



# CARIBBEAN METEOROLOGICAL ORGANIZATION

CARIBBEAN METEOROLOGICAL COUNCIL  
SIXTY-FIFTH SESSION  
Port of Spain, TRINIDAD & TOBAGO, 16-17 NOVEMBER 2023

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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 will present 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.

#### 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 CMC63 (Cayman Islands) and the mid-year CMC64 (Cayman, 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 priority decisions of the 19<sup>th</sup> World Meteorological Congress that affect the activities of Member States and their NMHSs in the period 2024-2027 will be discussed. The impact of several decisions of the Congress on the Meteorological and Hydrometeorological Services (NMHS) in the Caribbean will be discussed, in particular, the priority areas for global attention over the next four years (2024-2027) that will affect the focus of activities of Member States and their NMHSs. The Council will also be informed of the results of the election of the primary officers of the WMO, namely, the Secretary-General, its non-resident President and three Vice-Presidents and its Executive Council.

The 77<sup>th</sup> session of the WMO Executive Council, which followed immediately after the Congress, initiated the process of implementing the decisions of Congress. The Coordinating Director, a re-elected member of the WMO Executive Council will engage the Caribbean Meteorological Council on the region's role and responses to the major WMO implementation activities, several of which have been addressed by Council over the last few years. They include priorities, such as the compulsory implementation of improved observation and information systems, which is supported by the *Systematic Observation Finance Facility (SOFF)*; "*UN Early Warnings for All*" mandated by the UN Secretary-General on World Meteorological Day 2022 and other disaster risk reduction activities; and strengthening the capacity of National Meteorological Services in developing countries. Also addressed was the update in WMO Strategy for Service Delivery and its Implementation Plan, which includes the Global Framework for Climate Services and other services of NMHSs. Planning also focused on a new initiative for systematic monitoring of atmospheric composition via the *Global Greenhouse Gas Watch*. Council will be briefed on the outcomes of the 2023 WMO Research Board, as well as the Tropical Cyclone Programme and Severe Weather Forecasting Programme, which are crucial to all Member States of the CMO.

Council will also be briefed on the outcomes of the WMO Regional Association IV Regional Conference held in Kingston, Jamaica, 6-9 February 2023.

**Item 6:**            **FINANCIAL REPORTS**

a)            **Report of the Ad-hoc Finance Committee**

At CMC63, Council agreed that the ad-hoc Finance Committee, which was formed by the Board of Governors of CIMH, was to review the Financial Statements of both CMO Headquarters Unit and CIMH for 2021 and report to Council.

b)            **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.

c) CMO HQ - Auditor's Report

The accounts of the CMO Headquarters for 2022 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.

d) 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 challenges 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, Baastel, via responses to questionnaires; provisions of many documents and reports; participation in several consultation meetings; and responses to the reports from the Review. It should be noted that, per the Agreement for the Establishment of the CMO, the CIMH is an Organ of the CMO and operates under the legal and governance structure of the CMO, while the *Revised Treaty of Chaguaramas* lists both the CMO and the CIMH as separate regional institutions. After an initial joint meeting in March 2022, CMO Headquarters and CIMH interacted separately with the consultants.

A final report from the consultants was provided to CMO Headquarters on 2 October 2023 and shared immediately with the Chair of the Council and later in the month to the other members of Council. The recommendations of the final report will be considered by the Community Council in December 2023. Council will be asked to provide a response for submission to the CARICOM Secretariat prior to that December meeting and to provide guidance on the way forward for the Organization.

b) 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 NMHSs of the States with Forecast and Warning Offices for those States without such offices. The arrangements have been modified in the intervening years. The 50<sup>th</sup> session of the Council re-formalized these arrangements. The 51<sup>st</sup> Session of the Council reiterated the resolution of the 50<sup>th</sup> Session of Council and reconsolidated 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 25<sup>th</sup> February 2022 and elected Guyana and Belize to serve as Co-Chairs. 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 63<sup>rd</sup> Council, which requested that the matter be discussed further in an inter-sessional meeting of the Council. The 65<sup>th</sup> Council be informed on any further developments on this matter and asked to advise on any changes to the arrangements.

Any other updates on changes to the regional forecasting arrangements will be presented under this item.

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

Estimates of the CMO HQ and the CIMH budgets for 2024 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 2024.

**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 *UN Early Warnings for All*, *Global Basic Observation Network* (GBON), *WMO Integrated Global Observing System* (WIGOS), impact-based forecasting, *WMO Information System 2.0* (WIS), *Quality Management System* (QMS) 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. 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 will be discussed. Additionally, the activities of the CMO Operational Radar Group, which is one mechanism for ensuring the sustainability of the network, will be reported to Council.

The Council will be briefed on the development of a project to upgrade the radars in Belize, Guyana, and Trinidad and Tobago with the assistance of the Caribbean Development Bank and a scaling-up framework of the Green Climate Fund and CREWS Secretariat.

**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. The status of the WMO Severe Weather Forecasting Programme (SWFP) Eastern Caribbean will be presented. Council will discuss 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*, with CARICOM Member States as beneficiaries, ended on June 2023. Planning is underway for the next

phase starting later in 2023. CREWS has been implemented by WMO, the Global Facility for Disaster Reduction and Recovery (GFDRR), the UN Office for Disaster Risk Reduction (UNDRR), and regional partners: Caribbean Disaster Emergency Management Agency (CDEMA), CIMH, and CMO Headquarters Unit. CREWS Caribbean has been supporting activities such as: Development of Meteorological Legislation and Policy; Strategic Plans for National Meteorological Services and National Frameworks for Weather, Water, and Climate Services and Actions Plans; impact-based forecasting and other priority activities for NMHSs; and the SWFP Eastern Caribbean. The UNDRR will present on the coherence of programmes and collaborations in the Caribbean to advance early warning systems as critical to disaster risk reduction.

CMO Headquarters and WMO are piloting a WMO Information Systems (WIS 2.0) node for the Caribbean, using WMO cloud services, with updates to be reported to Council. 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:**            **CMO HEADQUARTERS STRATEGIC AND OPERATIONAL PLANNING**

The outcomes of the current Strategic Period, 2020-2023, will be presented and Council will consider a draft strategic plan being developed by the CMO Headquarters for the next strategic period.

**Item 13:**            **OTHER MATTERS**

(a)            Select Committee, Oversight of Contracts under signature authority of the Principal, CIMH

At the 61<sup>st</sup> 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 recommended 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, appointed from within the Council, comprising persons with the following backgrounds - legal, financial and contract administration, would give oversight to this process. Council will be updated on matters of the Select Committee.

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

**Item 14:**            **DATE AND VENUE OF FUTURE CMC SESSIONS**

CMC is mandated to meet annually and traditionally does so in a different Member State each year. Members that have not hosted in recent times are invited to seek authorization to do so, and to extend an invitation to the Council for the meeting in the year 2024. The Turks and Caicos Islands has expressed an interest in hosting in 2025.

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