



**World Meteorological Organization**

**First Meeting of the Capacity Development Panel**  
Videoconference

**EC-CDP-1**

26 and 27 August 2020  
12:00 – 15:00 (UTC)  
14:00 – 17:00 (Geneva)

## **First Meeting of the WMO Executive Council (EC) Capacity Development Panel (CDP)**

### **SYNTHESIS DOCUMENT FOR RUNNING THE MEETING**

*(Based on synthesis of Moodle discussions and precursory Secretariat programme-related information)*

#### **Agenda Item 1: Opening, welcome remarks including brief self-introduction by Members of the Panel and adoption of agenda**

The Chair will open the meeting and invite a statement from the Secretary-General or his representative. Members will be invited to make a brief self-introduction.

It is recalled that because the meeting will be held through videoconferencing, all members of the panel were invited to make written contributions on every item on the agenda ahead of the session. The contributions were posted on Moodle site for this purpose. The WMO Secretariat, through the Member Services and Development Department, coordinated the administration of the Moodle site and have put together a synthesis of the contributions as the key discussion document for this meeting. Useful documents and information were also posted and regularly updated on the Moodle site.

Hence the foregoing, what we have before the panel is based on a synthesis of the Moodle discussions and precursory Secretariat programme-related information. All of these have been put together by the Secretariat over several weeks. Members of the Panel have also reviewed and made further inputs to the document. With this background on the work already done, the Panel was already well placed to come up with tangible outcomes from its deliberations in the first meeting.

#### Recommended action from this agenda item:

- 1) Take note of the statement by the Secretary-General in course of discussions

#### **Agenda Item 2: Election of Vice-Chair and Rapporteur**

The Chair will call for nomination of a member to the position of Vice-Chair, taking into account regional, gender, experience and other considerations. Based on consultations and discussions ahead of the session, and in view of these considerations, it is proposed that Mr John Ogren (Chief Learning Officer, National Weather Service National Oceanic and Atmospheric Administration, NOAA/NWS) is designated Vice-Chair of the Panel. The Vice-Chair will chair the meeting in the absence of the Chair. The Vice-Chair will jointly facilitate, with a member of the Panel, the revision of the WMO capacity development strategy and follow up events after the conclusion of the exercise.

It is also suggested that a rapporteur is nominated to work with the Chair, Vice-Chair and the Secretariat in production and keeping track of report of meetings and activities of the Panel.

The rapporteur will also act as the main liaison between different Expert Teams, Secretariat and the Chair. Dr Somenath Dutta (Head of Meteorological Training Institute at India Meteorological Department) is proposed for this position.

Recommended Actions from this agenda item:

- 1) Mr John Ogren as Vice-Chair with an immediate effect.
- 2) Dr Somenath Dutta as Rapporteur with an immediate effect.

**Agenda Item 3: Discussions on Rules of Procedure (RoP)**

The Technical Coordination Committee was tasked by EC-71 to develop RoP for the Research Board and other bodies. TCC-1 considered this subject matter, and a report exists on the outcome the meeting, which has been circulated to members of the panel, and it is also on the Moodle site. The Secretariat will present the RoP during the session. Following presentation by the Secretariat, the Panel will discuss its RoP. The RoP for the CDP are part of a coordinated package of RoP for non-constituent bodies, submitted to EC-72 through Draft Resolution 5.3(1)/1. Through Draft Decision 4/1, the TCC recommends that EC adopt the RoP package by consensus and without debate.

Recommended Action(s) from this agenda item:

- 1) The Panel to be guided by the RoP in developing its mode of work.
- 2) The Panel should review its approaches to work from time to time, especially with respect to the operations of its Expert Teams and Task Teams. Requests for amending the RoP should be submitted to EC through the TCC.

**Agenda Item 4: Approaches to collaboration between the Capacity Development Panel and Constituent Bodies**

The Secretariat will be invited to make a presentation. Following presentation by the Secretariat, the Panel will further examine the concept for a coordinated approach between the Capacity Development Panel and Constituent Bodies (Technical Commissions, Research Board, Hydrological Assembly and Regional Associations) as well as specialized panels of these Bodies. The Panel may wish to seek further clarifications on various issues regarding how to ensure effective coordination and make recommendations to the EC.

In the second meeting of the Technical Coordination Committee (TTC-2), the Chair of the Representation of the Hydrological Coordination Panel (HCP), Jan Danhelka (Director for Hydrology, Czech Hydrometeorological Institute, from Czech Republic) conveyed the outcome of the first meeting of the Panel which was held in December 2019, at which the following recommendation was made among others:

*"The HCP, noting with concern the absence of explicit provision for hydrological representation in the Capacity Development Panel, **recommends to EC to reduce from 10 to 9 the number of members appointed by PRs and to create a position for a representative of HCP.** In case this recommendation is accepted, **the suggested candidate would be Prof. Christophe Cudennec (IAHS).**"*

This issue raised by HCP has highlighted the issue of coordination of the Capacity Development Panel with other entities of the Organization. At present the Presidents of Regional Associations and WMO Regional Training Centers (RTCs) are being represented, as per Resolution 7 (EC-71). With the development brought about by the HCP recommendation, the CDP will have to expand to accommodate their representative, and there will not be a basis to justify exclusion of representatives of INFCOM, SERCOM and the Research Board.

Recommended Action(s) from this agenda item:

- 1) If agreeable to the Panel, it is recommended to propose during EC for expansion of membership of CDP with including of the following, more so because of the cross-cutting nature of capacity development and hence the need for seamless and effective coordination across the organization: i) one representative of Hydrological Coordination Panel, ii) one representative of INFCOM, iii) one representative of SERCOM, and iv) one representative of Research Board.
- 2) Ensure that up-to-date information on activities of constituent bodies are made available to the Panel on a regular basis, through formal reports of their meetings.
- 3) Ensure that there is regular update on Secretariat policy and programme activities prior to each meeting.
- 4) Take into account decisions and actions of constituent bodies as they relate to capacity development.

**Agenda Item 5: Brainstorming on various matters relating to capacity development of WMO Members**

The Chair will invite presentations on the following topics from the Secretariat.

1) Policy and Institutional matters (CSGO), 2) Infrastructure and its development (Infrastructure), 3) Assessment methods on the State of Service Delivery (Services), 4) Hydrology, water resources, and cryosphere (Hydrology and Water Resources), 5) Research and development (Science and Innovation), 6) Public Private Engagement (Public Private Enterprise), 7) Marine meteorology and WMO/IOC Collaboration (Marine Services), 8) Resource mobilization and partnerships (Development and Partnerships Office), 9) Communication and outreach (CSGO), 10) Human resource development, education and training (Education and Training)

Following the presentation, members of the Panel will be invited by the Chair to express their views on capacity development in WMO in the context of contemporary and future challenges of Members in the provision of weather, climate, water and environment related services. Contributors may wish to speak freely on wider issues relating to capacity development, and how they see it evolving into the future especially with respect to the direction of WMO Reform, its attending programme activities and potential benefits to Members.

**Issues identified by the Secretariat, based on existing information and synthesis of Moodle discussions by members of the Panel**

- i. WMO Capacity Development should take into account Earth System approach to the thrust of the work of the Organization. The WMO Secretariat needs to provide continuous guidance and advisory to all WMO affiliated institutions on how to realign

their work along the new direction. In particular, the RTCs require guidance on how to align their curricula to the WMO Strategic Plan and cooperate with other relevant institutions in their host countries. This might include model courses, competency frameworks, and the Basic Instructional Packages, among others.

- ii. Some of the WMO Strategic Objectives represent paradigm shifts for NMHSs, which requires education of RTCs to allow them to properly train their constituencies to develop in these areas.
- iii. Information should be collected each year on the performance of WMO affiliated institutions, particularly the WMO RTCs and specialized centres. The information should be in a format that shows how what has been delivered is aligned with the new WMO Strategic Objectives.
- iv. Because the EC Panel of Experts on ETR has ceased to exist, the replacement entity, i.e., Capacity Development Panel, needs to assume an authoritative voice on the expectations that should be set for RTCs, but also on the support and guidance that should be provided to them as well. They need to assume the role of connecting RTCs to the WMO Constituent Bodies and the Secretariat. The CPD should examine the previous terms of reference of the prior ETR Panel and consider appropriate revisions to the external assessment practices for RTCs in line with efficiency measures of the WMO Reform.
- v. The WMO Secretariat has the responsibility to support its affiliated institutions as a way of building capacity of its Members to respond to development and delivery of priority programmes that are specific to the goals and aspirations of the Organization.
- vi. Human resource development is one of the most important components of capacity development with aim to develop skilled manpower in the field of operational Weather, Hydrology, Climate and Environmental services and research. Systematic training need analysis (STNA) can identify gaps between current competencies and those required, but this STNA is not taking place in a regular and systematic manner in every part of the world. As a result, at one end there are abundance of non-optimally utilized resources and at the other end there are abundant and large gaps but a lack of resources. It is imperative that a globally uniform methodology for STNA be developed and to request the national governments to bring necessary legislation, compelling the NM&HS under it for carry out necessary STNA.
- vii. In the ongoing global health crisis, arising from the threat of COVID-19, there is a growing realization of the fact that using only classroom modes (with physical presence) cannot enable a Meteorological Training centre to operate. Distance learning is a required component. Thus, it is felt necessary that RTCs should be equipped with necessary infrastructure to continue their training in a blended mode. For this, WMO, through its ETR, may advise all the RTCs to develop the necessary infrastructure and skills. Some target time may be given. During the routine external assessment of RTC components by WMO teams, this requirement may be made one of the mandatory components for reconfirmation. If for this any legislation is required, the concerned Govt may be requested/suggested/advised.
- viii. Consider efficient and consistent methods for the evaluation of the impacts of training and broader capacity development initiatives to address WMO strategic objectives. In this light, to ensure coherent Secretariat internal coordination on capacity development, especially from a training perspective and by ensuring coherent development and delivery of various intervention projects in support of infrastructure.

- ix. The BIP-M requirements are the most critical qualification standards for Member. NMHSs should have options for their staff members to compete the BIP-M at any stage of their career and level of academic achievements.
- x. Build capacity for collaboration between the academia and NMHSs with aim of reducing the gap between scientific advances and NMHSs. Training is important and key, but not sufficient. Such endeavours should include closer cooperation and communications between the scientific community and practitioners in NMHSs. Hence attention should be focused on creation of partnerships and conscious effort to share good practices and experiences.
- xi. Enhancing capacity development through promotion of short-term, tailor-made courses on how to enhance cooperation between the scientific community and the NMHSs.
- xii. How to help some, if not all RTCs, to strengthen their fiduciary capacities to attract some level of funding to advance their programmes.
- xiii. WMO RTCs could better support one another if WMO offered a platform for collaborative development and sharing of ideas, resources and innovations.
- xiv. As a matter of high importance, it is necessary to revisit and strengthen horizontal cooperation between RTCs and other partner institutions.
- xv. The links between operations, research and operational research should be strengthened to help improve services.
- xvi. Developing frameworks to demonstrate in a quantifiable manner the societal benefits of RTCs.
- xvii. CIMH, Barbados, to continue to play a role in advancing Global Campus through support for the maintenance and updating of the Events Calendar, the contribution of courses and advertising of the platform. The panel welcomes other institution to volunteer in support of this task.
- xviii. Discuss ways to conduct RTC External Assessments.
- xix. The qualifications considered for participation in Expert Teams should broadly represent both experience and education level.
- xx. Many meteorological services are in charge of environmental services. Existing competency frameworks do not cover other aspects. Hence, there is the need to extend the competency frameworks to other areas. WMO could develop such competencies in collaboration with other specialized organizations.
- xxi. Regional plans for capacity development with short, medium and long-term goals to mobilize resources should be defined.
- xxii. Support is required for the translation and regional adaptation of model courses and critical resources and publications.
- xxiii. Need to develop of memoranda of understanding with partners to promote volunteer services.

Recommended Actions from this agenda item:

- 1) The issues identified could form part of recommendations to EC. However, Expert Team and the task team may need to take a further look at the issues identified as part of their assignments before forwarding any recommendation.

- 2) The issues identified could form part of the core of the terms of assignments of the Expert Teams.
- 3) Avail some of the recommendations to the Secretariat for consideration in their programme development and implementation.

### **Agenda Item 6: Establishment of Expert Teams**

#### Overall mandate of the Panel within the framework of Resolution 7 (EC-71)

The Panel will be responsible to the Executive Council through the Technical Coordination Committee (TCC) and the Policy Advisory Committee (PAC). 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. Provide reports and recommendations on WMO capacity development to the PAC and TCC for consideration by the EC.

The Panel will take into account the work of the technical commissions and other subsidiary bodies of the Executive Council as it pertains to capacity development.

Based on the wide scope of work of the Panel, Expert Teams and one Task Team are set up for continuous assistance in delivering specific activities and in delving into key aspects of its work with guidance for their deliverables, terms of reference and composition.

#### Working principles and guidance established by the Panel for the Expert Teams

- i. According to the RoP, subsidiary bodies may be established as needed for the discharge of specific tasks during the period in between meetings. Upon completion of the task, the tasks teams shall normally be terminated but, if need be, their mandate may be extended, or they may be re-established for a fixed period.
- ii. An expert team should be composed of about 5 core members, depending on its expected tasks.
- iii. The work of each Expert Team will be coordinated by a designated Facilitator in consultation with the Chair.
- iv. A member of the Panel could participate in the work of more than one Expert Team.
- v. Experts who are not Panel members should be invited to join the expert teams as necessary. These include invitees from partner organizations and academia. The number and duration of term of invitees is open.
- vi. The invited experts to the Team should be approved by the Chair, and in consultation with the WMO Secretariat. An invited expert will be involved in the work of the Panel as and when necessary.
- vii. The core function of the statutory terms of reference should include review of status reports, identification of issues, seek clarifications from the WMO Secretariat as appropriate, specific tasks required by the members to tackle issues, recommendations and follow-up actions for consideration by the Panel and eventually by EC. The Expert Teams will be allocated additional responsibilities based on matters arising from the meetings of the Panel.

- viii. An expert team will work within the mandate of WMO and cannot commit the Panel or the Organization.
- ix. The Chair may seek logistics assistance from the WMO Secretariat to facilitate the work of the panel when necessary.
- x. Timelines should be established for delivery of specific tasks.
- xi. Within the framework of resource mobilization, in coordination with the Secretariat, the Panel could seek assistance of reputed institution(s) to deliver some of the assignments under its supervision.
- xii. All Expert Teams to report to the Chair of the Panel on a periodic basis, and present outcomes of their assignment in coordination with the designated Rapporteur to the Panel through the Chair.
- xiii. Reports of Expert Teams to be presented in this format, depending on the assignment
  - a) overview of issues,
  - b) findings,
  - c) policy-related recommendations,
  - d) recommendations on programme and operations.

### **I. Expert Team on policy development and institutional matters**

#### Terms of Reference

Monitor and make recommendations on the following:

- i. Legislative measures, strategic and operating plans, WMO Gender Equality Action Plan.
- ii. Communications, outreach and negotiation needs and skills.
- iii. Advocacy efforts to governments, end-users, decision-makers on the socioeconomic benefits of investments in NMHSs.
- iv. Assistance to NMHSs to incorporate WMO and national requirements into national policy, legislative frameworks and national development plans.
- v. 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.
- vi. Review and analyse gaps in the WMO Gender Equality Action Plan and provide guidance regarding WMO efforts in gender equality.
- vii. 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.
- viii. Promotion of principles for global meteorology, hydrology and climatology including authoritative voice, common standards, data and product sharing.

#### Memberships

Facilitator: Dr Winifred Jordaan

Members: Dr David Farrell, Prof Dwikorita Karnawati, John Ogren, Ms Nirivololona Raholijao, Mr Evans Thompson

Invited members: Dr Mark Higgins

## **II. Expert Team on human resources development, education and training**

### Terms of Reference

Monitor and make recommendations on the following:

- i. Efforts to increase training and long-term education for developing countries.
- ii. Address gaps, qualification standards and competency implementation, WMO Regional Training Centres, education and training collaborators and implementation of education and training activities, WMO Global Campus initiative and opportunities.
- iii. Review education and training policies, qualification and competency standards, Regional Training Centre assessment practices, 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. Leadership and management issues.

### Memberships

Facilitator: Dr Anna Timofeeva

Members: Dr David Farrell, Dr Winifred Jordaan, Prof Peter Odjugo, Dr Somenath Dutta, Mr Zhiqiang Wang

Invited members: Dr Marina Baldi, Mr Didier Reboux, Dr Elizabeth Page, Eduard Podgaiskii, Ms Saviz Sehat Kashhani

## **III. Expert Team on capacity development through WMO technical departments**

### Terms of Reference

Monitor and make recommendations on the following:

- i. Development of technological infrastructure
- ii. Capacity development in Service delivery
- iii. Capacity development in hydrology and water resources
- iv. Capacity development in research, science and innovations
- v. Work in close collaboration with the appropriate departments in the Secretariat
- vi. Promotion of existing strategies on capacity development in various areas of service delivery, hydrology and water resources, by way of providing advisory on how to support least develop and developing countries.
- vii. Promotion of existing strategies in the areas of research, science and innovation.

### Memberships

Facilitator: Dr Carla Gulizia



Members: Dr Somenath Dutta, Prof Dwikorita Karnawati, Prof Peter Odjugo, Ms Nirivololona Raholijao, Dr Anna Timofeeva

Invited members: One representative each from Representatives of INFCOM, SERCOM, Research Board and Hydrological Coordination Panel. Ms Danara Alimbayeva, Maria Ines Campos, Dr Dirceu Hierdes, Mr Mikdat Kadioglu, Meihua Wang

#### **IV. Expert Team on capacity development through resource mobilization, partnerships and development assistance**

##### Terms of Reference

Monitor and make recommendations on the following:

- i. Provide guidance and oversight regarding WMO efforts to strengthen assistance to the NMHSs of developing countries.
- ii. The facilitation of twinning arrangements and other innovative bilateral cooperation.
- iii. Strategies to leverage UN system and other development partner initiatives.
- iv. 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.
- v. Opportunities, how to best apply extra-budgetary resources for greatest impacts, guidance to NMHSs on resource mobilization strategy.
- vi. Efforts to develop, implement, monitor and evaluate projects.
- vii. Partnerships, promotion of multilateral and bi-lateral collaboration, Public-Private Engagement (PPE), interagency collaboration including WMO-IOC JCB.

##### Memberships

Facilitator: Ms Karen McCourt

Members: Dr Somenath Dutta, Dr David Farrell, Prof Dwikorita Karnawati, Mr John Ogren, Mr Evans Thompson,

Invited members: DR Ayman Ghulam, Mr Jongseok Kim, Ms Janine Kuriger, Mr Kaah Menang, Dr Jorge Tamayo

#### **V. Task Team on revision of WMO capacity development strategy**

##### Terms of Reference

- i. Revise the WMO Capacity Development Strategy and Implementation Plan (2015) WMO No 1133 in the light of the reform and new direction of the organization.
- ii. Prepare a new capacity development strategy for consideration by the Panel.
- iii. Ensure relevant contributions from the Expert Teams.

- iv. Seek, as appropriate, contributions of WMO recognized institution or NMHS towards the delivery of the work.

#### Memberships

Facilitators: John Ogren and Dr David Farrell

Members: All members of the Panel

Invited members: Dr Ayman Ghulam, Mr Dominique Davrinche, Dr Maria Mamaeva, Dr Jose Pablo Ortiz de Galisteo Marin,

#### Recommended Action from this agenda item:

- 1) Confirm terms of reference and memberships of the Expert Teams.
- 2) Expert Teams to review suggested list of invited experts and make recommendations to the Chair for any possible changes.
- 3) All Expert Teams to set timetable for its work with the target of getting outputs in good time for deliberations ahead of next meeting of the panel.
- 4) Expert Teams to interact continuously with the WMO Secretariat during their assignments.

#### **Agenda Item 7: Consideration of timelines for delivery of the work programme of the expert teams to the Panel, and preparation for the Executive Council**

The Panel will discuss timetable for delivery of work of its expert teams and how it will deliberate on the outcomes and make recommendations to the Executive Council.

According to the RoP, the Chair will submit reports to the Executive Council and Congress at their regular meetings on the activities of the Panel. Such report is foreseen to EC-72 as Inf. 2.5(8) for EC-72.

#### Recommended Action(s) from this agenda item:

- 1) The CDP will agree on the outline of the Report of the Chair of the CDP to EC-72 for timely preparation by the Rapporteur with the Secretariat.
- 2) Revised capacity development strategy to be delivered by year 2022 in time for consideration by EC for recommendation to Cg-19. Task team to begin work immediately and submit a timetable for its work along with an outline by the next meeting of the Panel. Panel to aim at recommendations to EC-73 on how it plans to deliver its work with an extended outline of the content.
- 3) Expert Teams to propose recommendations on capacity development for consideration by the panel, as proposal to EC-73.

#### **Agenda Item 8: Any Other Business**

The Panel will discuss any other issues of importance for its consideration.

#### Recommended Action(s) from this agenda item:

1) OPEN ..... depending on the item(s)

**Agenda Item 9: Closure**

The meeting will agree on the date for its next meeting.

The Chair will call on the Secretary-General or his representative for closing remarks, further to which the meeting will be closed.

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