

# Weather Ready Pacific Governance



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# Weather Ready Pacific Governance

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# 1. Introduction

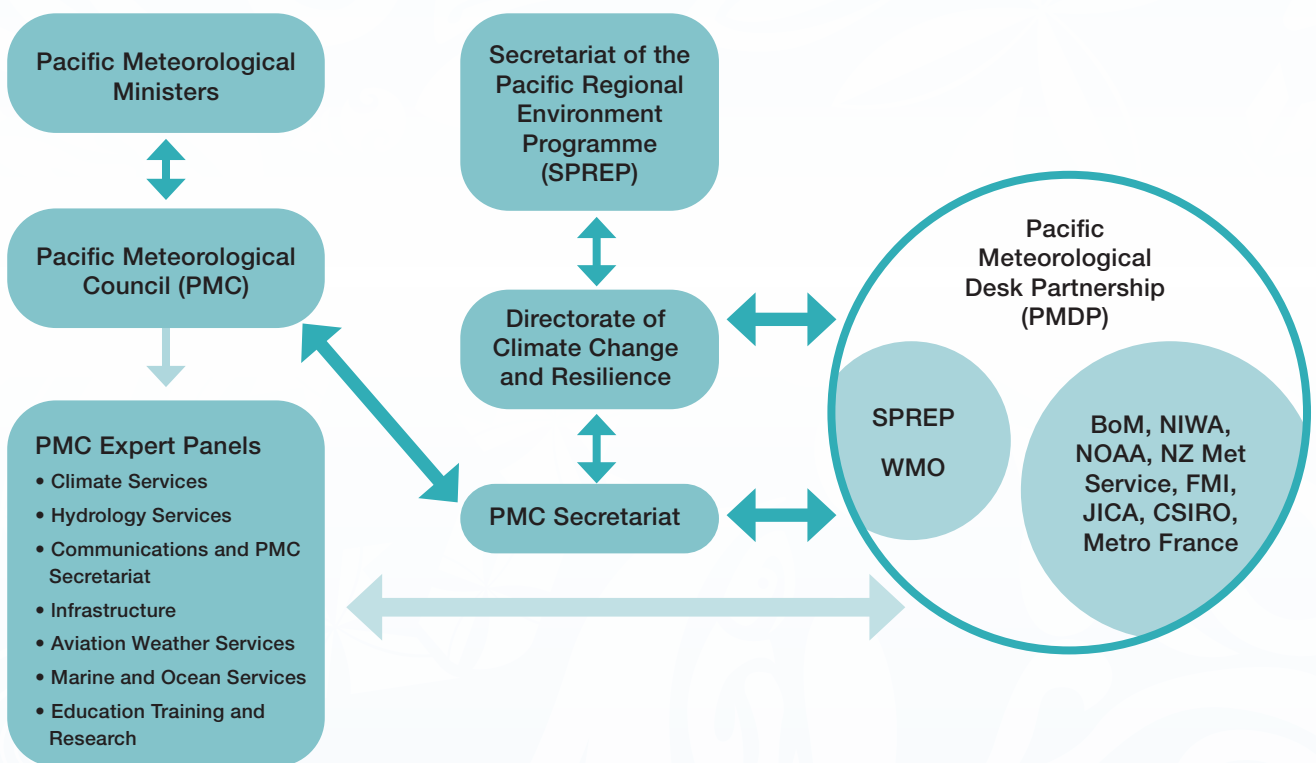
1. In 2021, Pacific Leaders endorsed the Weather Ready Pacific Decadal Programme of Investment (WRP), which seeks to reduce the human and economic costs of severe weather, water and ocean events across Pacific island communities, by strengthening national meteorological and hydrological organisations and their partnerships with national disaster management organisations. This programme of investment ensures that the Pacific participates in and benefits from advances in forecast and warning systems that should ultimately enable increased accuracy, geographic specificity and lead time of forecasts.
2. In 2023, the Pacific Meteorological Ministers endorsed Weather Ready Pacific as the vehicle for Early Warning for All, commended the Government of Australia in their initial investment to the programme.



## 2. Background

3. The Pacific Meteorological environment has evolved over the past decades and has come a long way in supporting NMHS in the provision of essential services to the safety and well-being of Pacific communities. While we recognise this improvement in the provision of services, more must be done to ensure coherence and coordination of the significant investment in the development and improvement in the capacities and capabilities of NMHSs as recognised in the overarching Pacific Islands Meteorological Strategic (PIMS) 2017-2026 and its associated Roadmaps. The Weather Ready Pacific Decadal Investment Programme, commissioned by SPREP and designed in close partnership with the Australian Bureau of Meteorology (BOM), the World Meteorological Organization (WMO) and Directors of the NMHSs of SPREP members, provides the platform for a facility that will enable greater cohesion and coordination. More importantly, WRP will address the critical gaps and provide a sustainable and harmonised approach.
4. Within this environment, the region has organised itself under the following arrangements: *The Regional Hub for Meteorological Services in the Pacific called the Pacific Meteorological Desk*, in SPREP with the Climate Change and Resilience Directorate, has been operational since 2011, in its current form. Within this Regional Hub, the Pacific Meteorological Council (PMC) and the Pacific Meteorological Desk Partnership (PMDP) work hand in hand, under the guidance of the Director of Climate Change and Resilience.
5. *The Pacific Meteorological Council (PMC)* is a specialised subsidiary body of SPREP, established at the Fourteenth Regional Meteorological Services Directors meeting in Majuro, Republic of Marshall Island in August 2011 to facilitate and coordinate the scientific and technical programme and activities of the Regional Meteorological Services. The PMC replaces the Regional Meteorological Services Directors body and provides policy relevant advice to the SPREP Meeting on the needs and priorities of its member countries and territories in relation to meteorology (weather and climate) and related fields. The PMC meets on a biennial basis.
6. The Pacific Meteorological Desk Partnership (PMDP) is a regional coordinated response to meeting weather and climate services development in the Pacific Islands region. Endorsed at the 21st Secretariat of the Pacific Regional Environment Program (SPREP) Meeting, Madang, Papua New Guinea (PNG) in 2011 to renew a Pacific Island regional mechanism urgently needed to develop capacity and advance the sustainability of weather and climate services in Pacific Islands, the establishment of the PMDP serves as the regional weather and climate services coordination mechanism managed by the SPREP and WMO to deliver a regionally coordinated effort to service SPREP Members needs in the area of weather and climate services.

## REGIONAL HUB FOR METEOROLOGICAL SERVICES IN THE PACIFIC



### 3. SPREP Mandate

7. In 2008, Pacific Island Forum Leaders, adopted the Niue Declaration On Climate Change and SPREP, working in cooperation with other regional and international agencies and bilateral climate change programmes, to continue to meet the individual needs of its member countries through its mandated role of:
  - a. strengthening meteorological services,
  - b. consolidating and distributing information on climate change,
  - c. strengthening adaptation and mitigation measures, and
  - d. increasing Pacific Island countries' capacity to manage their engagement in financial and technical resources to do this work.
8. The PMC is a specialised subsidiary body of the SPREP Meeting. The PMC provides relevant policy 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.



## 4. Weather Ready Pacific Programme

### 4.1 Key Principles

9. “Strengthen leadership, good governance, full inclusivity, equity and equality of all persons and people, the importance of solidarity and a shared commitment to work together and strengthen and develop partnerships, a need to protect human rights and prioritise the needs of the most vulnerable.”

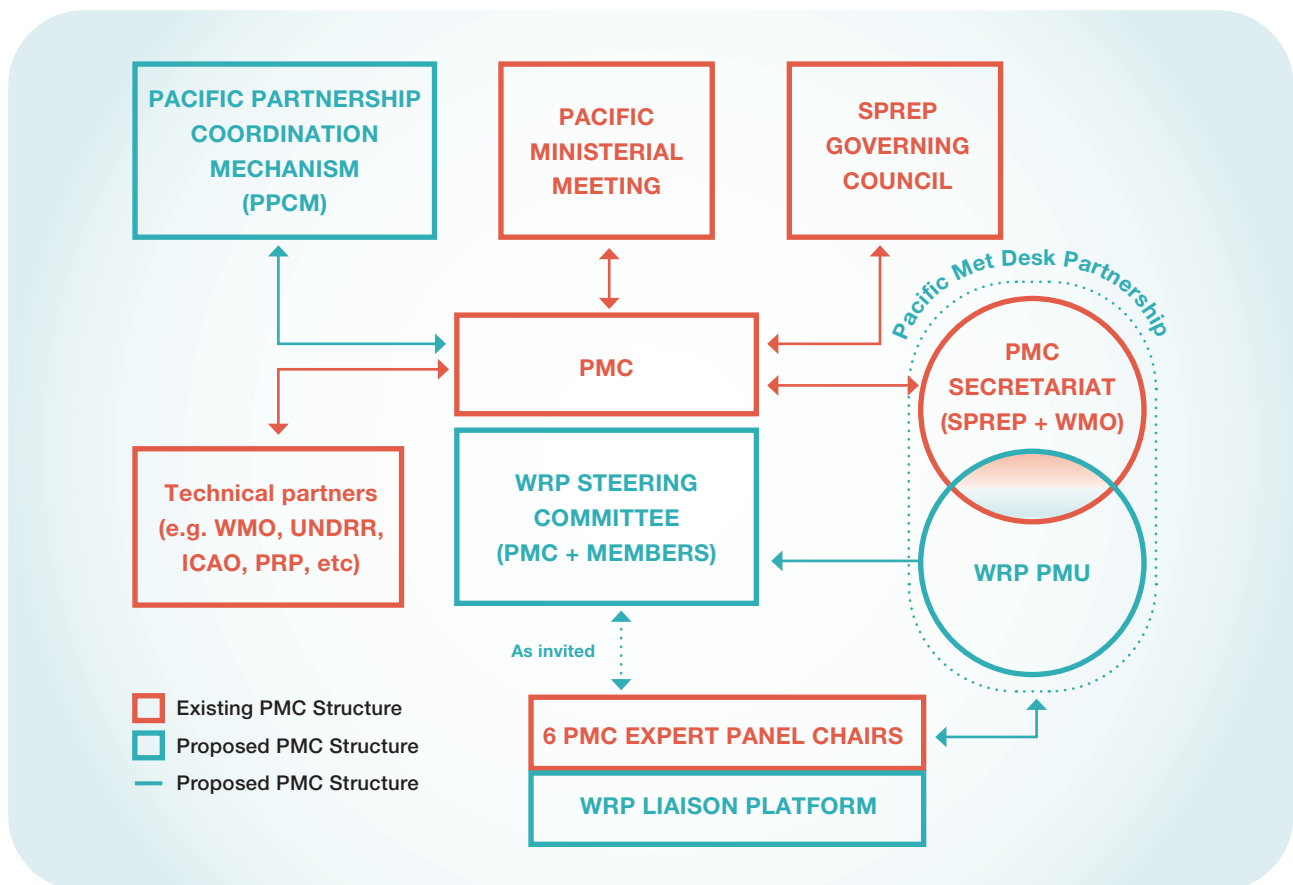
*Declaration of the Pacific Meteorological Ministers, Namaka Declaration*

10. The Weather Ready Programme is guided by a set of principles;

- i. Pacific led and owned: Weather Ready Pacific was designed by the Pacific NMHS to enhance the delivery of weather, climate, water and ocean services for the benefit of Pacific peoples and communities. Its implementation will be Pacific led with localised actions to benefit Pacific governments, stakeholders and communities .
- ii. Agile and responsive to the needs of the Pacific Island Countries and Territories.
- iii. Coordination and collaboration with strategic partners to expand and attain the ambition of people centred end to end multi hazard early warning as outlined in the Early Warning for All (EW4A).
- iv. Promotes and integrates gender equality, disability and social inclusion in the development and implementation of priorities.
- v. Strategic partnerships between NMHSs, NDMOs, public and private sectors, with civil society organisations, regional and global partners and donors are critical to the success of the Weather Ready Pacific.
- vi. Trust and confidence (OR accountability and transparency) in the Weather Ready Pacific, its governance and aspirations.
- vii. Weather Ready Pacific must also be aligned to national and regional disaster and disaster resilience strategies and contributes to the achievement of sustainable development goals (SDGs).
- viii. Ensure sustainability and continuity of multi-hazard early warning services through effective coordination and resource mobilisation.

## 4.2 Governance

- 11.** As per the SPREP Governing Council decision, PMC is a designated subsidiary body of the SPREP and operates within the legal and financial frameworks of the SPREP Agreement as part of the Regional Hub for Meteorological Services in the Pacific. The Weather Ready Programme is established at SPREP and will use the existing structure of the PMC which currently includes the Pacific Met Desk as the secretariat, the current 6 expert Panels, the Ministerial Meeting and the Donor Engagement Meeting that is called the Pacific Partnership Coordination Mechanism setup during PMC-6. Additional governance mechanism to address the WRP will include a Steering Committee, Programme Management Unit and Liaison Platform.
- 12.** The Steering Committee will report directly to the Pacific Meteorological Council, and subsequently to the Pacific Ministers Meeting on Meteorology (PMMM). The A WRP Programme Management Unit (WRP PMU) will work closely with the PMC Secretariat to prepare the documentation and all reports to be presented by the Chair of the WRP SC to the PMC. It is expected that the WRP Programme become a standing agenda item for the PMC.
- 13.** The WRP Steering Committee provides strategic direction to the Weather Ready Pacific and is composed of representatives of the National Meteorological and Hydrological Services, National Disaster Management Offices and development partners. The Programme Management Unit, within SPREP provides secretariat support and technical advice to the Steering Committee.
- 14.** The structure proposes the inclusion of the WRP Liaison Platform. The Liaison Platform provides an avenue for WRP Partners to be engaged, with the aim to strengthen existing partnerships, identify new partnerships and facilitate greater collaboration/coordination across partners to jointly achieve WRP objectives. This structure is ideal for multiple partners contributing to the hybrid investment facility. The inclusion of the WRP Liaison Platform ensures implementation of the Pacific Key Outcomes (PKO) 10 – Support to NMHSs is coordinated as outlined in the PIMS 2017–2026. Additionally, the WRP Liaison Platform would also support knowledge sharing and technical coordination between the WRP technical partners and other partners to ensure support provided to NMHSs is technically sound, complementary and coordinated.



#### 4.2.1 WRP Steering Committee

15. The establishment of a WRP Steering Committee (WRP SC) is necessary to ensure that WRP is responding to NMHSs needs. The composition of the WRP SC should be determined by the PMC, and will need to meet annually or more frequently, if required. The WRP Steering Committee includes:
  - All members of the Pacific Meteorological Council
  - Chair of the Regional Disaster Managers Meeting and a second representative
  - 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.
16. The WRP Steering Committee will provide strategic oversight direction of WRP activities ensuring that the programme is in line with the objectives of WRP and add value to the work of key beneficiaries. The draft Terms of Reference is attached as Annex 1.
17. The WRP PMU will provide secretariat support to the WRP SC and the WRP Liaison Platform including preparation and circulation of meeting papers; facilitating meeting reports and minutes.
18. The PMU with the Pacific Meteorological Desk Partnership will work closely to explore opportunities to expand the Weather Ready Programme with agencies and partners contributing to achieving end to end multi-hazard early warning system.

## 4.2.2 The WRP Liaison Platform

- 19.** The WRP Liaison Platform should be seen as a forum for existing regional and global mechanisms and organisations to guide and align WRP, and for WRP to communicate with and influence outside the program itself. More specifically, the WRP Liaison Platform is designed to:
- enhance engagement between WRP and Partners beyond the PMC, NDMOs, CROP agencies and current WRP donors;
  - to mitigate against redundancy with other regional and global initiatives, and;
  - to maximise the benefits to the Pacific meteorology and disaster management sectors through leveraging new and existing initiatives and funds.
- 20.** The WRP Liaison Platform is designed to be a two-way virtual communication and advocacy platform, facilitated by the Program Management Unit, and reporting into the WRP SC. The WRP Liaison Platform shall comprise representatives of:
- The 6 PMC Panels (PIETR, AVIATION, HYDROLOGY, PIMOS, PICI, PICS);
  - The Working Groups of the Pacific Resilience Partnership;
  - The Working Groups of the Pacific Climate Change Roundtable;
  - The Pacific Partnership Coordination Mechanism;
  - The UN Agencies responsible for leading the Early Warning Systems for All Initiative (UNDRR, WMO, ITU, IFRC); and
  - Development Partners (existing and future).
- 21.** Existing coordination mechanisms will be further strengthened and supported by WRP. For the effective and efficient delivery of the WRP Programme, the WRP Team will need to work in close consultation and partnership with the NMHS; the PMC and its six expert panels; the PDMP; and other projects and donors to coordinate the implementation of the investment plan.
- 22.** Recognising that the PMC Expert Panels meet more frequently and are mostly chaired by a NMHSs, it would be essential for the WRP Technical Advisers to provide support to the Chairs of the Panels and interact with the members of these panels. This will allow for greater engagement and technical discussions with a wider group of technical organisations, universities, research institutes who are members of the Panels that will inform the annual work plans of WRP to address the needs of NMHSs on a more timely basis
- 23.** The regional landscape has a proliferation of partners and technical agencies (such as the Pacific Community's Ocean services, hydrology and disaster management teams), working in complementary projects/programmes, and it is necessary that WRP work with them and where necessary, draw on this expertise.

### 4.2.3 Establishment of WRP PMU

- 24.** The WRP Programme Management Unit (PMU) will be established for the coordination and day to day management of activities of the Weather Ready Programme. It will function as the secretariat to the WRP SC. The WRP PMU will be based in SPREP to work very closely with the PMC Secretariat.
- 25.** The WRP PMU should carry out the following:
- Develop, coordinate and implement the WRP work plan based on the WRP programme of investment;
  - Provide overall financial management of the programme;
  - Manage the day-to-day work of the WRP PMU including existing implementation partners;
  - Work closely with the other projects in the Pacific Meteorology Desk Partnership to ensure there is no duplication of investments and ensure complementarity of investments;
  - Facilitate new development partners involvement;
  - Develop and implement WRP PMU communications strategy;
  - Coordinate delivery of activities with NMHSs, coordinate, collaborate and draw on technical expertise existing in the region (including entities such as SPC) and manage the deployment of technical staff and experts;
  - Ensure programme delivery is in line with the WRP Programme; the Pacific Island Meteorological Strategy and its associated Roadmap 2017-2026; and other ongoing programmes (e.g. COSSPac; PREP; GCF);
  - Ensure regular reporting and the provision of updates to the WRP SC on activities and provide secretariat support;
  - Ensure regular monitoring and evaluation of WRP PMU effectiveness and suggest adjustment to implementation, as appropriate;
  - Provide annual technical and financial reporting to the WRP SC, Liaison Platform and the PMC.
- 26.** While the WRP Programme of Investment (May 2021) proposes a staffing structure, the structure of the WRP PMU will be organically developed. During the pre-implementation (Inception) phase, it would be important that the initial team recruited is based in PMDP in SPREP and the PMU should comprise of a
- i. WRP Manager;
  - ii. Technical Adviser; (Infrastructure, Capacity Building)
  - iii. Financial Accountant
  - iv. Finance and Administration Officer (FAO)

**27.** This team will be responsible for the set-up of WRP PMU as well as commence early delivery of services under WRP. Furthermore, as WRP is capitalised and demand increases, the WRP PMU could be further strengthened to its full complement of staff which can include but not limited to the following:

- i. Technical Advisor: Forecast Production
- ii. Technical Advisor: Forecast Communications
- iii. Communications Officer
- iv. Finance and Administrative Assistant
- v. Environmental and Social Safeguards Officer (includes Gender Equality, Disability and Social Inclusion functions (GEDSI))
- vi. Monitoring, Evaluation, Research, Learning and Adapting (MERLA) Officer
- vii. Resource Mobilisation Officer
- viii. PMC Secretariat Technical Support Officer

**28.** During the inception phase, it is recommended that all positions will sit in SPREP under the Directorate of Climate Change and Resilience. The WRP PMU would need to focus on design and the establishment of systems and mechanisms within the Regional Hub for the delivery of the Programme and ensure complementarity with other PMDP programmes. The first WRP SC should be held within the first 6 months of commencement of the WRP Programme Manager.

### **WRP Manager/Lead Adviser – Strategy and Governance**

**29.** As a critically important role to the overall purpose of the WRP and the Pacific Meteorological Desk Partnership, this position would seek to, but not limited to, the following:

- Provide strategic leadership and management that ensures effective and efficient implementation of the WRP Programme for the benefit of all Members;
- Provide a key coordination function in partnership with the PMDP and the PMC;
- Development of close, strong and collaborative relationships with key stakeholders including Members, donor/development partners, and other implementing agencies;
- Develop a Pacific Meteorological Leadership programme;
- Provide technical support in strengthening the governance and institutional arrangements at the regional and national levels
- Preparation of overall and annual plans, communication plans, risk strategies
- Overall responsibility for monitoring and evaluation of programme implementation, including working with the MERLA Officer and key stakeholders on the design of MERLA framework, implementation of evaluation recommendations, best practices and lessons learned;
- Ensure programme objectives are realised in accordance with the operational policies and procedures of (SPREP)

### WRP Technical Adviser – Forecasts and Warnings

30. This role will be the lead technical adviser to deliver the “*Production of forecasts and warnings*” and “*Infrastructure*” components of the WRP.

### WRP Hydro-Met Infrastructure and Communications

31. This role will be the lead technical adviser to deliver the “*Infrastructure and Communications*” components of the WRP.

### WRP Technical Adviser – Capacity Building

32. This role will be the lead technical adviser to deliver the “*Capacity and Training*” and “*Communications*” components of the WRP. They will also lead to coordination and facilitate activities relating to the establishment of the WMO Pacific Regional Training Centre.

### Communications Officer

33. This role would also develop and implement the WRP Communications Strategy, a critical element to ensure WRP results are recognised by a large audience. This role will also have the responsibility for visibility and knowledge management.

### WRP Financial Accountant

34. This role is a critical role to ensure the programme delivers within the fiduciary standards. Recognising the quantum of WRP and the heavy investment in infrastructure, this role will need to be a highly experienced individual in adopting sound procurement processes (within the framework of SPREP’s procurement policy) and to be responsible for all financial reporting requirements to the PMC and also donors/partners where necessary. Recognising the multiple components to WRP, considerable experience in financial management is essential.

### WRP MERLA Officer

35. As is standard practice within organisations and projects, this role would focus on the application of results focused monitoring, evaluation, and research tools and methodologies to inform continuous evidence-based learning that is purposefully used to adapt WRP and decision making.

### WRP Environment and Social Safeguard Officer (Including GEDSI)

36. This role will support the programme to ensure full inclusivity, equity and equality of all persons and prioritise the needs of the most vulnerable working with various organisations in the Pacific.

## WRP Finance and Administration Officer and Assistant

- 37.** This position would provide overall administrative support including financial, logistics and secretarial support to the PMU. The position would also compile data and relevant information required for updating the project information management system, inform the preparation of narrative progress reports, support monitoring and evaluation of project, and other substantive reports.
- 38.** An assistant will also be recruited to support the implementation of the WRP Programme.

## Resource Mobilisation Officer

- 39.** The role would assist the WRP Manager to develop a resource mobilisation plan as well as work with potential development partners to invest in the WRP Programme.

## PMC Secretariat Technical Support Officer

- 40.** For the Governance structure to operate smoothly, a PMC technical support officer will be recruited to support the overall operations and linking to the PMC, the PPCM and the Ministerial Meeting.

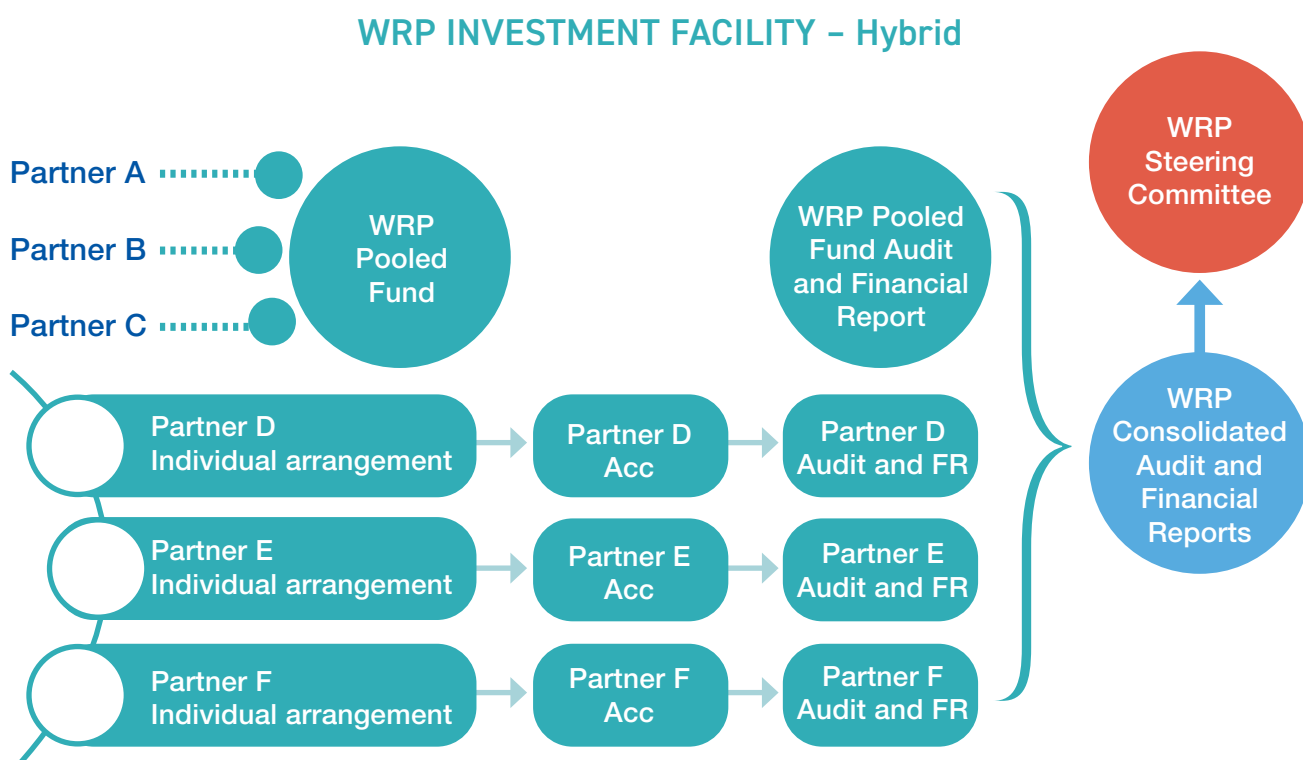
## 4.3 WRP Investment Facility

- 41.** A regional platform such as WRP is key for coordinating efforts across regional and international development agencies operating in the region, especially within the region's meteorology and hydrology agenda.
- 42.** The choice of best suited investment facility is dependent on a number of factors and these include:
- Does it provide for the flexible and predictable funding agreed on a specific programmatic scope, budget, and deliverables;
  - Does it adopt a pragmatic approach to address due diligence requirements of development partners that are obstacles to access and procurement;
  - Does it adopt a single legal framework and harmonise systems and reporting;
  - Does it reduce administrative burdens?



### 4.3.1 Hybrid Of Pooled Funding and Individual Partner Arrangements

43. The PMC-6 agreed to have the Hybrid of Pooled and individual partner arrangements to start the implementation while working towards a ‘pooled funding’ approach as the preferred option. The hybrid model, will be able to cater to pooled funding, where funds are more flexible, and also be able to accommodate activity specific funding. It is recognised that some partners/donors, because of their own systems, would like to support WRP and are not able to do so immediately under pooled funding. While pooled funding should be encouraged, this option provides for the possibility of activity specific funding. This would require additional financial management and reporting burdens. It may also require separate agreements.



44. Funds received under Pooled funding brings together funding partners, strengthen coherence, reduce fragmentation, broaden donor bases, spread risk sharing across partners, and make it easier to tackle multi-dimensional challenges with comprehensive and innovative solutions. These funds are a common, unearmarked fund/facility from many individual contributors that are aggregated for the purposes for the delivery of a Programme. It allows for flexibility and predictability of funding agreed on a specific programmatic scope, budget, and deliverables.

45. SPREP as the hosting organization for the WRP PMU already meets financial, fiduciary and legal requirements of multi-lateral donors (GCF, AF) and the traditional donors such as DFAT, MFAT, EU, WB, UNEP and others to support the Hybrid investment facility for Pooled Funds and Individual Funding arrangements.

46. Under the Pooled funds, we change the rhetoric on relationships where development partners become investors, recipients become clients/customer and donor/development partner and client become co-partners. The pooled fund is designed to support a clearly defined programmatic purpose and results framework through funds from more than one partner – that are co-mingled, not earmarked to a specific entity or activities.
47. Recognising that some development partners already have existing projects and programmes and will take time to associate with or even transition with a Pooled funding approach particularly in the immediate future and in the initial stages of WRP including Inception, Hybrid funding enables the option of activity specific funding.
48. In the context of WRP, this would mean that the individual partners would enter into separate agreements with the implementing agency. These separate agreements would outline the amount of funds, the conditions in which the funds would be utilised and identify specific deliverables. The deliverables while specific, has to align to the approved activities within the Implementation Plan for WRP.
49. While the various options graphically focus on the flow of financial resources, consideration must also be given to the provision of technical expertise by partners, which would need to be captured in the overall investment facility chosen. The “in kind” support would need to be captured in the overall capitalization of WRP. In order to verify the value of in-kind support, it is essential for the documentation to be substantiated and validated with each reporting cycle. ‘In kind’ support needs to be committed by partners in the annual workplans and budgets and thus followed through via relevant supporting documentation during each reporting cycle.

### 4.3.2 The Pooled Investment Facility

50. As part of the Inception Phase for WRP in 2024, it is essential that specific expertise will be engaged to identify and develop the relevant legal, financial and fiduciary documentation requirements are in place to ensure the WRP Investment facility is able to accommodate funding from different investors especially for pooled funding, and that the financial partners have confidence in the arrangements.

## 4.4 Sustainability of WRP

51. While the WRP was initially designed as a decadal programme, To maintain and continue efforts following the WRP Programme, it would be important to consider a number of elements:

### Resource Mobilisation

Resource mobilisation shall be critical to sustainability of WRP, as it not only provides financial resources it allows for the continuation of the services provided by WRP. It also allows for improvement and scaled-up services and products that WRP will provide.

### Diversify Partnerships

WRP will also consider to diversify its development partners base beyond its traditional development partners and possibly consider options of securing new partnerships and, maybe, philanthropic and multi-lateral funds. In order to do ensure that WRP results are well documented as it can help you in getting support from a range of stakeholders and development partners as well as explore Public Private Partnerships.

The Pacific Partnership Coordination Mechanism is the donor coordination platform to engage new development partners.

### WRP Communications Strategy

A clear communication strategy is very important to for the WRP. This will be developed during the inception phase to ensure that development partners, PMC members and leaders are aware of the activities of the WRP.

## 4.5 Programme Review

52. The WRP Review is essential to evaluate the WRP, the progress made towards achieving its goals and objectives. The evaluation should also capture learnings, opportunities, achievements and alignment to the Pacific Islands Meteorological Strategy and Framework for Resilient Development in the Pacific. The dates for the review will be clearly outlined in the implementation plan as well as linked to the Pacific Island Meteorological Strategy. A first review will be conducted after the first two years of implementation and will be repeated as needed.

# ANNEX

## Terms of Reference for the WRP Steering Committee

### 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:

- All members of the Pacific Meteorological Council
- Chair of the Regional Disaster Managers Meeting and a second representative
- 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 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.

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.

## 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.
- 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 annually or frequently as required as needed to address urgent matters.

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

### 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 on a WRP issue, PMC Chair and the Steering Committee Chair with advise from the PMU Manager, will determine the final outcome or decision in accordance with Program objectives.

## 6. Chairperson and Secretariat

The Chair and vice-chair of the WRP SC will be elected by members of the Steering Committee. The WRP PMU will be responsible for the secretariat, administrative support and coordination of meetings.

The Chair of the WRP 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, 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]

\_\_\_\_\_  
[Additional Signatures and Names, if applicable]

## 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:

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



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