

## **GENERAL REGULATIONS**

The text of the General Regulations published in the following pages includes the amendments adopted by Fourteenth Congress.

## GENERAL REGULATIONS OF THE WORLD METEOROLOGICAL ORGANIZATION

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## GENERAL REGULATIONS OF THE WORLD METEOROLOGICAL ORGANIZATION

### Definitions

The following terms are used in these General Regulations with the meaning indicated below:

adjournment of the debate	Termination of the debate on the item under discussion until a later time in the meeting or until a later meeting
adjournment of the meeting	The termination of all business until another meeting is called
association	A regional association of the Organization
closure of the debate	Termination of all debate on the item at the meeting commission A technical commission of the Organization
Congress	The general assembly of delegates representing Members
constituent body	Congress, Executive Council, a regional association or a technical commission
decision	A statement expressing the considered views of the Members of the Organization or of one of the constituent bodies of the Organization
delegate	A member of a delegation
delegation	All the persons accredited by a Member of the Organization to represent it in a session of Congress, an association or a commission

Director of a Meteorological or Hydrometeorological Service of a Member	The Director/Head of a Meteorological or Hydrometeorological Service of the Member who has been designated as the Permanent Representative of that Member, or alternatively, the Director/Head of a Service of a Member responsible at national level for meteorology or for meteorology and operational hydrology specially designated by this Member for the purposes of the Convention and the General Regulations
meeting	A single sitting
Member	A Member of the Organization as defined in Article 3 of the Convention
member	A person elected or designated and serving on the Executive Council or a technical commission or on any subsidiary bodies such as committees, sub-committees, panels or working groups
observer	A representative of another organization, a representative of a non-Member country or any person invited who attends without the right to vote at a meeting of a constituent body or the representative of the President or Vice-Presidents of the Executive Council at a meeting of that constituent body
officials	Scientific, technical and administrative staff of the Secretariat of the Organization
officers	The presidents and vice-presidents of the constituent bodies
order of business	The agenda items and other matters listed for consideration at any one meeting of a constituent body
principal delegate	Head of the delegation
quorum	The minimum number of Members (or members) with voting rights present at a

meeting, or participating in a vote by correspondence, of a constituent body, necessary for a decision taken by the body to be valid

recommendation	A decision of any constituent body or of any of its subordinate bodies which requires approval by a higher body before implementation
resolution	A decision of any constituent body which does not require approval by a higher body before implementation
session	A series of meetings
suspension of the	The temporary adjournment of the business of the meeting meeting

## I. General

### Introduction

#### REGULATION 1

These General Regulations (hereinafter referred to as "Regulations") are adopted in application of Article 8(d) of the Convention of the World Meteorological Organization and are subject to the provision of that Convention. In the event of any conflict between any provision of these Regulations and any provision of the Convention, the Convention shall prevail.

#### REGULATION 2

- (a) These Regulations may be amended by Congress;
- (b) Decisions of Congress relating to matters covered by these Regulations shall be incorporated therein;
- (c) (i) If, between sessions of Congress, a Member or a constituent body (other than the Executive Council) proposes an amendment to these Regulations, the Secretary-General shall submit such a proposal immediately to the members of the Executive Council;
- (ii) If the Executive Council decides that the matter under consideration is of an urgent character, the proposal shall be communicated by the Secretary-General to all Members for a vote by correspondence as described in Regulations 65–78. In other cases the proposals shall be submitted by the Secretary-General to Congress;
- (d) The procedure described in (c)(ii) above shall also apply in the case of amendments proposed by the Executive Council;
- (e) The Secretary-General may also propose amendments. Such proposals shall be submitted to the Executive Council for its consideration;
- (f) Any question or dispute concerning the interpretation or application of these Regulations which occurs between sessions of Congress within the other constituent bodies shall be submitted to the Executive Council for decision. Such decisions shall be issued in the form of statements and shall be considered as directives which shall be reviewed by Congress at its next session;

(g) Any amendments proposed to these Regulations (other than those arising out of amendments to the Convention) submitted by Members or by constituent bodies should be communicated to all Members at least three months before they are submitted to Congress.

#### REGULATION 3

Any of the Regulations 27 and 94 to 111 inclusive may be suspended in whole or in part in special cases provided twenty-four hours' notice of the proposal has been given. The notice may be waived if no delegation or member objects. Regulations 193 and 194 may also be suspended, but only in the special case of simultaneous sessions of a commission with a constituent body of another international organization.

#### REGULATION 4

Each constituent body may exceptionally adopt for its internal use additional rules of procedure on the understanding that these rules are not at variance with the Convention and these Regulations.

In each case the constituent body shall specify a date of implementation and whether the rules are adopted for the duration of a session or as standing rules for the constituent body.

The presidents of the associations and the commissions shall inform the Executive Council of any additional rules of procedure adopted by these bodies and state at the same time the reasons for their adoption.

### **Membership of the Organization**

#### REGULATION 5

Any application for membership under paragraphs (c) and (e) of Article 3 of the Convention submitted to the Secretary-General shall include a statement certifying that the State, territory or group of territories has or maintains a Meteorological Service.

### **Permanent Representatives of Members**

#### REGULATION 6

(a) Each Member shall designate by written notification to the Secretary-General a Permanent Representative who should be the Director of the Meteorological or Hydrometeorological Service to act

on technical matters for the Member between sessions of Congress. Subject to the approval of their respective governments, Permanent Representatives should be the normal channel of communications between the Organization and their respective countries and shall maintain contact with the competent authorities, governmental or non-governmental, of their own countries on matters concerning the work of the Organization;

(b) Each Permanent Representative may appoint a hydrological adviser who should be the representative of the respective national Hydrological Service, or equivalent national agency, and should advise the Permanent Representative with respect to WMO activities in operational hydrology and water resources. Permanent Representatives shall notify the Secretary-General of such appointment.

### **Relations with the United Nations**

#### REGULATION 7

The relations between the United Nations and the World Meteorological Organization shall be governed by the agreement concluded between the two organizations. The United Nations shall be invited to send representatives to any session of any constituent body in accordance with the stipulations on reciprocal representation stated in the agreement with the United Nations.

### **Officers**

#### REGULATION 8

Except as provided by Article 4(b) of the Convention, no person shall be entitled to act at the same time as president or vice-president of more than one of the constituent bodies; or as president of a constituent body and an elected member of the Executive Council.

#### REGULATION 9

The duties of the President of the Organization shall be:

(1) To preside over the sessions of Congress and sessions of the Executive Council held during his term of office;

(2) To guide and coordinate the activities of the Organization and its various bodies as specified in Article 4(a), (1) to (4) inclusive of the Convention;

(3) To issue directives to the Secretary-General with respect to the fulfilment of his duties;

(4) To carry out such specific duties as are prescribed by decisions of Congress, the Executive Council and by the Regulations of the Organization;

(5) Notwithstanding the provisions of Regulation 76, to take action, on behalf of the Executive Council, after consultation with the presidents of the commissions concerned and members of the Executive Council and in accordance with the relevant rules of procedure of the Executive Council, on any recommendation of an association or a commission, when he considers that such action, in the interest of the Organization, cannot be deferred until the next session of the Executive Council or until the Executive Council can complete a vote by correspondence;

(6) To furnish to each ordinary session of Congress and of the Executive Council the report prescribed in Regulations 137 and 157, respectively;

(7) To include, in the report to the Executive Council, particulars of any case which has occurred since the previous session of the Executive Council in which it was necessary for him:

- (a) To take action or adopt a decision or directive, under the provisions of (2) and (3) of this Regulation, which was not within the ambit of previous decisions by Congress or the Executive Council or the Regulations of the Organization; or
- (b) To take action under (5) of this Regulation, in order that the Executive Council may confirm such action, decision or directive, failing which the action, decision or directive shall be considered as rescinded;

(8) If Congress convenes before a case has been reported to a session of the Executive Council, in accordance with (7) of this Regulation, to include particulars of the case in the report made to Congress in accordance with (6) of this Regulation;

(9) To maintain files of his official correspondence as President of the Organization and the Executive Council and to send copies of this correspondence to the Secretary-General.

## REGULATION 10

If the President or a Vice-President of the Organization or of an association or an elected member of the Executive Council ceases to be a Director of a Meteorological or Hydrometeorological Service of a Member he shall cease to hold such office.

## REGULATION 11

The term of office of the President and Vice-Presidents of the Organization or of the president and vice-president of an association or a commission shall be from the end of one ordinary session to the end of the succeeding ordinary session of Congress, the association or the commission, as appropriate. However, they shall be eligible for re-election at the end of their term of office provided that, if any officer has already served for a continuous period covering more than one term of the same office, he shall not be eligible for a further term in the same office, unless he has served for less than five years which shall include the period he may have served in an acting capacity under the provisions of Regulations 12, 13 and 14. With regard to the offices of Presidents and Vice-Presidents of the Organization and of the president and vice-president of the associations, successive Directors of the same Meteorological or Hydrometeorological Service shall not hold the same office for more than two consecutive terms.

## REGULATION 12

If the President of the Organization or of an association or a commission resigns or is not able or eligible to carry out the functions of that office, for any cause, the First Vice-President of the Organization (or the vice-president in the case of an association or a commission) shall serve as Acting President for a period not exceeding the remainder of the term of office of the President whom he replaces. The Vice-President, acting as President, shall have the same powers and duties as the President.

## REGULATION 13

If the First Vice-President of the Organization resigns or is not able or eligible to carry out the functions of his office, for any cause, the Second Vice-President of the Organization shall serve as Acting

First Vice-President of the Organization for a period not exceeding the remainder of the term of office of the First Vice-President whom he replaces.

#### REGULATION 14

If the Second Vice-President of the Organization resigns or is not able or eligible to carry out the functions of his office, for any cause, the Third Vice-President of the Organization shall serve as Acting Second Vice-President of the Organization for a period not exceeding the remainder of the term of office of the Second Vice-President whom he replaces.

#### REGULATION 15

If the Third Vice-President of the Organization (or a vice-president of an association or a commission) resigns or is not able or eligible to carry out the functions of his office, for any cause, and if the vacancy is notified to the Secretary-General at least 225 days before the next ordinary session of the body concerned the President of the body concerned shall arrange for the election of a Third Vice-President (or vice-president, in the case of an association or a commission) to serve for a period not exceeding the term of office of the officer whom he replaces. In the election of a Third Vice-President, due consideration shall be given to the relevant provisions of Article 13(c)(ii) of the Convention and of Regulation 83.

#### REGULATION 16

(a) If the office of the president of an association or commission becomes vacant and cannot be filled by application of Regulation 12, the President of the Organization shall arrange for an election by correspondence of the president of the association or the commission, provided that the vacancy is notified to the Secretary-General at least 225 days before the next ordinary session of the body concerned;

(b) Until the president of the association or commission is elected, the President of the Organization shall assume the responsibility of acting president of that body;

(c) The elected president of the association or the commission shall arrange for the election of the vice-president of that body in accordance with Regulation 15;

(d) If the office of the president of an association or a commission becomes vacant during the process of an election of a vice-president of the body concerned by correspondence, the President of the Organization shall assume the responsibilities of acting president of that body until the vice-president has been elected who will serve as acting president of that body in accordance with Regulation 12.

### **Sessions of constituent bodies**

#### REGULATION 17

Whenever an invitation is extended for holding a session of any constituent body elsewhere than at the location of the Secretariat, such invitation shall be considered only if the Member in whose territory it is proposed to hold such session:

(a) Has ratified without reservation the Convention on the Privileges and Immunities of the Specialized Agencies including the annex relating to the Organization; or

(b) Gives assurance that all delegates, representatives, experts, observers or other individuals, entitled under the Convention or any regulation of the Organization to attend such meeting, shall enjoy these privileges and immunities "necessary for the independent exercise of their functions in connection with the Organization" as provided in the Convention.

The procedures which apply to the acceptance of such invitations are specified in Annex I.

#### REGULATION 18

With a view to securing the widest possible technical representation, the president of any constituent body may invite, through the Secretary-General, any expert or any representative of an organization to participate as observer at a session or meeting of the constituent body concerned or any of its committees or working groups.

In the case of an invitation to an expert to attend a session or meeting of a constituent body, the invitation shall require the prior concurrence of the Permanent Representative of the country where the expert lives.

## REGULATION 19

Countries maintaining Meteorological or Hydrometeorological Services which are not Members of the Organization but which are Members of the United Nations or which have been accorded observer status by the United Nations shall be invited to send observers to sessions of Congress, commissions and those associations within the geographical limits of which they are located. Other non-Member countries of the Organization maintaining Meteorological or Hydrometeorological Services shall be similarly invited to sessions of Congress, subject to the prior approval of the Members of the Organization and, subject to the same approval, to intermediate sessions of associations and commissions.

## REGULATION 20

Prior to a session of a constituent body other than the Executive Council, each Member should, if possible, communicate to the Secretary-General the names of the persons composing its delegation to that body, indicating which of these shall be regarded as its principal delegate.

Besides this communication, a letter giving these particulars and otherwise conforming with the provisions of the Convention and of these Regulations and signed by, or on behalf of, an appropriate governmental authority of the Member shall be sent to the Secretary-General or handed to his representative at the session and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activities of the constituent body.

The same procedure shall apply as regards the credentials of observers representing non-Member countries.

The credentials of observers representing international organizations shall be signed by the competent authority of the organization concerned.

## REGULATION 21

Any individual to whose admission a principal delegate has made objection shall be seated provisionally with the same rights as other delegates, members or observers until the report on credentials has been considered and the constituent body has given its decision.

**Committees in sessions**

## REGULATION 22

Each constituent body, except the Executive Council, may establish a Credentials Committee immediately after the completion of the opening formalities and for the duration of the session. The representative of the Secretary-General at the session shall attend the Credentials Committee with consultative status. This committee shall examine the credentials of delegates and observers as well as any observation which may be submitted to it by the representative of the Secretary-General. It shall report thereon as soon as possible to the constituent body. Final decisions regarding credentials shall rest with the constituent body.

If, in the case of associations and commissions, a Credentials Committee is not immediately established, a list of the individuals present and the capacities in which they are attending the session shall be prepared, whenever possible, by the representative of the Secretary-General, on the basis of examination of credentials. This list, announced by the president of the constituent body, if unanimously accepted, shall constitute the first report on credentials adopted by the constituent body. If an objection is raised by a principal delegate to any name on the list, a Credentials Committee shall be established.

## REGULATION 23

Any individual whose credentials are found not to comply with the provisions of these Regulations shall be excluded from participation in the activities of the constituent body.

## REGULATION 24

Each constituent body may establish for the duration of its session a Nomination Committee, a Drafting Committee, a Coordination Committee and such other committees as it deems necessary.

## REGULATION 25

In Congress the Nomination Committee shall consist of twelve principal delegates, each Region being represented.

## REGULATION 26

The Nomination Committee shall prepare and submit to the body a list of nominees for each office or place for which an election is to be held. Any candidatures proposed and maintained in that committee by a minority shall be included in the list of nominees. The representative of the Secretary-General may be invited to attend the Nomination Committee with consultative status.

## REGULATION 27

The Drafting Committee shall be responsible for drawing up the final text of the decisions to be taken by the constituent body with a view to their final adoption by that constituent body.

The texts drawn up by the Drafting Committee shall be distributed to participants at least eighteen hours before consideration in plenary meeting.

If no Drafting Committee is established, the representative of the Secretary-General, in consultation with the president of the constituent body and the chairmen of the relevant committees, shall be responsible for performing its functions.

## REGULATION 28

The Coordination Committee shall consist of the President and the Vice-Presidents of the constituent body, the Secretary-General or his representative, and the chairmen of the committees of the body other than the Credentials and Nomination Committees. It shall be responsible for coordinating the activities of the session.

## REGULATION 29

(a) Each committee may establish such subcommittees as it considers necessary and decide whether any of these subcommittees shall have a limited number of members;

(b) At each session of Congress an open subcommittee on hydrology shall be established, attended as a rule by those hydrological advisers of Permanent Representatives and/or those representatives of Hydrological Services included in the delegations of Members.

## REGULATION 30

With the exception of the Coordination Committee, the chairman of which is the president of the constituent body, each committee or subcommittee shall elect its own chairman and, whenever necessary, other officers. The president of the body establishing it shall preside at its meetings until it has elected its chairman.

## REGULATION 31

The terms of reference of any committee or subcommittee shall be prescribed by the body establishing it and shall be within the terms of reference of that body.

**Working groups**

## REGULATION 32

Any constituent body may establish working groups to act until the next session of that constituent body. The terms of reference of such working groups shall be established by the constituent body and shall be within the terms of reference of that body. Membership need not be restricted to Members or members of the constituent body. When a working group is established during a session, the constituent body may select the members and/or invite designated Members to do so. The constituent body may select the chairman and, if necessary, a vice-chairman of the working group or authorize its president to do so.

In cases of urgency and subject to the authorization of the Executive Council, the president of an association or a commission may, between sessions, establish any working group of the constituent body that may be deemed useful by him and select its chairman and a vice-chairman, if considered necessary.

Whenever referred to in these Regulations, the provisions of Regulations 32 to 44 shall, unless otherwise provided for, be equally applicable to the rapporteurs or to any other subsidiary body designated or established, as appropriate, by any constituent body of the Organization.

## REGULATION 33

A member of a working group selected by a constituent body or its president in accordance with Regulation 32 may be replaced on the working group only by decision of that constituent body, except

that, in case of urgency, the president of the constituent body may do so. A member of a working group selected by a Member of the Organization may be replaced only by decision of that Member.

If the chairman of the working group resigns or is not able to carry out his functions for any cause, the vice-chairman of the group, if any, assumes the chairmanship. In the absence of a vice-chairman, the president of the responsible constituent body shall designate a new chairman, preferably from amongst the members of the group.

#### REGULATION 34

The president of the constituent body, after consultation with the Secretary-General in any case in which financial expenses for the Organization may be involved, may, at the request of the working group, invite technical experts to participate in the work of the group.

#### REGULATION 35

(a) An invitation to any person in accordance with Regulations 32, 33 or 34 to participate in the work of a working group shall require the prior concurrence of the Permanent Representative of the country in which the person lives;

(b) Whenever possible, the decision of the Permanent Representative shall be notified to the president of the constituent body before the close of the session at which the working group is established. In any case where this has not been done, the Secretary-General, at the close of the session, shall obtain promptly the decision of the Permanent Representative. When the working group is being established between sessions, the Secretary-General shall obtain promptly the necessary decision in respect of each nominee;

(c) The invitation to each nominee shall be issued by the Secretary-General as soon as the concurrence of the Permanent Representative concerned has been received;

(d) The working group shall be regarded as activated when acceptances have been received from a simple majority of the nominees (including the designated chairman, if any) and, if a chairman has not been designated by the constituent body in session, the president of the constituent body may then proceed, at his discretion, with the designation or election of a chairman of the working group.

## REGULATION 36

Expenses of attendance of members of working groups of constituent bodies at sessions of these groups shall normally be borne by the Members to which those members belong.

However, a session of a working group of a constituent body or of a panel of experts appointed by the Executive Council may be financed by the Organization by decision of Congress or the Executive Council, provided that the questions to be dealt with:

- (1) Are of general interest to the Organization;
- (2) Are such as to necessitate the services of individual experts specially chosen in view of their specialized knowledge or to represent a regional interest rather than the services of representatives chosen on a national basis;
- (3) Are such that they cannot be solved by correspondence; and
- (4) Are considered by Congress or the Executive Council as having high priority.

## REGULATION 37

Any constituent body may recommend the establishment of joint working groups between itself and one or more other constituent bodies. Such joint working groups shall only be established by a resolution of Congress or the Executive Council and shall normally serve until the next session of Congress. The Executive Council will only authorize the creation of such working groups if it considers that implementation of Regulation 32 cannot produce the desired results.

## REGULATION 38

Congress or the Executive Council, in establishing a joint working group, shall determine its terms of reference and total number of its members. Each constituent body taking part in a joint working group shall normally be represented by not more than two members. Congress or the Executive Council shall designate the constituent body to which the joint working groups shall report. The president of the designated constituent body shall arrange for the election of a chairman of the joint working group immediately after its formation, by correspondence if necessary, or according to a procedure to be determined in each case by Congress or the Executive Council.

## REGULATION 39

The date, place and agenda of a session of a joint working group shall be determined by the chairman of the joint working group in consultation with the presidents of the constituent bodies concerned. The documents for the session shall normally be sent to the members of the joint working group and to the Secretary-General, at least ninety days before the opening of the session.

## REGULATION 40

The date and place of a session of a working group shall be decided by the president of the constituent body responsible for the group in consultation with its chairman and the Secretary-General. Notification of a session of a working group shall be distributed by the Secretary-General to the members of the working group and the Members to which they belong at least ninety days before the date of opening.

## REGULATION 41

The chairman of a working group shall prepare the provisional agenda for its session in consultation with members of the group, the presidents of the constituent body or bodies concerned and the Secretary-General.

## REGULATION 42

Recommendations of working groups shall have no status within the Organization until they have been approved by the responsible constituent body. In the case of joint working groups the recommendations must be concurred with by the presidents of the constituent bodies concerned before being submitted to the designated constituent body.

## REGULATION 43

In the case of a recommendation made by a working group between sessions of the responsible constituent body, either in a session of a working group or by correspondence, the president of that body may, as an exceptional measure, approve the recommendation on behalf of the constituent body when the matter is, in his opinion, urgent, and does not appear to imply new obligations for Members. He may then submit this recommendation for adoption by the Executive Council or to the President of the Organization for action in accordance with Regulation 9(5).

## REGULATION 44

Notwithstanding Regulation 32, a working group may be dissolved at any time by the constituent body that established it if that body considers that it has completed its task or is not able to proceed further.

**Joint sessions of constituent bodies**

## REGULATION 45

When a joint session of two or more constituent bodies is considered necessary, the presidents of the bodies concerned shall designate one of them to act as a convener of the joint session.

## REGULATION 46

The date and place of the joint session shall be determined by agreement between the presidents of the constituent bodies concerned, in the case of associations in agreement with the President of the Organization and in the case of commissions after consultation with the Secretary-General.

## REGULATION 47

The provisional agenda for the joint session shall be determined by the constituent bodies concerned or by their presidents.

## REGULATION 48

Notification of the date and place of the joint session shall be distributed by the Secretary-General at least one hundred and twenty days before the opening meeting to the Members of the Organization, to the members of the constituent bodies concerned, to the presidents of all the other constituent bodies, to the United Nations, to all other international organizations with which the Organization has concluded arrangements or agreements, and in conformity with the provisions of Regulations 18 and 19 to observers and invited persons. The provisional agenda and an explanatory memorandum summarizing the problems to be discussed shall also be sent to the addressees of the notification at least one hundred and twenty days before the date of opening. The documents for the session shall be sent as soon as possible to all members of the constituent bodies concerned, to the presidents of the other constituent bodies and also to those

organizations, observers and persons invited who have indicated their intention to be represented at or to attend the session.

#### REGULATION 49

The Secretary-General shall be responsible in consultation with the convener for making all arrangements for the joint session, utilizing any facilities which may be offered by a host country.

#### REGULATION 50

At the first meeting of the joint session a chairman and such vice-chairmen as are considered necessary shall be elected.

#### REGULATION 51

The joint session shall be conducted in accordance with those provisions of these Regulations which are applicable to the constituent body to which the chairman of the joint session belongs, and the chairman of the joint session shall take such action following the joint session as normally follows a session of the constituent body to which he belongs, including reporting to Congress or the Executive Council upon the work of the joint session.

### **Representation at the sessions or on subsidiary bodies of other international organizations**

#### REGULATION 52

On receipt of an invitation for the Organization to be represented at a session of another international organization or one of its constituent bodies, the Secretary-General shall decide, on the basis of general guidance from the Executive Council and on budgetary and other considerations, whether the invitation shall be accepted and, if so, who should represent the Organization. The Secretary-General should consult, whenever practicable, the President of the Organization and the president of the association or the commission most directly concerned, if any, on the choice of the WMO representative.

#### REGULATION 53

In case of an invitation to a session or joint session convened to discuss matters which relate to the field of responsibility of an association or a commission of the Organization, if it is decided to

accept the invitation, the representative or representatives of the Organization shall normally be the president or vice-president of the association or the commission most directly concerned or an official of the Secretariat designated by the Secretary-General. However, a competent person or persons located in or near the place where the session is to be held may be designated, with the approval of the Permanent Representative of the country in which the person lives, to represent the Organization. Representation at sessions shall be kept to the minimum consistent with the aims of the Organization.

#### REGULATION 54

The representative or representatives of the Organization at any such session shall arrange for the Secretary-General to receive a complete set of the documents relating to the session and, within sixty days of the end of the session, shall furnish a report upon the proceedings of the session, with particular reference to aspects of interest to the Organization.

#### REGULATION 55

The nomination of representatives of the Organization to serve on permanent committees of other international organizations shall be made by the Secretary-General after consultation with the President of the Organization and the president of the association or commission most directly concerned, if any. Such consultations are not required for nomination of representatives to serve on bodies at the purely secretariat level within the United Nations system of organizations.

### **Voting at sessions**

#### REGULATION 56

Each Member belonging to or represented in a constituent body shall have one vote. The principal delegate of a Member shall have the right to vote or to designate any other member of the same delegation to vote on his behalf. No person shall have more than one vote in sessions of constituent bodies.

## REGULATION 57

For the purposes of the Convention and these Regulations the expression “votes for and against” shall mean affirmative and negative votes only and shall not include abstentions or blank or invalid voting slips.

## REGULATION 58

Voting in a constituent body shall normally be by standing or by a show of hands.

## REGULATION 59

Except in the case of the Executive Council, any delegation present may request a roll-call, which shall then be taken in the alphabetical order of the names of the Members of the Organization in the French language. If the French language is not a working language of the session of an association, the presiding officer shall decide upon the language to be used for determining this alphabetical order.

The vote or abstention of each Member shall be included in the minutes of the meeting, or in a report to a plenary meeting if no minutes are prepared at plenary meetings of a commission.

## REGULATION 60

Upon demand of two or more delegations present at a meeting, voting shall be by secret ballot. Voting by secret ballot has preference to roll-call, if both have been requested.

## REGULATION 61

In all votings by secret ballot, two tellers selected from among the delegates present shall be appointed to count the votes. The votes shall be counted in the presence of the constituent body immediately following the vote. The voting slips shall be destroyed after the announcement of the result by the presiding officer and its acceptance by the meeting.

## REGULATION 62

In the case of votes made by secret ballot, the number of votes for and against and the number of abstentions shall be recorded in the

minutes, or in a report to a plenary meeting, if no minutes are prepared at plenary meetings of a commission.

#### REGULATION 63

(a) Except as provided for in the Convention and these Regulations, all decisions in a constituent body shall be determined by a simple majority of the votes cast for and against, in accordance with Regulation 57. If an equal number of votes is cast for and against a proposal, the proposal shall be regarded as lost;

(b) For elections, the simple majority shall be the next integer immediately above the half of the voting slips received, excluding abstentions and blank or invalid voting slips.

#### REGULATION 64

Decisions in any of the committees, subcommittees, working groups, joint working groups and panels of a constituent body shall be determined by a simple majority of the votes cast for and against. If an equal number of votes is cast for and against a proposal, the proposal shall be regarded as lost.

### **Voting by correspondence**

#### REGULATION 65

Between sessions any question within the terms of reference of a constituent body which, in the opinion of its president, could be solved by correspondence, may be submitted to a vote by correspondence subject to the following provisions:

(a) A vote by correspondence by Members of the Organization, when Congress is not in session, shall be taken only on matters which are not reserved in the Convention for decision by Congress in session and Articles 11 and 12 of the Convention shall apply in any such vote by correspondence;

(b) In a vote by correspondence by members of the Executive Council, Article 16 of the Convention shall apply;

(c) In a vote by correspondence, upon a proposal before a commission, the votes shall be cast by the Permanent Representatives of the Members represented on the commission.

## REGULATION 66

Votes by correspondence, other than an election, shall be preceded by an exchange of opinion in the following cases:

- (a) If the president of the constituent body so decides;
- (b) If any of those entitled to vote requests such action within thirty days of the date of dispatch of the request to vote;
- (c) If the question put to the vote falls within one of the following categories:
  - (i) Questions leading to changes in the Technical Regulations;
  - (ii) Questions affecting the Organization's programme;
  - (iii) Questions affecting the relations between the Organization and another intergovernmental body or an organization with which WMO has defined its relations;
  - (iv) Proposals whose implementation, if they are accepted, would call for extensive or costly action on the part of Members.

In the case of a commission the exchange of opinion shall be between the Members represented on the commission.

## REGULATION 67

The president of a constituent body, when requesting opinions in accordance with Regulation 66, shall present any available information for and against the proposal; suggest, whenever appropriate, a date for implementation of the proposal if it is adopted; and indicate a time limit for the receipt of comments on the proposal.

## REGULATION 68

(a) If any comments received in response to the action taken in accordance with Regulation 67 specifically request modifications of the proposal circulated by the president of the constituent body, the latter shall initiate a second circular to all Members or members entitled to vote informing them of each of the proposed modifications and other comments and requesting each Member or member to indicate, within 45 days of the date of dispatch of this second circular, whether that Member or member:

- (i) Supports the adoption of the original proposal without change;
- (ii) In the case of each proposed modification, supports or opposes that modification;
- (iii) Prefers that a decision upon the original proposal should be deferred until the next session of the constituent body;

(b) In the light of the replies received the president of the constituent body shall decide whether to proceed with the vote by correspondence or to defer further action until the next session of the constituent body;

(c) If the president of the constituent body decides to proceed with the vote by correspondence, he shall prepare an appropriate draft resolution or recommendation and shall arrange for the Secretary-General to conduct the vote by correspondence upon it. No proposal or amendment of the draft resolution or recommendation being voted upon shall be receivable from any Member or member until after the close of the ballot.

#### REGULATION 69

Any proposal submitted to a vote by correspondence shall be arranged so that independent questions are voted on separately.

#### REGULATION 70

The provisions applicable to a vote by correspondence shall be those in force on the date of dispatch of the request to vote.

#### REGULATION 71

A vote, in any vote by correspondence, including an election, shall be valid only if the voting slip:

(a) Is received by the Secretary-General not more than ninety days after the date of dispatch of the request to vote;

(b) In the case of Members, has been signed on behalf of the Minister for Foreign Affairs of the Member or, in the case of those matters to which the provisions of Regulation 6 apply, by the Permanent Representative of the Member or a person authorized to

sign on behalf of the Permanent Representative and designated as such to the Secretary-General.

The Secretary-General shall determine whether a voting slip is valid or not.

#### REGULATION 72

(a) Except in commissions, the quorum for voting by correspondence within a constituent body shall equal the quorum required for a meeting of that body;

(b) The quorum for voting by correspondence within commissions shall be a majority of the number of Members represented on that commission;

(c) If the number of replies received by the Secretary-General during the ninety-day period referred to in Regulation 71 does not reach the quorum required for voting by correspondence, the motion shall be considered as lost.

#### REGULATION 73

All votes by correspondence, including elections, shall be conducted by the Secretary-General. At least two senior officials of the Secretariat shall be designated by the Secretary-General to check and count the voting slips received. A statement certifying the results of the ballot shall be established and signed by these officials after such a count. The voting slips shall be retained by the Secretary-General for a period of 180 days after the close of the ballot and then destroyed.

#### REGULATION 74

The president of a constituent body shall cancel a vote by correspondence in any of the following cases:

(a) If the vote was not preceded by an exchange of opinion and a request is received to have an exchange of opinion in accordance with Regulation 66(b); or,

(b) In case of election between sessions, if any of the persons on the final list of candidates withdraws his agreement to be a candidate or is no longer eligible for the office to which he is nominated.

In these cases, the voting slips received in response to the letter of the request to vote shall be considered null and void.

#### REGULATION 75

The rules as given in Regulations 60 to 62 and 94 to 108 are not applicable in the case of votes conducted by correspondence.

#### REGULATION 76

The president of a constituent body may approve a proposal on behalf of that body, without a vote by correspondence, under the following conditions:

(a) When presenting the proposal to the constituent body, he shall have indicated his intention to do so provided that no objection is expressed;

(b) A period of ninety days from the date of the issue of the circular letter presenting the proposal shall have been allowed for replies;

(c) No objection shall have been received within that ninety-day period from any of those entitled to vote.

#### REGULATION 77

Any decision of a constituent body adopted by a vote by correspondence shall have for all purposes of the Organization the same force, effect and status as if it had been adopted by the constituent body in session, and any provision of the Convention or these Regulations applicable to a decision adopted in session shall be equally applicable to a decision adopted by a vote by correspondence.

#### REGULATION 78

Except in votes by correspondence by the Executive Council, the result of a vote by correspondence in the form of the numbers of votes cast for and against and the number of abstentions shall be communicated to all Members invited to participate in the vote.

A list showing the votes of individual Members shall be sent to any Member, on request, provided such a request is received within 180 days of the close of the ballot and unless two or more Members

invited to participate in the vote have requested, before the voting terminates, that this information not be communicated.

### **Elections during sessions**

#### REGULATION 79

Elections for all offices and places which a constituent body is required to fill shall be held at each ordinary session of that constituent body.

#### REGULATION 80

Prior to each election for an office, place or group of places, a list of the candidates to be voted upon, comprising the proposals of the Nomination Committee, if any, and nominations from the floor, shall be compiled by the constituent body in session. This list shall include only the names of those persons who are eligible for the office or place(s) for which they are nominated and who have stated that they are willing to be included among the candidates for election.

#### REGULATION 81

In all elections, voting shall be by secret ballot. In voting, the provisions of Regulations 56, 61 and 62 shall apply. When there is only one candidate, he shall be declared elected without a ballot.

#### REGULATION 82

A voting slip shall be invalid if it contains more names than the number of seats to be filled, or if it includes the name of any person not appearing in the list of candidates as established by the constituent body in accordance with the provisions of Regulation 80.

#### REGULATION 83

In Congress, separate elections shall be held for the offices of President, First Vice-President, Second Vice-President and Third Vice-President of the Organization, in that order. The President and the three Vice-Presidents shall normally belong each to a different Region.

## REGULATION 84

In associations and commissions, separate elections shall be held for the offices of president and vice-president, in that order.

## REGULATION 85

In Congress, after the election of the President and the Vice-Presidents of the Organization, the remaining places on the Executive Council, other than those of the presidents of the associations, shall be filled in the manner specified in (a) and (b) below:

(a) A first election consisting of separate elections conducted simultaneously shall be held to fill those places on the Executive Council which need to be filled by candidates from particular Regions in order to satisfy the requirement in accordance with Article 13(c)(ii) of the Convention that not less than four members of the Executive Council shall come from each Region. The list of candidates for this election shall be confined to the candidates belonging to the Regions which are not yet represented by four members. In this election, separate voting slips shall be used for each Region involved;

(b) A second election shall be held to fill simultaneously, by means of a ballot or series of ballots, the remaining places on the Executive Council, on the basis of a list containing the names of all candidates, from whatever Region, except those who have been elected under subparagraph (a). In this second election, a single voting slip shall be used to record votes for the remaining places to be filled. In addition to the provisions of Regulation 82, a voting slip shall be invalid if it contains a number of names greater, for any Region, than the maximum number of seats which remain possible for that Region, in accordance with Article 13(c)(ii) of the Convention. A voting slip containing less names than the number of places to be filled shall be valid and shall not be regarded as an abstention provided it contains at least one name.

## REGULATION 86

In all elections other than those described in Regulation 85(b) the candidate who obtains a simple majority as described in Regulation 63(b) shall be declared elected. If, in the first ballot, no candidate obtains a simple majority, a second ballot, which shall be restricted to the two candidates who obtained the highest numbers of votes in the first ballot, shall be held. However, if any other candidate has obtained

the same number of votes in the first ballot as the second candidate, he also shall be included in the list.

For the elections under Regulation 85(a), this Regulation shall apply separately to each Region involved.

#### REGULATION 87

In the election described in Regulation 85(b):

(a) If the number of candidates securing a simple majority exceeds the number of places to be filled, those of such candidates who obtained the highest number of votes (to the extent of the number of places to be filled) shall be declared elected, subject to the provisions of Article 13(c)(ii) of the Convention;

(b) If the number of candidates who obtained a simple majority on the first ballot is less than the number of places to be filled, those who obtained the simple majority shall be declared elected, subject to the provisions of Article 13(c)(ii) of the Convention, and a further ballot shall be held to fill the remaining places;

(c) In this subsequent ballot, the list of candidates shall comprise those not previously elected who secured the highest number of votes in the previous ballot, but the number of candidates in the list shall not be greater than twice the number of places to be filled. However, if any other candidate has obtained in the previous ballot the same number of votes as the last candidate in the list, he also shall be included in the list. The procedures applicable to the results of the first ballot shall be applied to those of the second ballot;

(d) Further similar ballots shall be held as necessary until all places on the Executive Council have been filled.

#### REGULATION 88

Whenever more than one ballot is necessary in the elections described in Regulation 85(b) and any of the ballots results in the attainment of a number of seats for a Region which is equal to the maximum possible under the provisions of Article 13(c)(ii) of the Convention, the names of all the remaining candidates from that Region shall be deleted from the list of candidates for the next ballot.

## REGULATION 89

If, in a ballot, a decision is not reached between two or more candidates because they have obtained the same number of votes, another ballot shall be held and, if no decision is reached in this new ballot, the decision between those candidates shall be made by drawing lots.

**Elections between sessions**

## REGULATION 90

(a) Elections between ordinary sessions of a constituent body shall take place to fill an office or a place in the body as prescribed in Regulations 15, 16(a) and 144;

(b) Notwithstanding Regulation 74(b), the eligibility of candidates for election by correspondence other than those prescribed by Article 6(a) of the Convention as well as Regulations 167(a) and 184 shall be that prevailing on the date of dispatch of request to nominate candidates as provided for in Regulation 91;

(c) Notwithstanding the application of Regulation 15, the president of an association or commission may also, in exceptional cases, arrange to hold elections by correspondence for any other office or place in the body in question.

## REGULATION 91

When it is decided to hold elections by correspondence, the Secretary-General shall invite those entitled to vote to nominate in advance eligible candidates for the office or place to be filled. The president who requested the election shall decide on the duration of the period, which shall not be less than forty-five days, during which nominations of candidates will be received.

## REGULATION 92

Before proceeding with the election, the Secretary-General shall ascertain that each person whose name has been submitted is eligible for the office or place to be filled and is willing to be included among the candidates for election. For this purpose, a period of thirty days shall be allocated, after which he shall establish the final list of candidates.

When the list of candidates contains only one name, this candidate shall be declared elected.

#### REGULATION 93

The provisions of Regulations 71, 72, 73, 74(b), 81, 82, 86 and 89 shall apply mutatis mutandis in the case of elections between sessions.

A second ballot in conformity with Regulation 86, will however not be held if the results of the first ballot are not available at least 180 days before the next ordinary session of the body concerned.

### **Conduct of business in meetings of constituent bodies, committees and working groups**

#### REGULATION 94

The presiding officer may call a speaker to order if his remarks are irrelevant to the subject under discussion. Subject to the provisions of Regulation 96, the presiding officer shall have power to impose a time-limit on each speaker.

#### REGULATION 95

In addition to exercising any power conferred upon him elsewhere in these Regulations, the presiding officer shall open and close the meetings, direct the discussions, ensure the observance of the provisions of the Convention and of the Regulations applicable to the body concerned, accord the right to speak, put questions to the vote and announce decisions. The presiding officer shall have control over the proceedings and the maintenance of order at its meetings. He shall rule on points of order and shall have, in particular, the power to propose adjournment or closure of the debates or adjournment or suspension of meetings.

#### REGULATION 96

A point of order raised by any delegation or member shall be immediately decided by the presiding officer in accordance with the Regulations. A delegation or member may appeal against the ruling of the presiding officer. Discussion on such an appeal shall be limited to the appellant and the presiding officer. If the appeal is maintained it

shall be immediately put to the vote and the ruling of the presiding officer shall stand unless that ruling is overruled by the required majority of the delegates or members present and voting.

Neither the delegation or member raising a point of order nor any other delegation or member may speak on the substance of the subject under discussion until the point of order has been determined.

#### REGULATION 97

During the debate on an item of the agenda, any delegation or member may move motions or amendments to motions on the subject under discussion.

#### REGULATION 98

Motions shall be debated and voted upon in the order in which they have been proposed, except as otherwise provided.

#### REGULATION 99

If two or more amendments are moved to a motion or to an amendment, a discussion shall be held and a vote shall be taken first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed until all the amendments maintained have been put to a vote. The presiding officer shall have the power to determine the order of voting on amendments under this rule, subject to Regulation 96.

#### REGULATION 100

A motion or an amendment which has been moved may be withdrawn by the mover unless an amendment to it is under discussion or has been adopted.

#### REGULATION 101

Amendments shall be voted on before the motion or amendment to which they refer. When all amendments have been disposed of, the original proposal, as modified by adopted amendments, shall be voted on.

#### REGULATION 102

A delegation or member may move that parts of a proposal, document or amendment shall be voted on separately. If objection is

made to the request for division, the motion 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, document or amendment which are subsequently approved individually shall finally be put to the vote as a whole. If all operative parts of the proposal, document or amendment have been rejected, the proposal, document or amendment shall be considered to have been rejected as a whole.

#### REGULATION 103

A delegation or a member may move at any time the suspension or the adjournment of the meeting. Such a motion shall not be debated, but shall immediately be put to a vote, subject to Regulation 106.

#### REGULATION 104

During the discussion of any matter, a delegation or a member may move the adjournment of the debate to a specified time. Such motions shall not be debated, but shall immediately be put to a vote, subject to Regulation 106.

#### REGULATION 105

A delegation or a member may at any time move the closure of the debate, whether or not any other delegate or member has signified his wish to speak. Permission to speak on the closure of the debate may be accorded to not more than two speakers both opposing the closure, after which the motion shall be immediately put to the vote, subject to Regulation 106.

#### REGULATION 106

Subject to the provisions of Regulation 96 concerning a point of order, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion;
- (d) For the closure of the debate on the item under discussion.

## REGULATION 107

After the presiding officer has announced that the voting has commenced, no one may interrupt the voting, except on a point of order concerning the manner of conducting the vote. The presiding officer may permit the delegations or members to explain their vote, either before or after the count, except in cases where a secret ballot is held. The presiding officer shall not permit the mover to explain his vote.

## REGULATION 108

An observer may participate in a debate on a subject of common interest to the Organization and the country or the organization which he represents. No motion or amendment to a motion by an observer shall be considered unless it is endorsed by a delegation or a member.

**Records and documents**

## REGULATION 109

Any document intended for consideration in a plenary meeting shall be distributed to participants in the session at least eighteen hours before the opening of the plenary meeting at which it will be discussed.

## REGULATION 110

Other international organizations with which the Organization has concluded agreements or working arrangements may submit documents to sessions of constituent bodies or working groups on agenda items of direct interest to them within the time fixed for the different bodies. In this case, such documents should be made available to the Secretary-General for circulation in accordance with the Regulations. Copies should be provided if possible in sufficient number and in the working languages used by the body to which they are submitted.

## REGULATION 111

At sessions of a constituent body the substance of the discussion and the decisions arrived at for each agenda item shall be recorded in the general summary of the work of the session.

Summarized minutes of the discussion at plenary meetings of constituent bodies other than commissions shall be prepared by the

Secretariat. Summarized minutes of plenary meetings of commissions may be prepared by the Secretariat if the commission so decides. Committees and working groups of constituent bodies shall submit reports on their work but no summarized minutes shall be prepared of the discussions at sessions of these bodies.

Summarized minutes shall be distributed as soon as possible to all delegates and persons taking part in the meeting, who may submit their proposed corrections in writing to the secretariat of the session within forty-eight hours of distribution.

Any disagreement on the proposed corrections shall be decided by the presiding officer after consultation with the person concerned. The summarized minutes shall be submitted to the constituent body for approval as soon as possible.

#### REGULATION 112

If summarized minutes are prepared at plenary meetings of a constituent body, the statements of delegations or members should be recorded *in extenso* in the summarized minutes of the meeting at the request of the delegation or member concerned. The minutes of the particular meeting which contains the statement *in extenso* may be disseminated to all Members of the Organization, if expressly requested by the delegation or member concerned.

If no summarized minutes are prepared at plenary meetings of a commission, the statements of delegations or members may be disseminated *in extenso* to all Members of the Organization, if expressly requested by the delegation or member concerned. Statements *in extenso* shall not be included in the report of the session, provided that no other decision is taken.

#### REGULATION 113

Minutes of a meeting which are approved by the constituent body in session shall be distributed as rapidly as possible to all persons participating in the meeting. If the minutes cannot be approved during the session, the presiding officer shall approve them after consultation with the participants. When so approved the minutes shall be distributed as rapidly as possible to all participants. In addition, the approved minutes shall be distributed to the Permanent Representatives of the Members concerned.

## REGULATION 114

After the close of a session of a constituent body an abridged final report of the session, comprising a general summary of the work and the text of all resolutions (and in the case of an association or a commission all recommendations) which were adopted at the session, shall be published by the Secretariat with a minimum of delay.

## REGULATION 115

The Secretary-General shall distribute the abridged final report of a session of a constituent body to all Members of the Organization, all members of the Executive Council, all presidents of commissions, all persons present at the session, other persons or organizations at his discretion and, in the case of commissions, all members of the commissions concerned who were not present at the session.

In the case of associations or commissions, the Secretary-General shall also submit the abridged final report with the comments received from the presidents of the other associations and commissions concerned in accordance with Regulation 125 to the Executive Council with proposals for action to be taken on each item of the report. He shall also prepare and distribute a document showing the action taken by the Executive Council, if any, to all recipients of the abridged final report.

## REGULATION 116

Documents relevant to decisions requiring implementation by Members shall be distributed in accordance with Regulation 126.

**Languages**

## REGULATION 117

The official and working languages of the Organization shall be Arabic, Chinese, English, French, Russian and Spanish.

## REGULATION 118

The six official and working languages of the Organization shall be used at Congress and in the Executive Council and in their committees and working groups.

## REGULATION 119

The president of an association, after ascertaining the requirements of the Members concerned, shall notify the Secretary-General, at least 180 days before the opening of each session of Congress, of the working languages which will be required at sessions of that association during the following financial period.

When the membership of a working group of an association has been completed, the president of the association shall notify the Secretary-General of the working languages that will be required for sessions, if any, of that working group.

## REGULATION 120

The six official and working languages of the Organization shall be used in the commissions and their committees.

When the membership of a working group of a commission has been completed, the president of the commission shall notify the Secretary-General of the working languages that will be required for sessions, if any, of that working group.

## REGULATION 121

At sessions of associations and their committees and working groups and at sessions of working groups of commissions, the languages designated in accordance with Regulations 119 and 120 shall be used for interpretation.

All documentation for the above-mentioned bodies shall be issued in the languages determined for the session in accordance with Regulations 119 and 120.

## REGULATION 122

As decided by Congress, the Convention, the Regulations and relevant reports and publications of the Organization shall be published in English, French, Russian and Spanish. The Convention and the Regulations of the Organization shall also be published in Arabic and Chinese.

**Publicity of meetings**

## REGULATION 123

The meetings of constituent bodies shall be held in public, unless otherwise decided by the constituent bodies concerned.

## REGULATION 124

Public statements upon the proceedings and decisions of a constituent body or its committees shall be issued only by the president of the constituent body or a person authorized by him.

**Implementation of decisions**

## REGULATION 125

The recommendations of an association or a commission which affect other associations or commissions, whether adopted during a session or by correspondence, shall be sent immediately by the Secretariat to the presidents of the other associations and commissions concerned, so as to ensure that the opinion of such constituent bodies may be known before such recommendations are considered by Congress or the Executive Council.

## REGULATION 126

Decisions concerning changes in the Technical Regulations, together with relevant documents, shall be sent to Members in sufficient time to allow a period of at least nine months between the receipt of these documents and the date of implementation.

For other decisions which require implementation by Members, the corresponding period shall be specified in each case by the president of the constituent body in the light of the nature of the decision and the time which would be needed by Members to implement it. In no case shall this period be less than two months.

## REGULATION 127

A Member which is unable to give effect to a requirement in a technical resolution which has been adopted by Congress, or by the Executive Council on behalf of Congress, and to which the provisions of Article 9(b) of the Convention and of these Regulations have been specifically stated to apply, shall so inform the Secretary-General in writing within a period of ninety days after the notification of the

decision by the latter. The Member concerned must indicate, in its communication to the Secretary-General, whether its inability to give effect to the resolution is provisional or final and state its reasons therefor.

Members shall specifically notify the Secretary-General in writing of their intention to apply the “standard practices” of the Technical Regulations except for those for which they lodge specific deviations. Members shall also inform the Secretary-General, at least three months in advance, of any change in the degree of their implementation of a “standard practice” as previously notified and of the effective date of the change.

## **II. Congress**

### **Sessions and place of sessions**

#### **REGULATION 128**

(a) The President of the Organization shall convene ordinary sessions of Congress. Notwithstanding any prior decision of Congress regarding the date and place of its next session, the Executive Council may in case of necessity alter the date or place of that session, or both, and may also convene an extraordinary session of Congress at such time and place as the Executive Council shall determine;

(b) An extraordinary session of Congress shall also be convened within one hundred and twenty days of receipt by the Secretary-General of requests for such a session from a majority of the Members. The precise date and place of the meeting for the extraordinary session shall be determined by the Executive Council.

#### **REGULATION 129**

Arrangements for sessions of Congress shall be the responsibility of the Secretary-General. The Secretary-General should use such assistance as may be provided by the host country.

#### **REGULATION 130**

(a) Notification of ordinary sessions of Congress shall be made to Members and to the United Nations at least nine months before the opening meeting of the session;

(b) Notification of an extraordinary session of Congress shall be made at least ninety days before the opening meeting of the session.

#### REGULATION 131

The presidents of all commissions shall be invited to attend each session of Congress, the cost of their transportation and subsistence, for an appropriate period, to be borne by the Organization.

#### REGULATION 132

(a) For all ordinary sessions of Congress, the notification shall be accompanied by the provisional agenda and an explanatory memorandum. The documents shall be distributed as soon as possible, and preferably not later than forty-five days before the opening of the session;

(b) The agenda of a session and its explanatory memorandum shall also be sent to the presidents of commissions and to any invited international organizations.

#### REGULATION 133

The provisions of Regulation 132 shall also apply to extraordinary sessions.

#### REGULATION 134

Any Member, the United Nations and all other international organizations with which the Organization has concluded arrangements or agreements may propose the addition of items to the provisional agenda before the opening of the session; explanatory memoranda summarizing the problems in relation to these additional items shall accompany such proposals and be distributed by the Secretariat to all Members, to presidents of commissions and to the United Nations. Documents on items on the provisional agenda submitted by Members shall be similarly distributed by the Secretariat.

#### REGULATION 135

The provisional agenda for an ordinary session of Congress shall be prepared by the Executive Council and shall normally include:

- (1) Establishment of the Credentials Committee;
- (2) Establishment of other committees of Congress;

- (3) Consideration of the report of the Credentials Committee;
- (4) Approval of the agenda;
- (5) Applications for membership, if any;
- (6) Report by the President of the Organization;
- (7) Reports by presidents of associations;
- (8) Reports by presidents of commissions;
- (9) Review of WMO Programmes;
- (10) Long-term planning;
- (11) Financial report by the Secretary-General and the proposed maximum expenditure of the Organization for the next financial period;
- (12) Cooperation with the United Nations and other international organizations;
- (13) General, legal, financial and administrative matters;
- (14) Items submitted by the Presidents of the Organization, the associations and the commissions, not covered in the above reports;
- (15) Items submitted by Members of the Organization;
- (16) Items proposed by the United Nations or other international organizations;
- (17) Review of previous Congress resolutions;
- (18) Election of President and Vice-Presidents of the Organization;
- (19) Election of members of the Executive Council, except the President and Vice-Presidents of the Organization and the presidents of the associations;
- (20) Appointment of the Secretary-General;
- (21) IMO lecture and scientific discussions.

#### REGULATION 136

The agenda for an extraordinary session of Congress shall contain only the following items:

- (1) Establishment of the Credentials Committee;
- (2) Establishment of other committees of Congress;
- (3) Consideration of the report of the Credentials Committee;
- (4) Consideration of the question(s) for which the session was convened.

#### REGULATION 137

The report by the President to an ordinary session of Congress shall include:

- (a) A résumé of the activities of the Organization, its constituent bodies (particularly the Executive Council) and the Secretariat since the last session of Congress;
- (b) Matters which are required to be reported to Congress under the provisions of Regulation 9(8);
- (c) Any other matters affecting the Organization or its constituent bodies.

#### REGULATION 138

The provisional agenda shall be submitted for approval by Congress as soon as possible after the opening of the session. The agenda may be amended by Congress at any time.

### **Order of business**

#### REGULATION 139

The order of business for each meeting shall be prepared by the Secretariat and shall be distributed after approval by the President. Except by decision of Congress, a new item of business shall not be definitely settled unless it has been included in an order of business and distributed with pertinent documentation at least eighteen hours before.

### **III. Executive Council**

#### **Introduction**

##### REGULATION 140

A Member which belongs to more than one association shall, for the purposes of Article 13 of the Convention, normally be regarded as coming from the Region in which the headquarters of its Meteorological Service is located. Such a Member may, however, for the purposes of Article 13, select another Region to which it belongs, in which the greater part of its territory lies. Any other choice of Region shall require the approval of Congress. In all cases, the choice of the Region must be announced before the elections covered by Article 8(j) of the Convention begin, and such choice may not be changed during the session.

##### REGULATION 141

If the President of the Executive Council cannot attend a session, he shall be entitled to send an observer, who will have the same rights as an alternate to an elected member of the Council. The same shall apply to the Vice-Presidents.

##### REGULATION 142

If the president of an association is unable to be present at a session of the Executive Council, the vice-president should attend as his alternate; if both officers are unable to attend, the president of the association should wherever possible select a Director of a Meteorological or Hydrometeorological Service in the Region to attend as alternate. The alternate for the president of an association shall have the same rights and privileges in the Executive Council as the president would have if he were present.

##### REGULATION 143

Alternates of the Directors specified in Article 13(c) of the Convention shall be members of the Meteorological or Hydrometeorological Services of Members coming from the same Regions as the Directors whom they represent.

## REGULATION 144

When a vacancy among the members elected in accordance with Article 13(c) of the Convention occurs in the Executive Council between sessions of Congress, an acting member shall be designated by the Executive Council in conformity with the provisions of that article. The acting member shall serve until the closure of the next ordinary session of Congress. If however, the vacating member is the president of an association, the acting president of the association shall serve until the election of a new president of the association concerned.

## REGULATION 145

Between sessions of the Executive Council the President shall consult the members of the Executive Council upon important questions before taking any decisions.

## REGULATION 146

(a) The Executive Council may establish panels of experts to keep it advised on important specialized subjects not specifically included within the terms of reference of one of the commissions. Such panels may be dissolved at any time by resolution of the Executive Council;

(b) When expedient, the Executive Council may use the commissions through their advisory working groups/steering groups or their other working groups to give advice on urgent or priority items. The Executive Council may also authorize meetings and other arrangements for facilitating the implementation and management of the major programmes of the Organization.

## REGULATION 147

Provided the conditions of Regulation 125 have been satisfied, the Executive Council may adopt resolutions arising out of recommendations of associations and commissions, in accordance with Article 14(c) or in application of the last paragraph of that article of the Convention.

**Sessions**

## REGULATION 148

The sessions of the Executive Council shall be held at the location of the Secretariat unless the Executive Council decides otherwise.

## REGULATION 149

Arrangements for sessions of the Executive Council shall be the responsibility of the Secretary-General with such assistance as may be provided by the host country.

## REGULATION 150

(a) Notification of ordinary sessions of the Executive Council shall be made at least one hundred and twenty days before the opening meeting of the session to members of the Executive Council and to the United Nations;

(b) Notification of an extraordinary session of the Executive Council shall be made at least sixty days before the opening of the session.

## REGULATION 151

(a) For all ordinary sessions of the Executive Council, the notification shall be accompanied by the provisional agenda and its explanatory memorandum;

(b) The provisional agenda of a session and its explanatory memorandum shall also be sent with the same advance notice as provided for in Regulation 150 to the presidents of commissions and to those international organizations with which the Organization has concluded arrangements or agreements providing for representation at sessions of the Executive Council. The documents shall be distributed as soon as possible, and preferably not later than forty-five days before the opening of the session.

## REGULATION 152

The provisions of Regulation 151 shall also apply to extraordinary sessions.

## REGULATION 153

Any member of the Executive Council may be accompanied by an alternate and not more than two advisers; alternates and advisers may be permitted to address the Council.

## REGULATION 154

(a) In accordance with Article 19(d) of the Convention, the presidents of commissions may participate in sessions of the Executive Council; the cost of travel and subsistence, for an appropriate period, shall be met by the Organization;

(b) Hydrological advisers to presidents of associations should be invited to attend those sessions of the Executive Council which deal with policy questions related to hydrology and water resources, the material arrangements for this attendance being the same as those applicable to presidents of associations.

**Agenda**

## REGULATION 155

The provisional agenda for an ordinary session of the Executive Council shall be prepared by the President of the Organization in consultation with the Secretary-General and shall normally include:

- (1) Reports by the President of the Organization, the Secretary-General, presidents of associations and commissions;
- (2) Review of WMO Programmes;
- (3) Programme and budget for the next biennium;
- (4) Long-term planning;
- (5) Cooperation with the United Nations and other international organizations;
- (6) General, legal and administrative matters, including the report of the external auditor and staff matters;
- (7) Items submitted by members or by the Secretary-General;
- (8) Scientific lectures and discussions;
- (9) Review of previous resolutions of the Executive Council.

The order in which these items are to be discussed shall be determined by the President and submitted to the Executive Council for approval.

#### REGULATION 156

The agenda of an extraordinary session of the Executive Council shall contain only those matters for which the session was convened.

#### REGULATION 157

The report of the President to an ordinary session of the Executive Council shall include:

(a) A résumé of the activities of the Organization and its constituent bodies since the last session of the Executive Council or Congress;

(b) Matters which are required to be reported to the Executive Council under the provisions of Regulation 9(7);

(c) Any other matters affecting the Organization or its constituent bodies.

#### REGULATION 158

The report by the Secretary-General to an ordinary session of the Executive Council shall include:

(a) A résumé of the activities of the Secretariat since the last session of the Executive Council or Congress;

(b) A report on the relations of the Organization with other international organizations;

(c) A report on staff matters;

(d) A report on financial matters.

#### REGULATION 159

The provisional agenda shall be submitted for approval at the opening meeting. In the course of the session the agenda may be amended at any time.

## **Quorum**

### **REGULATION 160**

If a quorum, according to Article 17 of the Convention, is not obtained at a session, the decisions adopted by a two-thirds majority of those members present shall be referred by correspondence to all members of the Executive Council.

Any such decision shall be considered as a decision of the Executive Council only when it obtains approval by two-thirds of the votes cast for and against within sixty days after it has been sent to the members, provided that more than half the members of the Executive Council have participated in the vote.

## **IV. Regional associations**

### **Introduction**

#### **REGULATION 161**

The associations of the Organization shall be those specified in Annex II to these Regulations. Each association shall be responsible for carrying out the functions specified in Article 18(d) of the Convention within the area allotted to that association in Annex II.

#### **REGULATION 162**

(a) Any decision of an association which requires implementation by Members of the association only, or which concerns only the internal activities of the association such as its future work programme, the establishment and terms of reference of working groups, or the designation of a rapporteur, shall be recorded in the form of a resolution, provided that such a resolution is not in conflict with the provisions of the Convention, the regulations of the Organization or any previous decision of Congress or the Executive Council;

(b) Any decision of an association which is intended to convey information, an opinion or a request to another association or a commission, or which gives directives to a working group (other than its terms of reference), to the officers of the association or to any individual who has been designated to undertake a task for the association, shall be recorded in the general summary of the abridged final report of the session;

(c) Any decision of an association on any other matter, including proposals for changes in regional practices which require reconsideration or modification of a previous decision of Congress or the Executive Council, proposals for Secretariat action and proposals intended for consideration by a body outside the Organization, shall be recorded only as a recommendation to Congress or the Executive Council.

## **Membership**

### REGULATION 163

For the purposes of Article 18(a) of the Convention, a Member of the Organization has the right to belong to an association if the Member is exclusively responsible, technically and financially, for the maintenance of a network of meteorological or hydrological stations lying in or extending into the geographical limits of the Region concerned, provided that such stations are situated on the territory of the Member.

### REGULATION 164

The Secretary-General shall invite new Members of the Organization to declare the associations of which they consider themselves to be Members under the conditions of Article 18(a) of the Convention.

The Secretary-General shall report to the Executive Council, if necessary, on any difficulties that arise.

Any question or dispute concerning membership of an association shall be referred to Congress or, if the Executive Council so decides, to the Members of the Organization, for decision by a vote by correspondence.

### REGULATION 165

The networks within the territory of a Member shall not be represented in the association by more than one delegation which shall represent that Member.

**Officers**

## REGULATION 166

The duties of the president of an association shall be:

- (1) To preside over the sessions of the association;
- (2) To guide and coordinate the activities of the association and its working groups between sessions of the association;
- (3) To carry out such specific duties as are prescribed by decisions of Congress and the Executive Council and by the regulations of the Organization;
- (4) To ensure that the activities, recommendations and resolutions of the association are in accordance with the provisions of the Convention, decisions of Congress and the Executive Council and the regulations of the Organization;
- (5) To present the views of the association to Congress at its regular sessions and to the Executive Council at its sessions;
- (6) To arrange for appropriate representation of the association in sessions of other associations, if necessary;
- (7) To conduct, either directly or through the Secretary-General on behalf of the association, correspondence on matters relating to the activities of the association;
- (8) To maintain files of his official correspondence as president of an association and to send copies of this correspondence to the Secretary-General.

## REGULATION 167

(a) The president and vice-president of an association shall be Directors of Meteorological or Hydrometeorological Services of Members of the Organization belonging to the Region, as specified by Regulation 140;

(b) The president of an association should be assisted by a regional hydrological adviser designated at each ordinary session of the association in accordance with Regulation 32, who should be a representative of a Service responsible for operational hydrology and should preferably be the chairman of the Association Working Group on Hydrology. His duties are specified in Annex IV.

**Sessions and place of sessions**

## REGULATION 168

Sessions of an association shall normally be held at a place within its Region.

## REGULATION 169

(a) Ordinary sessions of an association shall normally be held at intervals not exceeding four years;

(b) An extraordinary session of an association may be convened by decision of Congress or the Executive Council, if so recommended by the association, either in session or through a vote by correspondence which will be conducted after receiving a request from one-third of the Members of the association.

## REGULATION 170

The Secretary-General shall draw up a provisional programme of sessions of associations in consultation with the presidents of the associations and the President of the Organization. The coordinated programme of sessions shall be sent to all Members, prior to the ordinary session of Congress, inviting them to act as host countries for one or more sessions of constituent bodies. The date and place of an ordinary or an extraordinary session shall be determined by the president of the association in agreement with the President of the Organization and after consultation with the Secretary-General.

In the case where invitations are received from more than one Member to act as host country for the same session of an association, the Secretary-General shall submit the matter to the President of the Organization for decision.

## REGULATION 171

Notification of the date and place of the session shall be distributed by the Secretary-General at least one hundred and twenty days before the date of opening to the Members of the Organization, the presidents of all the other constituent bodies, the United Nations, all other international organizations with which the Organization has concluded arrangements or agreements and, in conformity with Regulations 18 and 19, to other persons. The provisional agenda and an explanatory memorandum summarizing the problems to be

discussed shall be sent also to the addressees of the notification at least one hundred and twenty days before the date of opening. The documents for the session shall be sent as soon as possible, and preferably not later than forty-five days before the opening of the session, to Members of the association and to presidents of constituent bodies, and also to the other Members of the Organization and to those organizations or persons invited who have indicated their intention to be represented at or to attend the session.

### **Agenda**

#### REGULATION 172

(a) Any Member may propose additional items to the provisional agenda for an ordinary session, but preferably not later than thirty days before the opening of the session; explanatory memoranda in respect of the additional items should accompany such proposals and be distributed by the Secretariat to the addressees of the notification referred to in Regulation 171;

(b) Working papers submitted by Members on items on the provisional agenda should be made available to the Secretariat as early as possible but preferably not later than sixty days before the opening of the session; they should similarly be distributed by the Secretariat.

#### REGULATION 173

The provisional agenda for an ordinary session of an association shall be prepared by the president of the association in consultation with the Secretary-General and shall normally include:

- (1) Consideration of the report on credentials;
- (2) Establishment of committees;
- (3) A report by the president of the association;
- (4) Reports by chairmen of working groups established and rapporteurs appointed by the association;
- (5) Consideration of regional aspects of WMO Programmes;
- (6) Consideration of regional aspects of long-term planning;
- (7) Scientific lectures and discussions;

(8) Items submitted by the President of the Organization, the Executive Council, other associations, commissions, the United Nations and Members;

(9) Review of previous resolutions and recommendations of the association;

(10) Review of the Executive Council resolutions related to the association;

(11) Election of officers.

The order in which the items are to be discussed shall be determined by the president and submitted to the association for approval.

#### REGULATION 174

The agenda for an extraordinary session of an association shall contain only the following items:

(1) Consideration of the report on credentials;

(2) Establishment of committees;

(3) Consideration of the question(s) for which the session was convened.

#### REGULATION 175

The provisional agenda shall be submitted for approval by the association as soon as possible after the opening of the session. In the course of the session the agenda may be amended at any time.

### **Quorum**

#### REGULATION 176

A quorum shall consist of a simple majority of Members with voting rights belonging to the association.

#### REGULATION 177

If a quorum is not obtained at a session, the decisions, other than elections, adopted by a simple majority vote of those Members present shall be referred by correspondence to all Members of the

Organization belonging to the association. Any such decision shall be considered a decision of the association only when it has been approved by a simple majority of votes cast for and against within ninety days after it has been sent to the Members.

### **Assistance by the Secretariat**

#### REGULATION 178

As required by the association, the Secretariat shall carry out the administrative work, including preparation of documents, and technical work to the extent compatible with its functions. Technical experts in the Secretariat shall be assigned by the Secretary-General to participate in a consultative capacity in the work of each association and to carry out such technical studies as the association may request.

## **V. Technical commissions**

### **Introduction**

#### REGULATION 179

The titles, their approved abbreviations and the terms of reference of commissions shall be as specified in Annex III.

#### REGULATION 180

In conformity with Articles 19 and 26 of the Convention, a technical commission may be established jointly with another intergovernmental body of the United Nations system when the proposed terms of reference of the technical commission overlap substantially with the activities of the other body, and such joint sponsorship is deemed to be in the interests of WMO. In such a circumstance of joint sponsorship, the following terminology with respect to technical commissions within these regulations should be read as indicated:

- (a) Members shall also imply Member States of the cosponsor;
- (b) Secretary-General shall also imply Executive Head of the cosponsor;
- (c) Congress and Executive Council shall also imply Governing Bodies of the cosponsor;

- (d) Secretariat shall also imply the Secretariat of the cosponsor;
- (e) Organization shall also imply the cosponsoring body;
- (f) Permanent Representatives of Members of the Organization shall also imply the formal national focal points of the cosponsor;
- (g) Convention shall also imply the Convention, Statutes or other formal or legal defining document of the cosponsor;
- (h) Regulations shall also imply the Regulations of the cosponsor.

#### REGULATION 181

(a) The main purpose of a commission is to study and make recommendations to Congress and the Executive Council on subjects within its terms of reference and in particular on matters directly referred to the commission by Congress and the Executive Council. Any decision of a commission requiring financial support or implementation action by Members, proposals for Secretariat action and proposals requiring coordination with other WMO bodies or with bodies outside the Organization shall be recorded as a recommendation to Congress or the Executive Council;

(b) Any decision of a commission which concerns only the internal activities of the commission, such as action to carry out its part of the long-term programme of the Organization, the establishment and terms of reference of a working group or the designation of a rapporteur shall be recorded in the form of a resolution, provided that such a resolution is not in conflict with the provisions of the Convention, the regulations of the Organization or any previous decisions of Congress or the Executive Council;

(c) Any decision of a commission which is intended to convey information, or an opinion, including communications with other technical bodies of WMO, or which gives directives to a working group (other than its terms of reference), to the officers of the commission or to any individual who has been designated to undertake a task for the commission, shall be recorded in the general summary of the abridged final report of the session.

## **Membership**

### REGULATION 182

The members of commissions shall be technical experts in the fields covered by the terms of reference of the commission designated by Members. A Member may designate such number of experts to serve on a commission as it deems necessary.

### REGULATION 183

When considered desirable by the commission, additional technical experts in the same field may be invited by the commission to participate in its work as associate members until the end of the following session. The invitation to any such expert shall require approval by a majority of the members of the commission. No proposal to invite an expert shall be considered by the commission without the prior concurrence of the Permanent Representative concerned. An associate member shall have the same rights as a member but he shall not be entitled to vote.

### REGULATION 184

Only members of a commission shall be eligible for election as president or vice-president of that commission.

## **Duties of the president of a commission**

### REGULATION 185

The duties of the president of a commission shall be:

- (1) To preside over sessions of the commission;
- (2) To guide and coordinate the activities of the commission and its working groups between sessions of the commission;
- (3) To carry out such specific duties as are prescribed by decisions of Congress and the Executive Council and by the regulations of the Organization;
- (4) To ensure that the activities, recommendations and resolutions of the commission are in accordance with the provisions of

the Convention, decisions of Congress and the Executive Council and the regulations of the Organization;

(5) To report to Congress at its regular sessions on the activities of the commission;

(6) To present the views of the commission at sessions of the Executive Council which he may be called upon to attend;

(7) To conduct, either directly or through the Secretary-General on behalf of the commission, correspondence on matters relating to the activities of his commission;

(8) To maintain files of his official correspondence as president of a commission and to send copies of this correspondence to the Secretary-General.

### **Sessions**

#### REGULATION 186

(a) Ordinary sessions of a commission shall normally be held at intervals not exceeding four years;

(b) An extraordinary session of a commission may be convened by decision of Congress or the Executive Council, if so recommended by the commission either in session or through a vote by correspondence which will be conducted after receiving requests from one-third of the Members represented on the Commission.

#### REGULATION 187

The Secretary-General shall draw up a provisional programme of sessions of commissions in consultation with the presidents of the commissions for coordination by the Executive Council at its last session before an ordinary session of Congress. The coordinated programme of sessions shall be sent to all Members, prior to the ordinary session of Congress, inviting them to act as host countries for one or more sessions of constituent bodies. The date and place of an ordinary or an extraordinary session shall be determined by the president of the commission after consultation with the Secretary-General.

In the case where invitations are received from more than one Member to act as host country for the same session of a commission, the Secretary-General shall submit the matter to the President of the Organization for decision.

## REGULATION 188

Notification of the date and place of a session shall be distributed by the Secretary-General at least one hundred and twenty days before the opening meeting to the Members of the Organization, to the members of the commission, to the presidents of all the other constituent bodies, to the United Nations, all other international organizations with which the Organization has concluded arrangements or agreements and, in conformity with the provisions of Regulations 18 and 19, to other persons. The provisional agenda and an explanatory memorandum summarizing the problems to be discussed shall also be sent to the addressees of the notification at least one hundred and twenty days before the date of opening. The documents for the session shall be sent as soon as possible, and preferably not later than forty-five days before the opening of the session, to members of the commission and to the presidents of constituent bodies, and also to those Members of the Organization and to those organizations or persons invited who have indicated their intention to be represented at or to attend the session.

**Agenda**

## REGULATION 189

(a) Any Member may propose additional items to the provisional agenda for an ordinary session, but preferably not later than thirty days before the opening of the session; explanatory memoranda in respect of the additional items should accompany such proposals and be distributed by the Secretariat to the addressees of the notification referred to in Regulation 188;

(b) Working papers submitted by Members on items on the provisional agenda should be made available to the Secretariat as early as possible but preferably not later than sixty days before the opening of the session; they should similarly be distributed by the Secretariat.

## REGULATION 190

The provisional agenda for an ordinary session of a commission shall be prepared by the president of the commission in consultation with the Secretary-General and shall normally include:

- (1) Consideration of the report on credentials;

- (2) Establishment of committees;
- (3) A report by the president of the commission;
- (4) Reports by chairmen of working groups established and rapporteurs appointed by the commission;
- (5) Consideration of the WMO Programmes relevant to the commission;
- (6) Consideration of long-term planning relevant to the commission;
- (7) Items submitted by the President of the Organization, the Executive Council, other commissions, associations, the United Nations and Members;
- (8) Scientific lectures and discussions in the field of the commission;
- (9) Review of previous resolutions and recommendations of the commission;
- (10) Review of the Executive Council resolutions related to the commission;
- (11) Election of officers.

The order in which the items are to be discussed shall be determined by the president and submitted to the commission for approval.

#### REGULATION 191

The agenda for an extraordinary session of a commission shall contain only the following items:

- (1) Consideration of the report on credentials;
- (2) Establishment of committees;
- (3) Consideration of the question(s) for which the session was convened.

#### REGULATION 192

The provisional agenda shall be submitted for approval by the commission as soon as possible after the opening of the session. In the course of the session the agenda may be amended at any time.

**Quorum**

## REGULATION 193

The quorum for a meeting shall be a majority of the Members with voting rights represented at that time at the session, provided that this majority shall not be less than one-third of the Members with voting rights which have designated experts to represent them permanently in the commission.

## REGULATION 194

If a quorum is not obtained at a session the decisions, other than elections, adopted by a majority vote of those Members present shall be referred by correspondence to the Permanent Representatives of Members of the Organization which have designated experts to represent them permanently in the commission. Any such decision shall be considered a decision of the commission only when it has been approved by a majority of votes cast for and against within ninety days after it has been sent to the Members.

**Assistance by the Secretariat**

## REGULATION 195

As required by the commission, the Secretariat shall carry out the administrative work, including preparation of documents, and technical work to the extent compatible with its functions. Technical experts in the Secretariat shall be assigned by the Secretary-General to participate in a consultative capacity in the work of each commission and to carry out such technical studies as the commission may request.

**VI. Secretariat****Procedures for the appointment of the Secretary-General**

## REGULATION 196

The appointment of the Secretary-General according to Article 21 of the Convention shall be by a contract approved in each case by Congress.

## REGULATION 197

A Secretary-General may serve a maximum of three four-year terms. This Regulation will take effect from Fourteenth Congress and will apply to any candidate who may have previously served in the post.

## REGULATION 198

When in the appointment of the Secretary-General it is necessary to choose between two or more persons the following procedures shall be used:

(a) Each principal delegate, or his alternate, of the Members represented in Congress shall be asked to indicate the candidate he prefers by writing the candidate's name on the voting slip. All candidates who fail to receive a vote and the candidate who receives the smallest number of votes shall be struck from the list of candidates. In the event of two or more candidates receiving the smallest number of votes, a separate vote of preference shall be taken and the candidate who receives the least number of votes shall be eliminated from the list and the other(s) retained. If in this separate vote of preference more than one candidate receives the smallest number of votes, all these candidates shall be eliminated from the list;

(b) The procedures described in paragraph (a) shall then be repeated with the reduced list of candidates;

(c) This procedure shall continue until one candidate (the "preferred candidate") remains on the list;

(d) A proposal shall then be submitted to Congress that the preferred candidate be declared appointed. Such a proposal shall be supported by a two-thirds majority of the votes cast for and against in order to be adopted;

(e) If, at any stage during the voting procedure described in paragraphs (a) to (c) above, a candidate receives a two-thirds majority of the votes cast for and against, he shall be declared appointed and no further votes shall be taken;

(f) In the event of the two final candidates in the indication-of-preference procedure receiving the same number of votes, a further vote shall take place;

(g) In the event that the proposal described in paragraph (d) is not supported by a two-thirds majority of the votes cast for and against, a further vote shall take place;

(h) In the event of the further votes described in paragraphs (f) and (g) being indecisive, Congress shall decide whether further voting shall take place, whether a new procedure shall be followed, or whether its decision shall be withheld.

#### REGULATION 199

In the event of the post of Secretary-General becoming vacant in the interval between two sessions of Congress, the Executive Council is empowered to appoint an Acting Secretary-General, whose term of office shall not extend beyond the next Congress.

### **Duties of the Secretary-General**

#### REGULATION 200

In carrying out the duties specified in this Regulation, the Secretary-General shall comply with any directives issued by the Executive Council or, in accordance with Regulation 9, by the President of the Organization.

In addition to his duties under other regulations of the Organization, the duties of the Secretary-General shall be:

- (1) To direct the work of the Secretariat;
- (2) To promote maximum compliance of Members of the Organization with the decisions of the Organization;
- (3) To direct correspondence and maintain liaison with the President, Vice-Presidents of the Organization, presidents of associations and commissions and with Members of the Organization, Permanent Representatives, States or territories which are not Members of the Organization, international organizations and others, and to act as representative in negotiations with all these authorities;
- (4) To arrange for the nomination of representatives of the Organization on subsidiary bodies of other international organizations or to attend meetings of these international organizations and to issue the necessary credentials and guidance to such representatives; due consideration should be given to the provisions of Regulation 53;

(5) To act as the channel for communications (notifications, invitations, etc.) between the Organization and its Members, between constituent bodies and other organizations and, when appropriate, between constituent bodies;

(6) To ensure that, in the fields concerning him, the president of a constituent body is kept fully advised of the activities and recommendations of other constituent bodies and of other international organizations;

(7) To maintain liaison and to collaborate as necessary with the Secretariats of other international organizations;

(8) To designate a representative of the Secretary-General and other staff of the Secretariat, as necessary, to attend each session of a constituent body to assist the president in conducting the work of the session.

### **General functions of the Secretariat**

#### REGULATION 201

The general functions of the Secretariat shall be:

(1) To serve as the administrative, documentary and information centre of the Organization;

(2) To perform day-to-day programme-management functions under the guidance of the Executive Council and in close cooperation with the commissions in connection with the scientific and technical programmes approved by Congress;

(3) To make technical studies as directed by Congress or the Executive Council;

(4) To organize and perform secretarial duties at sessions of Congress, the Executive Council, the associations and the commissions within the limits of the appropriate provisions of these Regulations;

(5) To arrange for the issue with the provisional agenda of an explanatory memorandum summarizing the problems to be discussed in respect of each item on the agenda of each constituent body;

(6) To prepare or edit, arrange for the publication of and distribute the approved publications of the Organization;

(7) To provide an appropriate public relations service for the Organization;

(8) To maintain records of the extent to which each Member implements the decisions of the Organization;

(9) To maintain files of the correspondence of the Secretariat;

(10) To carry out the duties allocated to the Secretariat in the Convention and the regulations of the Organization, and such other work as Congress, the Executive Council and the President of the Organization may decide.

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## ANNEX I

**PROCEDURES RELATING TO THE ACCEPTANCE OF INVITATIONS FOR SESSIONS OF CONSTITUENT BODIES AND OTHER WMO CONFERENCES**

*(Reference: Regulation 17)*

1. Regulation 17 establishes certain conditions which have to be satisfied in respect of the acceptance of invitations for holding sessions of any constituent body. Experience has shown that it is necessary to be specific in the application of this Regulation in practice. In addition, it is necessary to establish the procedure to be followed in respect of other conferences sponsored by WMO and paid for from the regular budget.
2. These procedures are only applicable to those sessions and conferences sponsored by the Organization and financed from the regular budget in which the participants are the designated representatives of their governments and are therefore not applicable to sessions, symposia, conferences or other meetings in which the participants act in their individual capacities. At the discretion of the Secretary-General certain types of meetings, such as governmental panels, planning meetings and certain GARP meetings, at which the participants are designated representatives of their governments, may be organized without making use of the procedure in this annex because of the urgency or other special circumstances in convening the meeting.
3. In the following procedures, the term "session" is intended to denote a session of a constituent body or another conference of the type specified in the preceding paragraphs. The time-limits indicated below are minimum time-limits. Subject to the special circumstances of each case, the Secretary-General may extend these time-limits but in no event may they be reduced.
4. No invitation to host a session shall be considered unless it is received from the inviting government at least 300 days before the

scheduled date of opening of the session. If the invitation satisfies this criterion, it should then be considered in the light of Regulation 17 and the necessary assurances obtained not later than 270 days before the scheduled opening date. If the invitation does not satisfy the aforementioned criterion, the session shall be held at WMO Headquarters.

5. Simultaneously with the action referred to in the preceding paragraph, the Secretary-General shall take steps to obtain the assurances of the host country that the necessary conference facilities will be provided by the host country. These assurances must likewise be received not later than 270 days before the scheduled opening date of the session.

6. In the case where the assurances referred to in the previous two paragraphs are not received within the time-limit prescribed and in the absence of any other host country, the session concerned shall be held at WMO Headquarters.

7. After receipt of the assurances referred to in the preceding two paragraphs, the Secretary-General will inform all Members of the Organization of the proposed session at least 240 days prior to the scheduled opening date. He shall invite Members to inform him by a certain date, not later than 180 days prior to the scheduled opening date, whether they intend to be represented at the session. A period of at least 60 days shall be given for Members to reply. The Secretary-General will then communicate to the host government not later than 165 days prior to the scheduled opening date the list of Members which have made known their intention to participate in the session and request this government to give assurances that it is willing to grant visas to representatives of all Members indicated in the above-mentioned list, in order to enable Members on the list to be represented at the session. At the same time, the Secretary-General will request the host government to supply information regarding the procedures it wishes to be followed by Members in making application for visas for their representatives to attend the session. Such assurances and information on procedures for visa applications shall be received not later than 135 days prior to the scheduled opening date of the session.

8. On the basis of the reply given by the host country, the President will decide whether the invitation should be accepted and, if not, whether arrangements should then proceed for the session to be held at WMO Headquarters or at some other place. The absence of a

reply from the host country will be regarded as its unwillingness to give the necessary assurances, in which case the invitation shall automatically be declined. In the case where a reply is received, the decision of the President will be taken on the basis of the list of Members referred to in the preceding paragraph and, for the purposes of this decision, this list shall not be modified by the addition of other Members which may decide to be represented at the session but which have not notified the Secretary-General within the time-limit prescribed above.

9. In the event that the President should decide to accept the invitation, conditions regarding the notification to Members of the date and place of the session shall be made in accordance with the time-limit of 120 days prescribed in the Regulations for a session of a constituent body. With regard to any other type of conference, the Executive Council will prescribe the time-limit to be applied and the Members to be invited.

10. The Secretary-General, in notifying all Members of the decision to proceed with the session, will include the information regarding the procedure for the visa applications and will urge all Members to take the necessary action as promptly as possible.

11. In those cases where there are no diplomatic relations between a Member and the host country and in other cases where the former considers that some difficulties may be experienced in obtaining visas, a request to the host country for visas should be submitted through the Secretary-General. Such requests shall include all the particulars requested by the host country for the granting of visas and shall be received by the Secretary-General at least 60 days prior to the scheduled opening date. The Secretary-General shall then transmit the request for visas to the host government as soon as possible and not later than 45 days before the scheduled opening date.

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## ANNEX II

### REGIONAL ASSOCIATIONS

*(Reference: Regulation 161)*

The regional associations of the World Meteorological Organization established by Congress are as follows:

- Regional Association I — Africa
- Regional Association II — Asia
- Regional Association III — South America
- Regional Association IV — North America, Central America and the Caribbean
- Regional Association V — South-West Pacific
- Regional Association VI — Europe

The geographical limits of the corresponding Regions are as indicated below.

#### **Region I — Africa**

##### *Northern limit*

From the point 36°N, 35°W, eastwards along latitude 36°N to the point 36°N, 2°W, thence along a straight line to the point 39°N, 10°E, thence a straight line to the point 34°N, 13°E, thence along latitude 34°N to the point 34°N, 32°E, thence southeastwards to the border of Egypt and Israel, and thence along the boundary between Egypt and Israel to Akaba.

##### *Eastern limit*

From Akaba following a line along the territorial and island waters of Saudi Arabia to the centre of the Strait of Aden, thence eastwards along a straight line to latitude 13°N, 60°E, thence along longitude 60°E to the point 5°S, 60°E, thence along latitude 5°S to the point 5°S, 80°E, thence southwards along longitude 80°E, to a point 50°S, 80°E,

thence along latitude 50°S, to a point 50°S, 70°E, thence along longitude 70°E southwards.

*Western limit*

From the point 36°N, 35°W, southwards along longitude 35°W to the point 5°N, 35°W, thence eastwards along latitude 5°N to the point 5°N, 20°W, thence along longitude 20°W southwards.

*Southern limit*

Along latitude 60°S.

## Region II — Asia

*Southern limit*

From Akaba following a line along the territorial and island waters of Saudi Arabia to the centre of the Strait of Aden, thence eastwards along a straight line to latitude 13°N, 60°E, thence along longitude 60°E to the point 5°S, 60°E, thence along latitude 5°S to the point 5°S, 90°E, thence along longitude 90°E to the point 6.5°N, 90°E, thence along latitude 6.5°N to the Malaysia–Thailand boundary, thence along the Malaysia–Thailand boundary to the coast on the Gulf of Thailand, thence to the point 10°N, 110°E, thence north-eastwards along a straight line to the point 23.5°N, 125°E, thence along latitude 23.5°N to the 180th meridian, thence northwards along the 180th meridian to the point 30°N, 180°.

*Eastern limit*

Northwards along the International Date Line from the point 30°N and the 180th meridian.

*Western limit*

From Akaba northwards following the eastern boundaries of Jordan and Syria to the Turkish boundary, thence eastwards along the boundary between Turkey and Iraq to the Iranian boundary, thence northwards to the USSR boundary, thence eastwards along the USSR boundary to the Caspian Sea, thence along longitude 50°E northwards to the island of Kolguev, thence to the point 80°N, 40°E and thence northwards.

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NOTE: The term USSR in this annex refers to the former Union of Soviet Socialist Republics.

**Region III — South America***Northern limit*

From the point 5°N, 20°W to the point 5°N, 35°W, thence northwards to the point 10°N, 35°W, thence along latitude 10°N to the point 10°N, 62°W, thence westwards along the territorial waters of the coast and islands of Venezuela and Colombia to the coastal boundary of Panama and Colombia, thence along that boundary to the Pacific coast, thence to the point 5°N, 80°W, thence westwards along latitude 5°N to the point 5°N, 120°W.

*Eastern limit*

From the point 5°N, 20°W along longitude 20°W southwards.

*Western limit*

From the point 5°N, 120°W along longitude 120°W southwards.

*Southern limit*

Along latitude 60° S.

**Region IV — North America, Central America and the Caribbean***Southern limit*

From the point 10°N, 35°W along latitude 10°N to the point 10°N, 62°W, thence westwards along the territorial waters of the coast and islands of Venezuela and Colombia to the coastal boundary of Panama and Colombia, thence along that boundary to the Pacific Coast, thence to the point 5°N, 80°W, thence westwards along latitude 5°N to the point 5°N, 120°W.

*Eastern limit*

From the point 10°N, 35°W northwards along longitude 35°W to the point 59°N, 35°W, thence westwards along latitude 59°N to the point 59°N, 55°W, thence along the central line of Davis Strait, Baffin Bay, Smith Sound, Kane Basin, to the Arctic Ocean.

*Western limit*

From the point 5°N, 120°W to the point 30°N, 140°W, thence westwards along latitude 30°N to the point 30°N and the 180th meridian, thence northwards along the International Date Line.

**Region V — South-West Pacific***Northern limit*

From the point 5°S, 80°E to the point 5°S, 90°E, thence along longitude 90°E to the point 6.5°N, thence along latitude 6.5°N to the Malaysia–Thailand boundary, thence along the Malaysia–Thailand boundary to the coast on the Gulf of Thailand, thence to the point 10°N, 110°E, thence north-eastwards along a straight line to the point 23.5°N, 125°E, thence along latitude 23.5°N to the 180th meridian, thence northwards along the 180th meridian to the point 30°N, 180°, thence eastwards along latitude 30°N to the point 30°N, 140°W, thence south-eastwards to the point 5°N, 120°W.

*Eastern limit*

From the point 5°N, 120°W along longitude 120°W southwards.

*Western limit*

From the point 5°S, 80°E southwards along longitude 80°E, to a point 50°S, 80°E, thence westwards to a point 50°S, 70°E, thence along longitude 70°E southwards.

*Southern limit*

Along latitude 60°S.

**Region VI — Europe***Southern limit*

From the point 36°N, 35°W eastwards along latitude 36°N to the point 36°N, 2°W, thence along a straight line to the point 39°N, 10°E, thence along a straight line to the point 34°N, 13°E, thence along

latitude 34°N to the point 34°N, 32°E, thence south-eastwards to the border of Egypt and Israel, and thence along the boundary between Egypt and Israel to Akaba.

*Eastern limit*

From Akaba northwards following the eastern boundaries of Jordan and Syria to the Turkish boundary, thence eastwards along the boundary between Turkey and Iraq to the Iranian boundary, thence northwards to the USSR boundary, thence eastwards along the USSR boundary to the Caspian Sea, thence along longitude 50°E northwards to the island of Kolguev, thence to the point 80°N, 40°E, and thence northwards.

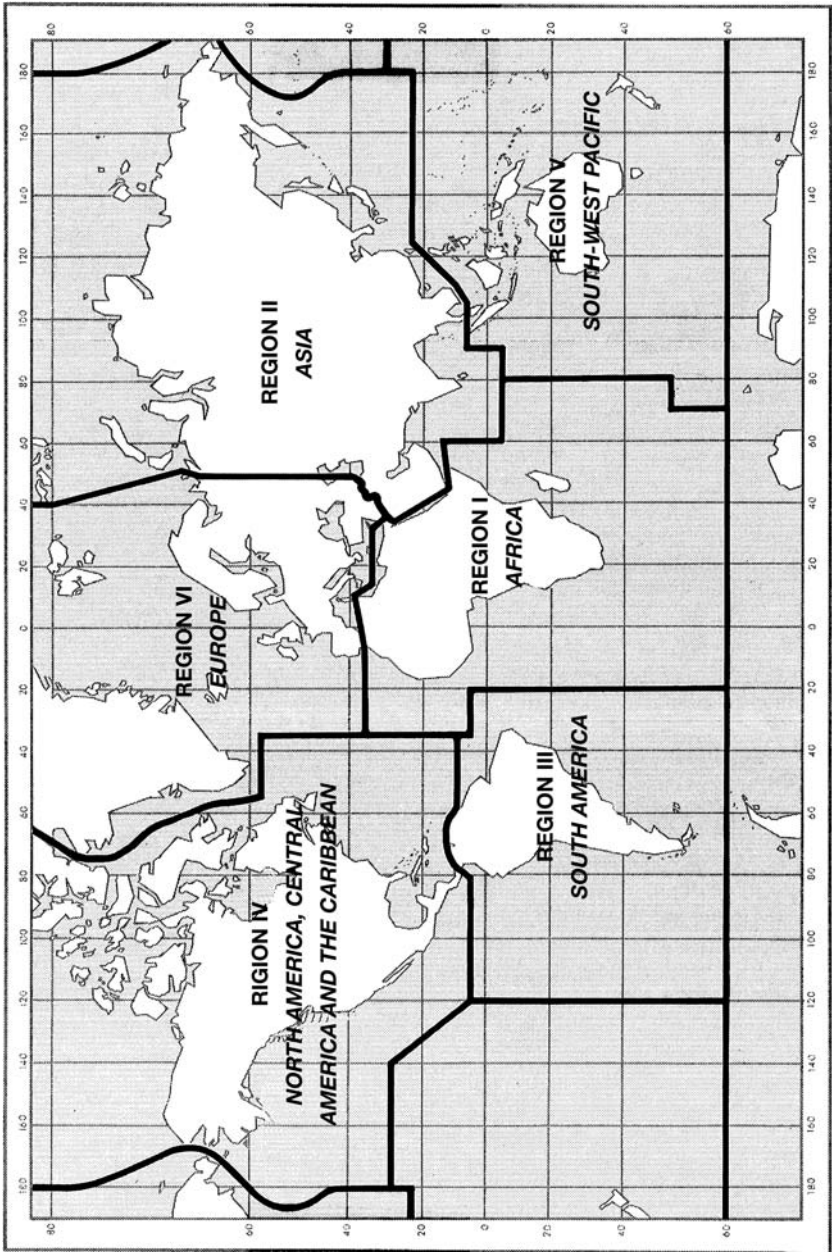
*Western limit*

From the point 36°N, 35°W northwards along longitude 35°W to the point 59°N, 35°W, thence westwards along latitude 59°N to the point 59°N, 55°W, thence along the central line of Davis Strait, Baffin Bay, Smith Sound, Kane Basin to the Arctic Ocean.

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## ANNEX III

### STRUCTURE AND TERMS OF REFERENCE OF TECHNICAL COMMISSIONS

*(Reference: Regulation 179)*

The technical commissions of the World Meteorological Organization established by Congress are classified in two groups as follows:

#### I. Basic Commissions

<ul style="list-style-type: none"> <li>Commission for Basic Systems (CBS)</li> <li>Commission for Instruments and Methods of Observation (CIMO)</li> <li>Commission for Hydrology (CHy)</li> </ul>	}	Basic operations and facilities
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<ul style="list-style-type: none"> <li>Commission for Atmospheric Sciences (CAS)</li> </ul>	}	Reserach in atmospheric sciences
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#### II. Applications Commissions

<ul style="list-style-type: none"> <li>Commission for Aeronautical Meteorology (CAeM)</li> <li>Commission for Agricultural Meteorology (CAgM)</li> <li>Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM)</li> <li>Commission for Climatology (CCI)</li> </ul>	}	Applications to economic and social activities
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#### General terms of reference

Within its terms of responsibility as defined hereunder and within the provisions of these Regulations, each technical commission shall:

1. Study and review advances in science and technology, keep Members informed and advise Congress, the Executive Council and other constituent bodies on these advances and their implications;
2. Develop, for consideration by the Executive Council and Congress, proposed international standards for methods, procedures, techniques and practices in meteorology and operational hydrology including, in particular, the relevant parts of the Technical Regulations, guides and manuals;
3. Under the general guidance of Congress and the Executive Council, carry out functions — with other bodies as necessary — relating to the planning, implementation and evaluation of the scientific and technical programme activities of the Organization;
4. Provide a forum for the examination and resolution of relevant scientific and technical issues;
5. Promote training by assisting in the organization of seminars and workshops and in the preparation of related material and the development of other suitable mechanisms for the transfer of knowledge and methodology, including the results of research, between Members;
6. Promote international cooperation and maintain, through appropriate channels, close cooperation on scientific and technical matters with other relevant international organizations;
7. Make such recommendations as it may consider necessary.

### **Individual terms of reference**

#### **I. BASIC COMMISSIONS**

##### **Commission for Basic Systems (CBS)**

The Commission shall be responsible for matters relating to:

- (a) Cooperation with Members, other technical commissions and relevant bodies in the development and operation of integrated systems for observing, data processing, telecommunications, and data management in response to requirements of all WMO Programmes and opportunities provided by technological developments;

- (b) The assessment of opportunities for, and the provision of, a common infrastructure to meet the requirements defined by technical commissions and regional associations, as well as by organizations with whom WMO has relations, taking into account new applications of meteorology, hydrology, oceanography, and related environmental sciences;
- (c) Development and implementation of the Public Weather Services Programme;
- (d) The processing, storage and retrieval of basic data for meteorological and related purposes including, in particular, the organization of the Global Data-processing System (GDPS) of the World Weather Watch;
- (e) The development and application of systems and techniques to meet user requirements including those of operational weather analysis and forecasting and of services for environmental emergency authorities;
- (f) Observational systems, facilities and networks (land, sea, air, and space) as decided by Members including, in particular, all technical aspects of the Global Observing System (GOS) of the World Weather Watch;
- (g) Telecommunication networks, radio-frequency allocation and facilities for operational, research and applications purposes including, in particular, the organization of the Global Telecommunication System (GTS) of the World Weather Watch;
- (h) The development and application of operational procedures, schedules, and arrangements for the international exchange of observational data and processed information, in particular, through the GTS;
- (i) The development and application of data management principles and procedures including monitoring and evaluation of the common infrastructure, in particular, of the World Weather Watch.

**Commission for Instruments and Methods of  
Observation (CIMO)**

- (1) The Commission shall be responsible for matters relating to international standardization and compatibility of instruments and

methods of observation of meteorological, and related geophysical and environmental variables, which shall include in particular:

- (a) The provision of advice concerning types, characteristics, accuracies, performance, effective and economical use of instruments and methods of observation;
  - (b) Global and regional field comparisons and evaluations of instruments and methods of observation to achieve data quality consistent with users' requirements and global data compatibility;
  - (c) Studies and recommendations on methods of observation, including test and calibration methods and the correction to be applied;
  - (d) Promoting the development of reference instruments.
- (2) In addition, the Commission shall:
- (a) Support other WMO Programmes and bodies through the provision of specifications for instruments and observing systems in order to meet requirements for the measurement of meteorological, and related geophysical and environmental variables, taking into account both experience and new developments;
  - (b) Encourage research and development of new approaches in the field of instruments and methods of observation of meteorological, and related geophysical and environmental variables;
  - (c) Promote the appropriate and economical production and use of instruments and methods of observation with particular attention to the needs of developing countries.

### **Commission for Hydrology (CHy)**

The Commission shall be responsible for:

- (a) Advisory activity in hydrology and water resources, including, but not limited to:
  - (i) The measurement of basic variables characterizing the quantity and quality of water and sediment in the hydrological cycle;

- (ii) The acquisition of other related characteristics describing the properties of basins, rivers, and the inland water bodies;
  - (iii) The collection, transmission, processing, storage, quality control — archiving, retrieval and dissemination of data and information;
  - (iv) Hydrological forecasts and warnings, both under natural and accidental conditions;
  - (v) The development and improvement of methods and technology required for the items above;
  - (vi) The application of water-related data and information to the assessment, effective management, and sustainable development of water resources and to the protection of society from hydrological hazards;
- (b) Promoting and facilitating the international exchange of experience, transfer of technology, research uptake, education, and training and development to meet the needs of national Hydrological Services or other organizations fulfilling the functions of such Services including programme management and public awareness (e.g. through the Hydrological Operational Multipurpose System and other mechanisms);
  - (c) Promoting and facilitating the international exchange and dissemination of information, terminology, data, standards, forecasts and warnings;
  - (d) Promoting the collaboration and linkages among operational hydrology, meteorology, and environmental management;
  - (e) Raising awareness in the wider community of the social, economic and environmental significance of water and promoting the role of hydrology in the mitigation of hydrological hazards and in the development and management of water;
  - (f) Supporting cooperation between WMO, the International Hydrological Programme of the United Nations Educational, Scientific and Cultural Organization, the International Association of Hydrological Sciences and other governmental and non-governmental organizations on matters related to hydrology and water resources;
  - (g) Supporting and, where appropriate, taking the lead in, coordinating within WMO terrestrial water-related matters,

including the activities of the regional associations' working group on hydrology.

### **Commission for Atmospheric Sciences (CAS)**

The Commission shall be responsible for matters relating to:

- (a) Research in atmospheric and related sciences to advance understanding of atmospheric processes and support the following:
  - (i) Weather prediction: concerning time-scales from very short range to long range and space-scales from local to global;
  - (ii) Atmospheric composition and air pollution: including studies of transport, transformation and deposition of air pollutants and related monitoring;
  - (iii) Physics and chemistry of clouds: particularly in support of weather prediction and atmospheric chemistry and for weather modification with emphasis on the underlying processes and the development of rigorous evaluation procedures;
  - (iv) Tropical meteorology: studies of processes and phenomena of particular relevance to low latitudes and their influence beyond;
  - (v) Climate studies: noting the central role of the World Climate Research Programme for improved understanding of climate, the Commission will contribute expertise, especially in the above research areas, including the application of relevant research advances;
- (b) Coordination of the operation and further development of the Global Atmosphere Watch, including the setting of relevant network standards and procedures, the monitoring of performance and maintaining liaison with other international programmes engaged in environmental monitoring, especially the Global Climate Observing System (GCOS);
- (c) The formulation of requirements for observations and for the storage, retrieval and exchange of raw and/or processed data for research purposes;
- (d) Scientific assessment of technical meteorological procedures including verification techniques;

- (e) The coordination of the international aspects of the Commission's activities with relevant scientific bodies and those concerned with disaster mitigation;
- (f) Standardization of functions, constants, terminology and bibliographic practices applicable to atmospheric sciences.

## II. APPLICATIONS COMMISSIONS

### **Commission for Aeronautical Meteorology (CAeM)**

The Commission shall be responsible\* for matters relating to:

- (a) Applications of meteorology to aviation, taking into account the relevant meteorological developments in both the scientific and practical fields;
- (b) The study of aeronautical requirements for meteorological services and arranging so far as possible for these requirements to be met either by its own action or, when coordination is necessary, by referring the requirements to the relevant constituent bodies;
- (c) International standardization of methods, procedures and techniques employed or appropriate for employment in:
  - (i) The application of meteorology to aeronautics and the provision of meteorological services to international air navigation;
  - (ii) The making, reporting and dissemination of meteorological observations from aircraft;
- (d) Consideration of requirements for basic meteorological data needed for aeronautical meteorological purposes;
- (e) Consideration of requirements for climatological data needed for aeronautical meteorological purposes;
- (f) Consideration of aeronautical requirements for meteorological observations and specialized instruments;
- (g) Consideration of the meteorological aspects of the impact of aviation on the environment;
- (h) The training of meteorological and non-meteorological personnel in aeronautical meteorology.

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\* In cooperation with ICAO whenever appropriate.

**Commission for Agricultural Meteorology (CAgM)**

The Commission shall be responsible for matters relating to:

- (a) Applications of meteorology to agricultural cropping systems, forestry and agricultural land use and livestock management, taking into account meteorological and agricultural developments both in the scientific and practical fields;
- (b) Development of agricultural meteorological services of Members by transfer of knowledge and methodology and by providing advice in particular on:
  - (i) The most practical use of knowledge concerning weather and climate for agricultural purposes such as conservation of natural resources, land management, intensification of crop production, increase in the area of agricultural production, reduction of production costs, the improvement of agricultural products and the selection of improved varieties of plants and breeds of animals that are better adapted to the climatological conditions and their variability;
  - (ii) The combating of unfavourable influences of weather and climate on agriculture and animal husbandry, including weather-related pests and diseases;
  - (iii) The protection of agricultural produce in storage or in transit against damage or deterioration due to the direct and indirect influences of weather and climate;
  - (iv) The use of weather and agrometeorological forecasts and warnings for agricultural purposes;
  - (v) The interactions between air pollution and vegetation and soil;
- (c) Methods, procedures and techniques for the provision of meteorological services to agriculture including farmers and forestry and rangeland operators;
- (d) Formulation of data requirements for agricultural purposes;
- (e) Introduction of effective methods for disseminating agrometeorological information, advice and warnings to agriculture by mass media;
- (f) Meteorological aspects of desertification;
- (g) Fisheries (food aspects only).

### **Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM)**

The Technical Commission shall be responsible for matters relating to:

(a) *Further development of the observing networks:*

Under the guidance of the relevant scientific and operational programmes of IOC and WMO, development, maintenance, coordination and guidance of the operation of the global marine meteorological and oceanographic observing systems and supporting communications facilities of these Organizations to meet the needs of the IOC and WMO Programmes and in particular of the Global Ocean Observing System (GOOS), the Global Climate Observing System (GCOS) and the World Weather Watch (WWW). Evaluation on a continuing basis of the efficiency of the overall observing system and suggesting and coordinating changes designed to improve it.

(b) *Implementation of data management systems:*

Development and implementation, in cooperation with the Commission for Basic Systems (CBS), the Committee for International Oceanographic Data and Information Exchange (IODE), the International Council for Science (ICSU) and other appropriate data management bodies, end to end data management systems to meet the real-time operational needs of the present operational systems and the global observing systems; cooperation with these bodies in seeking commitments for operation of the necessary national compilation, quality control, and analysis centres to implement data flows necessary for users at time-scales appropriate to their needs.

(c) *Delivery of products and services:*

Provision of guidance, assistance and encouragement for the national and international analysis centres, in cooperation with other appropriate bodies, to prepare and deliver the data products and services needed by the international science and operational programmes, Members of WMO and Member States of IOC. Monitoring of the use of observations and derived products and suggesting changes to improve their quality. Coordination of the safety-related marine meteorological and associated oceanographic services as an integral part of the

Global Maritime Distress and Safety System (GMDSS) of the International Convention for the Safety of Life at Sea (SOLAS).

(d) *Provision of capacity building to Member States:*

Review and analysis of the needs of Member States of IOC and Members of WMO for education and training, and for technology transfer and implementation support in the areas of responsibility of the technical commission. Provision of the necessary technical publications, guidance material, and expert lecturers/trainers and operation of workshops as required to meet the needs. Development of projects to enhance Member States' capacity to participate in, and benefit from, the marine meteorological and oceanographic programmes of WMO and IOC.

(e) *Assistance in the documentation and management of the data in international systems:*

Development of cooperative arrangements with the data management bodies of IOC, ICSU and WMO, such as IODE, the Commission for Climatology (CCI), and the ICSU World Data Centres to provide for comprehensive datasets (comprising both real-time and delayed mode data) with a high level of quality control, long-term documentation and archival of the data, as required to meet the needs of secondary users of the data for future long-term studies.

These responsibilities exclude those aspects specifically handled by other WMO constituent bodies or equivalent bodies of IOC.

### **Commission for Climatology (CCI)**

The Commission shall be responsible for promoting and facilitating activities relating to climate and its relationship with human well-being, human activities, natural ecosystems and sustainable development, including:

- (a) Coordination and consolidation of general requirements for observations, data collection, supply and exchange for all components of the World Climate Programme and its associated activities;
- (b) Identification of best practices in the collection, quality control, archiving, access to and further management of climate data, including near-real-time data, proxy data, remote sensing data and metadata;

- (c) Analysis and monitoring of climate, its spatial and temporal variations and the issue of climate data and products in support of research, applications and impact assessments;
- (d) Development of statistical and other objective methods for analysing climate data;
- (e) Evaluation and review of operational climate predictions;
- (f) Preparation of authoritative statements on climate;
- (g) Identification, development and improvement of services, applications and supporting research concerning the influences of climate and weather;
- (h) Identification of priority areas relating to the climates of natural and managed ecosystems and for alleviating problems arising from human effects on local and regional climate;
- (i) Capacity building and technology transfer;
- (j) Effective presentation of climatological information to users and the assessment of cost-benefit information;
- (k) Provision of advice on issues relating to the access and availability of climatological data and services;

The Commission has special responsibilities to advise and guide the World Climate Applications and Services Programme and the World Climate Data and Monitoring Programme, while providing support to many activities under the framework of the Climate Agenda.

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## ANNEX IV

**TERMS OF REFERENCE OF REGIONAL  
HYDROLOGICAL ADVISERS TO PRESIDENTS OF  
REGIONAL ASSOCIATIONS**

*(Reference: Regulation 167)*

1. To maintain contact, through the president of the association and Permanent Representatives of Members, with Hydrological Services of Members.
  2. To collate information on needs and activities in the field of operational hydrology in the Region as an input to the WMO Hydrology and Water Resources Programme.
  3. Between sessions of the association, to advise its president on the above matters.
  4. To perform any other duties entrusted to him by the president of the association.
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