This document is an initial draft to the revision of the Terms of Reference of the Capacity Development Panel.

Amendments suggested in this document were proposed as per initial review by Karen McCourt and John Ogren.

Amendments already proposed in Resolution 12 (EC-72) and Decision 15 (EC-72) were also incorporated to this document as appropriate.

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

### 1. Terms of Reference

The Panel will be responsible to the Executive Council through the Technical Coordination Committee and the Policy Advisory Committee. It will monitor the priorities of, and activities under, the WMO Strategic Plan, the WMO Capacity Development Framework and WMO Gender Equality Policy, specifically:

1. Keep the WCDF under review and propose updates and adjustments as necessary,
2. Ensure communication of WCDF to relevant stakeholders is effectively undertaken, reporting back to EC on uptake and useProvide guidance and peer review into the WMO Strategic and Operating Plan (2027),
3. Provide guidance regarding WMO efforts to strengthen assistance to the NMHSs of developing countries. This may include a focus on peer review by the Panel of significant capacity development initiatives across WMO e.g. SOFF, EWFALL,
4. *Something around ‘coordination’ of capacity development activities across WMO as this was not included in the WCDS but has been requested by Members/EC several times. The outstanding action from previous EC to CDP was from the Swiss ““To conduct an assessment of, and clarify the rules and responsibilities of, the different actors as well as the different funding mechanisms involved in WMO Capacity Development activities” (Decides 9)” Coordination was also was brought up again last week at Congress and is not something covered elsewhere in WMO? So is there something that we could add in along these lines or at least ‘oversee and guide’ this work?*
5. Review education and training policies, competency standards, Regional Training Centre assessments,
6. 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,
7. Review and analyse gaps in the WMO Gender Equality Action Plan and provide guidance regarding WMO efforts in gender equality.

The Panel will provide reports and recommendations on WMO capacity development to the Policy Advisory and Technical Coordination Committees for consideration by the EC. The Panel will take into account the work of the existing bodies relating to capacity development.

2. Composition

1. The Panel will be chaired either by a Vice-President of the Organization or a designated member of the Executive Council. If the Chair cannot attend a session of the Panel, she/he will appoint a Panel member to chair the session in her/his absence,
2. In addition to the Chair, the Panel will consist of a maximum of seventeen core members, each of whom will sit in a personal capacity and will serve for a period of four years,
3. A Vice-Chair will be selected by the Panel at the first meeting of a new Composition,
4. The selection or designation of the Chair and the Vice-chair of the panel should be made taking into account rotation between the regions and on the understanding that the Chair and the Vicechair should normally come from different regions,
5. One president of a regional association and one representative from a WMO Regional Training Centre will be in the core composition and appointed by the Executive Council,
6. The core membership of the Panel will also include: (a) one representative of the Hydrological Coordination Panel, (b) one representative of INFCOM, (c) one representative of SERCOM, and (d) representative of the Research Board, and (e) one representative of JCB,
7. The remaining ten core members will be appointed by the Executive Council, based on the nominations of Permanent Representatives,
8. All seventeen core members should be appointed on the basis of their professional expertise in institutional infrastructure, procedural and human resources capacity development in the fields of meteorology, climatology, hydrology, institutional, legal, and education and training matters, taking into account the need for the Panel to be balanced across the different components of capacity development to have an appropriate technical, geographical and gender balance in considering the most highly qualified candidates,
9. The Chair of the Panel will invite representatives of funding and development agencies including official development agencies, 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,
10. 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,
11. Members will normally serve for a period of four years,
12. A renewed composition of the Panel may be proposed every four years, following the appointment process described in section 3. The process should be initiated shortly after Congress.

**3. Process for appointment of members**

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

(i) The Secretary-General will write to Members, with copy to Hydrological Advisers and the presidents of regional associations and technical commissions, advising them of the opportunity to nominate one person with appropriate skills for consideration by the Executive Council for the EC Capacity Development Panel. Nominations endorsed by the PR of the country concerned, or president of the appropriate regional association or technical commission, should be sent to the Secretary-General,

(ii) The Secretary-General will review the qualifications and submit a prioritized list of candidates to the Executive Council (or to the President of WMO in the inter-sessional period),

(iii) The Council (or the President on behalf of the Council in accordance with General Regulation 9) will appoint members of the Panel from the list of candidates compiled by the Secretary-General. The Council will authorize the President to fill any positions that fall vacant during the intersessional period using the list approved by EC.

**4. Working procedures**

The duties of the Chair shall be:

1. To preside over meetings;
2. 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;
3. To carry out such specific duties as are prescribed by decisions of Congress and the Executive Council and by the Regulations of the Organization;
4. 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;
5. To submit reports to the Executive Council and Congress at their regular meetings on the activities of the Panel;
6. 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;
7. To act, on behalf of the Panel, on matters requiring urgent decisions.

The duties of the Vice-chair shall be:

1. To act on behalf of the Chair when delegated by the Chair or when the Chair is not available to carry out his/her duties.
2. If the Chair or the Vice-chair resigns or is not able to carry out the functions of the office, a replacement should be arranged as soon as possible following relevant procedures.

The Panel shall:

1. Normally meet once per year, either face-to-face or by videoconference,
2. Make effective use of electronic forms for coordination and collaboration,
3. Provide regular reports to Executive Council and other WMO relevant bodies as appropriate.

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

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

1. 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, ...);
2. Actions taken to build on existing capacities of NMHSs in developing countries, such as:
3. The facilitation of twinning arrangements and other innovative bilateral cooperation,
4. Strategies to leverage UN system and other development partner initiatives,
5. Advocacy efforts to governments, end-users, decision-makers on the socioeconomic benefits of investments in NMHSs,
6. Assistance to NMHSs to incorporate WMO and national requirements into national policy, legislative frameworks and national development plans,
7. Efforts to increase training and long-term education for developing countries,
8. Efforts to develop, implement, monitor and evaluate projects,
9. Promotion of principles for global meteorology, hydrology and climatology including authoritative voice, common standards, data and product sharing,
10. Review the activities of the technical commissions and regional associations aimed at developing, communicating and assisting NMHSs in developing countries to comply with WMO standards and recommended practices.

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