

Rules of procedure for the World Meteorological Organization (WMO) Executive Council (EC) Capacity Development Panel (CDP)

1) General

The rules of procedure for the Capacity Development Panel are adopted to provide procedural arrangements that are complementary to the Rules of Procedure for the constituent bodies.

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

2) Purpose, scope and terms of reference

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

- (i) Identify policy-related gaps in the capacity of NMHSs to exchange data, to deliver adequate services, to comply with WMO Standards and recommended practices, bearing in mind the Geneva Declaration 2019,
- (ii) Provide guidance and oversight regarding WMO efforts to strengthen assistance to the NMHSs of developing countries. Guidance could be along the lines enumerated in the annex to these Terms of Reference,
- (iii) Review education and training policies, qualification and competency standards, Regional Training Centre assessments, and WMO Global Campus activities,
- (iv) Identify training needs and give guidance on how to strengthen the capacity of training institutions, as well as recommend training activities to address gaps in formal and continuing education,
- (v) Oversee and guide the implementation of the tasks of the Executive Council according to Resolution 8.3/1 (Cg-18). In particular, ensure that WMO activities that support capacity development, including the Country Support Initiative and VCP, as well as WMO-related CREWS activities, are complementary and take into consideration the unique national context of Members,
- (vi) Review and analyse gaps in the WMO Gender Equality Action Plan and provide guidance regarding WMO efforts in gender equality,
- (vii) Provide reports and recommendations on WMO capacity development to the Policy Advisory and Technical Coordination Committees for consideration by the EC,
- (viii) Take into account the work of the technical commissions and other subsidiary bodies of the Executive Council as it pertains to capacity development.

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

- (i) Mechanisms to enhance the collection and sharing of up-to-date information relating to the development of NMHSs (e.g. CPDB/Extranet, surveys, national assessments, ...);
- (ii) Actions taken to build on existing capacities of NMHSs in developing countries, such as:
 - a) The facilitation of twinning arrangements and other innovative bilateral cooperation,
 - b) Strategies to leverage UN system and other development partner initiatives,
 - c) Advocacy efforts to governments, end-users, decision-makers on the socioeconomic benefits of investments in NMHSs,
 - d) Assistance to NMHSs to incorporate WMO and national requirements into national policy, legislative frameworks and national development plans,
 - e) Efforts to increase training and long-term education for developing countries,
 - f) Efforts to develop, implement, monitor and evaluate projects,
 - g) Promotion of principles for global meteorology, hydrology and climatology including authoritative voice, common standards, data and product sharing,
 - h) Review the activities of the technical commissions and regional associations aimed at developing, communicating and assisting NMHSs in developing countries to comply with WMO standards and recommended practices.

3) Composition

- (i) The Panel will be chaired either by a Vice-President of the Organization or a designated member of the Executive Council,
- (ii) The Panel will reach an agreement on designation of its vice-chair,
- (iii) The Chair and Vice-Chair should normally serve in their office for up to two consecutive terms,
- (iv) If the Chair cannot attend a session of the Panel, she/he will appoint a Panel member to chair the session in her/his absence,
- (v) In addition to the Chair, the Panel will consist of a maximum of twelve core members, each of whom will sit in a personal capacity and will serve for a period of four years
- (vi) A representative of Presidents of Regional Associations and a representative of WMO Regional Training Centres will be in the composition and appointed by the Executive Council,
- (vii) The remaining ten core members will be appointed by the Executive Council, based on the nominations of Permanent Representatives, on the basis of their professional expertise in institutional infrastructural, procedural and human resources capacity development in the fields of meteorology, climatology, hydrology, institutional, legal and education and training matters, taking into account the need for the Panel to be balanced across the different components of capacity development to have an appropriate technical, geographical and gender balance in considering the most highly qualified candidates,

- (viii) The Chair of the Panel will invite representatives of funding and development agencies including official development agencies, regional and sub-regional economic commissions, the World Bank, regional development banks and experts and representatives of stakeholder communities in capacity development to participate in the work of the Panel, as appropriate,
- (ix) In addition to acting in a personal capacity, Panel members will be expected to maintain regular contact with technical commissions to promote cross-cutting coordination and information exchange.

4) Chair and Vice-Chair

The duties of the chair shall be:

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

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

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

5) Meetings

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

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

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

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

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

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

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

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

Decisions: Decisions of meetings of the Panel should be recorded in the form of agreed conclusions and recommendations. Such recommendations shall require approval by the relevant body before implementation.

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

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

6) Subsidiary bodies

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

7) Coordination with other bodies

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

8) Assistance by the Secretariat

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