



CARIBBEAN METEOROLOGICAL ORGANIZATION

CARIBBEAN METEOROLOGICAL COUNCIL

SIXTY-THIRD SESSION

George Town, Grand Cayman, CAYMAN ISLANDS, 24-25 NOVEMBER 2022

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NOTES ON THE AGENDA

(Submitted by the Coordinating Director)

CMO documents bear the same numbers as relevant agenda items for ease of reference. Actions proposed to Council are reflected in the documents.

Item 1: **OPENING SESSION AND ELECTION OF CHAIRMAN**

The format for the opening session is made in coordination with the host. Election of a Chairman follows. Traditionally, the Chairman comes from the host country.

Item 2: **ADOPTION OF AGENDA AND PROCEDURAL MATTERS**

The Agenda may be amended and subsequently adopted. Working hours, breaks, matters of general interest, and special and local arrangements are announced.

Item 3: **CMO EXECUTIVE REPORTS**

a) Coordinating Director's Report – Headquarters Unit Matters

The Coordinating Director presents an annual report to the Council on the activities of the CMO Headquarters, on issues deemed relevant to its operations and seeks policy guidance and advice as necessary. This includes matters related to the transition process at the helm of the Organization.

b) CIMH Principal's Report

The Principal of the CIMH will report to the Council on the activities of the CIMH for the past year and upcoming programmes and activities for the next year.

c) Board of Governors

The Board of Governors of the CIMH will meet a few days before the Council session and the Chairman of the Board will submit its report to the Council. That report is expected to include, inter alia, urgent matters that impact on the physical and technical facilities at the Institute, as well as activities within the Strategic Plan of the CIMH. The reports of the Principal and the Chairman of the Board will then be open for further discussion and appropriate decisions by the Council.

Item 4: **STATUS OF ACTIONS FROM PREVIOUS SESSION**

A summary of the decisions of CMC61(Guyana, Virtual Platform) and the mid-year CMC62 (Guyana, Virtual Platform) will be brought to the current session of the Council. The status of actions taken to implement these decisions will be presented in this document, but more detailed discussions on these actions will be presented under other agenda items, if appropriate.

Item 5: **SPECIAL WMO ISSUES**

The 75th session of the World Meteorological Organization's Executive Council (2022) focussed on implementing the priority decisions of the WMO Extraordinary Congress of 2021. The priority areas affect the activities of Member States and their NMHSs in the period 2020-2023, in particular. The session also deliberated on issues to be brought to the attention of the Sessions of the WMO Technical Commissions and Research Board in 2022; the next WMO Congress in 2023; as well as planning for the next WMO Strategic Period of 2024-2027.

The Coordinating Director, a member of the WMO Executive Council will engage the Caribbean Meteorological Council on the region's role and responses to these major WMO implementation activities, several of which have been addressed by Council over the last few years. They include such priorities as the compulsory implementation of improved observation and information systems, "Early warnings for all" per the mandate issued to WMO by the UN Secretary-General, and strengthening the capacity of National Meteorological Services in developing countries. Council will be briefed on the outcomes of the 2022 sessions of the WMO Commissions and Research Board, as well as the important Tropical Cyclone Programme, which is crucial to all Member States of the CMO.

Item 6: **FINANCIAL REPORTS**

a) Status of Refundable Balances

Up-to-date figures for the Refundable Balances account, from reimbursements received from the UK and held by the CMO Headquarters Unit for Members, will be presented. Details will be provided on the Refundable Balance system and the mechanism for redistribution to Member States

b) CMO HQ - Auditor's Report

The accounts of the CMO Headquarters for 2021 have been audited by the Trinidad and Tobago Auditor General's Department. The report of the auditors will be submitted for the consideration of the Council.

c) Statement of Contributions and Arrears (CMO HQ and CIMH)

The Council will also be presented with the latest Statement of Contributions and Arrears to the CMO Headquarters and to the CIMH, in order to monitor progress, if any, in alleviating the financial difficulties of the Organs of the Organization.

Item 7: **SPECIAL CMO ISSUES**

(a) Review of Caribbean Community (CARICOM) Institutions

The Review has the following objectives and purpose:

- i. Overall Objective: To determine the efficacy of Community Institutions and obtain actionable, and timely recommendations which will enable CARICOM to streamline its institutions, making them 'Fit for Purpose', able to deliver equitable and gender-sensitive services to the Member States; to improve the oversight of Community Institutions by the Community through the rationalisation of their functions, resources, structures and governance arrangements, and to improve effectiveness and efficiency.
- ii. Purpose: To improve the efficiency and effectiveness of the 17 Community Institutions.

The CMO Headquarters provided information to the consultants via responses to questionnaires, provisions of many documents and reports; participation in several consultation meetings; responses to the preliminary reports from the Review. Consultations with the reviewers were divided into categories, including Legal and Governance; Finance; Operations and Management, Human Resources, Strategy, Performance of Programmes and Projects, and Sustainability.

It should be noted that, per the Agreement for the Establishment of the CMO, the CIMH is an Organ of the CMO, while the *Revised Treaty of Chaguaramas* lists both the CMO and the CIMH as regional institutions. Thus, after an initial joint meeting, both CMO Headquarters and CIMH interacted separately with the consultants. The Headquarters Unit and CIMH later exchanged their responses to the Consultants' preliminary reports, clarifying and expanding on information presented. Council will be provided with updates on the Review by the Coordinating Director and the Principal of CIMH.

- (b) 50th Anniversary of the Agreement of Establishment of the CMO in 1973

Discussions will be held on commemorative activities to be undertaken in 2023.

- (c) CMO Headquarters Staff Terminal Benefit Fund

Due to the small size of the staff complement, the Headquarters Unit does not have a staff pension fund, but instead operates a Headquarters *Staff Terminal Benefit Fund*. The Fund, which was established in 1995, requires three Trustees as signatories. Since inception, the first two have been the Coordinating Director and the Administrative Officer, while, for convenience and expediency, the third Trustee has been the Director of the Trinidad and Tobago Meteorological Service, with approval from the parent Ministry. However, since the retirement of the former Director of the TTMS in 2018, the third Trustee position has been vacant. During the 61st CMC Session (Guyana, Virtual Platform), the delegate from Jamaica offered to serve, pending approval by the parent Ministry. Nevertheless, the position remains open. Council will be asked to discuss and resolve the matter, as the current status is delaying the required registration of the Fund as a Pension Plan within Trinidad and Tobago.

- (d) Arrangements for Meteorological Forecast and Warning Services among CMO Member States

From the inception of the CMO in 1973, the Council agreed on the responsibilities of the NMHS of the States with Forecast and Warning Offices for those States without such offices. The arrangements have been modified in the intervening years. The 50th session of the Council re-formalized these arrangements. The 51st Session of the Council reiterated the resolution of the 50th Session of Council and re-consolidated the interface between its own arrangements and those of the WMO-led Regional Hurricane Operational Plan. Questions have since arisen about the formalities involved in the process and the related costs for the services provided, so the Council agreed to form a committee to review and discuss cost recovery as a part of regional forecasting arrangements and make a recommendation to the Council.

The Committee met on 25th February 2022 and elected Guyana and Belize to serve as Co-Chairs. The meeting examined the question of Antigua and Barbuda with respect to cost recovery for services provided to the aviation sector in Anguilla, the British Virgin Islands, Montserrat, and St Kitts and Nevis. The Committee expressed the view that the Antigua and Barbuda Meteorological Service should be having discussions with each of the respective Civil Aviation Authority, instead of the various Meteorological Services since the Civil Aviation Authorities are end users. The Committee offered several draft recommendations to be considered by the Council.

Item 8: **CMO BUDGETS (Headquarters Unit, CRN and Radar, CIMH)**

Draft versions of the CMO HQ budget estimates and the CIMH budget estimates for 2023 will be presented to the Council. The Council, as the final arbiter of all CMO budgets, will decide on the CMO Budgets for the year 2023.

Item 9: **ANNUAL MEETING OF THE DIRECTORS OF METEOROLOGICAL SERVICES**

The Directors or representatives of the Meteorological Forecast and non-Forecast Offices meet before the Council session to discuss a range of scientific/technical matters affecting their operations, including those regarding the Global Basic Observation Network (GBON), WMO Integrated Global Observing System (WIGOS), impact-based forecasting, and operations during severe weather and the hurricane season. A report of the discussions will be submitted to the Council, with special emphasis on recommendations that require specific considerations and/or approval.

Item 10: **CMO WEATHER RADAR NETWORK**

The CMO Weather Radar Network comprises radars in Belize, the Cayman Islands, Jamaica, Barbados, Trinidad and Tobago and Guyana. This network, along with radars of neighbouring States, forms a primary tool in the region's early warning system. The Council will be briefed on issues affecting the operation of the network, the impact of the radars on the public and other users, the importance of fulfilling international commitments and the long-term sustainability of the radars. Additionally, the activities of the CMO Operational Radar Group will be reported to Council.

Item 11: **OTHER PROJECT UPDATES AND PROPOSALS**

The Council will be briefed on the status of projects involving the CMO and partner organizations, such as the WMO, and other non-regional Governments. The status of the WMO Severe Weather Forecast Programme (SWFP) in the Eastern Caribbean, will be presented. Council will discuss the aims of the programme and the roles of the Meteorological Services and other institutions in Member States.

The Climate Risk and Early Warning Systems (CREWS) Caribbean project, *Strengthening Hydro-Meteorological and Early Warning Services in the Caribbean*, which is aimed at CARICOM Member States, is ending its current phase in December 2022 and planning is underway for the next phase starting in 2023. It is being implemented by WMO, the Global Facility for Disaster Reduction and Recovery (GFDRR), the UN Office for Disaster Risk Reduction (UNDRR), and the World Bank Group, and regional partners: Caribbean Disaster Emergency Management Agency (CDEMA), CIMH, and CMO Headquarters Unit. CREWS Caribbean is supporting activities such as: Meteorological Legislation and Policy; Strategic Plans for National Meteorological Services and National Frameworks for

Weather, Water, and Climate Services and Actions Plans; Strategic Roadmap for Advancing Multi-Hazard Early Warning Systems in the Caribbean 2020-2030; and priority activities for NMHSs and EWS; and the SWFP Eastern Caribbean.

CMO Headquarters is partnering with the *International Centre for Tropical Agriculture* (CIAT), as part of the *SERVIR-Amazonia* expansion to the Caribbean, to deliver capacity building in the generation and use of climate data and other relevant geospatial data in Trinidad and Tobago. The focus is on two thematic areas: (i) Improve resilience and reducing risk of extreme hydro-meteorological events and (ii) Better manage fragile mangrove environments. *SERVIR-Amazonia* is part of a joint initiative of the *National Aeronautics and Space Administration* (NASA) and the *United States Agency for International Development* (USAID). The first workshop, a User Needs Assessment Workshop, was held at CMO Headquarters on 24 August 2022. Subsequent workshops will continue through October 2023.

The CMO Headquarters Unit partnered with the University of Leeds and CIMH on a EUREC4A-CMO-SWFP *Caribbean Weather Forecasting Initiative* to foster knowledge exchange between Caribbean forecasters and researchers, starting with a workshop in December 2019. A Forecast Testbed was conducted as part of the EUREC4A field study, a major international project led by Germany and France, with CIMH as a lead institution, during January to February 2020. The second workshop of the Initiative is being planned for 2022, having been postponed due to the COVID-19 pandemic.

CMO Headquarters continues to promote lightning safety awareness and lightning detection as critical to disaster risk reduction. Related activities will be reported to Council.

Item 12: OTHER MATTERS

- (a) Human Resources Committee on Salary Matters of the Principal of CIMH
- (b) Grant of Signature Authority to the Principal, CIMH

At the 61st Session of the CMC, the Chairman of the Council established a special Committee, chaired by Guyana and comprising of Permanent Secretaries from Barbados, Guyana, St Vincent and the Grenadines, and Trinidad and Tobago, to examine the request made by the Principal of CIMH to be granted the authority by the Council to sign off on contracts with donors and development partners up to a specified limit. The Committee met on 1 February 2022, to discuss this matter and agreed that a recommendation should be made to the Council that the authority should be delegated to the Principal, CIMH, to sign off on contracts up to USD five million (\$5M). It was also agreed that a Select Committee should be appointed from within the Council comprising persons with the following backgrounds - legal, financial and contract administration to give oversight to this process.

It was further agreed that copies of all contracts to be signed should be shared with the Council by the Principal before signature. Terms of References were drafted for the Select Committee and reported to the 62nd Session of the CMC.

The Council will be invited to approve the recommendations of the special Committee that was established to review the request of the Principal and to make recommendations on the request.

- (c) Miscellaneous issues not covered in the Agenda may be brought up under this item.

Item 13: **DATE AND VENUE OF FUTURE CMC SESSIONS**

CMC is mandated to meet annually and traditionally does so in a different Member State each year. Trinidad and Tobago has expressed an interest in hosting the Council for its Annual Session in 2023, concurrent with the 50th anniversary of the Agreement to establish the CMO. Members are encouraged indicate interest for hosting in subsequent years.

CMO Headquarters
November 2022