C A R I B B E A N

M E T E O R O L O G I C A L

O R G A N I Z A T I O N

**CARIBBEAN METEOROLOGICAL COUNCIL** **Doc. 4**

FIFTY-SIXTH SESSION

St. George's, GRENADA, 10-11 NOVEMBER 2016

**STATUS OF ACTIONS FROM PREVIOUS SESSION**

(Submitted by the Coordinating Director)

**Introduction**

1. The CMO Headquarters produces 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.

2. The Action Sheet from CMC55 is shown as an **ANNEX** to this document. Remarks have been included to indicate the status of actions, including any indications received from Members that actions assigned to them had been undertaken. Discussion in this document will focus only on those items of CMC55 that could not be achieved as planned, or are not brought up under another agenda item, but which are thought to require further discussion, or for which actions are of particular significance.

**CMC55 Agenda item 3(a): Coordinating Director’s Report**

3. The 55th session of the Council discussed possible consideration by Suriname for membership of CMO and thus requested the CMO Headquarters to examine the process leading to a State's accession to CMO, depending on the timing of receipt of an application, in relation to a session of the Council. This process has been started, but is being held in abeyance until there is an indication from Suriname on this matter.

**CMC55 Agenda item 7(a): CMO Budget Estimates for 2016**

4. During the Council’s discussions on this agenda item, the CMO Headquarters proposed to produce a draft revision of the formula used to determine the level of contributions by Member States to the budgets of the institutions of the CMO. This was proposed because of economic and other changes in the region over several years. Council delayed this action because there had been an expression of interest by a regional State in joining the CMO, which would have an impact on the details and timing of the Contribution Formula. Details of this development will be discussed during CMC56 under this Agenda item.

5. Other items in the Action Sheet will be discussed in some detail under the relevant Agenda items.

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CARIBBEAN METEOROLOGICAL ORGANIZATION

ACTION SHEET

**Caribbean Meteorological Council – 55th session**, **Belize City, Belize, 12‑13 November 2015**

| Agenda item | Title/Sub-title | Action | Action by | Deadline/Status |
| --- | --- | --- | --- | --- |
| 3. | CMO Executive Reports(c) CIMH Board of Governors’ Report(d) Membership of the CMO | 1. The creation of sub-committees to assist in decision-making at the Institute during intersessional period between CIMH BoG meetings. The ToRs to be developed by the BoG;
2. Review of the syllabus of the Senior Level Meteorological Technicians course to determine if the level of effort and the breadth of work were too much for the eighteen (18) months course;
3. CIMH presentation on Project Funding & Beneficiaries to be made available to all Members to assist in addressing arrears.
4. Mandate given to the Coordinating Director, in consultation with the Chairman of Council and the CARICOM Secretariat, to modify the process leading to a State's accession to CMO, depending on the timing of receipt of an application, in relation to a session of the Council;
5. Member States to respond positively and in a timely manner, in accordance with the agreed procedures, if and when an application for membership of CMO would be received.
 | BoGCIMHCIMHCMO HQMembers | BoG 2017On-goingDuring 2016 [done]As necessaryAs necessary |
| 5.5. | Special CMO and WMO issues1. Implementation of the Global Framework .for Climate Services (GFCS)
2. WMO Integrated Global Observing System - Implementation Phase.
3. Aeronautical Meteorological Services – Priority Activities
4. Disaster Risk Reduction and Regional Severe Weather Forecasts and Warning Systems
 | Member States:1. Urged to attend the *WMO Commission for Basic Systems* (CBS) in 2016 when the formal designation of the CIMH as a WMO RCC was anticipated;
2. To publicize internally and implement ***Resolution 60 (Cg-17) –*** the *WMO Policy for the International Exchange of Climate Data and Products to Support the Implementation of the GFCS.*
3. Which are not Members of WMO to study and formally indicate to the CMO Headquarters, their acceptance of WMO *Resolution 60 (Cg-17).*
4. To ensure that their NMHSs actively participate in the Pre-Operational Phase of WIGOS in the 2016-2019 period.
5. To complete any outstanding procedures with regards to implementation of the ICAO-mandated *Quality Management System* (QMS).
6. To review all their recent QMS preparatory work to meet the new *International Organization for Standardization* (ISO) standard 9001:2015, which became effective from September 2015.
7. To conduct analyses of existing business models with respect to cost recovery mechanisms for the provision of meteorological services to aviation, and to seek guidance from ICAO and WMO if necessary.
8. To pay close attention to developments relating to the new concept of Impact-based Weather Forecasts and Warnings.
 | MembersMembersGrenada, St. Kitts & Nevis, St. Vincent & the GrenadinesMembersMembersNMHSs in Member StatesMembersNMHSs in Member States | November 2016During 2016During 2016OngoingBefore end of 2016Prior to end of 2018OngoingOngoing |
| 6. | Financial Reports(c) Statement of Contributions and Arrears (CMO HQ & CIMH) | Member States to make every effort to pay their full contribution for the current year, while setting up an internal mechanism to pay off arrears. | PSs & Directors NMHSs | Ongoing |
| 7(a). | CMO 2016 Budget (HQ, CRN & Radar) |  (i) Inform the CMO Headquarters of their transfer of funds, including the date and amount, in order to overcome difficulties in properly identifying the origin of funds within the banking system.(ii) Invoices for contributions by Member States to be distributed only in United States dollars(iii) Temporary postponement of draft revision of the CMO Contribution Formula, pending issues of increased membership of the CMO. | MembersMembersCMO HQ | OngoingOngoing2016 onwards |
| 8. | Report on Directors of Meteorological Services Meeting |  (a) Provide the necessary resources to implement a compliant Quality Management System.(b) Consideration of the formation of a Technical Team to assist NMHSs so that they can become compliant with the required standards. | All CMO Member StatesCMO HQ /CIMH | Prior to the end of 2016Ongoing |

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| Agenda item | Title/Sub-title | Action | Action by | Deadline/Status |
| 9. | CMO Weather Radar Network | 1. Use of Radar Data:

(a) Meteorological Service operating radars to fully publicize their websites;(b) All Services to provide a link on their Websites to relevant radars and composite loops, and (c) All Services to work towards the greater use of live radar data by regional television stations.1. Barbados to make a formal long-term commitment to the regional radar composite that it developed and to ensure its availability for contribution to the regional components of the *WMO Integrated Global Observing System* (WIGOS);
2. The resolution of all technical issues for the proper operations of the regional radar composite and the access to radar data by special users, such as the US National Hurricane Center.
3. Establishment of a CMO *Operational Radar Working Group*.
 | NMHSsBarbados and CMORadar Host CountriesCMO HQ | OngoingPrior to end of 2016OngoingPrior to end of 2016 |
| 10. | CMO Strategic and Operational Planning Process | To provide guidance on any areas deems necessary by mid-2016. | Members | Mid-2016 |
| 11. | Relations with Other Bodies | 1. Formalize the agreed Working Arrangements between CMO and Météo-France, through an exchange of letters or, if appropriate, with the joint signing of a single document; and2. Make the concluded Working Arrangements available to the National Meteorological Services in CMO Member States and the CIMH. | Coordinating Director, CMOCMO HQ | Agreement signed in June 2016 during 68th session of WMO ECAs soon as concluded |
| 13. | Any Other BusinessReport of the Human Resources CommitteeRepresentation at Council | The Coordinating Director to refer the matter of the Principal’s employment terms to the General Counsel of the CARICOM Secretariat for a legal opinion.The Coordinating Director to officially seek further clarification on the matter of Representation and Letters of Credentials from the CARICOM Secretariat. | CMO HQCMO HQ | As soon as possibleAs soon as possible |

CMO Headquarters: Date Updated: 25 July 2016

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