



**TERMS OF REFERENCE**  
**FOR THE PACIFIC METEOROLOGICAL COUNCIL**

**1. Introduction**

1.1. The Pacific Meteorological Council (PMC) is a specialized subsidiary body of the SPREP Meeting, established at the 14RMSD meeting in Majuro, RMI, to facilitate and coordinate the scientific and technical programme and activities of the Regional Meteorological Services. The PMC replaces the RMSD and provides policy relevant advice to the SPREP Meeting on the needs and priorities of SPREP member countries and territories in relation to meteorology (weather and climate) and related fields. These Terms of Reference describe the vision, objectives, principles, core roles and functions of the PMC, including its governance and administrative arrangements within the SPREP framework.

**2. Vision**

National Meteorological Services (NMHSs) of the PICTs are able to provide appropriate weather, climate, and early warning services to their nations and communities to safeguard life and property and contributing to national development programmes through sustained observing systems, telecommunications, and data processing and management systems serving end users.

**3. Objective**

3.1. The PMC will work to strengthen the capacity of the National Meteorological Services thus contributing to maximization of the safety, well-being, and development aspirations of the people of the Pacific with respect to provision of weather, climate, and related development services<sup>11</sup> by:

- (a) Providing an open forum for members to discuss and collaborate on issues related to the advancement of meteorological services in the Pacific;
- (b) Building on mutual and complementary strengths in order to develop innovative approaches that support the sustained achievement of agreed national and regional development goals;
- (c) Collaborating with partner organizations and agencies in related sectors.

3.2. This Terms of Reference is a tool to guide the Pacific Meteorological Council as to PMC membership, governance, meetings and principles of engagement. and provide record of how Members of the PMC would like to work together, with a view to achieving a common understanding on its role, capacity and framework of operation.

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1. <sup>1</sup>The PMC and the nature of its linkages to fields of disaster management, climate change, hydrology, and others will require that its Members shall coordinate their work mutually to facilitate enhanced effectiveness of services nationally and regionally.

#### **4. Membership**

4.1 The PMC comprises the Directors/heads of Meteorological Services of SPREP Members,

4.2 The PMC will actively engage with relevant CROP agencies, international agencies, development partners and donors. Representatives of these organizations shall be invited to PMC meetings to participate in and contribute to any PMC deliberations related to mutual and complementary fields of activity.

#### **5. Governance**

5.1 The SPREP Rules and Procedures will apply to the PMC.

5.2 The Pacific Meteorological Council is established by endorsement of the 21<sup>st</sup> SPREP Meeting, Madang, Papua New Guinea, 2011. It is designated as a subsidiary body of the SPREP Meeting, operating within the bounds of the legal framework of the SPREP Agreement.

5.3 The PMC shall make reports to the SPREP Meeting on decisions and resolutions and other relevant outcomes from its meetings.

5.4. Secretariat support for the PMC shall be provided by the SPREP Secretariat. This includes planning and logistical support for PMC meetings and for managing documentation and procedures relating to planning and administration.

#### **6. Meetings**

6.1. The PMC will generally meet biennially, but may meet as required intersessionally.

6.2. At the commencement of each meeting of the PMC, a Chair and Vice-Chair shall be appointed. The Chair and Vice-Chair shall serve intersessionally, working closely with the Secretariat to ensure that decisions agreed by the Council are acted upon, and that adequate preparations are made for forthcoming Council meetings, including the timely preparation of relevant working papers and reports.

6.3. Secretariat support to the meetings of the PMC shall be provided by the SPREP Secretariat as per 5.4.

6.4. The PMC and Secretariats of the SPREP and WMO shall also seek opportunities for intersessional meetings where these present themselves and as when such meetings may be required.

## **7. Roles and Functions of the PMC**

### **7.1. The PMC shall:**

- (a) Provide an open forum for its members to discuss and collaborate on the needs of Pacific Island Countries and Territories with respect to weather and climate services, and related issues;
- (b) Promote capacity development within the region, focused on improving members' capability to provide accurate, timely and reliable weather forecasts, and warnings of severe weather, climate outlooks and scenarios, and associated hazards;
- (c) Develop strategies with associated goals and targets to support the advancement of meteorological and related services in the Pacific, in collaboration with WMO and relevant partner organizations;
- (d) Oversee progress in the implementation of strategies to support the advancement of meteorological and related services in the Pacific.
- (e) Provide guidance to Members and the SPREP Secretariat and partner organizations with respect to programs related to weather, climate and associated environmental matters in the Pacific
- (f) Collaborate with the Pacific Meteorological Desk Partnership on the implementation activities and priorities of Members, and contribute to the monitoring and evaluation of the Pacific Meteorological Desk Partnership.
- (g) Report regularly on the activities of the NMS so as to assist the advancements of meteorological services in the Pacific.

## **8. Principles of Engagement**

### **8.1. The PMC subscribes to the following key principles:**

- (a) *An open, trusting and safe environment:* The Pacific Meteorological Council will work to enhance transparency and accountability of its decision making process, through open dialogue and constructive engagement among the Council's members.
- (b) *Participatory approach:* The Pacific Meteorological Council will promote a participatory and inclusive environment incorporating gender equity which will continue to strengthen its participatory approach to decision-making. Decisions will

be made by consensus and through a consultative process. Where this should prove unfeasible, the Chair will make a decision taking into account the majority of the views expressed by the Council

- (c) *Teamwork*: The Pacific Meteorological Council's members will create an environment to work collaboratively to achieve better results, learn from one another, and ensure the enhanced delivery of measurable results in support of the national, regional and international development agenda.
- (d) *Coherence*: Within the context on each NMHS objectives, deliverables and performance indicators the Council will proactively work to identify opportunities and synergies for joint regional approach.
- (e) *Respect for diversity*: The Pacific Meteorological Council will invest the necessary time and effort to understand each of its Member national goals, objectives, deliverables and performance indicators, and recognize and appreciate the cultural diversity among the Members program modalities, operational activities and capacities.
- (f) *Creativity and innovation*: The Pacific Meteorological Council will explore means of improving work towards achieving the desired outcomes for all NMSs in the Pacific region to being able to provide all relevant and appropriate meteorological services to their nations, and bringing them closer to their clients and partners.
- (g) *Accountability for results*: National ownership and leadership will drive the renewed focus on creativity and innovation. The Pacific Meteorological Council will be guided, to the extent possible by the national governments and authorities to determine the most appropriate actions to be taken both programmatically and operationally.
- (h) *Build on existing capacities*: Rather than creating new institutional units, the Pacific Meteorological Council will work with the capacities available within SPREP and WMO and NMSs to drive weather climate, and related fields in the Pacific region.

## **9. Update of the Terms of Reference**

9.1. The Pacific Meteorological Council may update this Terms of Reference as the need arises.