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APPROVED

AMCOMET

RULES OF PROCEDURES OF THE AFRICAN MINISTERIAL CONFERENCE ON METEOROLOGY

I. GENERALITIES

Rule 1: Use of Terms

- 1) "AMCOMET" means the African Ministerial Conference on Meteorology which is the African ministerial inter-governmental body responsible for all policy matters relating to meteorology and its applications in Africa.
- 2) "Bureau" means the Bureau of AMCOMET.
- 3) "Conference" means a bi-annual Session of the African Ministers Responsible for Meteorology in Africa.
- 4) "Constitution" means the legal instrument which establishes AMCOMET.
- 5) "Member State" means a State in Africa which is a member of AMCOMET.
- 6) "NMHS" means the National Meteorological and Hydrological Service of a Member State.
- 7) "Secretariat" means the secretariat of AMCOMET.
- 8) "Director of the Secretariat" means the official responsible for the management of the Secretariat.

Rule 2: Purposes

- 1) The Constitution of the African Ministerial Conference on Meteorology (AMCOMET), upon its formal adoption by Member States, shall be referred to for definitions, geographical scope and membership of the Conference.
- 2) The Rules of Procedures shall complement the Constitution of AMCOMET and include details not expanded within the Constitution.

Rule 3: The Objectives of AMCOMET

The objectives of AMCOMET shall be to:

- 1) Strengthen the meteorological infrastructure to facilitate the generation of services required by user sectors to realise sustainable development of Member States;
- 2) Increase the visibility of National Meteorological and Hydrological Services (NMHSs) within the political arena through the integration of meteorological services' contribution to the sustainable development of various economic sectors and in national development programmes;
- 3) Promote political cooperation and streamline policies among Member States and the evolution of common political values in the management of meteorological science and its related applications;
- 4) Strengthen cooperation among Member States by facilitating the exchange of expertise and knowledge;
- 5) Liaise with relevant ministries to ensure that sub-regional economic groupings are adequately served by their meteorological and climate service institutions and help improve the capacities and capabilities of their NMHSs;
- 6) Promote the development and dissemination of weather and climate information to improve disaster risk management, minimise the negative impacts of severe weather and extreme

events, including climate change on society, and meet developmental needs to achieve the Millennium Development Goals (MDGs), Hyogo Framework for Action, relevant Sustainable Development Goals (SDGs) and Post-2015 Framework for Disaster Risk Reduction;

- 7) Provide a framework for establishment and consolidation of a sound partnership between Member States and other bilateral and multilateral partners in ensuring the sustainable development of Africa;
- 8) Promote public and private partnerships and strengthen public and political support and cooperation for regional, sub-regional and national initiatives through the mobilisation of resources;
- 9) Promote the harmonisation and coordination of sustainable development programmes in collaboration with the governmental, non-governmental and civil society organisations and the private sector; and
- 10) Develop a long-term funding strategy to ensure the sustainability of AMCOMET.

Rule 4: General Principles

AMCOMET shall function in accordance with the following principles:

- 1) Fostering collaboration and common initiatives at the national, regional and international levels to achieve sustainable socio-economic development;
- 2) Customising international and regional policies at the national level to meet specific country needs;
- 3) Enabling capacity development of NMHSs of Member States to meet their national and regional mandates; and
- 4) Working together to increase NMHSs profile at the national and regional level and their contribution to:
 - a) Various economic sectors, in particular agriculture and food security, health and public safety, water resources for drinking, sanitation and hydro-power generation, transport (land, water and air), energy generation and distribution, and disaster risk management;
 - b) The achievement of the Millennium Development Goals, in particular Goal 1: eradicate extreme poverty and hunger; Goal 5: Improve maternal health, Goal 7: Ensure environmental sustainability, and Goal 8; to develop a global partnership for development and relevant Sustainable Development Goals; and
 - c) Adaptation and mitigation to climate change, climate variability and its negative impacts in the entire region of the continent.

II. THE CONFERENCE

Rule 5: Ordinary Sessions

- 1) According to Article 6.2 of the Constitution, the Conference shall hold its Ordinary Sessions once every two (2) years and decide the date and venue of the next Ordinary Session;
- 2) Ordinary Sessions of the Conference shall be preceded by the meetings of the Bureau of AMCOMET. The Conference may also be preceded by a meeting of Experts and Task Forces, as appropriate;

- 3) Ordinary Sessions of the Conference shall be held upon invitation by the prospective host and approval by the Bureau of AMCOMET. Failing such invitation, the Session shall be convened at the location of the Secretariat;
- 4) AMCOMET Secretariat shall bear all the cost of travel and stay of staff of the Secretariat in line with the AMCOMET budget; and also share the cost of the Conference facilities and services with the host county;
- 5) Member States shall be responsible for the participation of their delegations in sessions of the Conference and the meetings of the Bureau of AMCOMET; and
- 6) Five (5) Member States, one from each of the existing five sub-regions in Africa may request an alteration of the date of an Ordinary Session. In such a case, the Chairperson and/or Secretariat shall forthwith communicate the request to the other Member States of AMCOMET, together with appropriate observations, including financial implications, if any. If within twenty-one (21) days of the communication, a majority of the Member States of AMCOMET explicitly concurs with the request, the Chairperson shall convene the Conference accordingly.

Rule 6: Extraordinary Sessions

- 1) Extraordinary Sessions of the Conference shall be held pursuant to a decision taken by the Conference at an Ordinary Session. The Bureau of AMCOMET, on the basis of compelling reasons, can also propose the venue for Extraordinary Sessions.
- 2) Extraordinary Sessions may also be requested outside an Ordinary Session by:
 - a) At least fifteen (15) Member States of AMCOMET;
 - b) The Chairperson of the Bureau of AMCOMET with the concurrence of the other Member States of the Bureau of AMCOMET
 - c) The African Union Commission, particularly if it relates to matters before the African Union Summit of Heads of State and Government;
 - d) The World Meteorological Organization (WMO), particularly if it relates to matters before the World Meteorological Congress.
- 3) In such cases, the Chairperson shall immediately inform all Member States of AMCOMET of the request, as well as of the approximate costs and relevant administrative considerations, and shall inquire whether they concur with the request. If within twenty-one (21) days of the inquiry, a majority of the Member States of AMCOMET explicitly concurs with the request, the Chairperson shall convene the Extraordinary Session accordingly.

Rule 6.1: Date of Opening of an Extraordinary Session

Extraordinary Sessions of the Conference shall normally, where necessary, be convened within sixty (60) days of the receipt by the Chairperson of a request for such a session, at a date and place fixed by the Chairperson, in consultation with the members of the Bureau, taking into account such observations as may have been made in the request for an Extraordinary Session.

Rule 6.2: Notification of Date of Opening

The Director of the Secretariat, or a designated staff member of the Secretariat, shall communicate the date of each session to all Member States of AMCOMET, the Chairpersons of subsidiary organs of the Conference, the appropriate United Nations bodies, the regional inter-governmental organizations referred to in Rule 59 below and the international non-governmental organizations referred to in Rule 60 below. Such notification shall be sent:

- a) In the case of an Ordinary Session, at least forty-two (42) days in advance;

- b) In the case of an Extraordinary Session, at least thirty (30) days in advance of the date fixed in accordance with Rules 6 and 6.1 above.

Rule 6.3: Adjournment of Session

The Conference may decide at any Session to adjourn temporarily and resume its sessions at a later date.

Rule 7: Agenda

Rule 7.1: Drawing up of the Provisional Agenda for an Ordinary Session

The Chairperson, in consultation with the Bureau of AMCOMET, shall submit to the Conference before each Ordinary Session the provisional agenda. The provisional agenda shall include items proposed by the Member States of AMCOMET as well as by the Secretary-General of the WMO and the Africa Union Commissioner for Rural Economy and Agriculture.

Rule 7.2: Communication of the Provisional agenda

After the Bureau has considered the provisional agenda for the Session, the provisional agenda, incorporating any amendments made by the Bureau of AMCOMET, shall be communicated by the Chairperson to all Member States, the Chairpersons of subsidiary organs of the Conference as appropriate, the relevant United Nations bodies, the inter-governmental organizations referred to in Rule 59 below and the non-governmental organizations referred to in Rule 60 below.

Rule 7.3: Supplementary Items

The inclusion of supplementary and/or revised items in the provisional agenda to be considered by the Bureau may be proposed by any authority entitled to propose items under Rule 7.1. The request for inclusion of a supplementary and/or revised item shall be supported by a statement from the authority proposing it regarding the urgency of the consideration of the item. The Chairperson of the African Ministerial Conference on Meteorology shall communicate to the Conference any requests for the inclusion of supplementary and/or revised items received before the commencement of the Ordinary Session, together with any such observations as the Chairperson may wish to make.

Rule 7.4: Adoption of Agenda

- 1) At the beginning of each Ordinary Session, subject to the provisions of Rule 7.7 below, and after the election of officers as required under Rule 15, the Conference shall adopt its agenda for the Session on the basis of the provisional agenda and any supplementary items proposed in accordance with Rule 7.3.
- 2) A Member State of AMCOMET or the Secretary-General of WMO or the African Union Commissioner for Rural Economy and Agriculture, at whose request an item has been included in the agenda under Rule 7.1 or 7.3 above, shall be entitled to be heard by the Conference on the inclusion of the item in the agenda for the Session.
- 3) The Conference shall normally include, in its agenda for the Session, only items for which adequate documentation has been circulated to Member States of AMCOMET at least one (1) month before the beginning of the Ordinary Session of the Conference.

Rule 7.5: Allocation of Items

The Conference may allocate items among the plenary sessions of the Conference and its sessional committees and working parties, if any, set up in accordance with Rule 51, and may refer items without preliminary debate in the Conference to:

- a) One or more of its subsidiary organs, if any, set up in accordance with Rule 53, for examination and report to the Conference;
- b) The Bureau, for study and report to the Conference; or
- c) The proposer of the item, for further information or documentation.

Rule 7.6: Provisional Agenda for an Extraordinary Session

The provisional agenda for an Extraordinary Session shall consist only of those items proposed for consideration in the request for the holding of the session. It shall be transmitted to the authorities mentioned in Rule 7.2 at the same time as the notice convening the Conference.

Rule 7.7: Revision of Agenda

During an Ordinary and an Extraordinary Session, the Conference may revise the agenda for the session by adding, deleting, deferring or amending items. Only items which the Conference considers to be urgent and important shall be added to its agenda during the session.

III. THE BUREAU

Rule 8: Membership

- 1) At each Ordinary Session, the Conference shall elect members of the Bureau.
- 2) The members of the Bureau of AMCOMET shall be the African Member States represented by ministers responsible for meteorology elected on an equitable geographical distribution representing the five sub-regions, namely, one each from Western Africa, Eastern Africa, Central Africa, Northern Africa and Southern Africa.
- 3) Elected Bureau members shall serve a single period of one-term of two years. A member may serve a maximum of two-terms, subject to outstanding performance and approval by a particular region.
- 4) Members of the Bureau of AMCOMET shall be elected as stipulated in the Constitution, Article 8.1:
- 5) The Bureau of AMCOMET may invite observers, including the President of WMO's Regional Association I, to participate in its deliberations, as appropriate.

Rule 9: Tasks of Bureau Members

A Member State elected to the Bureau of AMCOMET shall ensure that the following tasks are accomplished:

- a) Ensure that its representative attends meetings and activities of AMCOMET; and
- b) Solicit opinion and find out the interests of the Member States of the sub-region for purposes of AMCOMET.

Rule 10: The Functions of the Bureau Members

Rule 10.1: The Chairperson of AMCOMET

- 1) The function of the Chairperson of AMCOMET shall include:
 - a) Oversee and preside over the work of the Conference and the Bureau; and
 - b) Regularly liaise with the Secretariat on the work of AMCOMET.
- 2) The Chairperson shall be elected at each Ordinary Session of the Conference and shall hold office until the next Ordinary Session. The Chairperson should be rotated among the five geographical regions of Africa, and should consider gender equity and balance.
- 3) The Chairperson shall preside over the sessions of the Conference and in his or her absence one of the Vice Chairpersons shall preside.
- 4) The Chairperson shall also preside over the meetings of the Bureau and in his or her absence one of the Vice Chairpersons shall preside.
- 5) The Chairperson, in collaboration with the other Bureau members, shall be responsible for issues related to resource mobilization.

Rule 10.2: The First-Vice Chairperson of AMCOMET

- 1) The function of the First Vice Chairperson of AMCOMET shall include:
 - a) Representing the Chairperson in all functions as outlined above; and
 - b) Supervise the programmes and activities related to the Integrated African Strategy on Meteorology (Weather and Climate Services)

Rule 10.3: The Second-Vice Chairperson of AMCOMET

- 1) The function of the Second Vice Chairperson of AMCOMET shall include:
 - a) Representing the Chairperson in all functions as outlined above; and
 - b) Supervise the activities related to the implementation of the Global Framework for Climate Services for the African region.

Rule 10.4: The Third-Vice Chairperson of AMCOMET

- 1) The function of the Third Vice Chairperson of AMCOMET shall include:
 - a) Representing the Chairperson in all functions as outlined above; and
 - b) Supervise the activities related to the implementation of the Quality Management Systems

Rule 10.5: The Rapporteur of AMCOMET

- 1) The function of the Rapporteur of AMCOMET, in collaboration with the AMCOMET Secretariat, shall include:
 - a) Preparing reports of sessions of the Conference and meetings of the Bureau;
 - b) Presenting final reports for consideration during sessions of the Conference and meetings of the Bureau;

- c) Making the records of proceedings of previous meetings available during the sessions of the Conference and the meetings of the Bureau; and
- d) Disseminating the documents relating to sessions of the Conference and meetings of the Bureau.

IV. THE SECRETARIAT

Rule 11: Functions

- 1) The functions of the Secretariat include:
 - a) Day-to-day running of AMCOMET;
 - b) Assist the Conference, the Bureau of AMCOMET, the Chairperson of AMCOMET, Inter-Agency Technical Committee and any established Task Force and ad hoc committee or forum, in their deliberations and work;
 - c) In consultation with the African Union Commission (AUC) and the World Meteorological Organization (WMO), arrange for and service sessions of the Conference and its entities, undertake organization of work during sessions and execute the decisions of the Conference;
 - d) Support the Rapporteur during meetings and sessions of the Conference in writing reports;
 - e) Undertake other coordination activities as necessary for the smooth functioning of AMCOMET in the achievement of its objectives;
 - f) Draw to the attention of the Conference to matters pertaining to the objectives of the Constitution, and its implementation;
 - g) Prepare draft programmes of work and strategies for consideration and approval by the Bureau or the Conference;
 - h) Collaborate with the AUC, facilitate the development of activities aligned with the Integrated African Strategy on Meteorology (Weather and Climate Services) and to support the coordination of projects and programmes of Member States;
 - i) Prepare relevant activities and financial reports and other documentation as necessary for the deliberations of the Conference, the Bureau and other entities of AMCOMET;
 - j) Administer the budget for the Conference and the Trust Fund;
 - k) Coordinate its activities with WMO Regional Association I, other organisations including Regional Economic Communities and intergovernmental and international organisations, civil society organizations and the private sector.
 - l) Support Member States and the Bureau in resource mobilization efforts;
 - m) Enter into such administrative and contractual arrangements as may be required for the effective discharge of the functions of AMCOMET, in consultation with the AMCOMET Bureau Chairperson, AUC and WMO;
 - n) In collaboration with the AUC, secure attendance of AMCOMET Bureau Chairperson, Regional Economic Communities, similar sub-regional institutions, and other appropriate stakeholders to meetings and conferences relevant to the goals of AMCOMET and its related activities and programmes;

- o) Act as the repository for the reports, and other information for AMCOMET and disseminate relevant information;
- p) Monitor and evaluate implementation of the decisions, recommendations and declarations of the Conference;
- q) Collaborate with the AUC to ensure that decisions, recommendations and declarations of the Conference are taken into consideration by relevant Specialized Technical Committees of the AUC and the African Union Executive Council, and to any other fora deemed appropriate with a view to achieving the goals set out by the Conference;
- r) Collaborate with the WMO to ensure that decisions, recommendations and declarations of the Conference are taken into consideration by relevant Constituent Bodies of the World Meteorological Organization and the WMO Congress and Executive Council, and to any other fora deemed appropriate with a view to achieving the goals set out by the Conference;
- s) Undertake, under agreed programmes, and as appropriate occasional scientific and technical studies into issues affecting implementation of the Conference decisions; and
- t) Perform such other functions as may be determined by the Conference or the Bureau.

Rule 12: Staff of the Secretariat

- 1) The staff of the Secretariat shall be composed of:
 - a) The Director of the Secretariat;
 - b) Professional and/or technical staff;
 - c) Other professional or technical staff that have been seconded to the Secretariat from Member States or from other bodies as may be approved by the Bureau Chairperson of AMCOMET, and;
 - d) Support staff.
- 2) In conjunction with Article 9 (5) of the Constitution, in appointing staff to offices in the Secretariat, regard shall be had, subject to the paramount importance of securing the highest standard of integrity, efficiency and technical competence, to the desirability of maintaining the principle of equal opportunities and an equitable distribution of appointments to such offices among citizens of all Member States.

Rule 13: The Director of the Secretariat

- 1) There shall be the Director of the Secretariat of AMCOMET who shall be responsible for the day-to-day proper functioning of AMCOMET and its entities.
- 2) In conjunction with Article 9 (5) of the Constitution, the Director of the Secretariat shall be appointed at each Ordinary Session of the Conference and shall hold office until the next Ordinary Session, with a maximum term limit of four Ordinary Sessions.
- 3) The Director of the Secretariat shall attend all meetings pertaining to AMCOMET.
- 4) The Director of the Secretariat shall ensure the implementation of the Constitution. In particular, the Director of the Secretariat shall carry out the following functions:
 - a) Follow-up the resolutions and decisions of the Bureau and Conference;
 - b) Manage the affairs of AMCOMET, including the preparation of document for meetings and control of all funds;

- c) Prepare reports, budgets, plans, strategies, circulars, press releases and any other document necessary for carrying out the functions of AMCOMET;
- d) Represent AMCOMET in its relations with any third parties, governments and multilateral organisations and, negotiate agreements, contracts and related instruments as may be approved by the Bureau;
- e) Prepare financial, staff rules and regulations, rules of procedure for the Conference and the Bureau or amendments thereto for the consideration and approval by the Conference or the Bureau, and;
- f) Ensure proper and responsible operations of the Secretariat and its functions, as may be required or approved by the Bureau or the Conference.

V. REPRESENTATION AND CREDENTIALS

Rule 14: Representation and Credentials

- 1) Each Member State of AMCOMET shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.
- 2) The credentials of representatives and the names of alternate representatives and advisers shall be submitted by Member States' governments to the Director of the Secretariat before the session.
- 3) The Bureau of AMCOMET shall examine the credentials and submit its report to the Conference. This rule shall not, however, prevent a Member State of AMCOMET from changing its representative, alternate representatives, or advisers subsequently, subject to proper submission and examination of credentials, where needed.

VI. OFFICERS

Rule 15: Elections

At the commencement of its Ordinary Session, the Conference shall elect, from among representatives of ministerial rank or equivalent rank of the Member States of AMCOMET, a Chairperson, three Vice-Chairpersons and a Rapporteur. These officers shall constitute the Bureau of AMCOMET and the Bureau of the Conference.

Rule 16: Terms of Office

The Chairperson, the Vice-Chairpersons and the Rapporteur shall hold office until the next Ordinary Session, subject to the provisions outlined in the Constitution.

Rule 17: Replacement of Members of the Bureau

- 1) If the Chairperson, the Vice-Chairpersons or the Rapporteur, representing Member States of the AMCOMET Bureau ceases to be a representative of a Member State of AMCOMET, the Bureau shall designate the person appointed by the Member State concerned as his successor to fill the vacancy.
- 2) If the Chairperson, or the Rapporteur, is temporarily unable to perform his/her functions while still serving as a representative of a Member State of AMCOMET, the Bureau of AMCOMET

shall designate one of the Vice-Chairpersons to act for him/her until he/she is able to resume his/her functions.

Rule 18: Voting Rights of the Chairperson

In the case of a Member State of AMCOMET is temporarily represented by the Chairperson, an alternate representative of the same Member State shall, at the discretion of the Chairperson, be permitted to participate in the proceedings and to vote in the Conference. In such a case the Chairperson shall not exercise his right to vote.

VII. FINANCIAL MATTERS

Rule 19: Mode and Scale of Contributions

- 1) At each Ordinary Session of the Conference, a budget for the financial period of the session shall be adopted.
- 2) The financial resources towards the budget of AMCOMET and its activities shall consist of the following:
 - a) Assessed contributions from Member States as follows:
 - i) 10,000 USD per Member State classified as Least Developed Country to support the AMCOMET Secretariat's annual budget;
 - ii) a *minimum* of 10,000 USD per Member States classified as Developing Country to support the AMCOMET Secretariat's annual budget;
 - b) Voluntary contributions from WMO and AUC Member States; and
 - c) Contributions from the private sector and other sources.

Rule 20: Commitment of Member States

- 1) Member States, individually or jointly, shall seek to mobilise further financial resources. To this effect, Member States shall seek full use and continued qualitative improvement of all national, bilateral and multilateral funding resources and mechanisms; using consortia, joint programmes and parallel financing. Member States shall also seek to involve private sector funding, including non-governmental and civil society organisations.
- 2) All decisions of the Conference and the Bureau shall take into account the need for adequacy, predictability and timely flow of funds and the importance of burden sharing among the Member States.
- 3) Contributions from other States and organisations on a voluntary basis shall be encouraged.
- 4) During Ordinary Sessions of the Conference, the Director of the Secretariat shall inform the Conference on the state of contributions by Member States.

VIII. MANAGEMENT OF THE FINANCES

Rule 21: Management of the Finances

- 1) The Director of the Secretariat of the AMCOMET Secretariat shall be responsible for the management of the finances of the Conference.
- 2) The financial records of the Conference shall be subject to external audit once every year and the audited accounts shall be submitted to the Bureau and the Conference at their ordinary sessions or meetings for approval.
- 3) The Bureau of AMCOMET may request, from the Secretariat, a financial audit of the finances of AMCOMET at any time as deemed appropriate.
- 4) In conjunction with Article 9 (5) of the Constitution, the Trust Fund shall be administered by the organization hosting the AMCOMET Secretariat and the host organization shall manage the finances in accordance to its own administrative rules and regulations.

IX. TRUST FUNDS

Rule 22: Trust Funds

- 1) Refer to Annex 1 for the AMCOMET Trust Fund Terms of Reference;
- 2) Contributions to the Trust Fund shall consist of contributions as outlined in Rule 19;
- 3) Pledges to the Trust Fund shall be made primarily at each session of the Conference and matters of the Trust Fund shall be an agenda item for each Ordinary Session;
- 4) Pledges to the Trust Fund shall also be possible in between the sessions of the Conference;
- 5) Other partners shall be encouraged to make voluntary contributions to the Trust Fund;
- 6) The Director of the Secretariat shall report on the status of the Trust Fund and audited accounts at each Ordinary Session of the Conference; and
- 7) In conjunction with Article 9 (5) of the Constitution, the Trust Fund shall be administered by the organization hosting the AMCOMET Secretariat and the host organization shall administer the Trust Fund in accordance to its own administrative rules and regulations.

X. ESTIMATES OF EXPENDITURE

Rule 23: Estimates of Expenditure

- 1) Before any proposal which involves expenditure of the funds of the Conference is approved by the Conference or by any of its subsidiary organs, the Chairperson shall circulate to all Member States of AMCOMET or of the subsidiary organ concerned, as early as possible, a report on the estimated costs involved as well as on administrative and budgetary implications.
- 2) The Conference shall take into account the estimates referred to in paragraph 1 above before adopting any proposal involving expenditure. If the proposal is adopted, the Conference shall indicate, whenever appropriate, the priority or degree of urgency which it attaches to the projects and, as the case may be, which current projects may be deferred, modified or eliminated to ensure that the work of the Conference will be carried on most effectively.

XI. CONDUCT OF BUISNESS

Rule 24: Quorum

A simple majority (>50%) of the Member States of AMCOMET shall constitute a quorum.

Rule 25: Powers of the Chairperson

In addition to exercising the powers conferred upon him/her elsewhere by these rules, the Chairperson shall declare the opening and closing of each Session of the Conference, shall direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. He/She shall rule on points of order and, subject to these rules, shall have control of the proceedings of the Conference and over the maintenance of order at its Sessions.

Rule 26: Authority of the Chair

The Chairperson, in the exercise of his/her functions, remains under the authority of the Conference.

Rule 27: Speeches

No person may address the Conference without having previously obtained the permission of the Chairperson. Subject to Rules 29 through 33, the Chairperson shall call upon speakers in the order in which they signify their desire to speak. The Chairperson may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

Rule 28: Precedence

The Chairperson, Vice-Chairpersons or Rapporteur of AMCOMET or a designated representative of any subsidiary organ, may be accorded precedence in speaking for the purpose of explaining the conclusion arrived at by the Committee, working party or subsidiary organ concerned and for the purpose of replying to questions.

Rule 29: Points of Order

- 1) During the discussions of any matter, a representative may, at any time, rise to a point of order, and the point of order shall be immediately decided by the Chairperson in accordance with the Rules of Procedure. A representative may appeal against the ruling of the Chairperson. The appeal shall be immediately put to the vote and the ruling of the Chairperson shall stand unless overruled by a majority vote of the Member States present and voting.
- 2) A representative rising to a point of order may not speak on the substance of the matter under discussion.

Rule 30: Time-limit on Speeches

The Chairperson may limit the time allowed to each speaker and the number of times each person may speak on any question.

Rule 31: Closing of List of Speakers

During the course of a debate, the Chairperson may announce the list of speakers and, with the consent of the Conference, declare the list closed. The Chairperson may, however, accord the right of reply to any representative if, in his/her opinion, a speech delivered after he/she has declared the list closed renders this justified. When the debate on an item is concluded because there are no

other speakers, the Chairperson, with the consent of the Conference, shall declare the debate closed.

Rule 32: Adjournment of Debate

During the discussion of any matter, a representative may propose a motion to adjourn the debate on the question under discussion. In addition to the proposer of the motion, one representative may speak in favour of and one against the motion, after which the motion will be immediately put to the vote.

Rule 33: Closure of Debate

Permission to speak on the closure of the debate shall be accorded only to the proposer and in addition to one speaker in favour and two speakers against the motion, after which the motion shall be immediately put to the vote. If the Conference is in favour of the closure, the Chairperson shall declare the closure of the debate.

Rule 34: Suspension or Adjournment of the Session

During the discussion of any matter, a representative may propose a motion on the suspension or adjournment of the Session. Such motion shall not be debated, but shall be immediately put to the vote.

Rule 35: Order of procedural motions

Subject to Rule 29 and regardless of the order in which they are submitted, the following motions shall have precedence in the following order over all other proposals or motions before the session:

- a) To suspend the session;
- b) To adjourn the session;
- c) To adjourn the debate on the question under discussion;
- d) For the closure of the debate on the question under discussion.

Rule 36: Proposals and Amendments of the Conference Documents

Proposals and amendments of the conference documents shall normally be introduced in writing and submitted to the Chairperson, who shall circulate copies to the Member States of AMCOMET. As a general rule, no proposal shall be discussed or put to the vote at any session of the Conference unless copies of it have been circulated to all Member States not later than the day preceding the session. Subject to the consent of the Conference, the Chairperson may, however, permit the discussion and consideration of proposals or amendments even though these proposals or amendments have not been circulated or have only been circulated the same day.

Rule 37: Withdrawal of Motions

A motion may be withdrawn by its proposer at any time before voting on it has commenced, provided that the motion has not been amended. A motion, which has thus been withdrawn, may be reintroduced by another Member State.

Rule 38: Reconsideration of Proposals

When a proposal has been adopted or rejected, it may not be reconsidered at the same session of the Conference unless the Conference, by a two-thirds majority of the representatives present and

voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall immediately be put to the vote.

XII. VOTING

Rule 39: Voting Rights

Each Member State of AMCOMET shall have one vote.

Rule 40: Conference Decision Making

- 1) Except where the present rules of procedure expressly provide otherwise, decisions of the Conference shall be made by a consensus.
- 2) Subject to Article 6.1.3 of the Constitution, where a consensus is not possible, decisions shall be made by a majority of the Member States present and voting.
- 3) For the purpose of these rules, the phrase "Member States present and voting" means Member States present and casting an affirmative or negative vote. Member States abstaining from voting are considered as not voting.
- 4) In case of a tie, the Chairperson of the Bureau shall have the deciding vote.

Rule 41: Method of Voting

Subject to Rule 48 the Conference shall normally vote by show of hands, but any representative may request a roll call vote, which shall then be taken in the alphabetical order of the names of the Member States of AMCOMET, beginning with the Member State whose name is drawn by lot by the Chairperson.

Rule 42: Recording of Roll Call

The vote of each Member State of AMCOMET participating in a roll call shall be recorded in the relevant documents of the Conference.

Rule 43: Conduct During Voting

After the Chairperson has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the voting. The Chair may permit Member States of AMCOMET to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. The Chairperson shall not permit the proposer of a proposal or of an amendment to explain his vote on his own proposal or amendment.

Rule 44: Division of Proposals or Amendments

A representative may move that parts of a proposal or of an amendment shall be voted on separately. If objection is made to the request for division, the motion for division shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal or of the amendment which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal or of the amendment have been rejected, the proposal or the amendment shall be considered to have been rejected as a whole.

Rule 45: Voting on Amendments

- 1) When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Conference shall vote first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed there from and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the proposal shall be put to the vote in its original form.
- 2) A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 46: Voting on Proposals

- 1) If two or more proposals relate to the same question, the Conference shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.
- 2) Any motions requiring that no decision be taken on the substance of such proposals shall, however, be considered as previous questions and shall be put to the vote before them.

Rule 47: Elections

All elections shall be held by secret ballot unless otherwise decided by the Conference.

Rule 48: Candidacy for Elections

- 1) If one Member State only is to be elected, and no candidate obtains the majority vote required in the first ballot, a second ballot shall be taken restricted to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the Chairperson shall decide between the candidates by drawing lots.
- 2) In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot shall be held for the purpose of reducing the number of candidates to two. In the case of a tie among three or more candidates obtaining the largest number of votes, a second ballot shall be held. If a tie results among more than two candidates, the number shall be reduced to two by lot and the balloting, restricted to them, shall continue in accordance with the preceding paragraph.
- 3) If the number of candidates obtaining such majority is more than the number of places to be filled, those candidates obtaining the largest number of votes shall be elected.
- 4) When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining the required majority on the first ballot shall be elected.
- 5) If the number of candidates obtaining such majority is less than the number of places to be filled, there shall be held additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, who shall number not more than twice the places remaining to be filled. However, in the case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number.
- 6) If three restricted ballots are inconclusive, unrestricted ballots shall follow in which votes may be cast for any eligible Member State. If three such unrestricted ballots are inconclusive, the next three ballots (subject to exception in a case similar to that of the tie mentioned at the end of the previous paragraph of this rule) shall be restricted to the candidates obtaining the

greatest number of votes in the third of the unrestricted ballots. The number of such candidates shall not be more than twice the places remaining to be filled.

- 7) The following three ballots thereafter shall be unrestricted and so on, until all the places are filled.

Rule 49: Equally Divided Votes

If a vote is equally divided on matters other than elections, a second vote shall be taken. If this vote is also equally divided, the Chairperson of the Bureau of AMCOMET shall have the deciding vote.

XIII. SUBSIDIARY ORGANS OF THE CONFERENCE

Rule 50: Establishment of Subsidiary Organs

The Conference may establish such Ad Hoc Task Forces, committees, working groups and Inter-Agency Technical Committees as may be necessary for the effective discharge of its functions.

Rule 51: Ad Hoc Task Forces, Committees and Working Groups

- 1) At each session, the Conference may set up Task Forces, Committees and Working Groups from among its members, and refer to them any questions on the agenda for study and report.
- 2) The Task Forces, Committees and Working Groups may set up sub-committees and sub-groups of working groups as may be necessary for the effective discharge of their functions and, as required, may consider specific challenges and make recommendations or submit reports at such times as the Conference may decide.
- 3) The Task Forces, Committees and Working Groups, as bodies of AMCOMET, may hold meetings inter-sessionally with the guidance of the Bureau.
- 4) The provisions of Rules 25 to 49 of these rules of procedure shall be applied, as appropriate, in the proceedings of the Task Forces, Committees, Working Groups and any sub-committees or sub-groups set up by them.
- 5) Each Task Force, Committee or Working Group shall elect its own officers, including one Chairperson and one Rapporteur, unless otherwise decided by the Conference. In electing officers, each Task Force, Committee or Working Group shall have due regard to the principle of equitable geographical representation.

Rule 52: Inter-Agency Technical Committee of the Conference

- 1) As the Conference deems necessary, an Inter-Agency Technical Committee of AMCOMET may be created for a specific purpose and, as required, may consider specific challenges and make recommendations or submit reports at such times as the Conference may decide.
- 2) The membership, terms of reference, scope of work and term-limit of the Inter-Agency Technical Committee shall be determined by the Conference.
- 3) The Inter-Agency Technical Committee, as a body of AMCOMET, may hold meetings inter-sessionally with the guidance of the Bureau.
- 4) The conditions for establishing Task Forces, Committees, Working Groups, and / or Inter-Agency Technical Committees are provided above.

Rule 53: Other Subsidiary Organs of AMCOMET

- 1) The Conference may establish such subsidiary organs on a permanent or ad hoc basis as may be necessary for the effective discharge of its functions.
- 2) In determining the size of the subsidiary organs and electing their members, the Conference shall take fully into account the desirability of including in the membership of these bodies, States or other bodies with a special interest in the subject-matter to be dealt with by them, as well as the need to ensure equitable geographical distribution.
- 3) The rules of procedure of subsidiary organs shall be those of the Conference, as appropriate, subject to modifications as the Conference may decide upon in the light of proposals by the subsidiary organs concerned. Each subsidiary organ shall elect its own officers, including one Chairperson and one Rapporteur.
- 4) Each subsidiary organ, taking into consideration the date of the Ordinary Session of the Conference and bearing in mind the items referred to it by the Conference, may adopt its own priorities within the framework of the work programmes established by the Conference and, in consultation with the Chairperson, meet as may be necessary.

XIV. LANGUAGE AND RECORDS

Rule 54: Languages and Interpretation

- 1) The official working languages of the Conference shall be English and French as indicated in the Constitution. Speeches made in any of these languages shall be interpreted into the other languages of the Conference.
- 2) Any representative may make a speech in a language other than the official languages of the Conference. However in such a case, he/she shall himself/herself provide for interpretation into the official languages of the Conference.

Rule 55: Languages and Distribution of Resolutions, other Formal Decisions and Documents

- 1) All resolutions, recommendations and other formal decisions of the Conference, as well as its reports and other documents, shall be made available in the working languages of the Conference.
- 2) The text of the resolutions, recommendations and other formal decisions adopted by the Conference, its committees and other subsidiary organs, if any, shall be distributed by the Secretariat to all Member States of AMCOMET and any other participants in the session. The text of such resolutions, recommendations and other formal decisions, as well as the reports of the Conference shall be distributed after the close of the session to all Member States of AMCOMET and to the intergovernmental organizations referred to in Rule 59 below and other organizations as may be specified by the Conference.

Rule 56: Sound Records of Sessions

Sound records of the Sessions of the Conference and, where possible, of subsidiary organs, shall be kept by the Secretariat.

XV. PUBLIC AND PRIVATE SESSIONS

Rule 57: Public and Private Sessions

The sessions of the Conference, its committees and working parties and subsidiary organs, if any, shall be held in public unless the body concerned decides otherwise.

XVI. PARTICIPATION OF NON-MEMBER STATES OF THE CONFERENCE

Rule 58: Participation of non-Member States of the Conference

Any Member State of the United Nations, which is not a Member State of AMCOMET, may participate in the deliberations of the Conference as an observer. Any Member State thus participating shall not have the right to vote, but may submit proposals which may be put to the vote by request of any Member State of AMCOMET. The provisions of this rule shall apply, *mutatis mutandis*¹, to participation in a subsidiary organ of the Conference.

XVII. PARTICIPATION OF UNITED NATIONS BODIES, NON-GOVERNMENTAL ORGANIZATIONS, INTERGOVERNMENTAL ORGANIZATIONS AND OTHER SPECIALIZED AGENCIES

Rule 59: Participation in the Deliberations

- 1) Representatives of United Nations specialized agencies, appropriate United Nations bodies, intergovernmental organizations and other bodies approved by the Conference, on the recommendation of the Bureau, may participate, without the right to vote, in the deliberations of the Conference and its subsidiary organs. Upon the invitation of the Chairperson, as the case may be, and subject to the approval of the Conference or of the subsidiary organ concerned such observer organizations may make oral statements on matters within the scope of their activities.
- 2) Written statements of UN specialized agencies and United Nations bodies, as well as of other intergovernmental organizations referred to in paragraph 1 above related to items on the agenda of the Conference or its subsidiary organs, if any, shall be circulated by the Secretariat to Member States of AMCOMET or the subsidiary organ concerned.

XVIII. OBSERVERS OF INTERNATIONAL NON-GOVERNMENTAL ORGANIZATIONS

Rule 60: Observers

- 1) National, international, inter-governmental, non-governmental organizations and other observer institutions recommended by the Bureau and approved by the Conference may designate representatives to sit as observers at sessions of the Conference or its subsidiary organs, as decided by the Conference. The Conference shall from time to time adopt and revise when

¹ "with those things having been changed which need to be changed"

necessary a list of such organizations. Upon the invitation of the Bureau Chairperson, as the case may be, and subject to the approval of the Conference or of the subsidiary organ concerned such observer organizations may make oral statements on matters within the scope of their activities.

- 2) Written statements provided by observer organizations referred to in paragraph 1 above, related to items on the agenda of the Conference or of its subsidiary organs, shall be circulated by the Secretariat to the Member States of AMCOMET or of the subsidiary organ concerned in the quantities and in the language in which the statements were made available to the Secretariat for distribution.

XIX. AMENDMENT AND SUSPENSION OF RULES OF PROCEDURE

Rule 61: Amendment

Any of these rules may be amended or suspended by the Conference by a two-thirds majority of Member States present and voting.

Rule 62: Suspension

A rule of procedure may be suspended by the Conference provided that twenty-four hour notice of the proposal for the suspension has been given. The notice may be waived if no Member State objects.

ANNEX 1: AMCOMET Trust Fund – Terms of Reference

Characteristics of the African Ministerial Conference on Meteorology Trust Fund (henceforth referred to as the Fund)

The Fund is intended to support activities for the African Ministerial Conference on Meteorology, which was established after the First Conference of African Ministers Responsible for Meteorology. It will be used to finance the following, based on availability of funding:

1. Support for the AMCOMET Process, which includes, the establishment of and related logistics for the AMCOMET Secretariat, the Bureau, the Task Force, the Technical Team and the AMCOMET Session. These include, but are not limited to:
 - a. Organization of meetings, working groups, and expert consultations with a view to elaborating policy proposals;
 - b. Enabling regional groups to make an effective contribution to the AMCOMET process;
 - c. Provision of effective participation of delegations from developing and transition economy countries;
 - d. Promotion and mobilization of support for AMCOMET through effective outreach; and
 - e. Supplementing regular budget resources to meet AMCOMET staff costs.
2. Support of various projects and programmes derived from the Integrated African Strategy on Meteorology (Weather and Climate Services).

Contributions to the Fund

3. Contributions to the Fund can be made by governments, intergovernmental and non-governmental organizations, private institutions and individuals.
4. Contributions in cash to the Fund may be accepted in United States dollars or other fully convertible currencies.
5. Any financial contributions which are accompanied by an indication of the specific activities for which they are earmarked shall be assigned the appropriate electronic code for such activities.
6. Any interest income derived from contributions to the Fund shall be credited to the Fund in accordance with the applicable World Meteorological Organization (WMO) regulations, rules, policies and procedures. In addition, any interest income derived from financial contributions earmarked for specific activities shall be earmarked for the same activities.

Administration of the Fund

7. The Director of the Secretariat, or his authorized representative, shall be responsible for the management of contributions made to the Trust Fund.
8. The Director of the Secretariat of AMCOMET shall administer the Fund in accordance with the WMO Financial Regulations, Standing Instructions and established procedures of WMO, supplemented by the provision of the Constitution.
9. The accounting of the expenditures of the Fund shall be as provided for in paragraph 8 above, as well as any other directly identifiable charges related to the administration of the Fund and programme support cost charges. The programme support costs will be charged according to WMO support cost policy.
10. Accounting and reporting of the Fund will be made in US Dollars. The United Nations rate of exchange prevailing on the date of the transaction or report will apply for the conversion into Swiss Francs of contributions or income received and payments made or charges incurred in any other

currency. The Director of the Secretariat shall report to the Bureau of AMCOMET on the use of the Fund on an annual basis and to Ordinary Sessions of the Conference (Rule 22).

Procedures for the utilization of the Fund

11. The utilization of the fund shall be based upon work plans and budgets agreed by the Conference and the Bureau of AMCOMET.
12. The WMO will not enter into any financial commitments on the AMCOMET Trust Fund unless the required funds have been received.

Legal Responsibilities

13. Under no circumstances will the Fund be made liable to pay and/or reimburse any taxes on emoluments or honorarium, or any customs and import duties, value added taxes or similar charges. If applicable, these will be payable by the beneficiaries of the support provided.

ANNEX 2: ARBITRATION

ARTICLE 1

The claimant party or parties shall notify the Secretariat that the parties have agreed to submit the dispute to arbitration in accordance with Article 14.2 of the Constitution. The notification shall state the subject matter of arbitration, and include in particular, the article of the Constitution, the interpretation or application of which is at issue. The Secretariat shall forward all the information received to all parties to the Constitution.

ARTICLE 2

The Arbitral Tribunal shall be composed of three Member States. Both the claimant party or parties and the other party or parties to the dispute shall appoint an arbitrator, and the two arbitrators so appointed shall designate, by common agreement, the third arbitrator, who shall be the President of the Arbitral Tribunal. The latter shall not be a national of one of the parties to the dispute, nor have his or her usual residence in the territory of one of these parties, nor be employed by one of them, nor have dealt with the case in any other capacity.

ARTICLE 3

If the President of the Arbitral Tribunal has not been designated within two months of the appointment of the second arbitrator, the Chairperson of AMCOMET shall, at the request of either party to the dispute, designate the President within a further two-month period.

If the Chairperson of AMCOMET is involved in the dispute, then the First Vice-Chairperson shall designate the President within a further two-month period. In the event that both the Chairperson and First Vice-Chairperson of AMCOMET are involved in the dispute, then AUC and WMO shall jointly designate the President of the Arbitral Tribunal within a further two-month period.

ARTICLE 4

If one of the parties to the dispute does not appoint an arbitrator within two months of the receipt of the request, the other party may so inform the Chairperson of the African Union, who shall designate the President of the Arbitral Tribunal within a further two months period. Upon designation, the President of the Arbitral Tribunal shall request the party, which has not appointed an arbitrator to do so within two months. If it fails to do so within that period, the President shall inform the Chairperson of the African Union who shall make this appointment within a further two-month period.

ARTICLE 5

The Arbitral Tribunal shall render its decision in accordance with international law and in accordance with the provisions of the Constitution.

ARTICLE 6

The Arbitral Tribunal shall draw up its own rules of procedure.

ARTICLE 7

The decisions of the Arbitral Tribunal, both on procedure and substance, shall be taken by a majority vote of its Members.

ARTICLE 8

The Tribunal shall take all appropriate measures to establish the facts.

ARTICLE 9

The parties to the dispute shall facilitate the work of the Arbitral Tribunal and in particular shall, using all the means at their disposal:

- a) provide the Tribunal with all the relevant documents, facilities and information;
- b) Enable the Tribunal, where necessary, to call witnesses or experts and receive their evidence.

ARTICLE 10

The parties to the dispute and the arbitrators shall protect the confidentiality of any information they receive in confidence during the proceedings of the Arbitral Tribunal.

ARTICLE 11

The Arbitral Tribunal may, at the request of one of the parties, recommend interim measures of protection.

ARTICLE 12

If one of the parties to the dispute does not appear before the Arbitral Tribunal or fails to defend its case, the other party may request the Tribunal to proceed with the proceeding and render its final decision. Absence of a party or failure to defend its case shall not constitute a bar to the proceedings.

ARTICLE 13

The Arbitral Tribunal may hear and determine counter-claims arising directly out of the subject-matter of the dispute.

ARTICLE 14

Unless the Arbitral Tribunal decides otherwise because of the particular circumstances of the case, the expenses of the Tribunal, including the remuneration of its Members, shall be borne equally by the parties to the dispute.

ARTICLE 15

Any party to the Constitution, which has an interest of a legal nature in the subject matter of the dispute and which may be affected by a decision in the case may intervene in the proceedings with the consent of the Tribunal.

ARTICLE 16

The Arbitral Tribunal shall render its decision within five months of the date on which it is established unless it finds it necessary to extend the time-limit for a period which should not exceed five months.

ARTICLE 17

The award of the Arbitral Tribunal shall be accompanied by a statement of reasons. It shall be final and binding upon all parties to the dispute. The award shall be transmitted by the Arbitral Tribunals to the parties to the dispute and to the Secretariat. The Secretariat will forward the information received to all the State parties.

ARTICLE 18

Any dispute which may arise between the parties concerning the interpretation or execution of the award may be submitted by either party to the Arbitral Tribunal which made the award, if the latter cannot be seized with the matter thereof, to another Tribunal constituted for the purpose in the same manner as the first.

ADOPTED in Praia, Cabo Verde on the fourteenth day of February Two Thousand and Fifteen