

# Resolution 12 (EC-72)

## RULES OF PROCEDURE FOR THE NON-CONSTITUENT BODIES ESTABLISHED BY Cg-18 AND EC-71 **Extract**

### Executive Council

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## **Resolution 12 (EC-72)**

### **RULES OF PROCEDURE FOR THE NON-CONSTITUENT BODIES ESTABLISHED BY Cg-18 AND EC-71**

THE EXECUTIVE COUNCIL,

**Recalling** Resolution 11 (EC-71) — Rules of Procedure for the Constituent Bodies, which requested the Technical Coordination Committee to develop the rules of procedure for the Research Board and for other bodies of the Organization pursuant to such request in

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<sup>18</sup> UNSDG Common Approach to Prospect Research and Due Diligence for Business Sector Partnerships, Annex 1.

Resolution 75 (Cg-18) – Amendments to the General Regulations of the World Meteorological Organization,

**Having considered** the recommendation of the Technical Coordination Committee included in the report by its Chair (EC-72/INF. 2.5(2)),

**Adopts** the rules of procedure for the following bodies as per annexes to this Resolution:

1. Research Board, established by Resolution 8 (Cg-18) – Research Board,
2. Scientific Advisory Panel, established by Resolution 10 (Cg-18) – Scientific Advisory Panel,
3. Panels reporting to the Executive Council:
  - Climate Coordination Panel, established by Resolution 4 (EC-71) - Climate Coordination Panel,
  - Hydrological Coordination Panel, established by Resolution 5 (EC-71) – Hydrological Coordination Panel,
  - Panel of Experts on Polar and High Mountain Observations, Research and Services, established by Resolution 6 (EC-71) – Executive Council Panel of Experts on Polar and High-mountain Observations, Research and Services,
  - Capacity Development Panel, established by Resolution 7 (EC-71) – Capacity Development Panel;

**Requests** the above bodies to conform to the rules of procedure in the conduct of their business;

**Requests** the Secretary-General to publish the above rules of procedure;

**Requests** the Technical Coordination Committee to keep under review the rules of procedure.

## **Annex 1 to Resolution 12 (EC-72)**

### **RULES OF PROCEDURE FOR THE RESEARCH BOARD**

#### **1. General**

1.1 The rules of procedure for the Research Board are adopted to provide procedural arrangements for the Research Board and its subsidiary bodies which are complementary to the Rules of Procedure of the constituent bodies (technical commissions and regional associations).

1.2 These rules of procedure are adopted by the Executive Council under the authority of the Convention and General Regulations of the World Meteorological Organization (WMO). They may be amended by the 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 of the Research Board**

2.1 The main purpose of the Research Board is to convene, organize and motivate, in an inclusive, flexible and forward-looking way, the scientific and technical community around the three research objectives of the WMO Strategic Plan: (a) Advance scientific knowledge of the Earth system; (b) Enhance the science-for-service value chain ensuring scientific and technological advances to improve predictive capabilities; (c) Advance policy-relevant science.

2.2 The scope of the Research Board includes: (a) all elements of the value chain, from discovery science to science-based decision making; (b) WMO Member's needs in terms of science and technological advancements; (c) facilitating Members' access to advancements in scientific and technological capabilities; (d) increasing the research capabilities of less developed countries and SIDS.

2.3 The terms of reference of the Research Board, as approved by Congress in Resolution 8 (Cg-18), are provided in the appendix to the present rules of procedure.

2.4 The Research Board, in deciding on its work programmes and activities, shall adhere to its terms of reference. The Research Board should keep its terms of reference under review and may propose amendments to ensure that they are up to date. Such amendments should be submitted for approval by Congress or by the Executive Council under delegated authority.

## **3. Chair and Vice-chair**

3.1 The Research Board shall propose candidates for Chair and Vice-chair from among its members who are not acting as representatives of other bodies or organizations for consideration of the Executive Council.

3.2 The term of office of the Chair and Vice-chair should normally be two years with possibility of renewal for a second 2-year term.

3.3 The duties of the Chair of the Research Board shall be:

- (a) To develop the agenda and preside over meetings of the Research Board;
- (b) To facilitate and coordinate the activities of the Research Board and the multi-disciplinary activities across the research programmes;
- (c) To represent the Research Board on the Technical Coordination Committee (TCC).

3.4 The duties of the Vice-chair shall be:

- (a) To support the Chair in all the duties specified above, and to act on behalf of the Chair when delegated or when the Chair is not available to carry out his/her duties;
- (b) To coordinate subject matters in a defined domain of expertise pertinent to the scope and terms of reference of the Research Board, as decided by the Chair.

3.5 In the case that the Chair and/or the Vice-chair of the Research Board resigns or is not able to carry out the functions of the office, a replacement should be arranged as soon as possible in accordance with 3.1.

#### **4. Composition**

4.1 The Research Board composition is defined in the terms of reference (provided in the Annex). The Research Board is composed of around 25 scientific, technological and innovation experts in the fields covered by the terms of reference of the Research Board.

4.2 The Chairs of the oversight bodies of the WMO-sponsored and co-sponsored research programmes should be members of the Research Board.

Note: Current WMO research programmes are the World Weather Research Programme (WWRP), the World Climate Research Programme (WCRP), co-sponsored by WMO, the Intergovernmental Oceanographic Commission (IOC/UNESCO) and the International Science Council (ISC), and the Global Atmosphere Watch Programme (GAW). Each programme is overseen by a respective Joint Scientific (Steering) Committee providing an overall scientific direction of the programme.

4.3 The Executive Council appoints the members based on a proposal by the Chair and criteria defined in the terms of reference of the Research Board.

4.4 The Chair, in consultation with the presidents of regional associations, the presidents of technical commissions, the Members hosting the World Meteorological Centres, co-sponsors of the research programmes and relevant partner organizations, and with the assistance of the Secretary-General, prepares a proposal for membership that maximizes the range of expertise, geographical and gender balance and inclusiveness.

4.5 Experts should be chosen from the WMO Expert Network and concurrence received from either the respective Permanent Representative or appropriate authorities of the international organizations, as appropriate.

4.6 Scientific/technical experts selected to serve on the Research Board or its subsidiary bodies should participate in their personal, expert capacity and not acting as representatives of their nominators.

#### **5. Management Group**

5.1 The Research Board should establish a Management Group with the following composition: the Chair and the Vice-chair of the Research Board serving as Chair and Vice-chair of the Management Group, the chairs of the WMO-sponsored and co-sponsored research programmes and other subsidiary bodies as appropriate, the scientific representatives of the Regional Associations, the Research Board members representing the two Technical Commissions, the representatives of any co-sponsors of the research programmes.

5.2 The Chair may invite additional experts to the Management Group, as necessary, in accordance with rule 4.5.

5.3 The Management Group should coordinate all activities between the sessions of the Research Board, including taking any necessary decisions.

#### **6. Subsidiary bodies**

6.1 The building blocks of the Research Board are the Steering Committees of WMO-sponsored and co-sponsored research programmes. The Chair and Vice-chair of the Research Board and the chairs of the Steering Committees shall maintain regular communication between the Research Board meetings to ensure a high-level of coordination between the activities of the research programmes.

Note: Working Group on Numerical Experimentation (WGNE) is a subsidiary body of the Research Board.

6.2 The Research Board may establish additional subsidiary bodies to carry out certain tasks of its work programme, as necessary. As a principle, the Research Board should keep the number of subsidiary bodies to a necessary minimum with due consideration of the available financial and human resources.

6.3 The terms of reference of each subsidiary body should be established by the Research Board and should be within its overall scope. For subsidiary bodies that fulfil a cross-cutting function for the research programmes, the recommendations of steering committees will be given particular weight in the definition of the terms of reference. The Research Board appoints Chairs and Vice-chairs of subsidiary bodies.

6.4 The Research Board appoints the Chairs and Vice-chairs of the steering committees of the WMO research programmes upon recommendations by the steering committees and the Management Group, and in consultation with the Secretary-General. In the case of co-sponsored programmes, the appointment shall be as specified in the sponsorship agreement.

6.5 The Research Board appoints members of the steering committees of the WMO research programmes upon recommendation by the chairs of the steering committees. The term of members is four years and can be renewed. In the case of co-sponsored programmes, the appointment shall be as specified in the sponsorship agreement.

6.6 Experts should be chosen from the WMO Expert Network and concurrence received from either the respective Permanent Representative or appropriate authorities of the international organizations, as appropriate. The Research Board shall keep the WMO Expert Network up to date in relation to its subsidiary bodies.

6.7 Types of subsidiary bodies

(a) Steering committee

- (i) Any research programme established by the WMO is led by a steering committee with the responsibility as an expert body to provide the overall scientific direction of the programme and carry out tasks related to the terms of reference of the Research Board: to gear up the respective networks, develop and review science and implementation plans, review and assess the development of all elements of the programme, facilitate and prioritize research and development activities in their field of responsibility, facilitate the exchange of information among scientists participating in the programme, and collaborate with the broader scientific community.
- (ii) The steering committees may establish related necessary time-limited subsidiary bodies, such as working groups, projects, task forces or similar. These shall be specified in the research programme implementation plans and reviewed and, if appropriate, be discontinued at the end of every intersessional period. Modifications to the implementation plans shall be presented to the Research Board for approval. Selection of the Chairs and members for the time-limited subsidiary bodies is the responsibility of the scientific Steering Committees of the research programmes.

(b) Expert Network

- (i) A database for a common Expert Network should be established and maintained by the Secretariat and become an integral part of the WMO community platform.
- (ii) Scientific/Technical experts nominated in accordance with rule 6 above should be included in the Expert Network.

- (iii) Experts in the Expert Network should be grouped in Communities of Practice (CoP) in accordance with their qualification and competence.
- (iv) Experts in the Expert Network may be selected to work on or in groups. Such a selection should be notified to the respective Permanent Representative, Hydrological Advisor or Head of international organization to which the expert belongs.

(c) Project steering bodies

Long-term and short-term projects could be established by the Research Board in order to address specific scientific or technological challenges and to deliver scientific or technological advancements. The projects could be proposed by one or more research programmes. The Research Board shall propose projects, which need financial support from Members, to the Executive Council for endorsement.

(d) Task Forces

Task forces may be established by the Research Board during the intersessional period, to accelerate work on a specific urgent and high priority task that does not fall under the responsibility of an individual pre-existing subsidiary body. Task forces may be established jointly with Technical Commissions or other bodies.

## **7. Coordination with Technical Commissions and Regional Associations**

7.1 The Research Board, the two Technical Commissions and Regional Associations will plan joint activities in order to improve seamless Earth system predictions, to enhance the impact of Earth system observations and to foster innovation for weather, climate, water and environmental services.

7.2 The following bodies could be established:

- (a) Joint subsidiary bodies, standing committees or study groups, may be established on proposal by the Research Board and one or more commissions to work on cross-cutting subjects.
- (b) The establishment of joint subsidiary bodies should be approved by the Executive Council upon recommendation by the Presidents/Chairs of the bodies concerned.
- (c) Joint subsidiary bodies should elect Co-Chairs representing each of the collaborating parent bodies.

7.3 The Research Board and Regional Associations may establish joint initiatives (i.e., projects, demonstration events, pilots) in order to promote innovation at regional level on weather, climate, water and related environmental aspects.

## **8. Sessions**

8.1 Sessions of the Research Board should normally be held every year (face-to-face sessions every 2 years). The Chair of the Research Board should establish the dates for the sessions and propose the related agenda.

8.2 The Chair of the Research Board may invite additional experts to the Research Board session, as necessary.

8.3 The default venue for the Research Board sessions should be the WMO headquarters in Geneva, Switzerland. However, if a Member expresses interest to host a session of the Research Board, a formal communication should be sent to the WMO Secretariat.

8.4 The provisional agenda and an explanatory memorandum summarizing the issues to be discussed should also be sent to the addressees of the notification at least 45 days before the date of opening.

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

8.6 The quorum for a meeting shall be a simple majority of the members of the Board. Decisions of the Research Board should be determined preferably by consensus. If consensus cannot be achieved, a vote may be conducted in accordance with the General Regulations. Decisions shall be determined by a simple majority of the votes cast for and against.

8.7 Reports of sessions of the Research Board should be prepared and made available to members and bodies concerned soon after the session.

## **9. Assistance by the Secretariat**

9.1 The Secretariat should carry out the administrative work, including preparation of documents and technical work to the extent compatible with its functions. Scientific/Technical experts in the Secretariat shall be assigned by the Secretary-General to participate in a consultative capacity in the work of each Steering Committee and to carry out such scientific/technical studies as the Research Board may request.

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## **APPENDIX. TERMS OF REFERENCE OF THE RESEARCH BOARD**

(As defined in Resolution 8 (Cg-18))

*Will be added at the stage of publishing.*

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## **Annex 2 to Resolution 12 (EC-72)**

### **RULES OF PROCEDURE FOR THE SCIENTIFIC ADVISORY PANEL**

#### **1. General**

1.1 The Scientific Advisory Panel has been established by the eighteenth World Meteorological Congress through Resolution 10 (Cg-18).

1.2. The rules of procedure for the Scientific Advisory Panel are adopted to provide standardized procedural arrangements for the Panel.

1.3. 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 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 of the Scientific Advisory Panel**

2.1 The main purpose of the Scientific Advisory Panel is: to provide forward-looking strategic advice on areas in which new technological and scientific advancement would lead to new applications related to WMO core activities; to promote the global standing and visibility of WMO as a leading scientific organization in the fields of weather, climate, water and related environmental and social sciences; to promote science vision, and its downstream trends, with WMO and among its Members as the primary driver for innovation, understanding and the development of new and improved weather, climate, water, ocean and related environmental services and know-how.

2.2 The terms of reference of the Scientific Advisory Panel, as approved by Congress in Resolution 10 (Cg-18), are provided in the Annex to the present rules of procedure.

## **3. Composition**

3.1 The Scientific Advisory Panel is composed of a maximum of fifteen independent leading internationally recognized experts coming from the fields of weather, climate, water, ocean and related environmental and social sciences.

3.2 The Executive Council appoints the members of the Panel taking into account criteria defined in the terms of reference, such as regional and gender balance, and balancing the representation of academia, research bodies, the private sector and user communities.

3.3 The term of engagement of the members shall be four years with possibility of renewal for a second term.

## **4. Chair and Vice-chair**

4.1 The Scientific Advisory Panel shall elect its Chair and Vice-chair among its members. If more than one candidate is proposed, election shall be made by simple majority vote. The election of the Vice-chair follows the election of the Chair and should take place at the session of the Panel. In exceptional circumstances when a face-to-face meeting is not possible, the election should take place by correspondence through a process defined by the Secretariat. The presence of a simple majority of the members serving on the Panel shall constitute a quorum for the purposes of the election.

4.2 Chair and Vice-chair serve one 4-year term with possibility of renewal for a second term.

4.3 The election of the Chair and the Vice-chair should take into account rotation between the regions and gender.

4.4 In the absence of the Chair, the Vice-chair shall act as the Chair; in the absence of both Chair and Vice-chair the members of the Panel should elect from among those members present an acting Chair for that particular session.

## **5. Sessions and reports**

5.1 Sessions of the Scientific Advisory Panel should normally be held every year, either face-to-face or by videoconference. The Chair and Vice-chair should establish the dates for the sessions and propose the related agenda. At least 30 days' advance notice shall be given for each session.

5.2 The default venue for the Panel sessions should be the WMO headquarters in Geneva, Switzerland. However, if a member of the Panel expresses an interest to host a session, a formal communication should be sent to the Secretary-General.

5.3 The Chair shall prepare a session report and report to the Congress and the Executive Council.

5.4 The Scientific Advisory Panel reports to the Congress every four years and to the Executive Council every second year on innovative elements that could be considered in the development of the WMO Strategic Plan.

## **6. Intersessional activities**

6.1 Between sessions the SAP will continue to provide advice to all WMO technical, scientific and policy bodies on technical, scientific, innovative breakthroughs, and give support to key activities, with a main focus on:

- (a) Providing insights on new technological and scientific advances that will lead to new applications related to WMO core activities,
- (b) Enhancing the role of WMO as a leading scientific organization and facilitator of international cooperation in weather, climate, water, ocean, environmental and social sciences,
- (c) Promoting science vision and innovation, and its downstream trends for WMO and its Members,
- (d) Engaging in activities that help to increase the visibility of WMO among different stakeholders at the national, regional and international level.

6.2 The activities of the Panel will be mainly conducted through emails, videoconferences, conference side sessions; if needed, in-person meetings could be considered.

6.3 Assistance to the Panel sessions and activities will be provided by the WMO Secretariat.

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### **Annex 3 to Resolution 12 (EC-72)**

## **RULES OF PROCEDURE FOR THE PANELS REPORTING TO THE EXECUTIVE COUNCIL**

### **COMMON PROVISIONS**

#### **1. General**

1.1 These rules of procedure are adopted to provide procedural arrangements that are complementary to the rules of procedure for the constituent bodies.

1.2 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 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. Chair and Vice-chair**

2.1 Without prejudice to the procedure established in the terms of reference, 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 Vice-chair should normally come from different regions.

2.2 When the Panel is chaired by two Co-Chairs, such Co-Chairs should be considered as equivalent to Chair and Vice-chair, alternating in the function as agreed by the panel.

2.3 Unless otherwise specified in the terms of reference, the Chair and Vice-chair of the panel should normally serve in their office for up to two consecutive terms.

2.4 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.

2.5 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.

2.6 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.

### **3. Meetings**

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

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

3.3 Notification: Notification of the date and place of a meeting of the Panel 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.

3.4 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 official languages as appropriate, with regard to working languages of members participating in the meetings.

3.5 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 Panel;
- (b) Items the inclusion of which has been requested by Congress or the 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 Congress, the Executive Council or other bodies;
- (e) Work programme.

3.6 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.

3.7 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.

3.8 Decisions: Decisions of meetings of the Panel should be recorded in the form of agreed conclusions (when concerning the Panel itself) and recommendations. Such

recommendations (when addressed to other bodies of the Organization) shall require approval by the relevant body before implementation.

3.9 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.

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

#### **4. Subsidiary bodies**

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

4.2 In particular, the panel may assign specific or urgent tasks within its mandate to subsets of its members organized into task teams. Such task teams shall have a defined scope, membership, deliverables, deadlines and a lead responsible to the Panel for the completion of the task. Upon completion of the task, the task teams shall normally be terminated but, if need be, their mandate may be extended, or they may be re-established for a fixed period. When the scope of a task team partly overlaps with, or is of interest to, another body, the necessary coordination will be ensured by the lead of the task team, with the support of the Secretariat.

#### **5. Coordination with other bodies**

5.1 The Panel shall ensure effective coordination with other bodies as mandated by Congress or the 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.

#### **6. Assistance by the Secretariat**

6.1 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.

### **PROVISIONS SPECIFIC TO INDIVIDUAL PANELS**

*[Based on the terms of reference adopted by EC-71, the following provisions are specific to individual panels.]*

#### **Climate Coordination Panel**

##### **2. Chair and Vice-chair**

2.1 As stipulated in Resolution 4 (EC-71) — Climate Coordination Panel, the Panel is chaired by a Vice-president of WMO. The Panel Chair is designated by the President of WMO, who may also designate a Vice-chair or Co-Chair(s), and who may also serve as chairperson. Selection or designation of the Chair and the Vice-chair of the Panel should be made taking

into account rotation among regions and on the understanding that the Chair and the Vice-chair should normally come from different regions.

2.2 The Chair and Vice-chair of the panel should normally serve in their office for up to two consecutive terms.

[...]

#### **4. Subsidiary bodies**

4.1 The Partner Advisory Committee of the Global Framework for Climate Services (GFCS PAC), originally established at the first session of the Intergovernmental Board on Climate Services, is continued under the remit of the Panel (Resolution 21 (Cg-18)) – Implementation of the Global Framework for Climate Services, the composition of which includes GFCS PAC representation (Resolution 4 (EC-71)) – Climate Coordination Panel.

4.2 The membership of the current mechanism for WMO contributions to the GFCS (Decision 16 (EC-68)) – Country-focused Results-based Framework and Mechanism for WMO Contributions to the Global Framework for Climate Services, for supporting country-level service delivery by Members is also subsumed into the Panel, at the same time the Panel is assigned an enlarged scope that also encompasses the provision of services to high-level climate-related policy processes (Resolution 20 (Cg-18)) – WMO Contributions to the Provision of Climate Information and Services in Support of Policy and Decision-making.

4.3 The GFCS PAC, mechanism for WMO contributions to the GFCS, and representatives of Members and international organizations engaged in United Nations Framework Convention on Climate Change policy processes, have been convened separately under the auspices of the Panel to inform the formalization of subsidiary bodies at the Panel's first meeting.

### **Hydrological Coordination Panel**

#### **2. Chair and Vice-chair**

2.1 The terms of reference of the Hydrological Coordination Panel, as adopted in Resolution 5 (EC-71), establish that "The Hydrological Coordination Panel shall be chaired by the Chair of the Hydrological Assembly. The Panel shall elect a Vice-chair from among the Vice-president(s) of technical commissions or EC members."

2.2 Without prejudice to the procedure established in the terms of reference, 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 Vice-chair should normally come from different regions.

[...]

2.5 In case the Chair resigns or is not able to carry out the functions of the office, the Vice-chair shall serve as acting Chair for a period not exceeding the remainder of the term of office of the Chair. The Vice-chair, acting as Chair, shall have the same powers and duties as the Chair.

2.6 In case 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.

**2bis. Duration of membership** *(overall numbering to be updated)*

2bis.7 For the ex-officio members of the Panel, the term of membership in the HCP is for as long as they held the position which justified their membership.

2bis.8 For the representatives of other WMO bodies or external partners, the term of membership will be determined by the respective WMO body or partner.

2bis.9 The residual flexibility in the membership of the Panel should be used to ensure a better geographical and gender balance and to engage partner organizations, such as UNESCO-IHP, IAHS, GWP, UNECE, FAO, UNEP, IAHR, UNDRR.

**Panel of Experts on Polar and High-mountain Observations, Research and Services****2. Chair and Vice-chair**

2.1 The Panel is chaired by two Co-Chairs who shall be nominated from the Panel members, at least one being a member of the Executive Council, and representing the Northern and Southern Hemispheres respectively, as identified in the terms of reference annexed to Resolution 6 (EC-71) – Executive Council Panel of Experts on Polar and High-mountain Observations, Research and Services.

2.2 As the Panel is chaired by two Co-Chairs, such Co-Chairs are considered as equivalent to Chair and Vice-chair, alternating in the function as agreed by the Panel.

**4. Subsidiary bodies**

4.1 The Panel may establish time-bound substructures as needed for the discharge of specific tasks during the period between meetings, as identified in the terms of reference annexed to Resolution 6 (EC-71).

4.2 The Global Cryosphere Watch (GCW) Steering Group works under the remit of the Panel, during the pre-operational phase of GCW, with terms of reference annexed to Resolution 6 (EC-71).

**Capacity Development Panel****2bis. Membership** *(overall numbering to be updated)*

2bis.1 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.

2bis.2 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 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.