



# FINAL REPORT OF THE SIXTY-SECOND MEETING OF THE CARIBBEAN METEOROLOGICAL COUNCIL



**CHAIRPERSON:**

The Honourable Minister **Zulfikar  
Mustapha**, Ministry of Agriculture,  
Co-operative Republic of **Guyana**

**VENUE AND DATE:**

VIRTUAL PLATFORM  
10 JUNE 2022



## **1 OPENING OF THE SESSION AND ELECTION OF CHAIRPERSON**

1.1. The Sixty-second Session of the Caribbean Meteorological Council was held on a Virtual Platform and hosted by the Government of the Co-operative Republic of Guyana on 10<sup>th</sup> June 2022. The Caribbean Meteorological Council is the Governing and policy-making body of the Caribbean Meteorological Organization (CMO).

1.2 Due to other commitments The Honourable Minister **Zulfikar Mustapha**, Ministry of Agriculture, Co-operative Republic of **Guyana**, was unable to Chair the Meeting and The Honourable Minister **Orlando Habet**, Ministry of Sustainable Development, Climate Change and Disaster Risk Management agreed to Chair the Meeting in his absence.

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

2.1 The Agenda adopted by the Meeting is shown in **ANNEX I** of this Report. The Meeting fixed its hours of work and determined the order in which it would conduct its business. The list of Delegates attending the Meeting is attached as **ANNEX II** to this Report.

## **3 STATUS OF ACTIONS FROM PREVIOUS SESSION**

3.1 The Coordinating Director presented the Report on the Status of Actions from the 61<sup>st</sup> Session of the Caribbean Meteorological Council. The Council was informed that the following matters will be reported to this Session of the Council, these are;

1. No. 5: Status of Actions from CMC60;
2. No 12: Other Matters

The other actions from the previous Session of Council will be reported to the 63<sup>rd</sup> Session of Council.

### **3.2 The Council**

**Noted** the status of actions from the previous session

## **4 SPECIAL CMO ISSUES**

### **4(a) Review of the CARICOM Community Institutions**

4.1 The Council was reminded that the review of the Caricom Institutions has commenced and that both the Headquarters Unit and the Caribbean Institute for Meteorology and Hydrology (CIMH) has participated in the "kick-off" meeting with the Consultants in February. The review consultants requested a number of documents on the institutions and following the review of the documents there were virtual meetings between the Headquarters Units and various sections of the consultants which dealt with the following topics:

1. Finance
2. Legal and Governance
3. Operations, Human Resources, and Strategy

4.2 Council was informed that the consultants would providing their preliminary observations on 24<sup>th</sup> June, which would be followed by further meetings to review the preliminary observations thereafter. The Principal informed Council that they likewise as institution of CARICOM submitted documents for review to the consultants and there was a virtual meeting during the week of 5<sup>th</sup> June with the consultants and further documents were to be submitted.

#### **4(b) Arrangements for Meteorological Forecast and Warning Services among CMO Member States**

4.3 Council recalled that from the inception of the Caribbean Meteorological Organization (CMO) in 1973, the Council agreed on the responsibilities of the National Meteorological and Hydrological Services (NMHSs) of the Member States with Forecast and Warning Offices for those States without such offices. The arrangements have been modified in the intervening years.

4.4 The 50<sup>th</sup> Session of the Council formalized these arrangements and the 51<sup>st</sup> Session of Council reiterated the resolution of the 50<sup>th</sup> Session of Council and re consolidated the interface between its own arrangements and those of the WMO Regional Association IV Hurricane Operational Plan.

4.5 Council was reminded that at its 60<sup>th</sup> Session (Virtual, 2020), **Antigua and Barbuda** raised questions about the formalities involved in the forecasting arrangements and the related costs for the services provided – given its own provision of services to four neighboring Member States and the increasing resources required from the Antigua and Barbuda Meteorological Service (ABMS) to meet the increasing demands. Antigua and Barbuda, through the ABMS, explored whether there was a mechanism for cost recovery for the services being provided to the four Member States.

4.6 The 61<sup>st</sup> Session of 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. Council further directed the Committee to provide Council with a Report before the scheduled UK audits by the ICAO.

4.7 The Committee met on 25<sup>th</sup> 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 the countries of Anguilla, the British Virgin Islands, Montserrat and St Kitts and Nevis.

4.8 The Committee considered Antigua and Barbuda's question on the matter and Committee expressed the view that the Antigua and Barbuda should be having discussions with the respective Civil Aviation Authorities (CAA) instead of the various Meteorological Services since, as end users, it was the CAA that was expected to cover the cost.

4.9 The Committee offered the following draft recommendations. The Council should:

- Encourage CMO Member States to develop a cost recovery mechanism at the national-level as a means of sustaining aviation meteorological services
- Support the Meteorological Services in lobbying the relevant authorities in their national government for cost recovery;
- Reaffirm the spirit of cooperation among Member States, reiterating the resolutions taken at CMC 50/51;

- Commit the Council and the CMO Headquarters to providing support to Member States in their bid for cost recovery, inter-regionally.
- Determine who are the actual partners in the negotiation. The Meteorological Services should not be the negotiator. End users (immediate stakeholders) should be included in the discussion of cost recovery as they would be the most affected.
- Develop a regional formulation for cost-recovery that would apply across CMO Member States, not only for a specific set of arrangements between States.

4.10 The Council was reminded that the International Civil Aviation Organization (ICAO) requires that all meteorological service providers implement a quality management system (QMS) and that prior to implementing cost recovery for aeronautical meteorological services a QMS must be implemented.

#### 4.11 The Council

**Noted** the Report of the Committee

#### 4(c) Ability of the Principal of CIMH to Sign Contracts

4.12 Council recalled the creation of a Committee on the ability of the Principal of CIMH to sign contracts. The **Committee**, chaired by **Ms Deborah Payne**, Permanent Secretary Ministry of Home Affairs, Information and Public Affairs, Barbados, and comprised of **Ms Nicolette Duke**, Permanent Secretary, Ministry of Public Utilities, Trinidad and Tobago; **Mr Hudson Nedd**, Permanent Secretary, Ministry of Foreign Affairs, Legal Affairs, National Security & Information, St Vincent and the Grenadines; and **Ms Delma Nedd**, Permanent Secretary, Ministry of Agriculture, Co-operative Republic of Guyana, reported to the 2<sup>nd</sup> Intersessional Meeting of Council (Virtual Platform 4<sup>th</sup> March 2022).

4.13 The Committee recommended to Council:

1. The Principal should have the authority to sign grant contacts up to limit of USD 5 million;
2. There should be appointed a "*Select Committee*" from the membership of Council, comprising persons with the following expertise:
  - a. Legal
  - b. Financial
  - c. Contract administration

Council requested that the Committee review the proposed work of the "*Select Committee*" with regard to value of the contract that would trigger the work of the "*Select Committee*".

4.14 The Committee met after the 2<sup>nd</sup> Intersessional Meeting of Council and reviewed the proposed work of the *Select Committee* and made the following recommendations to Council for a decision:

1. The Principal will have authority to sign contracts on behalf of the Organization up to limit of USD 5 million;
2. The Principal can sign contacts up to USD 3 million without prior oversight of the *Select Committee*;
3. Above USD 3 to USD 5 million the *Select Committee*, would deliberate on the contracts and only on the approval of the *Select Committee*, would the Principal sign a contact;

4. The *Select Committee* submits a written report to the next session of Council on all contracts signed by the Principal;
  5. Contracts above USD 5 million will have to be submitted to Council for approval.
- 4.15 The Committee recommended that Council should decide:
1. On the membership of the *Select Committee*, based on the expertise identified, selected from different Member States;
  2. The duration of the *Select Committee*;
- 4.16 The following Terms of Reference for the Select Committee was recommended to Council;

**The Terms of Reference  
for the  
Select Committee**

1. To consider contracts being recommended for signature by the Principal, CIMH and to ensure that the necessary procedural guidelines are followed in the interest of accountability;
2. To advise the Principal on any legal or financial implications that may arise from his signing of the contract;
3. To inform the Chair of the Council in a timely manner if the signing of a particular contract is not recommended;
4. To provide to the Council a summary report on all contracts signed by the Principal.

An intervention was made by the Principal with regard to modification of the contract, rather than not recommending for signature. However, that was considered as a point in contract negotiations, rather than part of the Terms of Reference of the *Select Committee*.

**4.17 The Council**

- a) **Noted** the Report of the Committee;
- b) **Decided** to await the submission of the finalized report of the Committee and a decision would be made in the next Session of Council

**4(d) Celebration of the 50<sup>th</sup> Anniversary of the Establishment of the CMO**

4.18 Council was informed that 2023 would be the 50<sup>th</sup> anniversary of the establishment of the Caribbean Meteorological Organization. The Organization was established on 19<sup>th</sup> October 1973.

**4.19 The Council**

- a) **Decided** to establish a group of National Focal Points to assist the Headquarters Unit in planning the celebration of the 50<sup>th</sup> Anniversary of the Establishment of the Organization;
- b) **Requested** that Member States nominate their Focal Points;
- c) **Further requested** that the nominated National Focal Points identify nationals who have contributed to the success of the Organization.

## 5. OTHER MATTERS

### 5(a) Report of the Human Resource Committee

5.1 The Council was reminded of the discussion on this matter which occurred during 2<sup>nd</sup> Intersessional Meeting of Council (Virtual Platform 4<sup>th</sup> March 2022) on the matter of the computation of the retroactive payment from 1<sup>st</sup> January 2010 to 31<sup>st</sup> December 2020, to the Principal of the CIMH.

5.2 Council was informed that there was an audit of the calculation of retroactive payments and the auditors noted that the calculations which were performed were in adherence with the agreed terms and conditions of the retroactive payment guidelines and this represented Option One. However, there was a deficit for a twenty-six (26) month period from January 2014, when the salary of the Principal was higher than that of the Deputy Principal of Cave Hill Campus. The Auditor therefore presented Option Two and Option Three.

5.3 Council recalled the discussion at CMC61 (Virtual, November 2021) where the Committee informed that Option Two was offered to the Principal but the offer was rejected.

5.3 The Auditor noted that using Option Three meant that the Principal would reach the agreed remuneration within the Deputy Principal salary scale before the agreed date set CMC59 (Anguilla, 2019) in 2020 rather than 2021. The Auditor also noted that using this Option will set a new precedence, since there are no additional increments provided for academic staff when moving from one salary scale to a higher one. The Auditor advised that should Option Three be chosen it meant that the original agreement would have to be rescinded and a new agreement would be need aligned with the terms of Option Three.

5.4 The Committee recommended Option Three to the Council given (i) the significant time had elapsed, and (ii) the Principal abandonment of the years 2010 to 2013 for retroactive payment. Council discussed the options and decided to defer a decision until CMC63, where the cost the options will be presented. Further, the cost implication of the preferred Option to the overall budget of the CIMH and Members contribution would also be presented. The **Delegate of St. Kitts and Nevis** requested that Members contributions to the options be shared with Member States prior to the 63<sup>rd</sup> Session of Council.

### 5.5 The Council

- a) **Agreed** that the Human Resources Committee will present to CMC63 the cost of the three options in graphical format;
- b) **Agreed further** that the cost implication of the preferred Option to the overall budget of the CIMH and Members contribution would also be presented;
- c) **Requested** that the cost implication of the preferred Option to the overall budget of the CIMH and Members contribution be shared with Member States prior to the 63<sup>rd</sup> Session of Council

### 5(b) Headquarters Unit Administrative Matters

5.6 The Council was informed of the request by the Headquarters Unit to one of its bankers for a corporate credit card for use of payments of subscriptions mainly for information technology services. Due to the request of the banker, the Headquarters Unit was seeking Council's approval

to apply for the credit card. Council also note that the Headquarters Unit will implement a credit card policy for the card's use.

#### 5.7 The Council

- a) **Agreed** that Headquarters Unit can apply for a credit card;
- b) **Agreed** further, that a policy on the use of the credit card be developed prior to application;
- c) **Requested** that the policy be shared with the Council

#### 5(c) Miscellaneous Items

5.8 The Council was informed that the White House in the United States of America made a statement outlining a support package for climate aid for the Region through the CIMH. Specifically, the package will support climate aid and Climate Outlook Forums.

5.9 The **Delegate of Trinidad and Tobago** indicated that they were disposed to hosting the meeting in November 2023. The **Delegate of Turks and Caicos Islands** indicated that they received correspondence from the Headquarters Unit requesting that they consider hosting the Council in 2022 and a response would be provided.

The 62<sup>nd</sup> Session of Council ended at 12:58pm.

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## **Agenda**

1. ADOPTION OF AGENDA AND PROCEDURAL MATTERS
  2. STATUS OF ACTIONS FROM PREVIOUS SESSION
  3. SPECIAL CMO ISSUES
    - a) Review of CARICOM Community Institutions
    - b) Arrangements for Meteorological Forecast and Warning Services among CMO Member States
    - c) CIMH Principal being able to sign contracts
    - d) 50<sup>th</sup> Anniversary of the Agreement to establish the Caribbean Meteorological Organization
  4. OTHER MATTERS
    - a) Human Resources Committee
    - b) CMO Headquarters Administrative Matters
  5. DATE AND VENUE OF FUTURE CMC SESSIONS
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**ANNUAL MEETING OF THE CARIBBEAN METEOROLOGICAL COUNCIL**  
**VIRTUAL MEETING**  
**18<sup>TH</sup>-19<sup>TH</sup> NOVEMBER 2021**

**CMC61**  
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