centres. In this respect, Congress adopted [Resolution 40 \(Cg-XII\)](#).

Resolution 25 (Cg-XIII) – Exchange of hydrological data and products

1.10.11 As regards the free and unrestricted exchange of hydrological data and products, the Thirteenth Congress (1999) adopted [Resolution 25 \(Cg-XIII\)](#).

1.11 RELATIONS WITH OTHER ORGANIZATIONS

1.11.1 In addition to the Agreement between the United Nations and WMO, mentioned in paragraph 1.2.5 above, Article 26(a) of the Convention stipulates that the Organization shall establish effective relations and cooperate closely with such other intergovernmental organizations as may be desirable. The detailed policy of WMO concerning relations with the

United Nations and other international organizations was laid out by the Fifth Congress (1967) through its Resolution 6 (Cg-V). In this respect, it is to be noted that such cooperation can be formalized by one of the following means:

- (a) Formal agreement after approval by a two-thirds majority of the Member States in Congress or by correspondence;
- (b) Working arrangements after their approval by the Executive Council.

1.11.2 Article 26(b) of the Convention allows for the Organization to make suitable arrangements for consultation and cooperation with international non-governmental organizations on matters within its purview. For this purpose, the Council established, by its Resolution 2 (EC-IV), the scheme granting consultative status to non-governmental organizations. The scheme was endorsed by Congress (see *Abridged Report with Resolutions of the Second World Meteorological Congress*, general summary, paragraph 50 and Resolution 6 (Cg-V)).

1.11.3 The agreements and working arrangements or protocols that have been concluded between WMO and other United Nations specialized agencies, as well as other governmental, non-governmental and international organizations, are published in *Agreements and Working Arrangements with other International Organizations, Basic Documents No. 3* (WMO-No. 60). This publication also contains the list of non-governmental organizations to which the Executive Council has granted consultative status.

1.11.4 In addition, as required, WMO establishes a Memorandum of Understanding with organizations for the implementation of specific projects that fall within the mandate of WMO. Sometimes, the Memorandum may cover wider areas of cooperation between WMO and another organization. It may be the first step towards establishing a more formal agreement. The Memorandum is generally entered into through exchange of letters between the executive heads of the organizations.

CHAPTER 2. DESIGNATION AND ROLE OF THE PERMANENT REPRESENTATIVES

2.1 FORMAL DESIGNATION OF PERMANENT REPRESENTATIVES

2.1.1 Regulation 6(a) stipulates that:

Each Member shall designate by written notification to the Secretary-General a Permanent Representative who should be the Director of the Meteorological or Hydrometeorological Service to act on technical matters for the Member between sessions of Congress. Subject to the approval of their respective Governments, Permanent Representatives should be the normal channel of communications between the Organization and their respective countries and shall maintain contact with the competent authorities, governmental or non-governmental, of their own countries on matters concerning the work of the Organization.

Such a policy conforms to the principle that representation at the Organization should be professional rather than political (see paragraph 1.4.2(c) above).

2.1.2 Among the definitions found at the beginning of the General Regulations, the Director of a Meteorological or Hydrometeorological Service is defined as:

The Director/Head of a Meteorological or Hydrometeorological Service of the Member who has been designated as the Permanent Representative of that Member, or alternatively, the Director/Head of a Service of a Member responsible at the national level for meteorology or for meteorology and operational hydrology specially designated by this Member for the purposes of the Convention and the General Regulations.

2.1.3 Directors/Heads of the National Meteorological or Hydrometeorological Services (NMSs) are normally designated by their government as Permanent Representatives with WMO. However, if other officials are designated as Permanent Representatives, they should cooperate closely and coordinate their activities with the Directors/Heads of their respective NMS. This will help to ensure compliance with international obligations and will also provide major benefits to the Directors in terms of guidance on the implementation of WMO Technical Regulations and other decisions, and of scientific, technological and management assistance to their Service. In the present publication, the reference to the Permanent Representatives implies the existence of such cooperation and coordination.

2.1.4 Notification to the WMO Secretary-General of the designation of the Permanent Representative with WMO shall come from one of the following authorities: the Ministry of Foreign Affairs, or another national authority appropriately mandated by the government such as the ministry responsible for the NMS, or the Permanent Mission of the Member with the United Nations Office and specialized agencies in Geneva.

2.1.5 The notification should clarify (Regulation 6(a)) whether the Permanent Representative is the normal channel of communication for technical matters only, or for all matters.

Authorization to sign on behalf of the Permanent Representative

2.1.6 The Permanent Representative shall inform the Secretary-General of the name of the person who is authorized to sign on his/her behalf in case of voting, including election, by correspondence. This information has to be in a special form (see Annex I) to be sent to him/her by the Secretary-General.

2.1.7 The designation of a Member's Permanent Representative with WMO is not to be confused with a Member's Permanent Representative to the United Nations, which is a designation accorded to the head of a [diplomatic mission](#) to the United Nations Organization and/or United Nations Office in Geneva. The latter is a political function, which is separate and distinct from the role of the Permanent Representative with WMO as outlined in paragraph 2.4 below.

2.2 DESIGNATION OF HYDROLOGICAL ADVISERS TO THE PERMANENT REPRESENTATIVES

Regulation 6(b) stipulates that:

Each Permanent Representative may appoint a hydrological adviser who should be the representative of the respective National Hydrological Service, or equivalent national agency, and should advise the Permanent Representative with respect to WMO activities in operational hydrology and water resources. Permanent Representatives shall notify the Secretary-General of such appointment.

2.3 CONTACT ADDRESSES AND STRUCTURE OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES

2.3.1 The names and addresses of the Permanent Representatives and their Hydrological Advisers, arranged by regional associations, are published in [Composition of the WMO](#) (WMO-No. 5) which is issued quarterly, in January, April, July and October (for online access to this publication see paragraph 1.5.3). This publication also contains the names and addresses of the members of the Executive Council, as well as those of technical commissions designated by the Permanent Representatives of their respective countries. The content of each edition is based on the latest official information available in the Secretariat by the middle of the month preceding the month of issue.

2.3.2 The Permanent Representatives are invited to inform the Secretary-General of any changes concerning their respective countries in [Meteorological Services of the World](#) (WMO-No. 2) and [Composition of the WMO](#) (WMO-No. 5), taking into consideration the provisions of paragraph 2.3.1 above. Only changes provided by the Permanent Representatives are entered in those publications.

2.3.3 Changes concerning the Permanent Representatives should be notified to the Secretary-General by any of the authorities mentioned in paragraph 2.1.4 above.

2.4 ROLE OF PERMANENT REPRESENTATIVES

2.4.1 The present section provides information on the role of Permanent Representatives with regard to the relationship of their respective countries with WMO at both the national and international levels.

2.4.2 For issues concerning the role, operation and management of National Meteorological and Hydrological Services (NMHSs), the Permanent Representatives are referred to the relevant decisions and publications of the Organization. To date, these include:

- (a) The views of the Thirteenth Congress given in the *Abridged Final Report with Resolutions of the Thirteenth World Meteorological Congress* (WMO-No. 902), general summary, [paragraphs 7.2.1 to 7.2.32](#), and the decisions of subsequent Congresses;
- (b) [The Geneva Declaration](#) adopted by the Thirteenth Congress;
- (c) The World Meteorological Organization statements on the role and operation of NMHSs for [Directors](#) of those services and [decision-makers](#), developed by the Executive Council and endorsed by Congress;
- (d) [Guidelines on the Role, Operation and Management of the National Meteorological or Hydrometeorological Services](#) (WMO-No. 1112);
- (e) *National Meteorological and Hydrometeorological Services for Sustainable Development: Guidelines for Management* (WMO/TD-No. 947);
- (f) [Guide to Public Weather Services Practices](#) (WMO-No. 834), second edition, 1999.

Role at the international level

2.4.3 As mentioned in paragraph 2.1.1 above, the Permanent Representative should be the normal channel of communication between WMO and his/her country subject to the approval of his/her respective government. This implies that:

- (a) The Secretary-General is the normal channel of communication between the Organization and its Members. All correspondence of the Permanent Representatives concerning the activities of WMO shall, therefore, be addressed by him/her to the Secretary-General of the Organization;
- (b) Except for matters mentioned in paragraph (c) below, the Permanent Representatives will receive from the Secretary-General of the Organization circular letters and individual letters concerning the activities of the country they represent. Copies of the letters related to activities in the field of operational hydrology are sent to the Hydrological Advisers to the Permanent Representatives. If such letters deal with matters related to the activities of another national institution, the Permanent Representative should coordinate the issue under consideration with that institution;
- (c) Correspondence on the following issues is sent to the Ministers of Foreign Affairs, with copies to the Permanent Representatives:
 - (i) Invitation to sessions of Congress, regional associations and technical commissions. Copies of the invitation to sessions of the technical commissions shall also be sent to the members of the commissions (Regulation 189);
 - (ii) Election by correspondence of WMO officers as provided for in the General Regulations;
 - (iii) Financial and political matters;
 - (iv) Other matters, as necessary.

WMO Regulations

2.4.4 The Permanent Representatives should keep abreast of major issues of concern to the Organization, make maximum use of WMO Programmes and activities, and comply with WMO rules and procedures for the development of their respective NMHSs as well as other national institutions dealing with meteorology, operational hydrology and related disciplines, as laid down in the purposes of the Organization (Article 2 of the Convention). To this end, the Permanent Representatives should be fully conversant with:

- (a) WMO procedures and practices as laid down in its Convention and General Regulations referred to in section 1.4 above. These will enable the delegations of their countries to participate actively in the work of WMO constituent bodies which are discussed in Chapters 3 and 4;
- (b) The *Technical Regulations* (WMO-No. 49), including their annexes, mentioned in paragraph 1.7.3 above, to ensure the implementation of the standard practices and to comply as far as possible with the recommended practices (see paragraph 1.7.4 above);
- (c) The WMO Guides, mentioned in paragraph 1.7.5 above, which are intended to assist Members in determining the appropriate practices, procedures, methods and techniques in various fields;
- (d) Compendiums being issued for meteorological personnel, which are based on relevant provisions of WMO Technical Regulations, Manuals and Guides. These compendiums will enable meteorological personnel to perform their work more efficiently by following specific procedures;
- (e) WMO scientific and technical Programmes as laid down by the decisions of Congress and elaborated in the latest Strategic Plans and WMO technical publications, which provide further details on the implementation of those Programmes;
- (f) The decisions of Congress related to the assessment of proportional contribution in order to take the necessary measures with their national authorities to ensure the payment of contributions in due time to avoid the application of Resolution 37 (Cg-XI) mentioned in paragraph 1.8.3 above;
- (g) The decisions of the Executive Council, particularly those embodying the recommendations of the technical commissions;
- (h) The relevant decisions of their respective regional associations, in order to ensure the implementation of the basic systems of the World Weather Watch (WWW) at the regional level, as well as those concerning the implementation of regional components of other programmes and the application of meteorology, hydrology and related disciplines, which are tailored to meet regional requirements.

Approval of members of subsidiary bodies

2.4.5 In accordance with Regulation 36(a), Permanent Representatives should act as promptly as possible to approve the invitation addressed to an expert living in the country they represent to participate in the work of subsidiary bodies of WMO constituent bodies (see paragraphs 3.2.22 and 3.2.25).

Role at the national level

Relationship with related national institutions

2.4.6 As stipulated by Regulation 6(a) and mentioned in paragraph 2.1.1 above, the Permanent Representatives shall maintain contact with the competent authorities,

governmental or non-governmental, of their own countries on matters concerning the work of the Organization. Such a two-way channel is in the interest of the country as it will enable the NMHS to contribute effectively in areas connected with meteorology, hydrology and related geophysical sciences for sustainable development.

2.4.7 For this purpose, the Permanent Representatives are advised to establish or to participate actively in national bodies in fields of activity which require meteorological (weather and climate), hydrological or related information. Those bodies may include, as appropriate, national committees or panels with other institutions, non-governmental organizations or universities dealing with topics such as:

- (a) Climate services including climate change and variability;
- (b) National emergency preparedness and disaster mitigation;
- (c) Agricultural meteorological services;
- (d) Natural resources;
- (e) Water resources;
- (f) Environmental monitoring and protection;
- (g) Land transportation;
- (h) Civil aviation;
- (i) Marine meteorological services;
- (j) Energy sector development;
- (k) Science and research;
- (l) Human resources development;
- (m) Planning, budgeting and management of financial resources;
- (n) Search and rescue operations.

2.4.8 Permanent Representatives should arrange, as required, for the exchange of non-meteorological data, which is carried out by other national services over the Global Telecommunications System of the WWW, such as seismic and other environmental data, in accordance with the procedures laid down in the Manual on the Global Telecommunication System (WMO-No. 386), [Attachment I-3, paragraph 2.2](#).

2.4.9 Permanent Representatives should provide national institutions in their respective countries with copies of WMO circular letters and publications related to their fields of activity (see paragraphs 5.6.3 and 5.7.3 below).

Authority of National Meteorological and Hydrological Services

2.4.10 In some countries, specialized weather services are provided by certain agencies independently from and without coordination with the NMHSs. These may include civil aviation, environmental agencies and ministries dealing with water, agricultural and military services. In this context duplication of both financial and human resources may occur, resulting in lack of standardization of data and products. In such cases, the Permanent Representative should do his/her utmost to ensure:

- (a) The adoption of an appropriate legislative text concerning the establishment of the NMHS;

- (b) That the NMHS is established with specific responsibilities for the various meteorological (weather, climate) and hydrological activities in the country;
- (c) That the NMHS has the sole authority for issuing weather- and climate-related warnings or statements, as appropriate.

If the above is not the case, the NMHS should coordinate with other agencies the establishment of networks of meteorological and hydrological observing stations. The relevant methods of observations should be standardized in accordance with WMO procedures. Furthermore, arrangements should be made, whenever possible, for those agencies to obtain the authorization of the NMHS for the collection, dissemination and archiving of meteorological data in the country.

2.4.11 Permanent Representatives are encouraged to consult the WMO statement on the role and operation of National Meteorological and Hydrological Services for [Directors](#) of those services, which was developed in accordance with the decision of the Fifteenth World Meteorological Congress (May 2007) to assist the Directors of NMHSs in addressing the evolving scientific, technological and societal challenges within the purview of their respective mandates, and in their collaboration with government agencies and user sectors. The statement further informs decisions by Directors of NMHSs and decision-makers on further development of their respective NMHSs.

Public awareness activities including World Meteorological Day and World Day for Water

2.4.12 Permanent Representatives should celebrate annually World Meteorological Day (23 March) mentioned in paragraph 1.2.4 above. Every year the Executive Council selects a theme and the WMO Secretary-General provides Members with the necessary information in the form of messages, booklets, pamphlets, video films and posters related to the theme of the year. A wide range of activities could be organized to celebrate World Meteorological Day (see Annex II).

2.4.13 World Day for Water is celebrated every year on 22 March on a theme decided by the United Nations General Assembly. Depending on the theme, one or more organizations of the United Nations system take the lead in preparing the relevant material. The World Meteorological Organization generally collaborates in such preparation and makes the material, including a message for the occasion, available to the Permanent Representatives, with copy to the Hydrological Advisers. The Permanent Representatives should collaborate with the Hydrological Advisers, once designated, to celebrate this event.

2.4.14 Depending on the theme proposed, WMO also participates in other international days, such as Environment Day (5 June), Ozone Day (16 September) and International Day for Natural Disaster Reduction (second Wednesday of October). The Permanent Representatives are generally informed of any arrangements for such celebrations.

2.4.15 Permanent Representatives should take advantage of such events and spare no effort to publicize the work of their NMHSs as well as that of the Organization, by providing clear, readily understandable information to the public. They should celebrate anniversaries of the establishment of their Services and, whenever possible, organize celebrations with other national institutions. This can be accomplished through the mass media, such as radio, television, newspapers and magazines as well as through newsletters and brochures.

2.4.16 At its forty-first session (1989), the Executive Council requested the Permanent Representatives to designate focal points for public information matters. Focal points serve as the initial contact with the WMO Communications and Public Affairs Office for the exchange of ideas and materials. They help integrate WMO's information activities with those at the national level, particularly as regards media contacts, and assist in identifying the needs and requirements of individual Members. The focal points help the Secretary-General provide a better information service geared to a number of Members (*Abridged Report with Resolutions of the Forty-first Session of the Executive Council* (WMO-No. 723), general summary, paragraph 14.3.6).

2.4.17 In this respect, it is to be pointed out that public awareness activities can enhance the image of the NMHSs in the eyes of their own governments. By collaborating through the WMO Information and Public Affairs Programme, which is guided by the WMO communication strategy, Members can greatly increase the impact of their public outreach activities. Guidelines for effective outreach are proposed in Annex III.

2.4.18 By its Resolution 27 (Cg-XVI) – Information and Public Affairs Programme, Congress provided general guidelines especially for the consolidation of the WMO presence on the web, while paying special attention to the needs of developing countries.

Capacity Development Strategy

2.4.19 The [WMO Capacity Development Strategy](#) (CDS), as referred to in paragraph 1.10.9 above, contains information on the support provided by WMO for the development of NMHSs, as well as an explanation of the process and tools that may be of use to the Permanent Representative. The Permanent Representatives of developing countries may obtain external support, as required. A wide range of potential mechanisms exists and Permanent Representatives should become familiar with those particularly applicable to their own country and specific circumstances. A brief outline of the most likely sources of technical cooperation for NMHSs is given in the CDS section on resource mobilization. Further background information on mobilizing resources can be found in [Mobilizing Resources for Technical Cooperation: The WMO Strategy for the Development of National Meteorological and Hydrological Services in support of sustainable development](#) (WMO-No. 863), issued in 1997.

Education and Training Fellowships

2.4.20 The Organization offers each year short-term (six months or less) and long-term (more than six months) fellowships to qualified candidates in the field of meteorology and operational hydrology and related sciences. The studies and training fall into the following broad categories: basic university studies, post-graduate studies, non-degree university studies, specialized training courses, on-the-job training, as well as technical training for the operation and maintenance of equipment. The programmes under which WMO grants fellowships and organizes study tours include: the United Nations Development Programme (UNDP), the WMO Voluntary Cooperation Programme, trust funds and the regular budget of WMO. Fellowships are awarded to approved candidates designated by their Permanent Representatives. Potential candidates should meet the requirements for academic qualifications, relevant experience, language proficiency, age limits, etc., as stipulated by the host training institutions. The criteria for the award of WMO fellowships were updated by the Executive Council at its sixty-sixth session (see Resolution 20 (EC-66)) and are given in Annex IV.

CHAPTER 3. WMO CONSTITUENT BODIES: COMPOSITION, FUNCTIONS AND SESSIONS

3.1 WMO CONSTITUENT BODIES

3.1.1 The WMO constituent bodies comprise:

- (a) The World Meteorological Congress;
- (b) The Executive Council;
- (c) Regional associations;
- (d) Technical commissions.

They are permanent bodies and function through their sessions and during the intersessional periods. Intersessional activities will be discussed in Chapter 4.

3.1.2 The present chapter deals mainly with Congress, regional associations and technical commissions. However, matters of particular interest to Members, whose Permanent Representatives are not members of the Executive Council, are mentioned as appropriate.

3.1.3 Moreover, as the Intergovernmental Board on Climate Services (IBCS), a body established under Article 8(h) of the Convention, will follow, *mutatis mutandis*, the procedures applying to Congress, this chapter is of interest to Permanent Representatives who have been designated by their government as principal members, alternate to the principal members or members of the IBCS.

3.1.4 The detailed procedures and practices are given in the General Regulations and, if appropriate, in the Convention. This chapter and Chapter 4 will deal mainly with those aspects that are considered to be of particular interest to the Permanent Representatives prior to, and after, sessions of the constituent bodies as well as during the intersessional periods. Procedures and practices during the sessions are normally explained, as required, by the representative of the Secretary-General during the session or are included in the information documents. In this respect, the Secretary-General normally issues for sessions of Congress a *Reference Guide: Procedures and Practices for Elections, Voting and Conduct of Business at Congress*.

3.2 COMMON PROCEDURES AND PRACTICES FOR WMO CONSTITUENT BODIES EXCEPT THE EXECUTIVE COUNCIL

Notification of ordinary sessions and the provisional agenda

3.2.1 The notification of ordinary sessions of Congress, regional associations and technical commissions shall be made by the Secretary-General to the Ministers of Foreign Affairs with copy to the Permanent Representatives, in accordance with Regulations 131, 133, 172 and 189:

- (a) It should be noted that any Member may propose additional items to the provisional agenda, **but preferably not later than 30 days** before the opening of the session;
- (b) Explanatory memoranda providing a brief summary of these additional items shall accompany such proposals and shall be distributed by the Secretary-General to the Members (Regulations 135, 173 and 190).

Documentation for ordinary sessions

3.2.2 The documentation for the above-mentioned ordinary sessions shall be distributed in accordance with Regulations 133(a), 172 and 189.

3.2.3 Members of the Organization are entitled to submit documents to the above-mentioned ordinary sessions on matters related to the provisional agenda or proposed additional items as mentioned in paragraph 3.2.1(a) and (b) above.

3.2.4 Documents submitted by Members concerning items on the provisional agenda for regional associations and technical commissions should be made available to the Secretariat as early as possible **but preferably not later than 60 days** before the opening of the session, in accordance with Regulations 173(b) and 190(b).

3.2.5 Documents concerning proposed amendments to the Convention and to the General and Technical Regulations are discussed in paragraph 3.3.3 below.

3.2.6 The official languages in which the documents and abridged final reports of sessions of the constituent bodies are prepared and in which simultaneous interpretation for the sessions is provided are given in Annex V.

Credentials to sessions

3.2.7 Prior to the above-mentioned sessions, each Member should, if possible, communicate to the Secretary-General the names of the members of its delegation to that session, indicating who among them shall be regarded as its principal delegate, i.e. the head of the delegation (Regulation 21).

3.2.8 In addition, credentials of delegations signed by, or on behalf of, the appropriate governmental authority of the Member (Regulation 21) should be sent to the Secretary-General before the session or be delivered to his representative at the session. These authorities are designated by the Members, who notify the Secretary-General through the Ministry of Foreign Affairs or a designated government authority. The credentials are required to enable the delegates to represent officially their respective countries.

Publicity of meetings of constituent bodies

3.2.9 The meetings of the above-mentioned sessions shall be held in public, unless otherwise decided by the constituent body concerned (Regulation 124).

Nomination Committee

3.2.10 At their ordinary sessions, Congress, the regional associations and the technical commissions establish a Nomination Committee in accordance with the provisions of Regulations 25 and 26. The main function of the Nomination Committee is to consider the eligibility of the nominees for each office or place for which an election is to be held. Any candidate proposed or maintained in that Committee by a minority shall be included in the list of nominees (the term "minority" is interpreted to mean even one member of the Committee).

3.2.11 The eligibility of nominees for the offices of each of the above-mentioned bodies is discussed in paragraphs 3.3.10, 3.5.15 and 3.6.16 below, taking into consideration the provisions of Resolution 37 (Cg-XI) mentioned in paragraph 1.8.3 above.

Terms of office of the officers of the constituent bodies and elected members of the Executive Council

3.2.12 The terms of office of the President and Vice-Presidents of the Organization and of the president and vice-president of a regional association or a technical commission are detailed in the provisions of Regulation 11.

3.2.13 The Regulations do not provide for any limitation to the number of terms for which a Director of a Meteorological or Hydrometeorological Service can be elected as member of the Executive Council.

Extraordinary sessions

3.2.14 Congress, regional associations and technical commissions can hold extraordinary sessions in accordance with the procedures laid down in Article 10(b) and (c) of the Convention as well as in Regulations 129, 131(b), 134, 137, 170(b), 175, 187(b) and 192, as appropriate.

3.2.15 In this respect, it is recalled that by decision of Congress, the Commission for Basic Systems (CBS) has been holding an extraordinary session during each financial period since 1976. Similarly, Regional Association VI (Europe) held two extraordinary sessions in 1972 and 1976. Furthermore, the first extraordinary session of Congress was convened in 2012.

Arrangements by the Permanent Representatives regarding constituent body sessions

3.2.16 The Permanent Representative should obtain in good time the approval of the pertinent national authorities for the composition of the delegation as well as the necessary credentials (see paragraphs 3.2.7 and 3.2.8 above and 3.3.4 below). He/she should ascertain, as necessary, the national authority that is authorized to issue credentials for a specific session.

3.2.17 If on arrival at the session, the valid credentials are not received, every effort should be made to obtain them as soon as possible from the national authorities or, if feasible, from the Permanent Mission of the country of the Permanent Representative in Geneva, if the session is held at the WMO headquarters, otherwise from the Embassy of his/her country at the place of the session or the nearest place to it.

3.2.18 To meet the provisions of Resolution 37 (Cg-XI) referred to in paragraph 1.8.3 above, concerning the voting rights and the eligibility for nominations, Permanent Representatives should do their utmost to ensure that their country is not in arrears of its contribution to the Organization for more than two calendar years.

3.2.19 If there is any difficulty, the Permanent Representative may consult with the Secretary-General on how to remedy the situation, in accordance with the provisions of Resolution 41 (Cg-XV), which deals with settlement of long-outstanding contributions, and Article 8.8 of the Financial Regulation, as mentioned in paragraph 1.8.4 above.

Nomination for an elected position

3.2.20 A Member who wishes to nominate a candidate for any of the offices of President or Vice-Presidents of the Organization, a regional association or a technical commission or for a seat in the Executive Council shall inform the body concerned in session. The nomination will be handled by the Nomination Committee mentioned in paragraph 3.2.10 above. Any information related to the nomination of any candidate, which is addressed to the Secretary-General, shall be for information only.

Subsidiary bodies of constituent bodies

3.2.21 By virtue of Regulation 33, each of the constituent bodies has the right to establish, at its sessions, subsidiary bodies (working groups or panels of experts) and rapporteurs, as necessary, to work between sessions of that constituent body. The subsidiary bodies are composed of experts acting in their personal capacities who are referred to as “members”.

3.2.22 As mentioned in paragraph 2.4.5 above, the Permanent Representative must endorse the participation of nominated members who are living in the country he/she represents.

3.2.23 The Fourth Congress (1963) decided that there were neither legal nor constitutional obstacles to the establishment by Congress of a committee or a group composed of Members, not of members as referred to in paragraph 3.2.21 above (*Abridged Report with Resolutions of the Fourth World Meteorological Congress* (WMO-No. 142.RC.23), general summary, paragraph 5.3.9.6).

3.2.24 In this respect, it is recalled that to date two intergovernmental bodies have been established. One is the WMO Financial Advisory Committee, established by the Tenth Congress (1987) through Resolution 29 (Cg-X), subsequently revised by Resolution 39 (Cg-XV). The second is the Intergovernmental Panel on Climate Change (IPCC), established jointly with the United Nations Environment Programme (UNEP). The IPCC was established by the Executive Council at its fortieth session (1988) through Resolution 4 (EC-XL) and was endorsed by the Eleventh Congress through Resolution 11 (Cg-XI), subsequently revised by Resolution 10 (Cg-XV).

3.2.25 If the Permanent Representative is attending the session of a constituent body, he/she can notify the president of that body of his/her endorsement of the designation of an expert living in his/her country before the closure of the session. If not, he/she should reply promptly to the request of the Secretary-General for his concurrence (see paragraph 2.4.5 above).

Abridged final reports of sessions

3.2.26 By virtue of Regulation 115, the Secretariat shall publish an abridged final report of the session of a constituent body with a minimum delay after the close of the session. The report comprises a general summary of the work and the text of all the decisions adopted at the session.

3.2.27 The decisions of Congress and the Executive Council are in the form of resolutions. The decisions of regional associations and technical commissions shall be in the form of resolutions or recommendations, as they have to be considered by the Executive Council before their implementation (Regulation 116). However, decisions of constituent bodies can be recorded in the general summary.

3.2.28 The President of the Organization can approve, in case of urgency, any decision of a regional association or a technical commission on behalf of the Executive Council, in accordance with the provisions of Regulation 9(5), if so requested by the president of the body concerned.

3.2.29 The general summary of the work of a session shall include the substance of the discussion and the decisions arrived at under each agenda item (Regulation 112). Statements by delegations to a session shall not be included in the abridged final report of the session provided that no other decision is taken (Regulation 113). The abridged final reports of sessions of the constituent bodies of the Organization will be made available to Permanent Representatives through the WMO website. They will also receive a supplement to the final report of each session of a regional association or a technical commission containing the decisions and views of the Executive Council on the report (Regulation 116 and Rule 21 of the Rules of Procedure of the Executive Council).

3.2.30 On receipt of such reports and supplements, as appropriate, the Permanent Representatives should make the necessary arrangements to examine the decisions embodied

in the reports with a view to determining the action to be taken to implement the decisions concerning their respective countries. This is part of the work of the Permanent Representatives at both national and international levels, as discussed in Chapter 2 above. In this connection, consideration should be given to Article 9 of the Convention as well as to Regulations 127 and 128 (see also paragraph 1.7.4 above).

Summarized minutes of plenary meetings

3.2.31 By virtue of Regulation 112, summarized minutes of the discussion at plenary meetings of constituent bodies shall be prepared by the Secretariat only where there is a specific request from the plenary.

3.3 CONGRESS

Composition

3.3.1 Congress is the general assembly of delegates representing Members and, as such, is the supreme body of the Organization (Article 7(a) of the Convention). In this respect, it is to be recalled that the Members of the Organization may take decisions by correspondence between sessions of Congress, as discussed in paragraphs 4.3.1 and 4.3.2 below (Article 5(b) of the Convention).

Functions

3.3.2 The broad functions of Congress are set out in Article 8 of the Convention. Other functions are defined in other articles of the Convention as follows:

- (a) To appoint the Secretary-General (Article 21(a));
- (b) To determine the maximum expenditure that may be incurred by the Organization as mentioned in paragraph 1.8.1 above (Article 23);
- (c) To apportion the Organization's expenditures among the Members as mentioned in paragraph 1.8.2 above (Article 24);
- (d) Suspension of Members (Article 31).

The functions are reflected in the provisional agenda of ordinary sessions of Congress as given in Regulation 136.

Deadlines for documents by Members on amendments to the Convention, General Regulations and Technical Regulations

3.3.3 In addition to the general provisions concerning the submission of documents to sessions of the constituent bodies, given in paragraph 3.2.2 above, the following procedures shall be observed by Members when submitting documents to Congress:

- (a) Proposals for amending the Convention submitted by Member States should be sent to the Secretary-General so that he/she can communicate them to all Members of the Organization at least six months in advance of their consideration by Congress (Article 28(a) of the Convention);
- (b) In this respect, it is to be recalled that amendments proposed by the Executive Council by virtue of Resolution 4 (Cg-III) must be communicated to Members at least nine months before the opening of Congress (*Proceedings of the Third Congress of the World Meteorological*

Organization (WMO-No. 89.RC.18), seventh plenary meeting, paragraph 21, and *Abridged Report with Resolutions of the Seventeenth Session of the Executive Committee* (WMO-No. 173.RC.26), general summary, paragraph 2.2.7(e)). This procedure was laid down by Congress to give Member States the opportunity to submit, if they so wish, counterproposals to those submitted by the Executive Council;

- (c) Proposals for amending the General Regulations submitted by Members should be sent to the Secretary-General so that they can be communicated to all Members at least three months before they are submitted to Congress (Regulation 2(g));
- (d) Proposals for amending the Technical Regulations submitted by Members should normally be first considered by the relevant technical commission and subsequently by the Executive Council and Congress. However, the Executive Council has the authority to approve amendments to the Technical Regulations or new regulations if they need to be implemented before the time of the next Congress. Furthermore, Members are entitled to submit proposed amendments to the Technical Regulations, provided that they are communicated to all Members at least three months before they are submitted to Congress (Resolution 2 (Cg-VI)).

Composition of Members' delegations

3.3.4 The following considerations should be taken into account when designating delegations to Congress:

- (a) By virtue of Article 7(b) of the Convention, the principal delegate should be the Director of the Meteorological or Hydrometeorological Service of the Member as defined by the General Regulations (see paragraph 2.1.2 above). This conforms to the principle of the professional and not political character of the Organization (see paragraph 1.4.2(c) above). However, in the event that a high-ranking official of the Member is attending the session of Congress, or part thereof, he/she may be designated by the Member as the principal delegate;
- (b) Each delegation should include the Hydrological Adviser to the Permanent Representative, if any. Otherwise, it should include a representative of the Hydrological Service of the Member (Regulation 30(b));
- (c) Reference is made to paragraphs 3.2.7, 3.2.8 and 3.2.16 above concerning the procedures for the credentials of delegations.

Voting at sessions of Congress

3.3.5 Besides the general procedures for voting at sessions of a constituent body, given in Regulations 57 to 65, Article 11 of the Convention lays down the special procedure for voting in Congress as follows:

- (a) In a vote in Congress, each Member shall have one vote. However, only Members of the Organization that are States shall be entitled to vote or to take a decision on the following subjects:
 - (i) Amendment or interpretation of the Convention or proposals for a new Convention;
 - (ii) Requests for membership of the Organization;
 - (iii) Relations with the United Nations and other intergovernmental organizations;
 - (iv) Election of the President and Vice-Presidents of the Organization and of the members of the Executive Council other than the presidents of the regional associations;

- (b) Decision shall be by a two-thirds majority of the votes cast for and against, except that elections of individuals to serve in any capacity in the Organization shall be by simple majority of the votes cast. The provisions of this paragraph, however, shall not apply to decisions taken in accordance with Articles 3, 25, 26 and 28 of the Convention (see paragraph 3.3.6 below).

3.3.6 Articles 3 (membership of the Organization, paragraphs (c) and (e)), 25 (relations with the United Nations), 26 (relations with other organizations) and 28 (amendments to the Convention, paragraph (c)), referred to in paragraph 3.3.5(b) above, stipulate that a decision shall be approved by two-thirds of Member States of the Organization and not only by a two-thirds majority of the votes cast for and against during sessions of Congress.

3.3.7 On the other hand, the adoption of an amendment to the Convention under Article 28(b) requires the approval by Congress by a two-thirds majority of votes of Member States for and against. It shall come into force only after acceptance by two-thirds of Member States of the Organization. As decided by the Sixth Congress (1971), such amendment shall only be applicable to those Members who accepted it (*Abridged Report with Resolutions of the Sixth World Meteorological Congress* (WMO-No. 292), general summary, paragraph 5.1.4(a)). This procedure has never been used by Congress, as it may lead to the existence of more than one Convention at a time.

3.3.8 Congress, at its various sessions, adopted a number of procedures for amending the Convention, which are reviewed in the *Abridged Report with Resolutions of the Tenth World Meteorological Congress* (WMO-No. 681), Annex III.

Election during Congress

3.3.9 One of the main functions of the ordinary sessions of Congress is to elect by simple majority of Member States with voting rights (Article 11(a) and (b) of the Convention) the President and the three Vice-Presidents of the Organization, who are also the President and Vice-Presidents of Congress and of the Executive Council, as well as the members of the Executive Council other than the presidents of regional associations (Articles 4(b) and 8(j) of the Convention).

3.3.10 Only Directors of National Meteorological or Hydrometeorological Services (NMSs) as defined by the Regulations (see paragraph 2.1.2 above) are eligible for the offices of President and Vice-Presidents of the Organization and elected members of the Executive Council (Article 6(a) of the Convention).

3.3.11 To conform with Article 13(c)(ii) of the Convention concerning the maximum and minimum number of members of the Executive Council coming from the same Region, the presidents of the regional associations, after consulting the delegations of their respective Regions, recommend to Congress the regional distribution of seats of the Executive Council. This procedure was endorsed by the Ninth Congress which stressed that the negotiations to reach a mutually satisfying agreement within the limits of Article 13(c) of the Convention should be left to the wisdom of Congress (*Abridged Report with Resolutions of the Ninth World Meteorological Congress* (WMO-No. 615), general summary, paragraph 10.1.6).

3.3.12 The principal delegate of a Member who wishes to nominate a candidate for any of the offices or places mentioned in paragraph 3.3.9 above normally informs the chairperson of the Nomination Committee of the candidature. He/she should also inform the president of his/her regional association of the candidature to be taken into consideration during the consultation within the regional group (see paragraph 3.3.11 above).

3.4 THE EXECUTIVE COUNCIL

Composition

3.4.1 By virtue of Article 13 of the Convention, the Executive Council consists of:

- (a) The President and the Vice-Presidents of the Organization;
- (b) The presidents of regional associations, who are ex officio members of the Council;
- (c) Twenty-seven Directors of Meteorological or Hydrometeorological Services of Members of the Organization (referred to hereafter as “elected members”).

3.4.2 With a view to safeguarding the international and technical character of the Organization, the founding fathers of WMO were keen to ensure that the members of the Executive Council were elected in their personal capacity and that they should leave their allegiance to their countries behind them when acting on the work of the Council (Proceedings of the Twelfth Conference of Directors of the International Meteorological Organization, Washington D.C., October 1947, minutes of the eighteenth meeting, point 2). Consequently, Article 6(b) of the Convention was adopted, stipulating that members of the Executive Council should perform their duties as representatives of the Organization and not as representatives of particular Members. In addition, the presidents of regional associations, as ex officio members of the Council, have to present the views of their respective associations to the Council at its sessions (Regulation 167(5)).

3.4.3 Besides the members of the Executive Council, the following are entitled to participate in the sessions of the Council by virtue of Regulations 151, 152, 154 and 155:

- (a) Alternates and advisers to the members of the Council;
- (b) Representative(s) of the United Nations;
- (c) Presidents of the technical commissions;
- (d) Hydrological Advisers to the presidents of regional associations;
- (e) Representatives of the international organizations with which WMO has concluded arrangements or agreements providing for representation at sessions of the Council.

3.4.4 Permanent Representatives who are not members of the Executive Council are entitled to attend sessions of the Council as observer but they do not have the right to take the floor. However, if a Permanent Representative is interested in actively participating in a particular session, he/she may arrange with any member of the Council, including the president of the regional association concerned, to be designated as his/her adviser (*Abridged Final Report with Resolutions of the Thirteenth World Meteorological Congress* (WMO-No. 902), general summary, paragraphs 11.3.8 and 11.3.9).

Functions

3.4.5 The functions of the Executive Council are laid down in Article 14 of the Convention. These functions are reflected in the provisional agenda of ordinary sessions of the Council given in Regulation 156.

“Restricted” documents

3.4.6 At its eleventh session (1959), the Executive Council requested the Secretary-General that, unless otherwise decided, the indication “restricted” should be placed on documents for plenary meetings of the Council (*Abridged Report with Resolutions of the Eleventh Session of*

the Executive Committee (WMO-No. 87.RC.16), general summary paragraph 3.8). Rule 12 of the Rules of Procedure of the Executive Council provides that all non-confidential documents of the Executive Council and its subsidiary bodies be made public. In accordance with United Nations practice, the term “restricted” indicates that the content of a document should be regarded as confidential and should, therefore, be withheld from general circulation (*Abridged Report with Resolutions of the Third Congress of the World Meteorological Organization* (WMO-No. 88.RC.17), general summary, paragraph 3.8).

3.4.7 All Permanent Representatives are provided with copies of the final report of each session of the Executive Council.

3.4.8 By virtue of Rule 12 of the Rules of Procedure of the Executive Council, any Permanent Representative who is not a member of the Council is entitled to receive on request one copy of each of the Council documents except those of in-camera meetings. Such request shall be valid only for one session (*Abridged Final Report with Resolutions of the Thirteenth World Meteorological Congress* (WMO-No. 902), general summary, paragraph 11.3.11).

International Meteorological Organization Prize and other WMO awards

3.4.9 At its ordinary sessions, the Executive Council selects the winners of the International Meteorological Organization (IMO) Prize, the WMO Research Award for Young Scientists and the Professor Dr Vilho Väisälä Award.

3.4.10 The Secretary-General invites every year the Members of the Organization to nominate, if they so wish, candidates for these prizes and awards by circular letters describing the procedures for submitting candidatures.

3.4.11 Any Permanent Representative who so wishes can send to the Secretary-General the names of qualified candidates in accordance with the procedure explained in the circular letter with respect to each prize and award.

3.5 REGIONAL ASSOCIATIONS

Establishment

3.5.1 By its Resolution 32 (Cg-I), the First Congress established the following regional associations in accordance with the provision of Article 8(f) of the Convention:

- | | | |
|-----|--|----------|
| (a) | Regional Association I – Africa | (RA I) |
| (b) | Regional Association II – Asia | (RA II) |
| (c) | Regional Association III – South America | (RA III) |
| (d) | Regional Association IV – North America, Central America and the Caribbean | (RA IV) |
| (e) | Regional Association V – South-West Pacific | (RA V) |
| (f) | Regional Association VI – Europe | (RA VI) |

The present limits are outlined in accordance with Regulation 162 and Annex II of the General Regulations. It is recalled that the system of WMO regional associations follows that of regional bodies introduced by IMO in 1935 at the request of the Directors of the Meteorological Services of Africa. Those bodies were called Regional Commissions. The numbering of the Commissions, subsequently associations, indicates the chronological order of their establishment by IMO.

3.5.2 By Resolution 4 (Cg-IV), the Fourth Congress decided that the southern limits of Regions I, III and V should be along latitude 60°S to exclude the Antarctic area (see paragraph 3.5.3 below). This arrangement has continued since that time. Consequently, there is no regional association responsible for the area between 60°S and 90°S (see paragraph 3.5.10 below).

3.5.3 The geographical limits for each Region (a term used in Article 18(a)) are defined in Regulation 162. In this respect, it is recalled that WMO Regions, unlike their predecessors under IMO, include ocean as well as land.

3.5.4 The term "Region" is used also in a special context with regard to the regional distribution of seats of the Executive Council referred to in paragraph 3.3.11 above. By virtue of Regulation 141, a Member that belongs to more than one regional association shall, for the purposes of Article 13 of the Convention, normally be regarded as coming from the Region in which the headquarters of its Meteorological Services is located. Such a Member may, however, for the purpose of Article 13, select another Region to which it belongs, in which the greater part of its territory lies. The functions, roles and responsibilities of regional associations may be found in Regulations 162–179. The geographical boundaries and Terms of Reference of the regional associations are given in Annex II of the General Regulations.

Composition

3.5.5 By virtue of Article 18(a) of the Convention, regional associations shall be composed of the Members of the Organization, the networks of which lie in, or extend into, the Region. A Member of the Organization may belong, therefore, to more than one regional association.

3.5.6 A Member of the Organization has the right to belong to a regional association in which it is exclusively responsible, technically and financially, for a network of meteorological or hydrological stations lying in, or extending into, the geographical limits of the Region concerned, provided that such stations are situated on the territory of the Member (Regulation 164). This implies that a Member will not belong to a regional association automatically unless it informs the Secretary-General of its wish to exercise its right to do so.

3.5.7 The networks within the territory of a Member shall not be represented in the regional association by more than one delegation, which shall represent that Member (Regulation 166).

Functions

3.5.8 The broad functions of regional associations are set out in Article 18(d) of the Convention. These functions are reflected in the provisional agenda of the ordinary sessions of the regional associations given in Regulation 174.

3.5.9 The regional associations study, from the regional point of view, the scientific and technical programmes of the Organization and coordinate, as necessary, the relevant implementation activities undertaken by Members. They promote cooperation among their Members on matters affecting the work of their respective NMHSs. They encourage development of meteorology, operational hydrology and related disciplines in their respective Regions. They promote the implementation of decisions of Congress and of the Executive Council in their respective Regions. In addition, they recommend to Congress and the Executive Council measures to assist Members, particularly developing countries, in the implementation of WMO Programmes and development of their NMHSs.

3.5.10 The coordination of meteorological activities in the Antarctic, mentioned in paragraph 3.5.2 above, is undertaken by the Executive Council, which established for this task, at its sixteenth session (1964), a Working Group on Antarctic Meteorology (Resolution 23 (EC-XVI)). This Working Group was replaced by the Executive Council Panel of Experts on Polar Observations, Research and Services through Resolution 9 (EC-LX), in which the mandate

of the group was extended to include the Arctic Polar regions/zones. Subsequently, through Resolution 3 (EC-67), the Executive Council Panel of Experts on Polar and High-mountain Observations, Research and Services was established with amended terms of reference and the inclusion of the "Third Pole", High-mountain Regions, in its mandate.

Sessions

3.5.11 Ordinary sessions of a regional association shall normally be held at a place within its Region (Regulation 169), at intervals not exceeding four years (Regulation 170(a)). However, should any difficulty arise, sessions can be held in the WMO headquarters in Geneva (Annex I to the Regulations, paragraph 6).

3.5.12 A Member of a regional association that wishes to host a session in its country has to observe the provisions of Regulation 18.

3.5.13 Members that do not belong to a regional association are entitled to attend its sessions without voting rights (Article 18(b) of the Convention).

Delegations to sessions

3.5.14 The delegation of a Member to a session of a regional association is normally headed by its Permanent Representative or a high-ranking official of its National Meteorological Service. It should include the Hydrological Adviser to the Permanent Representative mentioned in paragraph 1.5.5 above.

Officers of regional associations

3.5.15 At each of its ordinary sessions, the regional association shall elect its president and vice-president (Article 18(e) of the Convention), each of whom must be the Director of the National Meteorological Service of a Member belonging to the Region, as defined in the Regulations and as given in paragraph 2.1.2 above (Article 6(a) of the Convention and Regulation 168(a)), taking into consideration the provisions of Resolution 37 (Cg-XI) mentioned in paragraph 1.8.3 above (see also paragraphs 3.2.18 to 3.2.20 above).

3.5.16 By virtue of Regulation 168(b), the president of a regional association should be assisted by a regional Hydrological Adviser, designated at each ordinary session of the association in accordance with Regulation 33. The Hydrological Adviser should be a representative of a service responsible for operational hydrology and should preferably be the chairperson of the Association's Working Group on Hydrology, whose duties are specified in Annex IV of the Regulations.

Assistance from Regional and Subregional Offices

3.5.17 Regional and Subregional Offices are established by the Secretary-General in WMO Regions to assist Members, officers and subsidiary bodies of their respective regional associations. They are part of the Secretariat and will be discussed in Chapter 5.

3.6 TECHNICAL COMMISSIONS

Establishment

3.6.1 By virtue of Article 19(a) of the Convention, technical commissions consisting of technical experts of WMO Members may be established by Congress to study and make recommendations to Congress and the Executive Council on any subject within the purpose of the Organization.

3.6.2 Since the First Congress, a number of changes have taken place in the structure of the technical commissions in the fields of meteorology, operational hydrology and related disciplines.

3.6.3 To cope with such developments, the Thirteenth Congress adopted a new Regulation 181 to permit the establishment of a technical commission jointly with another intergovernmental body of the United Nations system, when the proposed terms of reference of a technical commission overlap substantially with the activities of the other body, and such joint sponsorship is deemed to be in the interest of WMO. Subsequently, Congress adopted Resolution 14 (Cg-XIII) for the establishment of a joint commission between WMO and the Intergovernmental Oceanographic Commission (IOC) of the United Nations Educational, Scientific and Cultural Organization (UNESCO), namely the Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM).

3.6.4 The technical commissions of the Organization established by Congress (Regulation 180) are classified in two groups as follows (see Annex III to the Regulations):

(a) Basic commissions

- (i) Basic operations and facilities:
 - Commission for Basic Systems (CBS);
 - Commission for Instruments and Methods of Observation (CIMO);
 - Commission for Hydrology (CHy);
- (ii) Research in atmospheric sciences:
 - Commission for Atmospheric Sciences (CAS);

(b) Applications commissions

Applications to economic and social activities:

- Commission for Aeronautical Meteorology (CAeM);
- Commission for Agricultural Meteorology (CAgM);
- Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM);
- Commission for Climatology (CCI).

Composition

3.6.5 All Members have the right to be represented on technical commissions. The technical commissions are intergovernmental bodies of the Organization. They are composed of technical experts in the fields covered by the terms of reference of the commission and are designated by Members. These experts are referred to as “members of the Commission”. A Member may designate such members to serve on a commission as it deems necessary (Article 19(b) of the Convention and Regulation 183).

3.6.6 When considered desirable by the technical commission, additional technical experts in the same field may be invited by the commission to participate in its work as “associate members” until the end of the following session (Regulation 184).

3.6.7 The list of members of the technical commissions is published in [Composition of the WMO](#) (WMO-No. 5) referred to in paragraph 1.5.3 above.

3.6.8 The Permanent Representative shall inform the Secretary-General of the name and address of each of the technical experts that have been designated.

3.6.9 The Permanent Representative has to review the names(s) of the designated member(s) of each of the technical commissions and keep the list published in [Composition of the WMO](#) (WMO-No. 5) up to date, as explained in paragraphs 2.3.1 and 2.3.2 above (for online access to this publication see paragraph 1.5.3).

Functions

3.6.10 The main purpose of the technical commissions is given in Regulation 182(a). The general as well as the individual terms of reference are given in Annex III to the Regulations.

3.6.11 In general, technical commissions are established to study developments in meteorology, operational hydrology and related disciplines and their applications to meet the needs of Members throughout the world.

Sessions

3.6.12 Ordinary sessions of a technical commission shall normally be held at intervals not exceeding four years (Regulation 187(a)). Members are encouraged to host sessions of technical commissions taking into consideration the provisions of Regulation 18. However, should any difficulty arise, the sessions can be held at the WMO headquarters in Geneva (Annex I to the Regulations, paragraph 6).

3.6.13 By virtue of Regulation 189, all Members, whether they have designated members or not, are entitled to participate in sessions of technical commissions with voting rights unless they are deprived of that right by Resolution 37 (Cg-XI), mentioned in paragraph 1.8.3 above.

Delegations to sessions

3.6.14 While a Member has the right to include in its delegation any number of delegates, it is recommended that the delegation include the expert(s) designated by the Member as part of the technical commission.

3.6.15 Reference is made to paragraphs 3.2.7, 3.2.8, 3.2.16 and 3.2.17 above, concerning the credentials of delegations.

Officers of technical commissions

3.6.16 At each of its ordinary sessions, the technical commission shall elect its president and vice-president (Article 19(c) of the Convention), taking into consideration the provisions of Resolution 37 (Cg-XI) mentioned in paragraph 1.8.3 above (see also paragraphs 3.2.18 to 3.2.20 above). Only members of a commission shall be eligible for the office of president or vice-president of that commission (Regulation 185).

CHAPTER 4. INTERSESSIONAL ACTIVITIES OF CONSTITUENT BODIES

4.1 WMO CONSTITUENT BODIES FUNCTIONING AS PERMANENT BODIES

4.1.1 At its ordinary sessions, Congress elects a President and three Vice-Presidents of the Organization who are also the President and Vice-Presidents of Congress and the Executive Council (see paragraph 3.3.9). On the other hand, each of the regional associations and technical commissions elects at its ordinary sessions its president and vice-president (see paragraphs 3.5.15 and 3.6.16 above).

4.1.2 A constituent body may establish subsidiary bodies (working groups or panels of experts, in the case of the Executive Council) and rapporteurs, as it deems necessary, to work between sessions (see paragraphs 3.2.21 to 3.2.25 above).

4.1.3 WMO constituent bodies carry out their intersessional activities through their respective presidents and the subsidiary bodies in consultation, as necessary, with their respective WMO Members (members (experts)).

4.1.4 To speed up the work of the constituent bodies during the intersessional periods, the procedures for voting by correspondence and for election between sessions were laid out by the Second Congress (1955) through Resolution 10 (Cg-II) (subsequently refined by Regulations 66 to 79) and by the Third Congress (1959) through Resolution 5 (Cg-III) (subsequently refined by Regulations 91 to 94).

4.2 CONSULTATION BETWEEN SESSIONS

4.2.1 The president or chairperson of a constituent or subsidiary body may consult the WMO Members (or members (experts)) of that body by correspondence on any technical matter within the terms of reference of the body. Such consultation is normally made through the Secretary-General.

4.2.2 The Secretary-General may consult the Members of the Organization on technical as well as on financial and political matters. For this purpose:

- (a) The consultation on political or financial matters shall be addressed to the Ministers of Foreign Affairs with a copy to the Permanent Representatives;
- (b) The consultation on technical matters shall be addressed to the Permanent Representatives with a copy to their Hydrological Advisers in case of matters related to hydrology.

4.2.3 The chairperson of a working group or panel of experts may consult the members of the group or panel on matters within the terms of reference of that body. A rapporteur may consult the WMO Members of the parent body. The president of the parent constituent body should be involved in such consultation which is normally made through the Secretary-General.

4.2.4 Whenever a Permanent Representative or a member of a subsidiary body receives a request for consultation, the utmost should be done to reply within the time limit indicated in the circular letter of the Secretary-General. The contribution by the WMO Members (or members (experts)) of a specific body to the subject of the consultation will help to determine in a timely manner the action to be taken.

4.2.5 If the consultation involves a questionnaire, this should be completed as clearly as possible. Any related information, which the Permanent Representative may wish to convey, and which is not covered by the items of the questionnaire, can be added in a separate sheet.

4.3 VOTING BY CORRESPONDENCE

4.3.1 By virtue of Regulation 66, any question within the terms of reference of a constituent body, which in the opinion of its president could be solved by correspondence between sessions, may be submitted to a vote by correspondence, subject to the following provisions:

- (a) A vote by correspondence by Members of the Organization, when urgent action is required between sessions of Congress, shall be taken only on matters which are not reserved in the Convention for decision by Congress in session, as given in paragraph 4.3.2 below. Such a vote shall be taken upon receipt by the Secretary-General of the request by a majority of the Members or when so decided by the Executive Council (Article 5 of the Convention);
- (b) A vote by correspondence on political or financial matters shall be addressed to the Ministers of Foreign Affairs of the Members with a copy to the Permanent Representatives;
- (c) A vote by correspondence, upon a proposal before a regional association, shall be cast by the Permanent Representatives of the Members of the association;
- (d) A vote by correspondence, upon a proposal before a technical commission, shall be cast by the Permanent Representatives of the Members represented on the commission (Regulation 66(c)).

4.3.2 The matters reserved in the Convention for decision of Congress in session, referred to in paragraph 4.3.1(a) above, fall into two categories:

- (a) Matters strictly reserved for decision of Congress, as identified in Articles 8(f), (g) and (i), 21, 23 and 31 of the Convention and Article 1 of the Financial Regulations;
- (b) Matters reserved for decision of Congress in session with possibility of intersessional decision by the Executive Council or by correspondence. This category includes:
 - (i) Election of officers of the Organization and members of the Executive Council, other than the presidents of the regional associations (Article 8(j)):

Regulations 15 and 145 are applicable in this respect. With regard to Regulation 145, it should be noted that the Tenth Congress reiterated the decision of the Ninth Congress that the word "designated", in Regulation 145, should continue to mean "elected" until Congress decides thereon (*Abridged Report with Resolutions of the Tenth World Meteorological Congress* (WMO-No. 681), general summary, paragraph 10.3.2);

- (ii) Amendments to the Convention:
 - a. At its third (1959) and sixth (1971) sessions, Congress was of the opinion that the approval of proposed amendments to the Convention by a postal ballot was neither permissible nor desirable (abridged reports with resolutions of the Third Congress (WMO-No. 88.RC.17, general summary, paragraph 3.1.1.4) and Sixth Congress (WMO-No. 292, general summary, paragraph 5.1.3));
 - b. However, the Ninth Congress, in view of the importance of the matter under consideration (the proposed amendments to Articles 3 and 34 of the Convention allowing the United Nations Council for Namibia to become a Member of the Organization) and to enable all Member States to participate, requested that the Executive Council arrange to secure the approval of Member States on the adoption of the above-mentioned articles by postal ballot (*Abridged Report with Resolutions of the Ninth World Meteorological Congress* (WMO-No. 615), general summary, paragraph 10.1.10). In this respect, it is to be mentioned that this process did not succeed in getting the necessary replies of the two-thirds

of Member States before the Tenth Congress, due to the complexity of the procedure for the approval by Members, which does not have a time limit, as explained in paragraph 4.3.5 below;

(iii) Amendments to the General Regulations:

Regulation 2(c) and (d) provides for the possibility, in urgent cases that cannot wait for the next session of Congress, that proposed amendments to the General Regulations be submitted for a vote by correspondence, if so agreed by the Executive Council;

(iv) Amendments to the Technical Regulations:

- a. Amendments to the Technical Regulations shall normally be decided by Congress on the recommendation of the technical commission concerned after consideration by the Executive Council;
- b. However, if an amendment or a new regulation needs to be implemented before the next Congress, the Council may, on behalf of the Organization, approve the amendments in accordance with Article 14(c) of the Convention. This practice applies particularly to amendments to the Technical Regulations on services for international air navigation, which are adopted jointly by WMO and the International Civil Aviation Organization (ICAO). This procedure was authorized by the Second Congress through Resolution 19 (Cg-II) and was further recalled by the Sixth Congress (see *Abridged Report with Resolutions of the Sixth World Meteorological Congress* (WMO-No. 292), general summary, paragraph 2.6.2.3) and refined in Resolution 7 (EC-LX) – Amendments to the WMO *Technical Regulations* (WMO-No. 49), Volume II – Meteorological Service for International Air Navigation;
- c. Amendments to the annexes to the Technical Regulations (Manuals) proposed by technical commissions are normally decided by the Council (*Abridged Report with Resolutions of the Sixth World Meteorological Congress* (WMO-No. 292), general summary, paragraph 2.6.2.3);

(v) Amendments to the Staff Regulations:

The Staff Regulations may be amended by the Executive Council, if it would not be in the interest of the Organization to defer such amendments until the next Congress. An amendment made by the Executive Council shall be submitted for approval by Congress at its next session (Staff Regulations, Article 12.3).

4.3.3 In any vote by correspondence, only the Members concerned with voting rights in accordance with the provisions of Resolution 37 (Cg-XI), referred to in paragraph 1.8.3 above, are entitled to vote.

4.3.4 The detailed procedures for voting by correspondence are given in Regulations 66 to 79. Below is a brief reminder of the main points:

- (a) All votes by correspondence, including election, shall be conducted by the Secretary-General (Regulation 74);
- (b) The exchange of opinion prior to vote by correspondence shall be in accordance with the provisions of Regulations 67 to 69 and 75(a);
- (c) In any vote by correspondence, including an election, a vote shall be valid only if the voting slip is received by the Secretary-General not more than 60 days after the date of dispatch of the request to vote (Regulation 72(a));
- (d) The provisions applicable to a vote by correspondence shall be those in force on the date of dispatch of the request to vote (Regulation 71).

4.3.5 The procedures for voting by correspondence by Members of the Organization, referred to in paragraphs 4.3.1 and 4.3.4 above, shall be based on the provisions of Article 11 of the Convention. In this respect, particular mention is made of Articles 3, 25, 26 and 28 of the Convention (see paragraph 3.3.6 above) whose application requires the approval of two-thirds of the Member States of the Organization. This procedure does not require the approval within the 60 days referred to in paragraph 4.3.4(c) above. The procedure to secure the approval of the two-thirds majority of Member States is, therefore, open-ended, that is without any time limit. On the other hand, a proposal for convening an extraordinary session of Congress, if received from one-third of the Members of the Organization, shall be approved by correspondence if a simple majority of the Members are in favour of the proposal (Article 10(c) of the Convention).

4.3.6 The president of a constituent body is authorized to approve a proposal on behalf of that body without a vote by correspondence (Regulation 77).

4.3.7 If the vote is preceded by an exchange of opinion, as mentioned in paragraph 4.3.4(b) above, the Permanent Representative should send his/her opinion, if any, on the proposal to be submitted for voting, within the time limit indicated in the letter of the Secretary-General (Regulation 68).

4.3.8 If the letter with the request to vote by correspondence is addressed to the Minister of Foreign Affairs, the voting slip should be duly completed by the Minister or by a person authorized to sign on his/her behalf. In this case, the letter transmitting the voting slip should indicate that the person, including the Permanent Representative if such is the case, is authorized to sign the voting slip.

4.3.9 If the request to vote by correspondence is addressed to the Permanent Representative, the voting slip should be duly completed and signed by the Permanent Representative or by the person authorized to sign on his/her behalf, as mentioned in paragraph 2.1.6 above.

4.3.10 The completed voting slip should be transmitted to the Secretary-General in good time, not more than 60 days after the date of dispatch of the letter requesting the vote by correspondence, in accordance with the provisions of Regulation 72(a) mentioned in paragraph 4.3.4(c) above. A voting slip received by the Secretary-General after that time limit shall be considered invalid (*Abridged Report with Resolutions of the Twenty-first Session of the Executive Committee* (WMO-No. 245.RC.32), general summary, paragraph 5.1.9).

4.4 ELECTION BETWEEN SESSIONS

4.4.1 The procedures for election between ordinary sessions of the constituent bodies are given mainly in Regulations 91 to 94 and in other related regulations and decisions of Congress, namely Regulations 15, 16(a) and 57, and Article 11(a) of the Convention.

4.4.2 It rarely happens that in the process of electing the Third Vice-President of the Organization by correspondence, the office of the Second Vice-President becomes vacant. In such an event, the newly elected Third Vice-President becomes acting Second Vice-President, and a further process of election by correspondence is carried out for electing a new Third Vice-President.

4.4.3 If the offices of both president and vice-president of a regional association or technical commission become vacant at the same time, which rarely happens, the following procedure will be applied in accordance with the provisions of Regulation 16 (a)–(c). When it is decided to hold elections by correspondence, the Secretary-General, who is responsible for conducting the election by virtue of Regulation 74, shall invite those entitled to vote to nominate in advance candidates who are eligible for the office or place to be filled. A period of not less than 30 days shall be allowed during which nominations of candidates will be received (Regulation 92). The eligibility of candidates is discussed in paragraphs 3.3.10 and 3.5.15.

4.4.4 It should be pointed out that Regulation 92 clearly states that only those who are entitled to vote have the right to nominate candidates for the office or place to be filled. This is of particular importance for the technical commissions, where only the Members of the Organization with voting rights, who have designated experts on that commission, are entitled to vote and to nominate eligible candidates.

4.4.5 Furthermore, it has to be pointed out that in the process of designating by correspondence acting members of the Executive Council to fill the vacant place of an elected member of the Council, as envisaged in Regulation 145, it is only the members of the Council who are entitled to nominate eligible candidates and not the Members of the Organization.

4.4.6 In compliance with the decision of the Twelfth Congress, the Secretary-General notifies by correspondence those Members whose nationals or representatives would not be eligible to fill the vacant office by virtue of Resolution 37 (Cg-XI) mentioned in paragraph 1.8.1 above. This notification is sent to the Members concerned at least 30 days before dispatching the letter to request nominations (*Abridged Final Report with Resolutions of the Twelfth World Meteorological Congress* (WMO-No. 827), general summary, paragraph 11.3.4).

4.4.7 Before proceeding with the election, the Secretary-General shall ascertain, within 20 days, that each nominee is eligible for the office to be filled and is willing to be among the candidates for election. Subsequently, the Secretary-General shall establish the final list of candidates. If the list contains only one name, the candidate shall be declared elected (Regulation 93).

4.4.8 Thereafter, the Secretary-General shall communicate to the Ministers of Foreign Affairs, with a copy to the Permanent Representatives of the Members entitled to vote or to the Permanent Representatives authorized to vote, the final list of candidates, inviting them to vote for the election of their preferred candidate. The Secretary-General shall request that the replies of the Ministers of Foreign Affairs be received by him not more than 60 days after the date of dispatch of the request to vote (Regulation 72(a)).

4.4.9 As all elections have to be by secret ballot (Regulation 82), the Secretary-General shall attach two envelopes with the voting slip. One is a blank envelope in which the duly completed voting slip is enclosed and sealed. The other contains the name of the Member and the signature of the authority to sign on behalf of the Member. The sealed blank envelope containing the voting slip shall be enclosed in the other envelope which shall then be sealed and forwarded to the Secretary-General.

4.4.10 The completed voting slip should be transmitted to the Secretary-General in good time, not more than 60 days after the date of dispatch of the request to vote by correspondence, in accordance with the provisions of Regulation 72(a). A voting slip received by the Secretary-General after that time limit will be considered invalid.

4.4.11 A voting slip, received in time, shall be invalid if:

- (a) It includes more than one name or if it includes the name of any person not appearing in the final list of candidates referred to in paragraph 4.4.8 above (Regulation 83);
- (b) It contains anything that could identify the Member participating in the vote.

4.4.12 The candidate who obtains a simple majority shall be declared elected (Regulation 87). For elections, the simple majority shall be the next integer immediately above the half of the voting slips received from Members with voting rights, excluding abstentions and blank or invalid voting slips (Regulation 64(b)).

4.4.13 If, in the first ballot, no candidate obtains a simple majority, a second ballot shall be held, between the two candidates who obtained the highest number of votes in the first ballot, if it is more than 180 days before the next ordinary session of the body. However, if any other candidate has obtained the same number of votes in the first ballot as the second candidate, that candidate shall also be included in the list (Regulation 87).

4.4.14 If, in a ballot, a decision is not reached between two or more candidates because they have obtained the same number of votes, another ballot shall be held. If no decision is reached in the new ballot, the decision between those candidates shall be made by drawing lots (Regulation 90).

4.4.15 During the process of election between sessions, if any of the persons on the final list of candidates withdraws his/her agreement to be a candidate or is no longer eligible for the office for which he/she is nominated, the president of the constituent body concerned shall cancel the vote by correspondence. The voting slips received in response to the request to vote shall be considered null and void (Regulation 75(b)).

4.4.16 In this respect, it is recalled that the Twelfth Congress adopted the following statement on the application of Regulation 75(b) in conformity with Regulation 2(f):

The eligibility of candidates for election by correspondence for the purpose of Resolution 37 (Cg-XI) shall be that prevailing on the date of dispatch of request to nominate candidates to fill an office or a place as prescribed in Regulations 15, 16(a) and 144[now 145] of the General Regulations. This condition shall satisfy the eligibility requirements of Regulation 74(b) [now 75(b)] of the General Regulations. (*Abridged Final Report with Resolutions of the Twelfth World Meteorological Congress, WMO-No. 827, general summary, paragraph 11.3.2*).

4.4.17 A Member who is not entitled to make nominations in accordance with Resolution 37 (Cg-XI), but is interested in an election by correspondence for any of the offices referred to in paragraph 4.4.2 above, shall do everything possible to settle the issue of its contribution to the Organization after receiving the letter referred to in paragraph 4.4.6 above. For this purpose, it can follow the procedure mentioned in paragraph 1.8.4 above.

CHAPTER 5. WMO SECRETARIAT

5.1 OFFICIALS OF THE SECRETARIAT — APPOINTMENT AND INTERNATIONAL CHARACTER

5.1.1 By virtue of Article 20 of the Convention, the permanent Secretariat of the Organization shall be composed of a Secretary-General and such technical and administrative staff as may be required for the work of the Organization. The scientific, technical and administrative staff of the Secretariat are referred to as “officials” of the Secretariat as found in the definitions preceding the General Regulations. This term is distinct from “officers” of the Organization, referring to presidents and vice-presidents of the Organization and its constituent bodies.

5.1.2 The Secretary-General shall be appointed by Congress on such terms as Congress may approve. He/she, in turn, will appoint the officials of the Secretariat with the approval of the Executive Council in accordance with the Staff Regulations (Article 21 of the Convention). At its second session (1951), the Executive Council authorized the Secretary-General to appoint staff members of the General Service Category (GS staff) without approval of the Council (Proceedings of the Second Session of the Executive Committee, Twenty-third Plenary Meeting, paragraph 70(d)).

5.1.3 In this respect, it is recalled that the Ninth (1983) and Tenth (1987) Congresses approved certain procedures for the appointment of the Deputy Secretary-General and the Assistant Secretary-General, respectively (see the abridged reports with resolutions of the Ninth Congress (WMO-No. 615), general summary, paragraph 10.1.15, and the Tenth Congress (WMO-No. 681), general summary, paragraph 9.4.9).

5.1.4 Article 22(b) of the Convention stipulates that:

In the performance of their duties, the Secretary-General and the staff shall not seek or receive instructions from any authority external to the Organization. They shall refrain from any action that might reflect on their position as international officers. Each Member of the Organization on its part shall respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not seek to influence them in the discharge of their responsibilities to the Organization.

5.1.5 The duties, obligations and privileges of the staff members of the Secretariat are laid down in Article 1 of the Staff Regulations.

5.2 DUTIES OF THE SECRETARY-GENERAL

The broad duties of the Secretary-General are laid down in Regulation 201.

5.3 GENERAL FUNCTIONS OF THE SECRETARIAT

The general functions of the Secretariat are laid down in Regulation 202.

5.4 REGIONAL OFFICES AND WMO OFFICES IN THE REGION

Regional Offices

5.4.1 The concept of the establishment of WMO Regional Offices was approved by the Fourth Congress which agreed, by its Resolution 8 (Cg-IV), to designate, on a trial basis, a Regional Representative for Africa. This decision was taken upon a recommendation by Regional Association I (RA I) at its third session. In the light of the experience gained by this arrangement, the Fifth Congress confirmed the concept of establishing regional offices to be headed by Regional Representatives. The title was changed to Regional Directors by the Seventh Congress.

5.4.2 The criteria for establishing Regional Offices, as laid down by Congress and the Executive Council, are based on the following:

- (a) A Regional Office will be established by Congress upon a recommendation of the regional association(s) concerned;
- (b) The Regional Office is an integral part of the Secretariat, whose staff is appointed by the Secretary-General in accordance with WMO Staff Regulations and Rules. Its Director is a staff member not an "adviser" to the president of the regional association(s) concerned;
- (c) The location of the Regional Offices shall be decided by the Secretary-General in consultation with the president(s) of the regional association(s) concerned, taking into consideration the recommendation(s) of the Members of the association. The Secretary-General has established the following criteria for selecting the location:
 - (i) Easily accessible for Members;
 - (ii) Enabling the staff to carry out missions and to maintain close contact with Members of that regional association;
 - (iii) Providing adequate facilities to interact with WMO headquarters;
 - (iv) Enabling close contacts and liaison with relevant subregional, regional and international as well as intergovernmental and non-governmental, organizations, bilateral and multilateral development agencies and financial institutions;
 - (v) Reasonable working and living conditions for the staff;
 - (vi) The host country should offer the necessary supporting facilities and services for the Regional Office.

5.4.3 The WMO Secretariat regional structure may be found in [Composition of the WMO](#) (WMO-No. 5). For online access to this publication, see paragraph 1.5.3 above.

5.4.4 The main role of the Regional Offices is to provide assistance to the Members of their respective Regions. They advise Members on the possible ways and means, through external resources whenever needed, to implement WMO Programmes and to develop their National Meteorological and Hydrological Services (NMHSs) to meet the requirements of their countries in fields related to meteorology. In this respect, Regional Offices have to deal with a number of high-priority needs that have been identified by Members in the areas of science and technology, capacity-building, climate variability and change, water resources management, disaster mitigation, urban climatology as well as with other environmental issues such as pollution control. To do so, they have to ensure that the particular needs of the Regions are recognized and given due consideration in the planning, implementation and evaluation of the scientific and technical programmes of the Organization. To achieve this, they have to arrange visits to the countries of their respective Regions to discuss with the various national authorities the ways and means of providing the necessary support to the NMHSs.

5.4.5 The Regional Offices assist the presidents of their respective regional associations during their sessions and in the intersessional periods. They also provide support to the subsidiary bodies of their respective regional associations.

WMO Offices in the Region (formerly Subregional Offices)

5.4.6 The Twelfth Congress agreed that, during the twelfth financial period, the Secretary-General could establish, on a trial basis, Subregional Offices, within the staff ceiling of the Organization and within the budgetary allocations approved by Congress for technical cooperation and regional programmes, and without long-term obligations for the Organization. With the establishment of Subregional Offices, the Organization sought to harmonize the activities of the Technical Cooperation and Regional Programmes, particularly due to the limited resources of the Technical Cooperation Programme. Congress further noted that some national and regional institutions/organizations could be of assistance in providing the required support in this respect (*Abridged Final Report with Resolutions of the Twelfth World Meteorological Congress* (WMO-No. 827), general summary, paragraph 4.2.5). The Thirteenth Congress confirmed the concept of establishing Subregional Offices (*Abridged Final Report with Resolutions of the Thirteenth World Meteorological Congress* (WMO-No. 902), general summary, paragraphs 3.8.1.9–3.8.1.15).

5.4.7 Prior to the Sixteenth Congress, the Subregional Offices came to be known as WMO Offices in the Region, noting that the WMO Office in RA IV served all of RA IV and not just a subregion. The criteria for establishing WMO Offices in a Region and selecting their location are similar to those for establishing Regional Offices, mentioned in paragraph 5.4.2(b) and (c) above.

5.4.8 To date, the following WMO Offices in the Region have been established in consultation with the Members concerned:

Region I

- (a) WMO Office for Northern, Central and Western Africa (Abuja, Nigeria);
- (b) WMO Office for Eastern and Southern Africa (Nairobi, Kenya);

Region II

- (c) WMO Office for West Asia (Manama, Bahrain);

Region IV

- (d) WMO Office for Northern America, Central America and the Caribbean (San José, Costa Rica);

Region V

- (e) WMO Office for the South-West Pacific (Apia, Samoa).

5.4.9 For RA III, the WMO Regional Office for the Americas in Asuncion, Paraguay (RA III and RA IV) also serves as the WMO Office in the Region for RA III (South America).

5.4.10 The main role of the WMO Offices in the Region is to assist Members in the Region in enhancing the implementation of WMO Programmes in their country. The Offices should focus on the technical cooperation activities, particularly those related to identification of requirements, formulation of project proposals, evaluation and follow-up of projects and mobilization of resources at the national and regional levels through closer contact and liaison with bilateral and multilateral development agencies and financial institutions, as well as with regional intergovernmental organizations.

5.5 NEW YORK AND BRUSSELS LIAISON OFFICES

5.5.1 Following the United Nations Conference on Environment and Development (UNCED) in 1992, WMO undertook increasing responsibilities in then emerging high-priority areas that were mostly being dealt with at the United Nations Headquarters in New York — relating in particular to the follow-up to UNCED, climate change issues, freshwater resources, environmental matters and sustainable development. A Liaison Office was established at the United Nations Headquarters in New York to ensure continued and effective follow-up of WMO interests in these matters and to assist WMO's efforts to mobilize resources through formal and informal contacts with funding sources such as the United Nations Development Programme (UNDP), the World Bank, the Global Environment Facility and the International Monetary Fund (IMF).

5.5.2 In addition, WMO RA VI Members, through their NMHSs and intergovernmental bodies active in the meteorological arena such as the European Centre for Medium-Range Weather Forecasts (ECMWF) and the European Organization for the Exploitation of Meteorological Satellites (EUMETSAT) or through the Network of European Meteorological Services (EUMETNET), an economic interest grouping of 31 NMHSs, were increasing relations with European bodies, particularly the European Commission. A Joint WMO/EUMETNET/ECMWF/EUMETSAT Liaison Office was set up in Brussels, in the European district, to serve the common interests of the four Organizations and their members. In particular, the Liaison Office takes into account policy issues that affect the National Meteorological or Hydrometeorological Services nationally or through their international structures. From the perspective of the European Union, the Liaison Office also provides the opportunity for a single access point to the whole meteorological community, its programmes, skills and experience in a series of domains that are highly relevant to European Commission policies.

5.6 COMMUNICATION WITH MEMBERS

5.6.1 The provisions of Regulation 201 signify that the Secretary-General is the normal channel of communication between the Organization and its Members. The official correspondence of the Members concerning the activities of the Organization shall, therefore, be addressed to the Secretary-General, by one of the following means:

Postal address:
7bis, avenue de la Paix,
P.O. Box 2300
CH-1211 Geneva 2
Switzerland
Telephone: +41 (0) 22 730 81 11
Fax: +41 (0) 22 730 81 81
E-mail wmo@wmo.int
Home page: <http://www.wmo.int>

5.6.2 The Secretary-General corresponds with the Permanent Representatives through individual or circular letters except on issues for which correspondence will be addressed to the Ministers of Foreign Affairs, with a copy to the Permanent Representative, as mentioned in paragraph 2.4.3(c) above.

5.6.3 The following official circular letters from the Secretary-General are issued in Arabic (A), English (E), French (F), Russian (R) and Spanish (S) as indicated below:

- (a) Circular letters to Ministers of Foreign Affairs: A, E, F, R and S (WMO series);
- (b) Circular letters to Permanent Representatives: A, E, F, R and S (PR series);

(c) Circular letters to regional associations:

- (i) RA I: A, E and F
- (ii) RA II: A, E and R
- (iii) RA III: E and S
- (iv) RA IV: E and S
- (v) RA V: E and F
- (vi) RA VI: A, E, F and R;

(d) Circular letters to members of the technical commissions and bodies under Article 8(h) of the WMO Convention: A, E, F, R and S (CAeM, CAgM, CAS, CBS, CCI, CHy, CIMO and JCOMM series).

5.6.4 The presidents of the constituent bodies may correspond directly with the Members (or members) of their bodies, particularly on technical matters. In practice, presidents have found it useful to conduct all correspondence through the Secretary-General because of the amount of work involved in translation, typing, reproduction and other activities.

5.6.5 In the interest of coordination, assistance is provided by the Secretariat for correspondence between the chairpersons of constituent bodies, subsidiary bodies and their Members (members), as well as between the rapporteurs and the Members (members) of their respective parent bodies.

Information systems and technology

5.6.6 In the area of information systems and information technology, the establishment of the Office Automation System and expanded application of Information and Communication Technology within the Secretariat have facilitated and enhanced internal processes and services to Members, such as e-voting at the technical commission level and input for *Composition of the WMO* (WMO-No. 5, see paragraph 1.5.3) and the Country Profile Database (CPDB) (see Frequently Asked Questions (FAQ) at www.wmo.int/cpdb). The Secretariat has also implemented an e-Recruitment system. Permanent Representatives can benefit from these facilities. They are invited to visit the WMO home page which provides a host of useful information including links to several NMHSs and documents on the WMO scientific and technical programmes, as well as information on past and future WMO meetings. Accessing session documents through the WMO website has become imperative, since the adoption of paperless meetings at the sixty-fourth session of the Executive Council (2012).

5.7 PUBLICATIONS

5.7.1 As mentioned in Regulation 202, one of the duties of the Secretariat is to prepare or edit and arrange for printing and distribution of the approved publications of the Organization.

5.7.2 Formal publications (bearing a WMO number and ISBN) are grouped into two categories:

- (a) **Governance and technical publications**, including the official records of WMO constituent bodies and weather-, climate- and water-related publications originating from the technical commissions and departments;
- (b) **General information publications**, which are outreach publications targeting the general public, policymakers and decision-makers.

The Organization also issues other information products without a WMO number or ISBN such as folders, travel kits and posters; documentation and reports associated with meetings of non-constituent bodies, conferences and workshops; and studies prepared by experts and WMO staff.

5.7.3 Online publications are available free of charge to all Web users. If so needed, extra copies of any publication may be ordered from the WMO Secretariat, against payment, using the [order form](#).

5.7.4 An up-to-date list of WMO publications for Members only is issued by the Secretariat and is available through the [WMO Bookstore](#).

5.8 WMO BULLETIN

5.8.1 The First Congress decided, by its Resolution 16 (Cg-I), that a WMO Bulletin should be published to inform Members and people interested in meteorology of the activities of the Organization and to communicate other information and developments of interest to meteorologists.

5.8.2 At its second session (1951), the Executive Council laid down, by its Resolution 7 (EC-II), the form, content and periodicity of the *Bulletin*. At that time, the *Bulletin* was issued on a quarterly basis. The first issue was published in April 1952. At its forty-first session (1989), the Executive Council decided that the *Bulletin* should be made more interesting and attractive to the general public. Thus, under the general guidance of the Secretary-General, the content has become more diversified with more articles of interest to a wider readership. Its layout, format and cover have also become more appealing. Since its fifteenth session, Congress has decided the programme of publications for the following financial period, entrusting the Executive Council with the task of adjusting it with due respect for financial resources. Due to funding constraints, the executive decision was made in 2010 to publish the *Bulletin* bi-annually (March and October).

5.8.3 Permanent Representatives may contribute articles to the *Bulletin*.

5.9 STRUCTURE OF THE SECRETARIAT

5.9.1 Since its seventh session (1975), Congress has authorized the Secretary-General to arrange the structure of the WMO Secretariat in the best way possible within the financial limitations imposed by the approved maximum expenditure for a financial period and further, taking into account the decisions of Congress and the Executive Council on staff matters. In this context, the Fourteenth Congress (2003) decided that in order to be consistent with the Results-based Budgeting methodology, the maximum expenditure level, rather than a numerical limitation for staff, was to be considered as the effective limit of the staffing level.

5.9.2 Over the years, the Secretariat has undergone a number of organizational changes. In general, its structure is consistent with the scientific and technical programmes of the Organization and with the services required to ensure effective and efficient delivery of its mandate.

5.9.3 Since 1986, there have been a number of studies aimed at enhancing the effectiveness and efficiency of the Secretariat, particularly in the areas of management, human resources, communication and simplification of processes. The most recent review was undertaken following the Fifteenth Congress and led to a reform of the Secretariat, put in place progressively since 2006.

5.9.4 This reform process, characterized by the results-based management approach, is detailed in paragraph 1.10.2. It should also be noted that the structure of the Secretariat was reviewed as part of the process that led to the consistent implementation of results-based management and took effect on 1 January 2008.

5.9.5 The new structure of the Secretariat can be viewed at https://www.wmo.int/pages/about/sec/index_en.html.

The Executive Office

5.9.6 It comprises the Secretary-General, Deputy Secretary-General and Assistant Secretary-General. The Secretary-General is responsible for the overall technical and administrative work of the Secretariat and delegates substantive authority to the Deputy Secretary-General and the Assistant Secretary-General in matters related to programme management, policy, advocacy, and overall supervisory, legal and executive functions.

ANNEX I. SAMPLE SIGNATURE AND DELEGATION OF AUTHORITY TO SIGN

(Referred to in paragraph 2.1.6)

 <p>World Meteorological Organization Weather · Climate · Water</p>	<p>WORLD METEOROLOGICAL ORGANIZATION</p> <p>Sample signature and delegation of authority to sign*</p>
<p>Signature of the Permanent Representative with WMO</p>	
<p>Mr/Ms/Dr/Prof. ¹ _____</p>	
<p>whose authorized signature appears in the box below,</p>	
<div style="border: 1px solid black; height: 65px; width: 100%;"></div>	
<p>is the Permanent Representative of ² _____ with the World Meteorological Organization.</p>	
<p>Delegation of authority to sign*</p>	
<p><i>(Vote by correspondence, fellowship requests, financial matters, etc.)</i></p>	
<p>Mr/Ms/Dr/Prof. ¹ _____</p>	
<p>whose authorized signature appears in the box below,</p>	
<div style="border: 1px solid black; height: 65px; width: 100%;"></div>	
<p>is authorized to sign on behalf of the Permanent Representative of ² _____ _____ with the World Meteorological Organization, as indicated above.</p>	
<p>Place: _____</p>	<p>Date: _____</p>
<p>* Please fill in one form for each designee. If appropriate, indicate those subjects for which authority is specifically delegated.</p>	
<p>¹ Family name, given names, title and address.</p>	
<p>² Name of Member State or Territory.</p>	

ANNEX II. POSSIBLE ACTIVITIES FOR THE CELEBRATION OF WORLD METEOROLOGICAL DAY

(Referred to in paragraph 2.4.12)

The following have been reported by WMO Members as examples of the most frequent types of commemorative events and activities held annually to celebrate World Meteorological Day at the national level:

- (a) Official ceremony organized by the National Meteorological and Hydrological Service (NMHS) either at its headquarters or other appropriate venue with the participation of policymakers, dignitaries, invited guests and speakers giving lectures and presentations relating to the annual theme of the Day to an invited audience from all walks of society, including the media. Such events are traditionally accompanied by photographic and poster displays and handouts of relevant public information materials;
- (b) Press conferences, press releases, contacts with the media leading to the publication of articles and broadcast of special television and radio programmes commemorating the Day, including interviews with scientists and experts from the NMHSs;
- (c) "Open-Door Day" events traditionally organized by the NMHSs at their headquarters and/or at their provincial or local branches giving the general public, particularly young people and students, ample opportunity to visit the operational sites of NMHSs and learn on the country's advances in the field of meteorology, hydrology and related geophysical sciences. Such events are normally accompanied by displays and exhibition of meteorological materials, miniatures, equipment, publications and general public information materials;
- (d) Issuance, in cooperation with the competent authorities, of commemorative stamps, postal seals or postcards;
- (e) Development, printing and distribution of the year's calendar highlighting the achievements of the NMHSs and WMO;
- (f) Organization, in cooperation with the educational and other competent authorities, of school contests, sport events or quiz competitions relating to meteorology, hydrology and geophysical sciences.

*(Further details are given in *Getting your message across: Media Guide for WMO Information and Public Affairs Focal Points at National Meteorological and Hydrological Services* (WMO/TD-No. 1451)).*

ANNEX III. GUIDELINES FOR WMO MEMBERS ON A COMMUNICATION STRATEGY

(Referred to in paragraph 2.4.17)

In developing their own communication strategies, Members are encouraged to incorporate the following guidelines as far as possible:

- (a) Take account of the WMO communication strategy, including:
 - (i) Using the WMO logo;
 - (ii) Using the key message;
 - (iii) Aiming to build awareness about WMO;
 - (iv) Conveying information about WMO;
 - (v) Establishing the relevance of WMO;
 - (b) Develop an integrated approach through communication plans for key target audiences, including:
 - (i) The general public and civil society;
 - (ii) WMO Members, key influencers and decision-makers in governments;
 - (iii) United Nations system and intergovernmental organizations;
 - (iv) Non-governmental organizations;
 - (v) The private sector;
 - (vi) The media;
 - (vii) The scientific community;
 - (c) Each communication plan will include a mix of approaches such as:
 - (i) Websites and social media;
 - (ii) The media (press, radio, television, etc.);
 - (iii) Brochures and posters;
 - (iv) Events and conferences;
 - (v) Information and Public Affairs Focal Points;
 - (vi) United Nations Development Programme (UNDP) country offices and United Nations Information Centres;
 - (vii) Joint statements and activities with other organizations;
 - (viii) Merchandising;
 - (d) Capitalize on “free publicity” and the “multiplier effect”;
 - (e) Focus carefully on key activities and avoid unnecessary ones;
 - (f) Have a clear and simple communication strategy;
 - (g) Have a clear and simple message;
 - (h) Identify potential resources to capitalize on new opportunities;
 - (i) Train relevant staff to gain the skills necessary for successful implementation (e.g. media training);
 - (j) Obtain and analyse feedback on the implementation and effectiveness of communication plans.
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ANNEX IV. EXECUTIVE COUNCIL CRITERIA FOR THE AWARD OF WMO FELLOWSHIPS

(Referred to in paragraph 2.4.20)

1. The aim of the WMO Fellowship Programme is to support the education and training of qualified and suitable candidates, particularly from least developed and developing countries and small island developing States. Applications from women are especially encouraged. Fellowships should benefit both the individual candidate and the candidate's institution, usually the National Meteorological and Hydrological Services (NMHSs).
2. WMO may award both short-term (less than six months) and long-term (6 months or longer) fellowships, based on recommendations of the Fellowships Committee aligned with the priorities of the Education and Training Programme (ETRP).
3. Candidates applying for a WMO fellowship must complete a Fellowship Nomination Form, which must be certified by the Permanent Representative of the recipient WMO Member. The Permanent Representative will specify, amongst others, the expected benefit to the individual (for example, to produce a qualified workforce), and the benefit to the nominating institution (for example to assist in the organizational development of the NMHSs in the light of the changing needs of the services required to meet the evolving needs of users).
4. To be considered by the Fellowships Committee for a fellowship, candidates must:
 - (a) Meet the entry requirements for the proposed course of study;
 - (b) Be proficient in, or capable of learning in, the language of study;
 - (c) Be of sound health as confirmed by their completed medical certificate;
 - (d) Only apply for courses of study directly applicable to WMO Programme areas.
5. Newly appointed Directors of NMHSs are also eligible for very short-term training programmes in the management of NMHSs and for familiarization visits.
6. In awarding a fellowship, preference will be given to candidates who:
 - (a) Come from countries with least developed NMHSs as well as developing countries, countries with economies in transition and countries more vulnerable to natural disasters;
 - (b) Are supported by cost sharing;
 - (c) Apply for courses at Regional Training Centres or other training institutions in their Region;
 - (d) Apply for short-term fellowships or long-term fellowships not exceeding 18 months in duration;
 - (e) Are expected to work and make a long-term contribution to the NMHS of their country in a suitable post on completion of the fellowship;
 - (f) Have not been awarded a long-term WMO fellowship within the previous four years;
 - (g) Come from a country that has not recently benefited from a WMO fellowship.
7. In awarding a fellowship, account will be taken of:
 - (a) The need for regional proportional balance;

- (b) The need to practice equal opportunity policies (see Resolution 33 (Cg-XIV) – Equal opportunities for the participation of women in meteorology and hydrology);
 - (c) Whether the Permanent Representative of the candidates' country has provided WMO with the required report from any previous fellowship.
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ANNEX V. OFFICIAL AND WORKING LANGUAGES (DOCUMENTATION, INTERPRETATION AND FINAL REPORT) OF SESSIONS OF WMO CONSTITUENT BODIES

(Referred to in paragraph 3.2.6)

(as of April 2014)

The official and working languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish (General Regulation 118). Documentation is prepared and distributed in these languages, as defined by Regulations 119 to 122:

<i>Session</i>	<i>Official languages¹</i>
Congress	A, C, E, F, R, S ²
Executive Council	A, C, E, F, R, S ²
Regional Association I	A, E, F ^{2, 3}
Regional Association II	A, C, E, R ²
Regional Association III	E, S ^{3, 4, 5}
Regional Association IV	E, S ^{4, 5}
Regional Association V	E, F
Regional Association VI	A, E, F, R ⁶
Technical Commissions	A, C, E, F, R, S ⁷

1. A: Arabic, C: Chinese, E: English, F: French, R: Russian, S: Spanish.
 2. Information documents will be issued in English and, resources permitting, in the other languages. Minutes for Congress and the Executive Council shall be prepared in English only.
 3. Portuguese is used for interpretation at sessions of RA I and RA III, subject to the provisions of Resolution 20 (Cg-XIII).
 4. Information documents and minutes of plenary meetings are in English and Spanish.
 5. French is used for interpretation at sessions of RA III and RA IV.
 6. Spanish is used for interpretation at sessions of RA VI.
 7. Information documents will be issued in English and, resources permitting, in the other languages.
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