

Revision of the Terms of Reference of the EC Capacity Development Panel, completed by the Task Team 6 March 2024. Approved by CDP Members 15 March 2024. Submitted to EC-78 19 March 2024 (EC-78/Doc. 7.5).

Executive Council Capacity Development Panel

Terms of Reference

1. General Mandate

The Capacity Development Panel (CDP) shall maximize opportunities to help effectively and efficiently to coordinate and provide guidance on capacity development activities across WMO and development partners that ultimately will contribute to accomplishing the WMO Long Term Goals by strengthening and supporting capability and capacity of Members to provide effective weather, climate, water, and related environmental services.

2. Specific Terms of Reference

The Panel will be responsible to the Executive Council through the Technical Coordination Committee on aspects of implementation, and the Policy Advisory Committee on aspects of policy and strategy. It will monitor the priorities of, and activities under, the WMO Strategic Plan, and the WMO Capacity Development ~~Strategy Framework (WCDF) 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;~~
- (i) Promote the WCDF to relevant stakeholders in order to align their activities with the Framework, keep the WCDF under review, and propose updates and adjustments as necessary;
- (ii) Provide peer review and recommendations during the development of the WMO Strategic and Operating Plan;
- ~~(iii) Provide guidance and oversight regarding WMO efforts to strengthen assistance to the NMHSs of developing countries. This may include, inter alia, a focus on peer review by the Panel of significant capacity development activities across WMO, including activities of programmes and initiatives such as CREWs, SOFF, twinning arrangements and EW4ALL; Guidance could be along the lines enumerated in the annex to these Terms of Reference;~~
- (iv) Assist actors in coordinating capacity development activities across WMO and make recommendations to strengthen the connections between the various actors helping to avoid duplication of efforts. This may include reviewing synergies, gaps, and related funding mechanisms for capacity development activities;

- ~~(iiiiv)~~ Review education and training policies and strategy, and assist the external review for designation and reconfirmation of WMO, qualification and competency standards, Regional Training Centres; ~~assessments, and WMO Global Campus activities;~~
- ~~(vi)~~ Provide guidance on the revision and development of competency frameworks and standards;
- ~~(ivvii)~~ Provide guidance on Identify identifying training capacity development needs and give guidance on how to strengthen the capacity of training institutions on strengthening sub-regional, regional, inter-regional and other cooperation groups to establish synergies at inter-regional, sub-regional, and national levels, as well as to recommend training activities to address gaps in formal and continuing education, capacity, and to identify capacity development opportunities;
- ~~(v)~~ Oversee and guide the implementation of the tasks of the Executive Council according to Resolution 74 (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;
- ~~(viiiiviii)~~ Review and analyse gaps in the WMO Gender Equality Action Plan and p Provide guidance regarding WMO efforts in gender equality; and youth engagement;
- ~~(vii)~~ Provide reports and recommendations on WMO capacity development to the Policy Advisory and Technical Coordination Committees for consideration by the EC;
- ~~(ix)~~ Foster the engagement of academic and NMHS staff at the national, sub-regional, and regional levels, regarding research, the transfer of research to operations, and the application of research to improve operational delivery;
- ~~(viiiix)~~ Consider the work of the technical commissions and other subsidiary bodies of the Executive Council as it pertains to capacity development.

~~2.~~ **3. Composition**

- (i) The Panel will be chaired either by a one of the WMO Vice-Presidents of the Organization or a designated member of the its 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;~~
- (ii) In addition to the Chair, the Panel will consist of a maximum of twelve[±] nineteen core members, each of whom will sit in a personal capacity, and will serve for a period of four years;
- ~~(iii)~~ A Vice-Chair will be selected by the Panel, from the nineteen core members, at the first meeting of a new mandate of CDP;

[±] ~~Decision 15 (EC-72) decided to expand the membership of the Panel and "Include in the membership of the Panel: (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."~~

~~(iii) 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;~~

~~(iv) 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, using the process described in section 3;~~

(iv) The core membership of the Panel will include:

(a) Twelve Nominated representatives of WMO Members

(b) One representative of the presidents of Regional Associations

(c) One representative from a WMO Regional Training Centre

(d) one representative of the Hydrological Coordination Panel,

(e) one representative of INFCOM,

(f) one representative of SERCOM,

(g) one representative of the Research Board, and

(h) one representative of JCB,

NOTE: Panel members who are representatives of other bodies within CDP have the role of maintaining cross coordination and information exchange between CDP and respective bodies,

(v) The Chair of the Panel will may invite representatives of funding and development agencies including official development agencies, regional and subregional 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, ad-hoc subject matter experts to assist in different activities of CDP, on recommendation of Panel members, as needed;

~~(vi) 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;~~

~~(vii) Members will normally serve for a period of four years;~~

(vi) A renewed composition of the Panel will normally be proposed every financial period, following the appointment process described in section 4. The process should be initiated at least six months before Congress to be timely completed.

~~3.~~ **4. 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 Executive Council will designate the Chair of the Panel;~~
- ~~(ii) The Panel will select the Vice-chair considering that the Chair and the Vice-Chair should normally come from different regional associations;~~
- ~~(iii) All core members should be appointed based on their professional expertise. This may include institutional infrastructure, procedural and human resources, research, and education and training;~~
- ~~(iv) The composition of the Panel should be balanced across the different components of capacity development, and have an appropriate geographical and gender balance;~~
- ~~(v) The twelve nominated representatives of WMO Members will be appointed by the Executive Council, based on the nominations, following the process below:~~
 - ~~(ia) 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 Permanent Representative (PR) of the country concerned, or president of the appropriate regional association or technical commission, should be submitted to the Secretary-General;~~
 - ~~(ib) The Secretary-General Panel, through a TT composed of ad-hoc experts, will review the nominations considering the qualifications and submit a prioritized list of candidates to the Executive Council (or to the President of WMO in the inter-sessional period), Secretary General for final consideration;~~
 - ~~(ic) The Executive 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.~~ **5. Working procedures**

~~The Executive Council will authorize the Panel to appoint replacements of any positions that fall vacant during the intersessional period.~~

The Panel will:

- ~~(a) Normally meet every twice per year, once by videoconference, and a second time either face-to-face or by videoconference, and attend extraordinary CDP meetings as appropriate;~~
- ~~(ii) Identify the priorities of Panel activities and preliminary action plans;~~

- (iii) Establish Expert Teams and Task Teams as needed based on the priorities identified by the Panel and the availability of Panel members;
- (biv) Make effective use of electronic forms for coordination and collaboration;
- (v) Provide regular reports to Executive Council and other WMO relevant bodies as appropriate;
- (vi) Inform the Executive Council on any replacements that may take place during the intersessional period.

The duties of the Chair shall be:

- (i) To preside over meetings;
- (ii) 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;
- (iii) To carry out such specific duties as are prescribed by decisions of Congress and the Executive Council and by the Regulations of the Organization;
- (iv) 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;
- (v) To submit reports to the Executive Council and Congress at their regular meetings on the activities of the Panel;
- (vi) 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;
- (vii) To act on behalf of the Panel, on matters requiring urgent decisions;
- (viii) To request members of the Panel to attend extraordinary meetings when appropriate.

The duties of the Vice-chair shall be:

- (i) To act on behalf of the Chair when delegated by the Chair or when the Chair is temporarily not available to carry out his/her duties;
- (ii) If the Chair resigns or is not able to carry out the functions of the Panel, the Vice-Chair will immediately assume the role of Acting Chair until a replacement for the Chair is designated by EC.

NOTE: If the Vice-Chair resigns or is not able to carry out the functions of the Panel, a new Vice-Chair will be elected;

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:

~~(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;~~

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