



Terms of Reference - WRP Steering Committee
Version 21

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Version History

Date	Version	Description	Author/Revisor
10 Sept 2023	V0	Zero Draft	Salesa Nihmei
18 Sept 2023	V1	V1	WRP planning Meeting in Apia
20 Sept 2024	V2	Version 2	First WRP Steering Committee in Port Vila

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Approvals

Date	Version	Meeting that approved the TOR
20 Sept 2024	V2	1st WRP Steering

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1. Background

The Weather Ready Pacific Program is an initiative aimed at enhancing climate and weather resilience across the Pacific Island nations. This program is supported by the Pacific Meteorological Council and endorsed by Pacific Leaders and is designed to strengthen the region's capacity to cope with and adapt to the impacts of climate change and extreme weather events.

2. Purpose

The Steering Committee for the Weather Ready Pacific Program is established to provide guidance, oversight, and strategic direction to ensure the successful implementation and achievement of program objectives and add value to the work of the key beneficiaries i.e. NMHSs. ~~The committee will oversee program activities, make key decisions, and facilitate collaboration among stakeholders.~~

3. Composition/Membership

The Steering Committee will comprise ~~representatives from NMHSs Members, NDMO, Chair of the PMC and vice chair representatives of Development Partners and representatives of the Implementing entity including but not limited to of:~~

- All members of the Pacific Meteorological Council
- Chair of the Regional Disaster Managers Meeting and a second representative
- ~~Representatives of Weather Ready Pacific Development Partners and donors representatives – it is expected that the key investors in Weather Ready Pacific will have a seat on the Steering Committee~~
- _____
- Weather Ready Pacific Programme Manager

The Steering Committee (SC) will elect a Chair and a vice chair that will serve for 2 years. They do not necessarily have to be the chair and vice chair of the PMC meeting.

The SC may invite technical members to provide presentations or specific guidance on technical issues. Non-members may raise issues or their concerns to the SC by submitting papers through the Secretariat at least 2 weeks prior to the meeting. The Secretariat will circulate all papers to the members for their consideration and approval for inclusion in the meeting agenda.

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4. Responsibilities of the Steering Committee

The Steering Committee will have the following responsibilities:

- i. **Strategic Oversight:** Provide strategic guidance to the Weather Ready Pacific Program, ensuring alignment with regional and national priorities related to climate resilience and weather readiness. [This will include approval and oversight of any formal arrangements of any initiative or partnership with the WRPP e.g. MOU, MOCs etc](#)
- ii. **Programming:** Review, provide inputs to the program plans, including annual work plans, budgets, and validate progress reports, to ensure alignment with program objectives. This include reports on status of the progress/budget of activities – oversight of what the PMU is doing.
- iii. **Resource Mobilisation:** Support fundraising and resource mobilization efforts to secure adequate funding for program implementation.
- iv. **Support:**
 - a. **Monitoring and Evaluation:** Monitor program progress, evaluate the effectiveness of interventions, and recommend adjustments as necessary to achieve program goals.
 - b. **Risk Management:** Identify potential risks to program implementation and recommend risk mitigation strategies.
 - c. **Reporting to the PMC:** Provide regular reports to the PMC and issues that require decision and direction.

5. Meeting Frequency and Reporting

The Steering Committee will meet [twice a year annually](#) or [as often as is needed in order to transact business](#). ~~frequently as required as needed to address urgent matters. The SC meetings will be a combination of in-person and virtual.~~

Meeting minutes, progress reports, and other relevant documentation will be prepared and circulated to committee members in a timely manner.

[The SC will report to the Pacific Meteorological Council.](#)

[Any approved implementing partner of the WRP shall report to the WRP SC on its activities related to WRP. Such partners shall hold Observer status \(non-decision making\) at WRP SC Meetings.](#)

[To the extent possible, all WRP Steering Committee meetings will be paperless.](#)

5.1 Quorum

A minimum number of two-third (2/3) committee members is required for decision-making purposes. ~~The SC will report to the Pacific Meteorological Council.~~

5.2 Decision-Making

Decisions of the Steering Committee will be made through consensus. In cases where consensus cannot be reached, a majority vote may be employed, with each member having one vote.

5.3 Out of Session Decision-making

If issues arise between meetings that require Steering Committee consideration or decisions, it is proposed that out-of-session papers be circulated, seeking members' views (with a timeframe for response).

In the event that Steering Committee members cannot come to an agreement or responses from two thirds of members is not received within the timeframe provided on a WRP issue, the PMC Chair and the Steering Committee Chair with advice from the PMU Manager, will determine the final outcome or decision in accordance with Program objectives.

5.4 Agenda, Minutes, and Decision papers

A package will be sent to members at least two weeks in advance of a Steering Committee meeting. The package will include but limited to the following:

- a. Agenda for the upcoming meeting
- b. Minutes of the previous meeting
- c. A report on WRP activities and progress to date
- d. Budget Tracking Report
- e. Final draft work plan for the upcoming financial year
- f. Update on new or proposed partners/partnership opportunities/resource mobilisation opportunities; and Decision papers (if required)
- g. Any other documents/information to be considered at the meeting.

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6. Chairperson and Secretariat

The Chair and vice-chair of the WRP SC will be elected by members of the Steering Committee. The Chair shall be a PMC Member Country and the Vice Chair shall be from the donor partners of WRP. The WRP PMU shall be the Secretariat for the WRP SC, responsible for the secretariat, administrative support and coordination of meetings.

The Manager Chair of the WRP Program will present the WRP Report to the PMC and PMMM.

6.1 Responsibilities of the Steering Committee Chair

The responsibilities of the Steering Committee Chair are as follows:

- i. Confirm the agenda for each meeting.
- ii. Make the purpose of each meeting clear to members and explain the agenda at the beginning of each meeting.

- iii. Clarify and summarise what is happening throughout each meeting.
- iv. Keep the meeting moving by putting a time limit on each agenda item and keeping all meetings to no more than three hours.
- v. Encourage broad participation from members.
- vi. Ensure all discussion items end with a decision, action or definite outcome.
- vii. End each meeting with a summary of decisions and assignments.
- viii. Review and approve the draft minutes before distribution.

6.2 Responsibilities of the Secretariat

The responsibilities of the Secretariat will be undertaken by WRP PMU. The responsibilities of the Secretariat are as follows:

- i. Schedule meetings and notify SC members.
- ii. Organise the meeting venue and other facilities for the meeting, and travel and accommodation for members if required.
- iii. Ensure the meeting papers and supporting materials are prepared and delivered to members in advance of meetings.
- iv. Invite other individuals or organisations to attend meetings when required by the SC.
- v. Take notes of proceedings and prepare minutes of the meeting.
- vi. Distribute the minutes to all SC members within 2 to 4 weeks after the meeting.

7. Duration

The Steering Committee will serve for the duration of the implementation of the Weather Ready Pacific Program.

8. Amendments

vi. These Terms of Reference may be amended by consensus of the Steering Committee members.

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7. Duration

The Steering Committee will serve for the duration of the implementation of the Weather Ready Pacific Program, with regular reviews of its Terms of Reference to ensure relevance and effectiveness.

8. Amendments

These Terms of Reference may be amended by consensus of the Steering Committee members with proper notification, discussion approval at the meeting

9. Approval

These Terms of Reference are hereby approved and adopted by the Steering Committee for the Weather Ready Pacific Program on:

[Date]

[Signature of Chairperson] [Name of Chairperson] [Organization/Agency]

[Signature of PMC Chairperson] [Name of Committee Member] [Organization/Agency]

Annex 1 - Members of the Weather Ready Pacific Steering Committee

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1. All PMC Members (Heads of Meteorological Services of SPREP Member States)

- a. [Head/Rep of the Meteorological Service of American Samoa](#)
- b. [Head/Rep of the Meteorological Service of the Cook Islands](#)
- c. [Head/Rep of the Meteorological Service of the Federated States of Micronesia](#)
- d. [Head/Rep of the Meteorological Service of Fiji](#)
- e. [Head/Rep of the Meteorological Service of French Polynesia](#)
- f. [Head/Rep of the Meteorological Service of Guam](#)
- g. [Head/Rep of the Meteorological Service of Kiribati](#)
- h. [Head/Rep of the Meteorological Service of Marshall Islands](#)
- i. [Head/Rep of the Meteorological Service of Nauru](#)
- j. [Head/Rep of the Meteorological Service of New Caledonia](#)
- k. [Head/Rep of the Meteorological Service of Niue](#)
- l. [Head/Rep of the Meteorological Service of Northern Marianas](#)
- m. [Head/Rep of the Meteorological Service of Palau](#)
- n. [Head/Rep of the Meteorological Service of Papua New Guinea](#)
- o. [Head/Rep of the Meteorological Service of Samoa](#)
- p. [Head/Rep of the Meteorological Service of the Solomon Islands](#)
- q. [Head/Rep of the Meteorological Service of Tokelau](#)
- r. [Head/Rep of the Meteorological Service of Tonga](#)
- s. [Head/Rep of the Meteorological Service of Tuvalu](#)
- t. [Head/Rep of the Meteorological Service of Vanuatu](#)
- u. [Head/Rep of the Meteorological Service of Wallis and Futuna](#)
- v. [Head/Rep of the Meteorological Service of Australia](#)
- w. [Head/Rep of the Meteorological Service of New Zealand](#)
- x. [Head/Rep of the Meteorological Service of the United Kingdom](#)
- y. [Head/Rep of the Meteorological Service of the United States](#)
- z. [Head/Rep of the Meteorological Service of France](#)

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2. Representatives from 2 NDMO

- a. [NDMO Representative 1](#)
- b. [NDMO Representative 2](#)

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3. Donor Partners of WRP

- a. [Representative from the Department of Foreign Affairs and Trade of Australia \(DFAT\)](#)
- b. [Representative from the Ministry of Foreign Affairs and Trade of New Zealand \(MFAT\)](#)
- c. [Representative from the United Kingdom Government Foreign Commonwealth and Development Office \(FCDO\)](#)

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4. Representative from the Weather Ready Pacific Programme Management Unit

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—Weather Ready Pacific Program Manager **10. Agenda, Minutes, and Decision papers**

—A package will be sent to members at least two weeks in advance of a Steering Committee

—meeting. The package will include but limited to the following:

a.— Agenda for the upcoming meeting

b.— Minutes of the previous meeting

c.— A report on WRP activities and progress to date

d.— Budget Tracking Report

e.— Final draft work plan for the upcoming financial year

f.— Update on new or proposed partners/partnership opportunities/resource mobilisation opportunities; and Decision papers (if required)

g.a. — Any other documents/information to be considered at the meeting.

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