



REPORT OF THE FORTY-EIGHTH MEETING OF THE CARIBBEAN METEOROLOGICAL COUNCIL



CHAIRMAN:

Hon. Robert Persaud
Minister of Agriculture
REPUBLIC OF GUYANA

VENUE AND DATE:

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## **1. OPENING OF THE SESSION AND ELECTION OF CHAIRMAN**

1.1 At the kind invitation of the Government of Guyana, the Forty-Eighth Annual Meeting of the Caribbean Meteorological Council was held at the Guyana International Conference Centre, Georgetown, Guyana, on 1-2 December 2008 under the Chairmanship of the Hon. Robert Persaud, Minister of Agriculture of Guyana.

1.2 Ms. Bhaleka Seullal, Chief Hydrometeorological Officer, Guyana commenced the Opening Session of the Meeting by extending words of welcome and providing brief introductions. Mr. Tyrone Sutherland, Coordinating Director of the Caribbean Meteorological Organization (CMO), delivered brief remarks. Dr. Edward Greene, Assistant Secretary-General of the CARICOM Secretariat, and the Hon. Robert Persaud, also addressed the Meeting.

1.3 The Vote of Thanks was delivered by the Hon. Ian Douglas, Minister of Tourism and Legal Affairs of the Commonwealth of Dominica.

## **2. ADOPTION OF AGENDA AND PROCEDURAL MATTERS**

2.1 The Meeting re-ordered the agenda and added Agenda Item 4, *Status of Response to Climate Change*, to the Provisional Agenda.

2.2 A List of Delegates attending the Meeting is attached as **ANNEX I** to this Report. The Agenda adopted by the Meeting is shown on the **Contents and Agenda pages** of this Report.

## **3. CMO HEADQUARTERS UNIT MATTERS**

### **3(a) Coordinating Director's Report**

3.1 The CMO Coordinating Director presented his report on the activities and issues concerning the CMO Headquarters Unit since the previous session of the Council. Major activities of the CMO were related to the implementation by the CMO of the EU-funded CMO Radar Project.

3.2 Arising out of the presentation, the Council recalled the difficult position that the Headquarters of the Organization had been placed into in late 2007 with the failure of the renewal of the lease on its premises. Negotiations had taken place between the relevant Trinidad and Tobago Government Ministry and the CMO in order that suitable new premises could be found. In early 2008, the CMO indicated that it had to reject the accommodation offered as unsuitable for this type of organization, either because the ongoing renovations to the premises could not be completed in time for the relevant relocation date or the floor space was smaller than that required. The CMO was forced to make its own efforts to find accommodation that allowed for immediate relocation with minimal preparation.

3.3 The Trinidad and Tobago representative read a prepared statement from the Ministry of Public Utilities, which indicated the Ministry's position on the matter and the efforts which they made to have the CMO suitably housed. The Ministry also indicated that since they were not responsible for finding the present location for housing the CMO, they were not responsible for getting the necessary approvals to have the Government of Trinidad lease the premises.

3.4 The Coordinating Director of the CMO gave an undertaking to ensure that the owner of the premises submit to the relevant Ministry all the certificates which were needed to confirm the suitability of the premises to house the CMO. The Trinidad and Tobago representative also gave an undertaking that the approval to lease the premises by the relevant Ministry would not be rejected provided that all of the certificates attesting to the suitability and structural integrity of the building had the necessary approvals from the various Divisions.

3.5 The Council noted the Headquarters activities surrounding the implementation of the Radar Project. It also noted the work being done by the CMO Headquarters in collaboration with the World Meteorological Organization (WMO) and CARICOM in advancing meteorological activities;

3.6 Once again, the Council discussed the budgetary difficulties experienced by the CMO Headquarters and urged Member States owing arrears to take steps to address this. At the same time, the Council commended the effort and the internal arrangements of Members that managed to meet their contribution commitments to the Organization;

3.7 The Council thanked by *Mr Patrick Jeremiah and Mr Willis Mills*, who retired in 2008 as the Directors of the Meteorological Services of Antigua & Barbuda and Trinidad & Tobago respectively, for their outstanding contributions made to meteorology in the region and to the activities of the CMO. The Council had special praises for the contribution to Guyana and the Organs of the CMO by *Mr Ken Potter*, the first Head of the Hydrometeorological Service of Guyana, who died in Sydney, Australia on 10 June 2008, a few days before his 73<sup>rd</sup> birthday.

### 3.8 THE COUNCIL:

**Endorsed** the composition of the Trustees of the Staff Terminal Benefit Fund for the CMO Headquarters, specifically, the inclusion of ***Mr Emmanuel Moolchan***, Director of the Meteorological Services of Trinidad & Tobago, as the second Trustee for the Employer.

**Approved** the renewal of the Coordinating Director's contract and authorized the Secretary-General of CARICOM to issue the new contract under the normal conditions for the post.

3.9 With regard to the relocation of the CMO Headquarters in Trinidad and Tobago the Council noted the statements delivered by both Trinidad and Tobago and the CMO regarding the difficulties in coming to an agreement on the relocation of the CMO Headquarters in Trinidad and Tobago. It also noted the difficulties faced with regard to CMO Headquarters relocation in Trinidad and Tobago.

3.10 In this regard, the Council was concerned about the length of time being taken to settle accommodation arrangements for the Headquarters in O'Connor Street, TPort of Spain, recognizing that if such accommodation could not be retained, this would re-open discussions on other possible adequate facilities.

3.11 In this regard, the Council urged the CMO Headquarters would endeavour to ensure that the owner of the premises submit to the relevant Ministry any documentation required by the Government of Trinidad and Tobago. It also urged the relevant Ministry in Trinidad and Tobago to take the necessary follow-up action on the requisite documents submitted.

### **3.12 THE COUNCIL:**

Expressed gratitude to the Government of Trinidad and Tobago for its hosting of the CMO Headquarters, and for its consideration of permanent residence for the institution;

Agreed that the Council, in conjunction with the CARICOM Secretariat, would monitor the relocation situation while urging expediency in bringing closure to the matter.

## **4. STATUS OF RESPONSE TO CLIMATE CHANGE**

4.1 The **CARICOM Representative** gave an overview of the Regional initiatives to respond to the changing climate. These strategies are concentrated through the efforts of the Caribbean Community Climate Change Centre (CCCCC), which supports the Caribbean in addressing the impact of climate change on all aspects of economic development. The primary focus would be on regional resource mobilization strategies.

4.2 The Caribbean Institute for Meteorology and Hydrology (CIMH), as a principal organ of the CMO, recognized the importance of strategies to combat the effects of climate changes and concentrated its resources on research and development, capacity building and knowledge transfer in support of national interests. The CIMH has partnered with other regional organizations to ensure that the quality of data used for climate modelling was adequate and sufficient and that the archiving of the data followed best practices.

4.3 The **Coordinating Director of the CMO** reminded the Council that sound science was the basis on which climate change scenarios were built. He noted there had been attempts to introduce certain hypotheses for climate change that were not widely accepted in the scientific community, but were done for other gains. It was agreed that the scientific basis ought to be re-enforced. The Council was informed of an initiative of the Economic Commission for Latin America and the Caribbean to produce a Stern-like Report, grounded in science, which would reveal the cost of climate change to the Caribbean.

4.4 The **Antigua and Barbuda representative** stated that the climate change agenda of countries in the Caribbean suffered from a lack of public awareness and that a coordinated campaign to tackle the lack of awareness was needed.

#### **4.5 THE COUNCIL:**

**Noted** the information provided by the CARICOM Secretariat on the Regional response to Climate Change through collaboration with the Caribbean Community Climate Change Centre (CCCCC) in regard to, *inter alia*, development of a Regional Climate Change Strategy and a Regional Resource Mobilisation Strategy as well as a CARICOM Task Force on Climate Change;

**Also noted** the role of CIMH with respect to Climate Change as it related to collaboration with the Regional Task Force and the CCCCC, conduct of Climate Change studies, collaboration with the CCCCC regarding monitoring of sea level rise and conduct of training programmes;

**Reiterated** the need to record and archive quality data and **agreed** that there was need to conduct public awareness programmes with respect to Climate Change and its implications;

**Requested** that the Council be kept informed of the initiatives of Regional bodies with respect to Climate Change.

### **5. STATUS OF ACTIONS FROM THE PREVIOUS SESSION**

5.1 The CMO Headquarters produced a single document containing an **Action Sheet** that would allow the Council to follow-up on the actions taken on the decisions of its previous session, and to discuss any further actions if required.

5.2 In this regard, a summary of the decisions of CMC47 (St. Vincent and the Grenadines, 2007) was prepared by the CMO. The Coordinating Director gave the status of actions taken to implement these decisions to Council.



5.3 The Council noted that the actions required of the CMO had been carried out, with the exception of activities to mark the 35<sup>th</sup> Anniversary of the establishment of the CMO, which had been kept to a minimum because of other major activities.

## **6. CMO RADAR PROJECT IMPLEMENTATION – Update**

6.1 The Coordinating Director provided the Council with an update on activities related to the implementation of the **€13.2 million** Regional Weather Radar Project, approved by the European Commission in October 2003.

6.2 This Project, which began full implementation in 2005, was approved to construct and install **four** new Doppler weather radars in the Caribbean. This Radar project would link the new radars with others already in place to form a modern network of nine radars as part of the Caribbean Early Warning System for severe weather conditions.

6.3 The Council noted that 2008 had been expected to be the final year of implementation activities, with the deadline for closure of the implementation phase as 30 June 2009. In 2008, three of the four radars had been installed in Barbados, Belize and Trinidad and Tobago, but technical difficulties eventually surfaced during the installation and testing phases which delayed the hand-over of the radars to the Governments in time for the 2008 hurricane and rainy seasons.

6.4 It was also noted that during the Site Acceptance Tests (SAT) at two sites, discrepancies were discovered in the Depot spares and there was a fluctuation in radio signal strength, which caused what appeared as an inordinate lengthening of the time taken to transmit the data from the radar sites to the Meteorological Offices. The Council was assured that these issues, which were not unusual during the SAT process, would be rectified before the commencement of the warranty period.

6.5 The Council was informed that the overall Radar Project was implemented within budget. However, the Implementing Agency (CMO) was unable to access Project funds to extend the contract of the Project Management Unit, though the extension was necessary due to the relocation of the tower in Guyana, as reported to CMC47, which caused at least six months delay in the installation of the Guyana radar. The Delegation of the European Commission only allowed a no-cost extension in order that the critical SATs would be undertaken. A list of the Project contracts is shown in **ANNEX II**.

6.6 In this regard, the Council discussed the delays related to the construction of facilities in Guyana and the impact on the radar installation in that country. It was informed that the Government of Guyana would be provided with an update on the status by 31 January 2009. It also discussed the activities to take place in 2009 towards the completion and closure of the Project.

6.7 The Council noted the budget management activities, including the number of contracts that had been completed under budget, as outlined in **ANNEX II**. It also discussed the contracts which were disallowed under the Operational Programme Estimate and questioned the alternative available for the training component. In this regard, the Council recognized the possibility of relevant National Governments funding some contracts that the CMO found difficult to conclude, due to stringent measures used by the European Union in disbursing Project Funds.

6.8 In the specific case of training, the Council was informed that the CMO Headquarters had approached the World Meteorological Organization (WMO) for the provision of the training component through the use of residual funds from the SIDS-Caribbean Project, which was funded by Finland. The **WMO Representative** indicated that they had received the request for the use of the funds and had no objections, provided that a small amount was retained for the final project report. The Council expressed its pleasure and thanked the WMO for its agreement to use these residual funds for this important component of the Radar Project.

#### **6.9 THE COUNCIL:**

**Urged** the authorities in the radar host countries, namely Barbados, Belize, Guyana and Trinidad and Tobago, to urgently complete all local activities, in order that closure of the Project can be achieved before the deadline of **30 June 2009**, and to enable the operation of the radars to be carried out as agreed to by their respective Governments;

### **7. HQ CONSIDERATION OF INSTITUTIONAL REVIEW RECOMMENDATIONS**

7.1 The Institutional Review of the Caribbean Meteorological Organization had been commissioned by the Council at its 40<sup>th</sup> session (Barbados, 2000) but was completed in 2004 after many delays. Progress in completing the Institutional Review was very slow. The Institutional Review made a set of recommendations to strengthen both the Headquarters of the CMO and the CIMH, but because of the slow progress, the Council felt that there were some of the recommendations that had to be implemented as a matter of urgency even before the full study could be accomplished. Regional and international events in recent years had intensified the need for changes within the organs of the CMO, far outstripping the pace of implementation of any of the recommendations of the Institutional Review.

7.2 Based on the Institutional Review recommendations, the Coordinating Director provided a concept document, an extract of which is shown in **Annex III** to this Report, that would lay the foundation for a stronger Headquarters more capable of meeting the challenges of the 21<sup>st</sup> century for the benefit of the Member States. The document indicated that there would be a need for the creation of two technical positions and a clerical position.

7.3. In addition, the Council noted that the concept included the possibility of a more formal oversight role regarding Meteorological and Hydrometeorological Services in the Region but, if called for, the services of an Operational Standards and Oversight Unit would be contracted as required and would not be part of the staff complement. The Council recognized, however, that a formalized oversight role for the CMO would require a mandate from the Conference of Heads of Government and possibly a lengthy ratification process from the parliaments of Member States.

7.4. The Council noted that if the additional positions were introduced in 2009, they would increase the Proposed Budget from TT\$3,594,861.00 to TT\$3,850,861.00 with an approximate additional \$35,000.00 for travel.

#### 7.5 **THE COUNCIL:**

**Agreed** that, given the critical importance of strengthening the CMO Headquarters, the staff positions of International Affairs Officer and Project Development Officer should be provided for in the 2010 budget, as a matter of urgency within six months;

**Also agreed** that a Sub-Committee of the Council, comprising representatives of Barbados, Saint Lucia and the CMO, should elaborate job descriptions for the required positions and determine the exact financial implications of the recruitment in 2010.

### 8. **OTHER PROJECT UPDATES AND PROPOSALS**

#### 8(a) **WMO Carib-HYCOS Project Implementation**

8.1 The Council was provided with an update on the WMO Carib-HYCOS Project. The Carib-HYCOS component of the World Hydrological Cycle Observation System was proposed as two components, one addressing the needs of the Caribbean Island Countries (CIC) and the other, the needs of the mainland countries of the Caribbean Basin. The council was informed that funding for the mainland component had not yet materialized.

8.2 The Council noted that the implementation of the Carib-HYCOS CIC would address assist in developing water resource information systems in order to improve water management and mitigate the impact of water-related disasters. It again noted the role played by the CMO and CIMH in this regard.

8.2 The Council was informed that implementation of the CIC component of the Project began its implementation in the first half of 2008 and was being co-financed by three donors, the General Council of Martinique, the Regional Council of Martinique and the European Funds for Regional Development (FEDER) for a total of €1,317,000. The First Meeting of the Steering Committee, which included the CMO Headquarters and the CIMH, took place in Martinique from 21-23 October 2008.

8.3 The Council was informed that only a small part of the FEDER funds, which had a time limitation, were used in 2008, so that the available donor funds were reduced to €840,000. Due to the reduced funds, the hydrological equipment, database and training programme to be provided, were scaled back. However, the CMO Headquarters informed the Council that new funding sources had been negotiated that would allow a return to the original implementation levels. It would also make it possible for Antigua and Barbuda and Saint Lucia to join the project and the possibility of Dominica joining at a later stage should be explored. The CMO Headquarters, in collaboration with the CIMH, has been assisting those CMO Member States in their decisions on participation.

#### **8(b) Cayman Islands Radar Project Proposal**

8.4 The Council was informed that in March 2008, the CMO presented a comprehensive project document to the Government of the Cayman Islands for a Doppler Weather Radar Project for those islands. A decision on its proposal from the Cayman Islands was awaited. A new Doppler weather radar would form the centrepiece of the Cayman Islands early warning system and would be integrated into the full CMO network.

#### **8(c) Future CMO Project Proposals**

8.4 The Council was also provided with proposals for several other projects in the pipeline which would impact on the Meteorological Services in Member States. These included (a) a Lightning Detection System; (b) the Development of a new Meteorological Service in the Turks and Caicos Islands and (c) post implementation radar-related Projects.

### **9. CIMH MATTERS**

#### **9(a) Board of Governors' Report**

9.1 Chairman of the Board of Governors, **Mr. Frederick Forde**, Permanent Secretary, Ministry of Agriculture, Barbados, presented the Council with the CIMH Board of Governors' Report.

9.2 Mr. Forde's presentation highlighted the main thrusts of the issues discussed, including CIMH Programmes and Activities; Administrative and Personnel Matters; Estimates of Expenditure; and a Brainstorming Session. Mr. Forde also explained that CIMH would develop a business plan which would be placed before the Board of Governors at its next meeting.

9.3 The Council was informed that the Board of Governors discussed the possible liability issues which may result from Memoranda of Understanding (MOU) entered into by the Principal on behalf of CIMH. It was agreed that the Principal would seek legal advice from CARICOM's General Counsel and the advice of the Board before signing MOUs.

9.4 The **Chairman** informed the Council that the contract of the Principal of the CIMH had expired in May 2008 and that the Principal was seeking to have an adjustment to his contract.

9.5 The Chairman of the Board of Governors informed the Council of the problem associated with the continued increase of the arrears to the Institute, by some Member States. He indicated that it was imperative that a message be sent provided to respective governments pointing out the serious implications as it related to the future of the CIMH.

9.6 The **Chairman** of the BoG presented the Council with Revised Estimates of Expenditure of the CIMH for 2009 of **BDS \$5,086,716.00** for its approval.

#### **9.7 THE COUNCIL:**

**Accepted** the Draft Summary of Conclusions of the Forty-Fifth Meeting of the Board of Governors of the Caribbean Institute for Meteorology and Hydrology and made amendments and other editorial corrections;

**Approved** the Estimates of Expenditure of **BDS \$5,086,716.00** for the CIMH as presented by the Board of Governors;

**Recommended** that the contract of the Principal be continued for a further two years, commencing May 2008, under the same terms and conditions of his previous contract;

**Agreed** that the Chairman of the Board and the Coordinating Director of CMO review the proposals from the Principal in relation to his contract.

#### **9(b) Principal's Report**

9.8 The Principal of the CIMH, **Dr. David Farrell**, presented the Council with his Report on the activities of the CIMH for the past year. He informed the Council of the activities under the following programmes:

- Entry Level Technicians Programme;
- Mid-Level Technicians Programme;
- Senior Level Technicians Programme;
- Hydrology Courses;
- University Courses.

9.9 The Principal informed the Council about a request from an arm of the Government of Barbados to relocate a tower which was intended to house a surveillance radar, to the east of its present location thereby bringing it closer to the library. However, if the tower was moved to the proposed position there would be unacceptable risks to the employees, students and guests who use the library. Hence, it was proposed that the Government of Barbados relocate the tower at another site away from CIMH.

9.10 The Principal noted that based on funds received in Fiscal Year 2008, the Institute was effectively operating at Fiscal Year 2003 funding levels.

#### **9.11 THE COUNCIL:**

**Noted** the Principal's Report setting out the activities and issues relating to the CIMH since the Forty-Fourth Meeting of the Board of Governors.

### **10. CMO BUDGETS (Headquarters Unit, CRN and Radar)**

#### **10(a) Budget Estimates for 2009**

10.1 The Council examined CMO Headquarters' Budget Estimates for 2009. It was noted that the estimates presented showed an increase of 6.68% over the approved budget for 2008.

10.2 The **Trinidad and Tobago representative** indicated that notwithstanding the small percentage increase in the CMO's overall budget, the contribution of Trinidad and Tobago to the CMO over the period 2003 to 2008 showed a significant increase over the approved budget for 2003.

10.3 In order to keep the increase in the budget as small as possible, the Coordinating Director indicated that the CMO would avoid accepting requests for involvement in joint activities with other regional or international partners. The CMO Headquarters was also mindful of the global economic climate that would be likely to dominate the economies of Member States during Fiscal Year 2009.

#### **10.4 THE COUNCIL:**

**Approved** the Estimates of Expenditure of **TT \$3,594,861.00** for the CMO Headquarters, including funds for the Caribbean Rawinsonde Network and the Radar Network is attached as **Annex IV to this Report**, with Members' contributions is attached as **Annex V to this Report**;

**Urged** Members to give priority to meet annual contributions, through quarterly, bi-annual or more frequent part-payments, if necessary, and to make every effort to pay off arrears to the Organization;

**Reminded** Members that when forwarding their contributions to CMO Headquarters by bank transfers, to deposit funds into the same currency account as the sum remitted;

**Also urged** Members to inform the CMO Headquarters of their transfer of funds, including the date, amount and currency, in order to overcome difficulties in properly identifying the origin of funds within the banking system.

#### **10(b) Statement of Contributions and Arrears**

10.5 The Council recalled that for many years, both main arms of the CMO, namely the Headquarters Unit and the CIMH, had been forced to operate under very difficult circumstances because of the large arrears of contributions by Member States. The Caribbean Meteorological Council (CMC), as the Governing Body of the CMO, had constantly urged Member States to rectify the situation by making regular payments to the current budget estimates and by establishing a plan to pay off arrears.

10.6 The Council was presented with a Statement of Arrears of Contributions to the Headquarters budget from 2001. The **Coordinating Director** reported that since the time of preparation of the Statement of Arrears of Contributions, payments had been received and the balance had been adjusted for Member States, the statement showed the arrears as at 15 November 2008.

10.7 The **Jamaica representative** stated that Jamaica was the third highest contributor to the budgets of CIMH and CMO Headquarters so that if there were any defaults in payments, the arrears would be correspondingly large. It was also stated that in 2001, Jamaica was current with its annual payments. Since then, however, its ability to contribute has been seriously impacted by a number of tropical storms and hurricanes that affected the island every year from 2001 with four (4) in the last hurricane season. The undertaking was given, therefore, that from 2009, Jamaica will try to be current with its annual contribution to both organs of the CMO, though this will be difficult.

#### **10.8 THE COUNCIL:**

**Noted** Statement of Arrears of Contributions to the CMO Headquarters;

**Also noted** the commitment by the **Jamaica representative** to work towards being current with its annual payments.





## 10(d) Auditor's Report

10.13 The Coordinating Director presented the audited accounts for 2007 of the CMO Headquarters. It was explained that the accounts of the CMO were normally audited between July and August every year by the Trinidad and Tobago Auditor General's Department.

10.14 The **Antigua and Barbuda representative** enquired about the amount attributed to the *Accumulated Surplus (Deficit)* on page 2 of the CMO's Financial Statement as to whether it represented monies available to the Headquarters or whether it was made up of the arrears contributions.

### 10.15 THE COUNCIL:

Noted the audited statements of accounts for 2006;

Decided to communicate with the Auditors General of Trinidad and Tobago and request a detailed explanation of the Accumulated Surplus.

## 11. SPECIAL CMO ISSUES AND WMO ISSUES

### 11(a) Outcome/Highlights of the 2008 Executive Council of the World Meteorological Organization

11.1 The Coordinating Director presented the Council with the outcomes and highlights of the 60<sup>th</sup> Session of the Executive Council of the World Meteorological Organization, which took place in Geneva in June 2008. The Council noted that were of particular interest to CMO Member States. It also noted that there was an increasing demand for climate information required for the assessment of impacts of climate variability and change, and for developing adaptation and mitigation strategies to minimize their risks. Hence, the Council agreed that it was important to strengthen the National Meteorological and Hydrological Services (NMHS) and their partnerships with other organizations.

11.2 The Coordinating Director indicated that the Executive Council set in motion the preparations for the convening of the high-priority **World Climate Conference -3**, would be aimed at increasing the societal benefits of climate predictions by bringing together the providers and the users of such information. The focus of the Conference will be the vitally important "*Skilful Seasonal to Interannual Climate Predictions*". The Council noted that the Conference expects to contribute to efforts to address both disaster risk reduction and adaptation to climate variability and change. The Council urged Member States of the CMO to participate in the World Climate Conference-3 (WCC-3) in 2009 with delegations that include several stakeholders and contributors to climate change.

## **11(b) Meteorological Services in the Caribbean – (i) Implementation of Quality Management Standards (ii) WMO/ICAO Staff Requirements & Standards**

11.3 The Council discussed the requirement for Quality Management System (QMS) within the Meteorological Services. The prime driving force for a QMS was the aviation community. Hence, ICAO and WMO recommended that each country should ensure that its designated Meteorological Authority establishes and implements a properly organized quality system which comprises procedures, processes and resources necessary to provide for the management of the meteorological information provided to air navigation. Further, they recommended that the quality system conform to ISO 9000 standards and be certified by an approved organization. The quality system must include verification and validation procedures.

11.4 WMO provided new classifications for meteorological and hydrological personnel that were approved by WMO Executive Council and which went into effect from 1 January 2004. The new classification defined a forecaster as a person with a degree in meteorology. From 1 January 2005, only persons with such a degree or persons who had been fully qualified as “**WMO Class II Meteorologist**” prior to 31 December 2004 and who continued to meet all competency requirements were authorized to make forecasts.

11.5 The Council was informed of the possible negative impacts on the economy of a Member State, which did not meet international QMS standards. In this regard, it was stressed that the Region needed to be aware of the current emphasis on improving standards and accountability and in engaging in proactive preparation for these changes. The ISO 9000 certification would become a requirement in November 2010. The **Cayman Islands representative** emphasized that the non-certification of the Meteorological Service could negatively impact on all aspects of aeronautical operations and not only on the Meteorological Service.

11.6 The **ICAO representative** concurred with the statements made to the Council and indicated that there were three reasons why the International Air Transport Association. These were itemized as the need to ensure the following:

- (i) that the person who analyzes and forecasts is qualified
- (ii) that the meteorological data reaches the end user, and
- (iii) that there is accurate, reliable and timely information transfer with quality assurance processes included.

11.7 The Council was provided with the estimated cost to become ISO 9000 certified and the estimated cost for the continuing certification process. It was emphasized that these costs could be recovered from the aeronautical community.

## 11.8 THE COUNCIL:

**Agreed** that –

- (i) CIMH accelerate the development of online training programmes for technicians trained after 2004;
- (ii) There be collaboration with the National/Regional Accreditation Councils;
- (iii) The CIMH training for senior technicians should be redesigned to cater for persons who already had university degrees but required specialized training;
- (iv) Opportunities for bilateral cooperation with respect to training should be explored;
- (v) A Regional approach to quality management certification be undertaken through the documentation of processes and procedures to include cost recovery measures and, in this regard, collaboration among the WMO, ICAO, CMO, and CIMH;
- (vi) The Civil Services in Member States need to examine the implications of the impetus to train technicians that were trained after 2004 in order to meet ICAO requirements. In this regard, the members of the Council should undertake advocacy;
- (vii) Institutional reform should be encouraged with respect to meteorological services.

**Noted** that the ICAO has identified funding for quality assurance courses and that the Region should maintain communication with the ICAO on this matter;

**Also agreed** that the ICAO should include CMO and Meteorological Services in their list of contacts.

### 11(c) CMO and the Intergovernmental Group on Global Earth Observations (GEO)

11.9 The Council recalled that, at its 47<sup>th</sup> Session in Kingston, St. Vincent (November 2007) , it discussed the global activities that led to the establishment of the *Group on Earth Observations* (GEO) and a 10-year implementation Plan for the *Global Earth Observing System of Systems* (GEOSS). These were aimed at strengthening global cooperation on Earth observations.

11.10 The Council endorsed the *GEOSS 10-Year Implementation Plan* and approved a request for CMO membership of the Intergovernmental Group on Earth Observations as a ***Participating Organization***. The Council also supported the CMO Headquarters' efforts to bring GEOSS activities to the attention of the CMO Member States and encourage involvement of national institutions in the field of environmental monitoring.

11.11 The Fourth Plenary of the Group on Earth Observations in Cape Town, South Africa (November 2007), **unanimously** welcomed the CMO as a *Participating Organization of GEO*.

#### **11.12 THE COUNCIL:**

**Noted** with pleasure, the acceptance of the CMO as a Participating Organization in the Intergovernmental Group on Earth Observations.

#### **11(d) WMO Regional Association for North and Central America and the Caribbean (RA IV)**

11.14 The Council noted that, every four years, a session of the WMO Regional Association IV for North and Central America and the Caribbean (RA IV) takes place. The Regional Association is the WMO Constituent Body that decides on all the programmes in meteorology, hydrology and related sciences for the Region.

11.15 The Council was informed that at the 2005 session of the Regional Association, **Mr. Carlos Fuller**, Director of Meteorological Services, Belize, was elected as President of the Region for a four-year period. However, Mr Fuller has indicated that he would not be standing for re-election in 2009. Several CMO representatives held the view that the second term of the presidency should remain with the English-speaking Members and agreed, in principle, to support **Mr Arthur Rolle** of the Bahamas for President in 2009.

#### **11.16 THE COUNCIL:**

**Encouraged** the CMO Member States that are also Members of the WMO to attend the WMO Regional Association North and Central America and the Caribbean to take place in The Bahamas in 2009.

### **12. ANNUAL MEETING OF THE DIRECTORS OF METEOROLOGICAL SERVICES**

12.1 The Meeting considered and amended the Report of the Annual Meeting of Directors of Meteorological Services held on 29 November 2008, which was presented by Mr. Glendell De Souza, Science and Technology Officer of the CMO. The Report provided the Council with a summary of the deliberations and recommendations of the Directors on a wide range of technical and scientific topics.

12.2 This Report was circulated for the consideration of the Meeting.

#### **12.3 THE COUNCIL:**

**Endorsed** the Draft Report of the Meeting of Directors of Meteorological Services held on 29 November 2008.

### **13. ANY OTHER BUSINESS**

13.1 The Council was informed of the changes to the aviation code given by the WMO code for FM 51 (TAF Code). The TAF code was amended to have the period of validity increased from 24 hours to 30 hours. However, the increase in validity does not apply to countries in the Caribbean at this time. The Council noted the changes to the period of validity of the code form and also that the change in the period of validity does not apply to the Caribbean Region at this time.

### **14. DATE AND VENUE OF CMC49 (2009)**

14.1 The Delegation of British Virgin Islands indicated its desire to host the Forty-Ninth Meeting of the CMC and Related meetings on dates to be determined through consultations between the CMO and the Member State.

14.2 The Council was informed by the **Turks and Caicos Islands representative** that they were considering hosting the Fiftieth Session of the Caribbean Meteorological Council and Related Meetings.

#### **14.3 THE COUNCIL:**

**Welcomed** the offer by the Delegation of the British Virgin Islands to host the Forty-Ninth Session of the CMC and Related Meetings;

**Also welcomed** the news from the Delegation of the Turks and Caicos Islands about possibly hosting of the Fiftieth Session of the CMC and Related Meetings;

**Expressed** its thanks to the Government of Guyana for the warm hospitality extended and the excellent arrangements put in place for the conduct of the business of CMC 48.

#### **Close of Meeting**

14.4 There being no other business the Meeting ended with an exchange of courtesies.

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**FORTY-EIGHTH MEETING OF THE CARIBBEAN METEOROLOGICAL COUNCIL**  
**GUYANA INTERNATIONAL CONVENTION CENTRE, TURKEYEN, GREATER**  
**GEORGETOWN, GUYANA**  
**1-2 DECEMBER 2008**

**LIST OF DELEGATES**

**ANTIGUA AND BARBUDA**

- Ms Sharon Peters - Permanent Secretary  
Ministry of **Tourism, Civil Aviation**, Culture and  
the Environment  
Government Office Complex  
Queen Elizabeth Highway, St John's  
Antigua  
Tel: 268 462 0651  
Fax: 268 462 6398  
E-mail: **speters0204@yahoo.com**
- Mr Keithley Meade - Director (Ag.)  
Antigua and Barbuda Meteorological Services  
Ministry of Tourism, Civil Aviation, Culture and the  
Environment  
PO Box 1051, St. John's, Antigua  
Tel: 268 462 4606/268 764 2139  
Fax: 268 462 4606  
E-mail: **keithleym@yahoo.com**

**BARBADOS**

- Hon Haynesley Benn - Minister  
Ministry of Agriculture  
Graeme Hall  
Christ Church  
Tel: 246 434 5010/5011  
Fax: 246 428 7777  
E-mail: **haynesleybenn@gmail.com**
- Mr Frederick Forde - Permanent Secretary  
Ministry of Agriculture  
Graeme Hall  
Christ Church  
Tel: 246 434 5016/5000  
Fax: 246 420 8444  
E-mail: **psminagric@caribsurf.com**

**BARBADOS CONT'D**

Mr Chester Layne - Director of Meteorological Services  
Building #4 Grantley Adams Industrial Park  
Christ Church, Barbados  
Tel: 246 428 0910  
Fax: 246 428 1676  
E-mail: **dirmet@sunbeach.net**

**BELIZE**

Mr Dennis Gonguez - Deputy Chief Meteorologist (Ag.)  
National Hydrometeorological Service  
Ministry of Natural Resources & the  
Environment  
Philip Goldson International Airport  
Ladyville, Belize  
Tel: 501 225 2011/501 225 2054  
Fax: 501 225 2101  
E-mail: **dennis\_gonguez@yahoo.com**  
**dgonguez@hydromet.gov.bz**

**BRITISH VIRGIN ISLANDS**

Mr Denniston Fraser - Managing Director  
BVI Airports Authority Limited  
P O Box 4416, Road Town, Tortola, BVI  
Tel: 284 852 9000  
Fax: 284 852 9045  
E-mail: **dfraser@bviala.com**

**CAYMAN ISLANDS**

Mr Fred Sambula - Director Meteorological Services  
Cayman Islands Airports Authority  
Ministry of Environment, Commerce &  
Tourism  
PO Box 10098  
George Town, Grand Cayman, KY 1-1001  
Tel: 345 943 7070 Ext 5428  
Fax: 345 943 7071  
E-mail: **fred.sambula@caymanairports.com**

Mr John Tibbetts - Chief Meteorologist  
Cayman Islands Airports Authority  
Ministry of Environment, Commerce &  
Tourism  
PO Box 10098  
George Town, Grand Cayman, KY 1-1001  
Tel: 345 943 7070 Ext 5428  
Fax: 345 943 7071  
E-mail: **john.tibbetts@gov.ky**



**DOMINICA**

- Hon Ian Douglas - Minister  
Ministry of Tourism and Legal Affairs  
Government Headquarters  
Kennedy Ave, Rouseau  
Tel: 767 448 2401 Ext 3294  
Fax: 767 448 3022  
E-mail: **legalaffairs@cwdom.dm**  
**minsectourism@cwdom.dm**
- Mr Nathanael Isaac - Senior Meteorological Officer  
Ministry of Tourism and Legal Affairs  
Government Headquarters  
Roseau, Dominica  
Tel: 767 449 1990  
Fax: 767 449 2020  
E-mail: **metoffice@cwdom.dm**  
**nathanaelisaac@hotmail.com**

**GRENADA**

- Mr Hubert Whyte - Senior-Level Technician  
Grenada Airports Authority  
Ministry of Civil Aviation & Foreign Affairs  
Ministerial Complex  
St. George's, Grenada  
Tel.: 473 444 4142  
Fax: 473 444 1574  
E-mail: **hwhyte@psiagrenada.com**

**GUYANA**

- Hon Robert Persaud - Minister of Agriculture  
Ministry of Agriculture  
Regent and Vlissengen Roads  
Georgetown, Guyana  
Tel: 592 225 1565  
Fax: 592 227 2978  
E-mail: **mpersaud@agriculture.gov.gy**
- Dr Dindyal Permaul - Permanent Secretary  
Ministry of Agriculture  
Regent and Vlissengen Roads  
Georgetown, Guyana  
Tel: 592 227 5527  
Fax: 592 227 3638  
E-mail: **dindyalp@yahoo.com**

**GUYANA (CONT'D)**

Ms Bhaleka Seulall - Chief Hydrometeorological Officer (Ag.)  
Hydrometeorological Service  
Ministry of Agriculture  
18 Brickdam, Stabroek, Georgetown  
Tel: 592 225 4247  
Fax: 592 226 1460  
E-mail: **bhalekaseulall@yahoo.com**  
**b.d.seulall@hydromet.gov.gy**

Mr Kelvin Samaroo - Meteorologist (Ag.)  
Hydrometeorological Service  
Ministry of Agriculture  
18 Brickdam, Stabroek, Georgetown, Guyana  
Tel: 592 225 9303  
Fax: 592 226 1460  
E-mail: **kelvin3050@yahoo.com**  
**k.samaroo@hydromet.gov.gy**

Ms Haymawattie Danny - Hydrometeorological Telecommunication  
Engineer  
Hydrometeorological Service  
Ministry of Agriculture  
18 Brickdam, Stabroek, Georgetown, Guyana  
Tel: 592 223 7275  
Fax: 592 226 1460  
E-mail: **haymawattiedanny@yahoo.com**

Ms Thaeshwari Pooran - Hydrological Technician I  
Hydrometeorological Service  
Ministry of Agriculture  
18 Brickdam, Stabroek, Georgetown, Guyana  
Tel: 592 225 9303  
Fax: 592 226 1460  
E-mail: **tpooran@hotmail.com**

**JAMAICA**

Mrs Sylvia McGill - Director  
Meteorological Service  
65 ¾ Half Way Tree Road  
Kingston 10, Jamaica  
Tel: 876 929 3700/876 960 8990  
Fax: 876 960 8989  
E-mail: **metja@infochan.com**  
**wxservice.dir@cwjamaica.com**

**MONTSERRAT**

Mr Norman A M Cassell - Airport Manager  
John A Osborne Airport  
Ministry of Communications and Works  
P O Box 344, Gerald's, Montserrat  
Tel: 664 491 6218  
Fax: 664 491 7688  
E-mail: **airport@gov.ms**

**ST. KITTS AND NEVIS**

Mr Maurice Mills - Senior Meteorological Officer  
St. Christopher Air and Sea Ports Authority  
Ministry of Transport  
PO Box 963  
Basseterre, St Kitts and Nevis  
Tel: 869 465 2749  
Fax: 869 465 9122  
E-mail: **maurice.mills@scaspa.com**  
**metoffice@scaspa.com**

**SAINT LUCIA**

Mrs Allison A Jean - Deputy Permanent Secretary  
Ministry of Communications, Works, Transport  
and Public Utilities  
Union  
Castries, St Lucia  
Tel: 758 468 4306  
Fax: 758 450 4833/758 453 2769  
E-mail: **aljean@gosl.gov.lc**

Mr Thomas Auguste - Director  
St Lucia Meteorological Service  
Ministry of Communications, Works, Transport  
and Public Utilities  
Union, Castries, St Lucia  
Tel: 758 450 1210/721 7106  
Fax: 758 453 2769  
E-mail: **director@slumet.gov.lc**

**ST. VINCENT AND THE GRENADINES**

- Mrs Andrea R Best - Senior Airport Officer – Operations  
Ministry of National Security  
c/o Airports Department  
ET Joshua Airport, St Vincent  
Tel: 784 458 4011  
Fax: 784 458 4786  
E-mail: **etjoshua@vincysurf.com**
- Mr David A Burgin - Meteorological Assistant  
Ministry of National Security  
c/o Airports Department  
ET Joshua Airport, St Vincent  
Tel: 784 458 4477  
Fax: 784 458 4477  
E-mail: **svgmet@yahoo.com**

**TRINIDAD AND TOBAGO**

- Mr Marlon Noel - Assistant Director (Ag)  
Ministry of Public Utilities  
Trinidad and Tobago Meteorological  
Services  
c/o Piarco International Airport  
Trinidad and Tobago  
Tel: 868 669 5465  
Fax: 868 669 4009  
E-mail: **dirmet@tsst.net.tt**

**TURKS AND CAICOS ISLANDS**

- Mr John Smith - Chief Executive Officer  
Turks and Caicos Islands Airports Authority  
Home Affairs, Public Safety and Aviation  
205 Ocean Club West  
Providenciales  
Turks and Caicos Islands  
Tel: 649 332 2013  
Fax: 649 941 5996  
E-mail: **johnsmith@tciaports.com**

**INSTITUTION/ORGANIZATIONS****CARIBBEAN METEOROLOGICAL ORGANIZATION**

- Mr Tyrone Sutherland - Coordinating Director  
#27 O'Connor Street, Woodbrook  
P.O. Box 461, Port of Spain  
Trinidad and Tobago  
Tel: 868 622 4711  
Fax: 868 622 0277  
E-mail: **TSutherland@cmo.org.tt**
- Mr Glendell De Souza - Science and Technology Officer  
#27 O'Connor Street, Woodbrook  
P.O. Box 461, Port of Spain  
Trinidad and Tobago  
Tel: 868 622 4711  
Fax: 868 622 0277  
E-mail: **GDe\_Souza@cmo.org.tt**
- Ms Lynn Nimblett - Administrative Officer  
#27 O'Connor Street, Woodbrook  
P.O. Box 461, Port of Spain  
Trinidad and Tobago  
Tel: 868 622 4711  
Fax: 868 622 0277  
E-mail: **LNimblett@cmo.org.tt**
- Ms Beverly Patterson-Roberts - Secretary  
#27 O'Connor Street, Woodbrook  
P.O. Box 461, Port of Spain  
Trinidad and Tobago  
Tel: 868 622 4711  
Fax: 868 622 0277  
E-mail: **BPatterson@cmo.org.tt**

**CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY**

- Dr David Farrell - Principal  
Husbands, St James  
Barbados  
Tel: 246 425 1362  
Fax: 246 424 4733  
E-mail: **dfarrell@cimh.edu.bb**
- Ms Sueanne Clinton - Administrative Officer  
Caribbean Institute for Meteorology and  
Hydrology  
Husbands, St. James BB 23006, Barbados  
Tel: 246 425 1362/ 1365  
Fax: 246 424 4733  
E-mail: **sclinton@cimh.edu.bb**

**WORLD METEOROLOGICAL ORGANIZATION**

Mr Hugo Hidalgo - Programme Officer  
World Meteorological Organization  
PO Box 7-3350-1000, San Jose  
Costa Rica  
Tel: 506 2258 2370  
Fax: 506 2256 8240  
E-mail: **hhidalgo@wmo.int**

**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

Mr Enrique Camarillo - Regional Officer – Aeronautical Meteorology  
North American, Central American and  
Caribbean Office  
Av Presidente Masaryk 29-3  
Col Chapultepec Morales  
CP 11570, Mexico, DF  
Mexico  
Tel: 5255 5250 3211  
Fax: 5255 5203 2757  
E-mail: **ecamarillo@mexico.icao.int**

**SUPPORT STAFF**

Ms Ana Sue Bispat - Administrative Assistant  
Hydrometeorological Service  
Ministry of Agriculture  
18 Brickdam, Stabroek, Georgetown  
Guyana  
Tel: 592 225 9303  
Fax: 592 226 1460  
E-mail: **ana\_bispat@yahoo.com**

Ms Marcia Abrams - Typist Clerk III  
Hydrometeorological Service  
Ministry of Agriculture  
18 Brickdam, Stabroek, Georgetown  
Guyana  
Tel: 592 225 9303/227-2463  
Fax: 592 226 1460  
E-mail: **meabrams02@yahoo.com**

Ms Althea Hilliman - Typist Clerk II  
Hydrometeorological Service  
Ministry of Agriculture  
18 Brickdam, Stabroek, Georgetown, Guyana  
Tel: 592 225 9303/227-2463  
Fax: 592 226  
E-mail: **althea\_hill64@yahoo.com**

**CARIBBEAN COMMUNITY (CARICOM) SECRETARIAT**

- Mr Garfield Barnwell - Director  
Sustainable Development Programme  
Turkeyen, Greater Georgetown  
Guyana  
Tel: 592 222 0001-0075 Ext 1668  
Fax: 592 222 0168/0171  
E-mail: **gbarnwell@caricom.org**
- Ms Donna McRae-Smith - Project Officer  
Sustainable Development Programme  
Tel: 592 222 0001-75 Ext.2207  
Fax: 592 222 0155  
E-mail: **dms@caricom.org**
- Ms Lynda Drakes - Senior Project Officer (Ag)  
Conference Services  
Turkeyen, Greater Georgetown  
Guyana  
Tel: 592 222 0003  
Fax:  
E-mail: **lyndad@caricom.org**
- Ms Feona Sandy - Project Officer  
Conference Services  
Turkeyen, Greater Georgetown  
Guyana  
Tel: 592 222 0001  
Fax:  
E-mail: **fsandy@caricom.org**
- Ms Evelyn Davis - Senior Stenographer  
CARICOM Secretariat  
Turkeyen, Greater Georgetown  
Guyana  
Tel: 592 222 0001-75 Ext 2633  
Fax: 592 222 0171  
E-mail: **conf5@caricom.org**
- Ms Dorette Cummings - Stenographer  
CARICOM Secretariat  
Turkeyen, Greater Georgetown  
Guyana  
Tel: 592 222 0001-75 Ext 2669  
Fax: 592 222 0171  
E-mail: **conf8@caricom.org**

**CARIBBEAN COMMUNITY (CARICOM) SECRETARIAT CONT'D**

Ms Bernique Benjamin

- Stenographer  
CARICOM Secretariat  
Turkeyen, Greater Georgetown  
Guyana  
Tel: 592 222 0001-75 Ext 2214  
Fax: 592 222 0171  
E-mail: **conf17@caricom.org**

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**CMO Radar Project****Table 1 Project Expenditure Report Summary 15 November 2008**

|                            |                                                       | CURRENCY | BUDGET       | EXPENDITURE  | % REMAINING          |
|----------------------------|-------------------------------------------------------|----------|--------------|--------------|----------------------|
| <b>SERVICE CONTRACTS</b>   |                                                       |          |              |              |                      |
| 1                          | Project Management and Technical Advice (PMU)         | EUR      | 1,328,323.64 | 980,963.20   | 26.15%               |
| 2                          | Detailed Design                                       | TT\$     | 1,687,000.00 | 1,569,986.27 | <b>6.94% CLOSED</b>  |
| 3                          | Supervision                                           | TT\$     | 1,496,736.00 | 1,135,708.22 | 24.12%               |
| 4                          | Météo-France Direct Agreement                         | EUR      | 225,895.00   | 60,508.99    | 73.21%               |
| <b>SUPPLY CONTRACT</b>     |                                                       |          |              |              |                      |
| 5                          | Supply of four Doppler Weather Radars                 | EUR      | 6,664,775.00 | 3,998,865.15 | 40.00%               |
| <b>PROGRAMME ESTIMATES</b> |                                                       |          |              |              |                      |
| 6                          | Start up Programme Estimate                           | TT\$     | 100,104.33   | 100,104.33   | 0% <b>CLOSED</b>     |
| 7                          | Operational Programme Estimate (OPE) [Work Programme] | TT\$     | 8,758,604.15 | 3,783,347.96 | 56.8%                |
| <b>WORKS CONTRACTS</b>     |                                                       |          |              |              |                      |
| 8                          | Guyana                                                | EUR      | 956,782.78   | 266,924.23   | 72.10%               |
| 9                          | Trinidad                                              | EUR      | 1,967,413.24 | 1,723,642.75 | <b>12.39% CLOSED</b> |

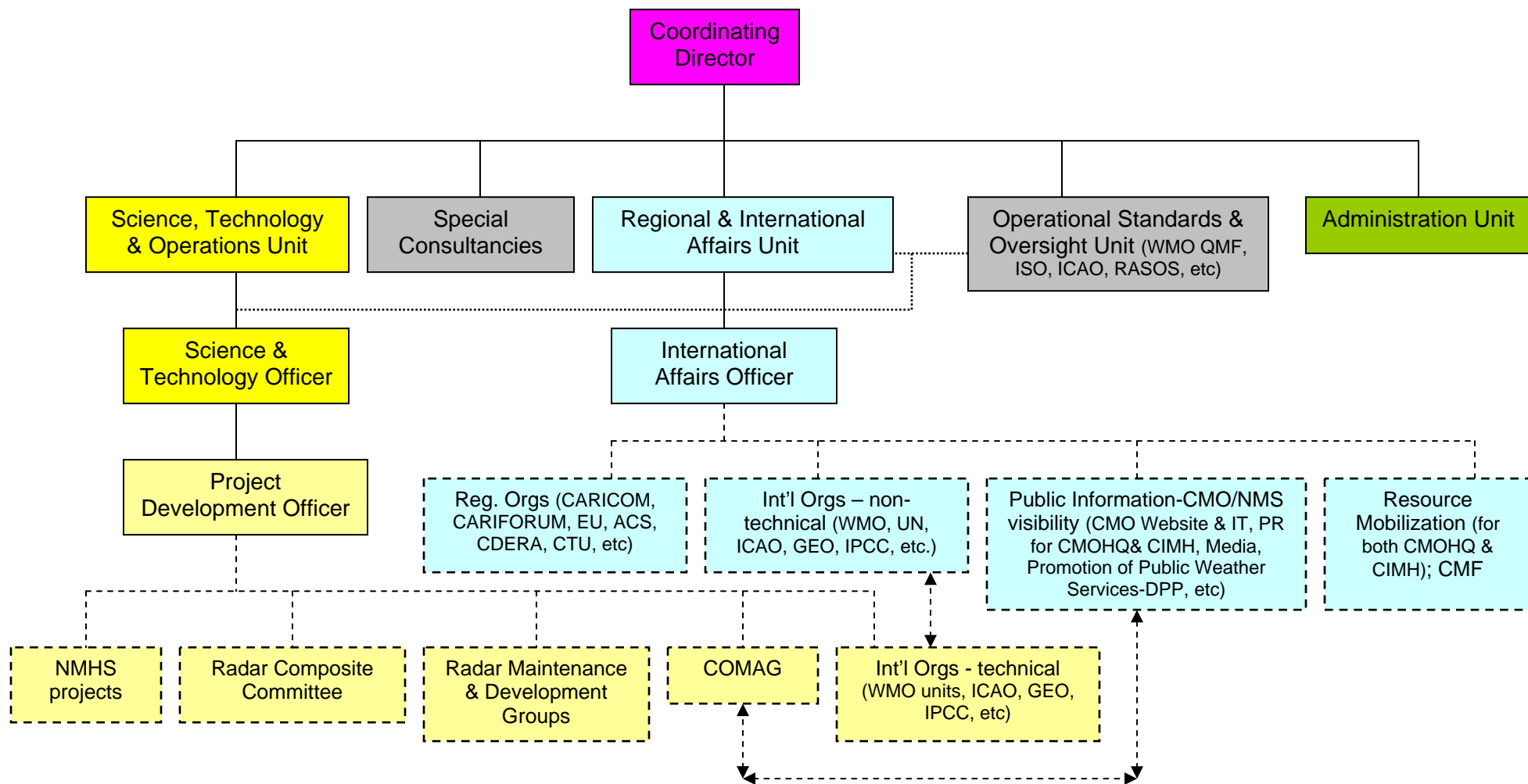
**Table 2: Disputed Contracts under the OPE**

|   | OPE Contract/Activity                      | Contractor            | Comments                                                                   |
|---|--------------------------------------------|-----------------------|----------------------------------------------------------------------------|
| 1 | Radio Path Survey in Trinidad and Barbados | Illuminat             | Completed and paid via OPE. <b>Contract rejected</b> by EU                 |
| 2 | Civil Works In Barbados                    | Edghill Associates    | <b>Contract accepted</b> after initial doubt on procedures. Work Completed |
| 3 | Supervision of Civil Works in Barbados     | Errol Clarke          | <b>Contract accepted</b> after initial doubt on procedures. Work Completed |
| 4 | Civil Works in Belize                      | Fabro's Industries    | <b>Contract accepted</b> after initial doubt on procedures. Work Completed |
| 5 | Supply of Power Generator in Belize        | Fabro's Industries    | Contract prepared but <b>not approved in time for OPE</b>                  |
| 6 | Training Coordinator                       | Ms. Earlene Phillips  | <b>Contract not allowed</b>                                                |
| 7 | International Training Consultant          | Ms Kaitlyn McLaughlin | <b>Contract not allowed</b>                                                |



# Caribbean Meteorological Organization

## Headquarters Strategic Plan Organizational Diagram (Proposal)



## HEADQUARTERS UNIT ESTIMATES 2009

| VOTE                                 | DETAILS OF EXPENDITURE                              | 2009 EST.           | 2008 APP. EST.      | 2007 ACTUAL         | INC. 2009/08      | DEC. 2009/08     |
|--------------------------------------|-----------------------------------------------------|---------------------|---------------------|---------------------|-------------------|------------------|
| <b><u>1. PERSONAL EMOLUMENTS</u></b> |                                                     |                     |                     |                     |                   |                  |
| 1 (1)                                | Coordinating Director                               | 855,475.00          | 855,475.00          | 855,475.00          | 0.00              | 0.00             |
| 1 (2)                                | Science & Technology Officer                        | 343,596.00          | 330,089.00          | 314,987.00          | 13,507.00         | 0.00             |
| 1 (3)                                | Administrative Officer                              | 169,229.00          | 162,456.00          | 103,308.00          | 6,773.00          | 0.00             |
| 1 (4)                                | Account Clerk                                       | 84,355.00           | 83,088.00           | 64,896.00           | 1,267.00          | 0.00             |
| 1 (5)                                | Clerk Typist                                        | 68,314.00           | 67,308.00           | 45,000.00           | 1,006.00          | 0.00             |
| 1 (6)                                | Messenger                                           | 49,692.00           | 50,568.00           | 35,150.00           | 0.00              | 876.00           |
| 1 (7)                                | Office Cleaner                                      | 49,795.00           | 49,044.00           | 35,004.00           | 751.00            | 0.00             |
| 1 (8)                                | Post Adjustment (Ag./COLA Housing & CCS Allowances) | 315,000.00          | 315,000.00          | 223,577.85          | 0.00              | 0.00             |
| 1 (9)                                | Superannuation & NIS                                | 340,000.00          | 325,000.00          | 291,663.28          | 15,000.00         | 0.00             |
|                                      | Total Personal Emoluments                           | 2,275,456.00        | 2,238,028.00        | 1,969,061.13        | 38,304.00         | 876.00           |
| <b><u>2. OTHER CHARGES</u></b>       |                                                     |                     |                     |                     |                   |                  |
| 2                                    | Travel                                              | 405,000.00          | 320,000.00          | 265,785.99          | 85,000.00         | 0.00             |
| 3                                    | WMO Contribution                                    | 75,000.00           | 65,000.00           | 63,318.52           | 10,000.00         | 0.00             |
| 4                                    | Incidentals                                         | 105,000.00          | 95,000.00           | 112,075.42          | 10,000.00         | 0.00             |
| 5                                    | Furniture & Equipment                               | 12,000.00           | 12,000.00           | 36,797.30           | 0.00              | 0.00             |
| 6                                    | Audit Fees                                          | 25,000.00           | 25,000.00           | 12,300.00           | 0.00              | 0.00             |
| 7                                    | Prior Year Adjustments                              | 0.00                | 17,212.00           | 112.03              | 0.00              | 17,212.00        |
| 8                                    | Workshop/Bureau                                     | 100,000.00          | 0.00                | 0.00                | 100,000.00        | 0.00             |
|                                      | Total Other Charges                                 | 722,000.00          | 534,212.00          | 490,389.26          | 205,000.00        | 17,212.00        |
|                                      | <b>GRAND TOTAL</b>                                  | <b>2,997,456.00</b> | <b>2,772,240.00</b> | <b>2,459,450.39</b> | <b>243,304.00</b> | <b>18,088.00</b> |

\* All figures are quoted in TT Dollars

## HEADQUARTERS UNIT ESTIMATES 2009 – NOTES

| VOTE         | DETAILS OF EXPENDITURE                                       | AMOUNT            | VOTE     | DETAILS OF EXPENDITURE                        | AMOUNT            |
|--------------|--------------------------------------------------------------|-------------------|----------|-----------------------------------------------|-------------------|
|              | <b><u>1. PERSONAL EMOLUMENTS</u></b>                         |                   |          | <b><u>2. OTHER CHARGES</u></b>                |                   |
| <b>1 (8)</b> | <b>Post Adjustment (Ag/Housing /<br/>and CCS Allowances)</b> |                   | <b>2</b> | <b><u>Travel (Coordinating Dir.)</u></b>      |                   |
|              | Responsibility (Coordinating Dir.)                           | 56,794.00         |          | <b><u>Executive Council</u></b>               |                   |
|              | Housing (Coordinating Dir.)                                  | 128,321.00        |          | Airfare                                       | 12,000.00         |
|              | Housing (STO & Admin. Off.)                                  | 12,905.00         |          | <b><u>World Climate Conference</u></b>        |                   |
|              | Education Grant (Coordinating Dir.)                          | 38,880.00         |          | Airfare                                       | 12,000.00         |
|              | Education Grant (STO.)                                       | 31,104.00         |          | Hotel                                         | 9,000.00          |
|              | Life Ins. (Coordinating Dir.)                                | 6,360.00          |          | Per-Diem                                      | 16,128.00         |
|              | Health & Life Ins. (STO.)                                    | 15,087.00         |          | <b><u>Regional Association IV Meeting</u></b> |                   |
|              | Health (Coordinating Dir.)                                   | 1,880.00          |          | Hotel                                         | 8,000.00          |
|              | Health (STO.)                                                | 940.00            |          | Per-Diem                                      | 6,000.00          |
|              | Leave Relief (4 Clerical Positions)                          | 20,000.00         |          |                                               |                   |
|              |                                                              | <b>312,271.00</b> |          | <b><u>Regional Travel (Coor. Dir.)</u></b>    |                   |
|              | <b>Estimate</b>                                              | <b>315,000.00</b> |          | <b>3 Trips</b>                                |                   |
|              |                                                              |                   |          | Airfare                                       | 9,000.00          |
| <b>1 (9)</b> | <b>Superannuation &amp; NIS</b>                              |                   |          | Hotel                                         | 9,216.00          |
|              | Coordinating Director                                        | 171,095.00        |          | Per-Diem                                      | 6,797.00          |
|              | Science & Technology Officer                                 | 68,719.00         |          | <b><u>Travel (STO)</u></b>                    |                   |
|              | Other Staff                                                  | 63,208.00         |          | <b><u>Executive Council</u></b>               |                   |
|              | <b>NIS</b>                                                   | <b>35,000.00</b>  |          | Airfare                                       | 12,000.00         |
|              |                                                              | <b>338,022.00</b> |          | Hotel                                         | 9,000.00          |
|              | <b>Estimate</b>                                              | <b>340,000.00</b> |          | Per-Diem                                      | 16,128.00         |
|              |                                                              |                   |          | <b><u>Hurricane Committee &amp; RA IV</u></b> |                   |
|              |                                                              |                   |          | Airfare                                       | 6,000.00          |
|              |                                                              |                   |          | Hotel                                         | 15,000.00         |
|              |                                                              |                   |          | Per-Diem                                      | 11,000.00         |
|              |                                                              |                   |          | <b>Balance Carried Forward</b>                | <b>157,269.00</b> |

## HEADQUARTERS UNIT ESTIMATES 2009 – NOTES

| VOTE | DETAILS OF EXPENDITURE              | AMOUNT            | VOTE | DETAILS OF EXPENDITURE                    | AMOUNT            |
|------|-------------------------------------|-------------------|------|-------------------------------------------|-------------------|
| 2    | <b>Balance Brought Forward</b>      | <b>157,269.00</b> | 2    | <b>Balance b/forward</b>                  | <b>337,178.00</b> |
|      | <b><u>Regional Travel (STO)</u></b> |                   |      | <b><u>Travel Grant</u></b>                |                   |
|      | <b>3 Trips</b>                      |                   |      | Coordinating Dir                          | 10,000.00         |
|      | Airfare                             | 9,000.00          |      | STO                                       | 11,000.00         |
|      | Hotel                               | 9,216.00          |      | General Staff                             | 18,000.00         |
|      | Per-Diem                            | 6,797.00          |      |                                           |                   |
|      | <b>Regional Committee Meetings</b>  |                   |      | <b><u>Local Travel</u></b>                |                   |
|      | Institutional Review Meeting (2)    |                   |      | Car Insurance                             | 12,000.00         |
|      | Airfare                             | 7,000.00          |      | Maintenance                               | 6,000.00          |
|      | Hotel                               | 5,000.00          |      | Fuel                                      | 5,000.00          |
|      | Per-Diem                            | 2,500.00          |      | Travel - Messenger                        | 2,000.00          |
|      | <b><u>CMC</u></b>                   |                   |      | <b>Grand Travel Total</b>                 | <b>401,178.00</b> |
|      | <b>Coordinating Dir &amp; STO</b>   |                   |      | <b>Total Travel Estimate</b>              | <b>405,000.00</b> |
|      | Airfare                             | 8,000.00          |      |                                           |                   |
|      | Hotel                               | 12,288.00         |      |                                           |                   |
|      | Per-Diem                            | 6,528.00          |      |                                           |                   |
|      | <b>CMC - DMS</b>                    |                   | 4    | <b><u>Incidentals</u></b>                 |                   |
|      | (Member support, CMO Admin Staff)   |                   |      | Postage                                   | 5,000.00          |
|      | Hotel                               | 45,000.00         |      | Security (Coordinating Director)          | 5,000.00          |
|      | Per-Diem                            | 30,000.00         |      | Imprest                                   | 1,000.00          |
|      | <b>COMAG</b>                        |                   |      | Maintenance & Contracts (Office Machines) | 6,000.00          |
|      | Airfare                             | 18,000.00         |      | Office Supplies/Requisites                | 20,000.00         |
|      | Hotel                               | 11,340.00         |      | Bank Charges                              | 500.00            |
|      | Per-Diem                            | 9,240.00          |      | Electricity (Coordinating Director)       | 6,000.00          |
|      | <b>Total Overseas Travel</b>        | <b>337,178.00</b> |      | Telephone (Office & Internet)             | 45,000.00         |
|      | <b>Balance c/forward</b>            | <b>337,178.00</b> |      | Telephone (C/D residence)                 | 9,000.00          |
|      |                                     |                   |      | Miscellaneous                             | 5,000.00          |
|      |                                     |                   |      | <b>Total Incidentals</b>                  | <b>102,500.00</b> |
|      |                                     |                   |      | <b>Incidentals Estimate</b>               | <b>105,000.00</b> |

## REGIONAL CONTRIBUTION TO CMO BUDGETS - 2009

| UNITS      | COUNTRY         | HQ               | CRN           |               |               |                |                | TOTAL<br>CRN   | RADAR         | TOTAL<br>HQ/CRN/<br>RADAR | CIMH             |
|------------|-----------------|------------------|---------------|---------------|---------------|----------------|----------------|----------------|---------------|---------------------------|------------------|
|            |                 |                  | B'DOS         | BELIZE        | CAY IS.       | J'CA           | T & T          |                |               |                           |                  |
|            |                 | TT\$             | TT\$          | TT\$          | TT\$          | TT\$           | TT\$           | TT\$           | TT\$          | TT\$                      | BDS\$            |
| 3          | ANGUILLA        | 13,521           | 369           | 227           | 95            | 717            | 828            | 2,236          | 228           | 15,985                    | 20,469           |
| 25         | ANTIGUA         | 112,678          | 3,076         | 1,889         | 791           | 5,976          | 6,899          | 18,631         | 1,897         | 133,206                   | 170,571          |
| 70         | BARBADOS        | 315,497          | 30,709        | 5,290         | 2,214         | 16,732         | 19,316         | 74,261         | 5,312         | 395,070                   | 1,553,105        |
| 43         | BELIZE          | 193,805          | 5,291         | 25,347        | 1,360         | 10,279         | 11,866         | 54,143         | 3,263         | 251,211                   | 293,383          |
| 3          | BR. VIRGIN IS.  | 13,521           | 369           | 227           | 95            | 717            | 828            | 2,236          | 228           | 15,985                    | 20,469           |
| 18         | CAYMAN IS       | 81,128           | 2,215         | 1,361         | 22,666        | 4,303          | 4,967          | 35,512         | 1,366         | 118,006                   | 122,811          |
| 10         | DOMINICA        | 45,071           | 1,230         | 756           | 317           | 2,391          | 2,760          | 7,454          | 759           | 53,284                    | 68,228           |
| 25         | GRENADA         | 112,678          | 3,076         | 1,889         | 791           | 5,976          | 6,899          | 18,631         | 1,897         | 133,206                   | 170,571          |
| 52         | GUYANA          | 234,369          | 6,398         | 3,930         | 1,645         | 12,430         | 14,349         | 38,752         | 3,946         | 277,067                   | 354,788          |
| 136        | JAMAICA         | 612,966          | 16,733        | 10,278        | 4,302         | 54,604         | 37,528         | 123,445        | 10,320        | 746,731                   | 927,908          |
| 3          | MONTserrat      | 13,521           | 369           | 227           | 95            | 717            | 828            | 2,236          | 228           | 15,985                    | 20,469           |
| 10         | ST. KITTS/NEVIS | 45,071           | 1,230         | 756           | 317           | 2,391          | 2,760          | 7,454          | 759           | 53,284                    | 68,228           |
| 25         | ST. LUCIA       | 112,678          | 3,076         | 1,889         | 791           | 5,976          | 6,899          | 18,631         | 1,897         | 133,206                   | 170,571          |
| 10         | ST. VINCENT     | 45,071           | 1,230         | 756           | 317           | 2,391          | 2,760          | 7,454          | 759           | 53,284                    | 68,228           |
| 157        | T'DAD & TOBAGO  | 1,032,360        | 19,316        | 11,865        | 4,966         | 37,528         | 65,418         | 139,093        | 11,913        | 1,183,366                 | 1,071,188        |
| 3          | TURKS & CAICOS  | 13,521           | 369           | 227           | 95            | 717            | 828            | 2,236          | 228           | 15,985                    | 20,469           |
| <b>593</b> | <b>TOTAL</b>    | <b>2,997,456</b> | <b>95,056</b> | <b>66,914</b> | <b>40,857</b> | <b>163,845</b> | <b>185,733</b> | <b>552,405</b> | <b>45,000</b> | <b>3,594,861</b>          | <b>5,121,456</b> |