

## **Terms of Reference for the Commission for Climatology**

At its fourteenth session (Beijing, China, 3-10 November 2005), the Commission reviewed its priorities for the upcoming fourteenth intersessional period, and adopted the following Terms of Reference for CCI:

- (a) Promoting, supporting and facilitating WMO activities relating to climate and its relationship with human well-being, human activities, natural ecosystems and sustainable development;
- (b) 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;
- (c) Identification of, describing and encouraging best practices in the rescue, collection, quality control, archiving, access to and further management of climate data, including near-real-time data, proxy data, remote sensing data and associated metadata;
- (d) Development of statistical and other objective methods for analysing climate data;
- (e) Development of best practices for the archiving of data sets from numerical analysis and prediction systems for climatological purposes;
- (f) Provision of advice on matters relating to the access and availability of climatological data, information and services;
- (g) Development of methods for climate data exchange and presenting climate information;
- (h) Coordination and promotion of the analysis and monitoring of climate, its spatial and temporal variability and change, and the distribution of monitoring products for research, applications and impact assessments;
- (i) Development and review of operational climate information and prediction services, and the promotion and support of applications research;
- (j) Preparation of authoritative statements on climate;
- (k) Capacity building, raising awareness of climate information, services and technology transfer;
- (l) Preparation of guidelines for preparing and presenting climatological information for use in development and implementation of adaptation and mitigation responses to climate change, and for demonstrating the high benefit-cost ratio of climate services;
- (m) Formalizing the role of CCI with respect to the cross-cutting initiatives of WMO, and evaluating the implications for each OPAG and Expert Team.

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 in collaboration with other WMO Commissions and programmes, especially AgMP, GCOS, JCOMM, ESSP, WCRP and GEO as key programme partners and benefactors.

## **Working Structure of the Commission for Climatology**

At its fourteenth session (Beijing, China, 3-10 November 2995) the Commission adopted a new structure within which to carry out its priority activities in the fourteenth intersessional period. This structure is described in draft Resolution 11/1 (CCI-XIV) along with its Annex. This Resolution replaces Resolution 1 (CCI-XIII), which is no longer in effect.

### **DRAFT RESOLUTION**

#### **Res. 11/1 (CCI-XIV) — WORKING STRUCTURE OF THE COMMISSION FOR CLIMATOLOGY**

##### **THE COMMISSION FOR CLIMATOLOGY,**

##### **Noting:**

- (1) The adoption by CCI-XIII (2001) of a structure for the CCI consisting of a Management Group, and three Open Programme Area Groups (OPAGs) as described in CCI-XIII Resolution 1,
- (2) The overall success of this approach in terms of the enhanced participation of experts from National Meteorological and Hydrological Services and from other bodies with relevant climate interests, and strong participation of experts from developing countries and of women in the work of the Commission,
- (3) The improved linkages with the regional associations through the activities of the Working Groups on Climate Related Matters and through regional representation on the CCI Management Group,

##### **Considering** the need to:

- (1) Better distribute the numbers of Expert Teams (ETs) more equitably amongst the OPAGS,
- (2) Reduce the numbers of ETs so as to provide the most favourable environment for completion and dissemination of successful results, within the available resources,
- (3) Maintain and improve the role of the regional associations in decisions of the Commission,
- (4) Improve the flow of technical information concerning the activities of the Commission to all Members,

**Decides** to amend the working structure of the Commission, as given in the annex to this resolution, with immediate effect;

**Authorizes** the president to activate the work of the Implementation/Coordination Team, the Expert Teams and Rapporteurs in accordance with priorities agreed by the Commission and the Management Group, and taking into account the availability of necessary resources;

**Authorizes further** the president, with the assistance from the Management Group, to establish during the intersessional period, Expert Teams and rapporteurs, additional to those agreed by the Commission, if a requirement has been established;

**Requests** the president of the Commission, with the assistance from the Management Group, to keep the impact and effectiveness of the amended working structure under review and to provide

an interim intersessional report to members of the Commission and a final report to the next session of the Commission;

**Requests further** that the Secretary-General arranges, within available resources, a level of support for the amended structure that will facilitate the participation of the members of the OPAGs, the Implementation/Coordination Team, Expert Teams and of the Rapporteurs.

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Annex: 1

## **ANNEX TO DRAFT RESOLUTION 11/1 (CCI-XIV)**

### **WORKING STRUCTURE OF THE COMMISSION FOR CLIMATOLOGY**

1. The Commission agreed that the working structure adopted by CCI-XIII Resolution 1 was largely effective, and that, with some modification it would be improved as a flexible and responsive means of carrying out the work of CCI.
2. The activities of CCI shall be grouped under the following programmatic areas for the next intersessional period:
  - (a) Climate data and data management;
  - (b) Monitoring and analysis of climate variability and change;
  - (c) Climate information and prediction services (CLIPS); and
  - (d) Climate Applications and Services.

Open Programme Area Groups, the members of which will be regularly consulted and informed by correspondence, shall handle the activities under each of these programme areas. Each OPAG shall be structured with one or more Expert Teams and rapporteurs. This achieves a broad ownership of the plans, concepts, procedures and outputs developed by CCI through the active involvement of a large number of individual experts from among the CCI members. The chairperson of each OPAG is also the coordinator of the work of the small teams and rapporteurs related to that specific programme area.

#### **CCI Management Group**

3. The Management Group shall consist of the president and vice-president, the chairpersons of the OPAGs, along with the minimum additional members needed to ensure regional representation. The number of official members of the Group shall not normally exceed 10, but the president may invite to its sessions individual Rapporteurs that report to the CCI Management Group, and/or experts on specific major issues, subject to the agenda and to available funding. One member of the Management Group will be selected to serve as a Rapporteur for Climate-related Hazards, as agreed by WMO Members in the Implementation Plan for Natural Disaster Prevention and Mitigation (DPM). The CCI Management Group has a strong, active and pivotal role in guiding the Commission's activities between sessions. It is responsible for ensuring the integration of the programme areas, for strategic planning issues, for the evaluation of the progress achieved in the agreed work programme, for related necessary adjustments to the working structure in the intersessional period and for guiding the work of the Implementation/Coordination Team and of any Rapporteurs that report directly to the Management Group. Given necessary resources, the Management Group should meet twice in the intersessional period but will carry out its work by correspondence or by teleconference whenever possible. The Commission, by means of a resolution, decides the Terms of Reference for the Management Group. The reports of the sessions of the Management Group will be distributed in a timely way to members of the Commission.

#### **Open Programme Area Groups**

4. CCI shall define, by a resolution, the number and scope of activities of each OPAG to be established for the following intersessional period. The Terms of Reference, terms of office and designation of the chairpersons and co-chairpersons of the OPAGs are also decided by CCI by means of a resolution. The Terms of Reference for the OPAGs are normally of a general nature. The chairpersons will submit their reports to each session of the Management Group and to the next session of CCI. Provision exists for a change of chairperson or co-chairperson to be authorized by the president, with guidance from the Management Group, in the intersessional period, for example because of workload.

5. The OPAGs do not hold sessions and their members are consulted and informed, in particular about the activities and progress of the CCI Management Group, the Implementation/Coordination Team and Expert Teams, through correspondence. The information flows from the chairpersons to the members through suitable means of distribution such as circular letters from the CCI president or the chairpersons, and the WMO Web site.

### **Implementation/Coordination Team, Expert Teams and Rapporteurs**

6. An Implementation/Coordination Team (ICT) focuses on coordinating operational and implementation aspects of the work of the Commission, and provides regional oversight and guidance. An Expert Team (ET) develops solutions to scientific/technical problems and studies issues for which specific expert knowledge is needed. A rapporteur can be considered as a “one-member” ET, for providing expert guidance or input or for enhancing the reporting of regional issues and implementation, for example. Use of rapporteurs may be the optimal way to deal with issues for which a full ET is not required, particularly in cases where a mandate is shared with another technical commission (e.g. climate and agriculture is shared with CAgM). Such individual rapporteurs shall provide specific outputs identified by the Commission, and the numbers established by the Commission will take account of the role and membership of the Teams and of the resources available to provide them with proper guidance and coordination.

7. The activities of the Expert Teams and Rapporteurs of the OPAGs will be guided by Terms of Reference (ToRs) that will for the most part be established by the session of the Commission. However, the president, under guidance from the CCI Management Group, may revise the Terms of Reference for an ET, or create a new or ad-hoc ET, when a substantiated new need arises. As noted in paragraph 11.2.6(g), Expert Teams and Rapporteurs are requested to evaluate their long-term ToRs and, in consultation with the CCI MG, within the first 6 months of the intersessional period, to ensure development of workplans with specific, measurable, achievable, realistic and time-bound goals within that framework.

8. For the Fourteenth intersessional period, there will be one ICT, reporting to the CCI Management Group. The leader of the ICT will normally be the CCI vice-president, or else the leader may be designated by the CCI president. Members will include the co-Chairpersons of the OPAGs, and ideally, the regional members would be the Chairs of the Working Groups on Climate-related Matters in each Region. If a region does not have a Working Group on Climate-related Matters, the president of the regional association may propose a regional representative for this role. Up to two additional members may be invited by the ICT leader, on an ad-hoc basis, as a source of expertise on major technical issues. The team leader, in consultation with the ICT members, may designate another two members from developing countries as a capacity building measure. The total number of regular members should be 11.

9. The leaders of the ETs are normally designated by a session of CCI. If this is not possible, or if a change is required during the intersessional period, then the team leaders will be designated by the president upon a recommendation from the chairperson of the OPAG concerned. Members of the ETs will be designated by their team leaders in consultation with the chairperson of the OPAG, or if this is not possible by an alternative mechanism agreed by the president. This will be done as far as possible at the session of the Commission, based on the proposals made by the Permanent Representatives in advance of or during the session. The chairperson of the OPAG will take full account of the need to invite suitable experts from other interested bodies to participate in CCI teams, and will, where experts of equal experience and expertise are available, give consideration to representation from developing countries, and of women candidates. As an approximate guide, the total number of members of an Expert Team should not exceed eight.

10. The Implementation/Coordination Team, Expert Teams and Rapporteurs agree to perform specific tasks and to provide related outputs within a specific time period. Once established and activated, the teams will perform their tasks and provide their reports to their parent body. Much of the work is expected to be achieved through correspondence. The nature and the urgency of the

tasks entrusted to the teams and the availability of funds will to a large extent determine whether meetings are feasible. It is expected that the ICT would have at least one meeting during an intersessional period. Activation of teams established by a session of the Commission, and the timing of any meetings, will be decided by the Management Group in consultation with the Secretariat. Team reports will generally be accessible through the WMO Web site and be distributed by regular mail, as necessary.

### **Liaison between CCI and the regional associations, and the roles of developing countries and women in the work of the Commission**

11. This working structure is designed to foster effective links to the regional associations and ensure their involvement in the planning, implementation and coordination of the WCP at the regional level. It is intended to build consensus, to promote regional participation in the CCI decision-making process and to improve the flow of information to and from the Regions. Effective liaison between the Working Groups on Climate-related matters in each Region and the CCI Management Group will be enhanced by having the chairpersons of the regional Working Groups on Climate-related Matters serve as ICT members.

12. The Commission recognizes the importance of the involvement of experts from developing countries and women in CCI activities, from the perspectives of strengthening knowledge and capacity, but more importantly because of the unique and important experience and perspectives offered by these experts.

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