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EIGHTH MEETING OF THE PACIFIC METEOROLOGICAL COUNCIL

PMC-8

Nuku'alofa, Tonga • 10, 11, 14 September 2026

Eighth Pacific Meteorological Council (PMC-8)

Weather Ready for a Secured and Sustainable Pacific

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Agenda Item 8.3: PMC Management Group and Terms of Reference

Purpose:

1. To seek endorsement of the PMC Management Group Terms of Reference membership, pursuant to the recommendations from the 2019 PMC and subsequent review.

Background:

2. The establishment of a PMC Management Group was first brought up PMC members at the PMC-5 meeting in 2019 in Apia, Samoa. SPREP undertook the review of the PMC including the question as to whether a management group should be established with the support of WMO-CREWS in 2024. Much of the delay was due to COVID-19 and the need to ensure alignment with the Weather Ready Pacific Initiative that was just established. At the PMC-7 in Vanuatu in 2024, the review of the PMC and PMDP was first presented and this work completed in early 2025. An Extended Executive Summary of this review report (attached) was presented to members and endorsed online. There are 37 recommendations in the report relating to PMC and PMDP governance and management, and 8 supplementary recommendations relating to PMC Panels and participation in WMO Technical Commissions. Some of these recommendations require key governance decisions from the PMC. These include:

- Establishment of a PMC Management Group (Recommendation 17)

3. This paper considers Recommendation 17 relating to the PMC Management Group:

“Establish a PMC Management Group for efficiency of process (noting that PMC has scope to refine its working arrangements under SPREP rules), including for making key decisions, driving progress including in non-PMC meeting years, and representing PMC in high level discussions.”

Recommendations:

The Meeting is invited to:

- **Endorse** the creation of a PMC Management Group;
- **Approve** with the Terms of Reference as shown in Appendix 1.

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Appendix 1 – Draft PMC Management Group Terms of Reference

1. Introduction

The PMC Management Group is designed to be the PMC decision-making body in the alternate years of biennial PMC Meetings. It is modelled on the SPREP Management Group. It will:

- be a body to take key governance decisions in years alternate to the PMC Meeting and to represent PMC in key high level consultations as needed;
- have membership based on Member representation and equity, including bilingualism;
- be a mechanism that is cost effective and sustainable;
- be a mechanism that is flexible to include other membership as necessary;
- be a mechanism that ensures that the Secretariat remains accountable to Members; and
- work alongside existing governance mechanisms such as Special Meetings of the PMC and the role of the Chair, Vice-chair and Panels between PMC meetings.

By default, the PMC Rules of Procedure shall apply to the PMC Management Group. In applying the Rules the Chair shall be guided by the purpose and functions of the Management Group.

2. Purpose

The Management Group will serve as the governance mechanism for the key decisions of PMC in years alternate to the PMC Meeting, unless PMC Members request a special meeting of the full PMC or the Management Group decides that a special meeting is required.

3. Principles

The Management Group is appointed, authorised and delegated by the PMC Meeting to make decisions required annually in the alternate year to the PMC Meeting. The Management Group hence remains subordinate to the PMC and cannot make decisions affecting PMC that require the input of all PMC Members or overturn decisions made by the PMC Meeting.

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4. Key Functions

The Management Group will:

- make operational decisions on matters decided by the PMC in the years the PMC Meeting is not convened, particularly regarding high priority or urgent matters;
- make recommendations to the full PMC Members;
- give guidance to the Secretariat on the implementation of the programme of works agreed by the full PMC; and
- carry out such other tasks not included by these Terms of Reference as are necessary for the effective functioning of PMC until the next PMC Meeting.

5. Membership

The Management Group shall comprise of the PMC Chair and Vice-chair and one representative from the regional subgroupings of Polynesia, Micronesia, Melanesia and Metropolitan and will include at least one French speaking Member.

Members of the PMC Management Group shall rotate by alphabetical order within the respective sub-regional grouping every two years. In the event the rotation does not include at least one French speaking member, a French speaking member will be rotated onto the PMC Management Group.

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If a member is unable to take up its duties on the PMC Management Group, that member shall inform the Secretariat and the membership will be available to the next member in rotation.

The representative from each subgrouping with the support of the Secretariat will be responsible for coordinating input to the meeting prior to it convening and reporting back to the respective regional subgroupings the outcomes of the meeting held.

6. Role of Secretariat

The Secretariat will be responsible for the organisation and servicing of meetings. The Secretariat will be responsible for making all necessary arrangements for such meetings and for the preparation and circulation at the proper time of the agenda and all other necessary documentation.

7. Term

Management Group membership shall not exceed the term of two successive years except the PMC Panel Chairs who are appointed by Panels

In the process of alphabetical rotation of sub regional group members, a member may defer their term on the Management Group for a maximum of two years. The member will inform the Chair copied to the Secretariat in writing three months immediately after the PMC Meeting has convened.

8. Participation

Sessions of the PMC Management Group shall be held in closed sessions, unless the Meeting decides otherwise.

Advisers and observers may, with the consent of the Chair, address the Meeting and participate in its discussions.

In line with the principles of equity, transparency and accountability all PMC Members that are not part of the Management Group may submit through the Chair written submissions they wish to be considered on any agenda item in the Meeting. These items must be provided to the Secretariat at least two weeks prior to the PMC Management Group Meeting convening. Copies of all such comments received by the Secretariat will be distributed to all PMC Members at least one week prior to that Meeting.

9. Chair and Vice-Chair

The current Chair and Vice-Chair of PMC shall serve as the Chair and Vice-Chair of the Management Group.

10. Frequency and format of meetings and language

The Management Group will hold at least one meeting with the Secretariat in the alternate years of the PMC Meeting. The meeting will be held virtually unless otherwise agreed.

The language of the PMC Management Group meeting is as stipulated in the Rules of Procedure of the PMC Meeting.

11. Decisions

Decisions taken by the PMC Management Group will be by consensus. No decisions is made where there is no consensus.

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12. Agenda and Report

The provisional agenda will be circulated 3 weeks before the PMC Management Group and working papers will be circulated at least one week prior to the PMC Management Group Meeting. The provisional agenda shall include, without limitation:

- Progress Reports on actions decided by the full PMC, including the implementation of the Pacific Islands Meteorological Strategy. The actions and related PMC decisions themselves shall not be reopened for discussion unless there is a specific request to that effect that has been notified to the whole PMC with sufficient notice for comment. The Management Group shall focus on monitoring the progress of agreed actions and assisting with guidance or support as required.
- An overview of Panel activities since the preceding PMC, including any response to Panel requests for support or guidance.
- Any matter proposed by a Member or the Secretariat
- All PMC Members will be invited to submit their comments to the Secretariat at least one week prior to the convening of the Management Group Meeting and copies of all such comments received by the Secretariat will be distributed to all Members as soon as practicable after receipt.

The PMC Management Group Report adopted by the PMC Meeting will be circulated by the Secretariat for endorsement of its decisions by all PMC Members within a three-week period. No response will be taken as agreement.

13. Biennial Review

The effectiveness of the Management Group will be reviewed biennially and reported to the PMC Meeting by the Chair with the support of the Secretariat.

