Duties and Responsibilities of CHy Advisory Working Group Members

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Members of the Advisory Working Group (AWG) of WMO's Commission for Hydrology serve a four-year term that commences with the close of each quadrennial session of the Commission. Members are nominated by their national delegations with an understanding that the nominee, if appointed, will have sufficient time in their normal working schedule to fulfill AWG tasks. It is understood, however, that AWG members function as volunteers. A Selection Committee then meets and reviews the nominees during the Commission session and provides the Commission with a recommended list of AWG members. The Commission then appoints AWG members specifically to lead the activities associated with one of several thematic areas that constitute the work programme of the Commission. Ideally, each member has expertise in the thematic area for which they are nominated and appointed.

In practice, AWG members function as project managers. From the general guidance provided to them by CHy through their Terms of Reference, they develop, in consultation with the president of CHy and the WMO Secretariat, a work plan that defines the prioritized activities to be accomplished for their respective thematic area, identifies expected outputs, proposes the mechanism by which these outputs will be achieved, specifies milestones and timelines through the intersessional period, and identifies appropriate linkages. The work plan provides the blueprint for AWG members to follow in fulfilling their Terms of Reference.

As is appropriate for project managers, AWG members are expected to execute their work plans without supervision. Although consultation with the CHy president and members of the Secretariat is always available and frequently desirable, each AWG members maintains day-to-day responsibility for their thematic area and should exercise considerable personal initiative in conducting their activities without having to be reminded of milestones and deadlines.

One important resource available to AWG members is the Open Panel of CHy Experts (OPACHE). The OPACHE supports the work of the Commission, and AWG members are encouraged to make use of this pool of expertise in the conduct of their project activities. OPACHE membership is open to all experts in hydrology and related disciplines, and registration is accomplished by submitting an electronic form through the Permanent Representative with WMO of the country of residence of the expert. Should an AWG member require a particular expertise that is not currently available on the OPACHE, they should encourage specialists with such expertise to register for OPACHE membership. The Secretariat can assist in this process.

The four years between Commission sessions is a relatively brief period to accomplish many of the tasks and activities prescribed in each member's workplan. AWG members must, therefore, be diligent in initiating and regularly reviewing progress towards the milestones in their work plan. This is particularly true during the first 6

months of the intersessional period because many tasks approved by the Commission, such as the preparation of manuals, guides, and technical reports, take 3 to 4 years to do from design to publication. Accordingly, if for any reason a member is having difficulty in completing work plan tasks in a timely manner, they should immediately contact the CHy president and the WMO Secretariat to solicit advice and assistance.

Authority for fulfilling the Terms of Reference and accomplishing work plan activities ultimately rests with the AWG member. This authority comes from the Commission's approval of the programme of work and its appointment of the members recommended by the Selection Committee. For clarity, the duties and responsibilities of an AWG member are specified as follows:

- In consultation with the president of CHy and the WMO Secretariat, each member shall define and prioritize the activities required to fulfill the Terms of Reference for their respective thematic area, including outputs, mechanisms for achieving the outputs, milestones and timelines, and appropriate linkages. *Note: This is typically done at the first meeting of the AWG, which should be held within four months of the Commission session.*
- Execute the work plan, addressing activities according to their designated priority and the time required for task completion.
- As necessary, make use of the expertise available in the Open Panel of CHy Experts
 (OPACHE) to accomplish work plan activities, always trying to involve experts
 from as many WMO Regional Associations as possible. If needed expertise is
 missing, note the need for it to the president of CHy and the Secretariat and/or
 suggest that appropriate experts register for OPACHE membership. Experts can
 also be involved directly based on prior consultation with the president and the
 Secretariat, although such experts should be encouraged to become members of
 the OPACHE.
- Provide progress reports in preparation for and during Advisory Working Group meetings.
- Review the work plan at least quarterly, but no less than semi-annually, to ensure timely progress is being made, identify emerging problems or milestone slippages, and to plan near- to mid-term actions.
- Seek help from the Secretariat or from the president of CHy immediately upon recognizing an issue that impedes completion of work plan elements, particularly milestones.
- Participate in meetings and workshops at the request of the president of CHy or as proposed by the Secretariat that relate to your thematic area.
- AWG members are encouraged, though not required, to produce and submit an interpretive or technical paper based on their work to an appropriate Journal (e.g., Hydrological Sciences Journal) or the WMO Bulletin.

It is essential that each AWG member recognize that they (and not the Secretariat staff) are the "supervisor" of all activities related to their project. The Secretariat provides requisite administrative and if required access to technical support, but is not responsible for "supervising" the work of AWG members. The president can designate associate experts to assist the AWG member in undertaking their tasks, as required.