C A R I B B E A N

M E T E O R O L O G I C A L

O R G A N I Z A T I O N

**CARIBBEAN METEOROLOGICAL COUNCIL** **Doc. 9**

FIFTY-SIXTH SESSION

St. George's, GRENADA, 10-11 NOVEMBER 2016

##### SUCCESSOR TO THE CMO COORDINATING DIRECTOR

(Submitted by the Coordinating Director)

**Introduction**

1. This document is presented to the 56th session of the Caribbean Meteorological Council to initiate its deliberation on the succession process for the post of the Coordinating Director of the Caribbean Meteorological Organization (CMO). Council will recall that, at its 54th session in Kingston, Jamaica (November 2014), after it had renewed his contract to 30 April 2018, the incumbent Coordinating Director informed the Council of his intention to demit office in 2018 and that he would propose the process for selecting a successor during the period of that new contract. This document is therefore in keeping with that commitment.

2. The selection of a Coordinating Director of the CMO has not occurred very often in the lifetime of the Organization, as can be seen in **ANNEX I**, which also gives some brief but interesting historic facts of this regional institution. The methods used in the nomination and selection process over this period were impacted by the available technology at the time. The proposals in this document will endeavour to ensure the widest and most comprehensive approach possible towards a very efficient selection process.

3. It must be noted that the staff structure,emoluments and conditions of work of the CMO Headquarters are aligned tothe CARICOM Secretariat (CCS), in which the post of Coordinating Director of the CMO is at the level of Deputy Secretary-General of CARICOM and subject to the Rules and Regulations of the CCS. The contract for the post is issued by the Secretary-General of CARICOM. In addition to the core functions of the post, the CMO Coordinating Director isrequired to and will have regular high-level contact with Government officials, diplomats and senior personnel in regional and international organizations.

**The Proposed Recruitment Process and Timing**

4. The CMO Headquarters proposes the following recruitment procedure for the approval of Council. In deciding on the procedure, Council should bear in mind that it is very easy to publicize the entire process far and wide to reach as many potential qualified candidates as possible. Council is asked to consider the following procedure:

(ii) CMO Headquarters to advertise the post early 2017 in the following ways:

* to Member States (Permanent Secretary level) to invite nominations (as in the past);
* to Directors of National Meteorological Services of CMO Member States and CIMH;
* to Regional Academic Institutions (e.g., Principals of each UWI campus);
* to the CARICOM Secretariat for inclusion on its website;
* to international agencies and institutions and through scientific websites (e.g., US - AMS, NOAA, UK - Earthworks, Royal Met Society; EUMETSAT, Canada - CMOS).

(ii) Applications would be open to male and female candidates who must be nationals of a CMO Member State;

(iii) Set up a broad Nomination Committee comprising the incumbent Coordinating Director, a Permanent Secretary, a retired Director of a National Meteorological Service, a regional Human Resources Expert and an international expert. A short list of backup members should be decided upon in case of unavailability or other issues;

(iv) The job description for the post is provided in **ANNEX II**. This will form part of the actual vacancy notice. Advertisement of the vacancy notice could take place about March 2017 with a deadline of about mid-August 2017. The Nomination Committee could meet as soon as possible after the closing date on the vacancy notice (in September or October) to review the applications. The Committee will prepare a short list of preferred candidates, which will be submitted to the 57th session of the Caribbean Meteorological Council in November 2017 for its selection. The selection should take place during an in-camera session of the Council.

**Other Matters for Consideration**

5. The Council will need to decide on an appropriate period of overlap of the selected candidate (Coordinating Director Designate) and the outgoing Coordinating Director. In the previous case, in 1999, a period of six(6) months was decided upon. On that occasion, the period of six months included a session of the Council, which was attended by both persons. This may be a desirable issue, but would have to be weighed against other considerations.

6. It is very important to the meteorological and hydrological community in the Caribbean that CMO should attempt to retain a seat on the Executive Council of the World Meteorological Organization (WMO). The benefits of this matter for CMO Member States, as well as other developing countries in the region, cannot be understated. The previous and current Coordinating Directors of CMO, in the capacity as Permanent Representative of the *British Caribbean Territories* (BCT) with WMO, have both been long-serving elected members of the WMO Executive Council and both have also served as Vice-Presidents of WMO. The incumbent Coordinating Director chairs or serves on a number of important WMO Committees and Expert Groups that makes it significantly easy for the CMO Headquarters and the CIMH to actively participate in and have influence on WMO Programmes and activities for the benefit of the CMO Member States-at-large.

7. This position on the WMO Executive Council also contributes to the relationship and influence of the CMO Headquarters and the CIMH with the large developed countries of the Americas and elsewhere. If the new CMO Coordinating Director was not able to retain this WMO position, the influence of the entire CMO region could be diminished significantly. It should not be understated that if this position on the WMO Executive Council is lost, it could be a long time before a seat could be regained, which would be a significant loss to the CMO community.

8. Election to the WMO Executive Council is carried out either by (i) a vote during a session of the World Meteorological Congress (the governing body of WMO), (ii) a vote during sessions of the WMO Executive Council or (iii) a vote by correspondence to Member States. In the case of the Congress, the next regular session will be in 2019. If a vacancy occurs within 180 days of a session of the Executive Council, the election will be carried out by the Council itself. However, if a vacancy occurs more than 180 days before the next session of the Executive Council, a global vote by correspondence will be held for candidates from the same region in which the vacancy occurred (in this case WMO Region IV – North America, Central America and the Caribbean). To have the greatest chance of success in this election venture, it is strongly advised that the aim should be to have an election during a session of the Executive Council itself. For this to happen, it is also strongly recommended that the period of overlap between the Coordinating Director Designate and the outgoing Coordinating Director include the **2018 session** of the WMO Executive Session.

**Action Proposed to Council:**

9. The Council is invited to:

1. **Discuss**, **modify** if necessary and **approve** the proposed Recruitment Process and Timing;
2. **Discuss** and **Approve** the composition of the proposed Nomination Committee;
3. **Endorse** the job description for the post, as provided in **ANNEX II**;
4. **Decide** on the period of overlap between the (Coordinating Director Designate) and the outgoing Coordinating Director.

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CMO Headquarters

October 2016

**CMO HISTORIC DATES and FACTS**

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| **Dates** | **Event** |
| 1951 | Establishment of a centrally-administered **British Caribbean Meteorological Service** (BCMS), HQ in Port of Spain |
| 1958 | BCMS name changed to **West Indies Meteorological Service** (WIMS) with the formation of the West Indies Federation  |
| 1962 | Establishment by Caribbean States of the **Caribbean Meteorological Council** (CMC) |
| 1962 | Dissolution of the WI Federation |
| 1963 | Establishment of the **Caribbean Meteorological Service** (CMS), replacing the **WIMS** after the dissolution of the Federation |
| 1967 | The **Caribbean Meteorological Institute** (CMI) was established in Barbados by the CMS as part of a project in cooperation with the United Nations Development Programme plan of operation entitled “*Improvement of the Caribbean Meteorological Services*” |
| 1973 (August) | Establishment of **CARICOM** through the Treaty of Chaguaramas |
| 1973 (October) | The **Caribbean Meteorological Organization** (CMO) was established to replace the CMS. CMC and CMI integrated into CMO. CMC now the Governing Body of the CMO |
| 1982 | Establishment by the CMO of the **Caribbean Operational Hydrological Institute** (COHI) |
| Mid-1980s | The **amalgamation** by the CMO of the Caribbean Meteorological Institute (CMI) and the Caribbean Operational Hydrological Institute (COHI). Name continued as CMI until 1999 |
| 1999 | Official name change of CMI to the **Caribbean Institute for Meteorology and Hydrology** (CIMH) |

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|  | **BCMS-CMO Heads** |
| 1951-1961 | Mr Angus **Grinsted** (UK) - First Director-General BCMS |
| 1961 - 1972 (July) | Mr. Kelvin V.W. **Nicholls** (South Africa/UK) – BCMS-CMS Second Director-General [Deputy: Mr John Channon] |
| 1972 (August) to 1999 | Mr Cyril Egbert **Berridge** (Trinidad & Tobago) - Director General (CMS). With the establishment of the CMO in 1973, the post of Director General was renamed *Coordinating Directo*r |
| 2000 (January) to present | Mr Tyrone W. **Sutherland** (Saint Lucia) – Coordinating Director |
|  | **CMI-CIMH Heads:** |
| 1967-1971 | Mr David **Smedley** (USA) – Principal [UNDP-designated] |
| 1971-1983 | Mr Geoffrey **Rudder** (Barbados) – Principal |
| 1983 – 2006 (April) | Dr Colin **Depradine** (Barbados) – Principal |
| 2006 (April) to present | Dr David **Farrell** (Barbados) – Principal |

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| Formal Relationship between the CMO and the **World Meteorological Organization** (WMO) |
| By agreement between the CMO and the WMO, the CIMH (formerly CMI) was designated as a WMO *Regional Meteorological Training Centre* in 1978, as a WMO *Regional Instrument Centre* in 1997 and as a *WMO Centre of Excellence* (CoE) for Satellite Meteorology in 2000. In 2013, CIMH began functioning as a WMO *Regional Climate Centre* (RCC) “in Demonstration Phase” with full designation expected in 2016. |
| The CMO and the WMO have had close ties for several decades, but that relationship was made formal in 2002 when the Executive Bodies of both Organizations agreed on a set of “Working Arrangements” to govern their future collaboration |

CARIBBEAN METEOROLOGICAL ORGANIZATION HEADQUARTERS

**JOB DESCRIPTION**

**COORDINATING DIRECTOR**

**FUNCTIONS OF THE POST (DUTIES AND RESPONSIBILITIES)**

The Coordinating Director of the CMO is responsible to the Caribbean Meteorological Council, the Governing body of the CMO. The functions of the Coordinating Director shall include the following:

1. Promote and undertake the decisions of the Caribbean Meteorological Council;
2. Advise and assist CMO Member States in the development of their National Meteorological Services, particularly those with smaller Services;
3. Direct the coordination of joint scientific and technical activities among the National Meteorological Services of Member States;
4. Promote continuous improvements for a reliable severe weather warning system to safeguard the region;
5. Advise Member States in dealing with issues of an international nature affecting weather, water and climate;
6. Maintain close involvement and relationship with the World Meteorological Organization (WMO), the International Civil Aviation Organization (ICAO) and other related specialized agencies, for the benefit of CMO Member States;
7. Promote and facilitate the technical and scientific involvement of the organs of the CMO in the work of WMO, as appropriate;
8. Represent those Member States that so desire at sessions of the Congress and constituent bodies of the World Meteorological Organization, as determined by Council;
9. Represent or promote representation of the CMO at meetings of the International Civil Aviation Organization (ICAO), especially on Regional Air Navigation issues;
10. Organize and be responsible for sessions of the Caribbean Meteorological Council and related meetings, as appropriate;
11. Initiate and implement, as appropriate, projects and other programmes of a regional nature in the field of meteorology and allied sciences;
12. Formulate and/or coordinate, as appropriate, applications and requests by Member States for technical assistance on regional projects from regional and international agencies;
13. Collect and disburse funds for the operation of regional programmes in meteorology and allied sciences, as determined by Council;
14. Maintain close involvement of the Organization in the related affairs of the Caribbean Community in collaboration with the Caribbean Community Secretariat and other Community institutions;
15. Be responsible for the operations and management of the CMO Headquarters; provide guidance and assistance, if required, to other organs of the CMO;
16. Promote the regional and international image and visibility of the organs of CMO, as appropriate;
17. Attend to such other matters relating to the fields of meteorology and allied sciences, as may be determined by the Council.

**QUALIFICATIONS**

(Applications from suitably qualified male or female candidates are treated equally)

Education

Qualifications: At least a good first degree in meteorology from a recognized university and proven management skills, or a degree in a related atmospheric science with a minor in meteorology; advanced degree(s) would be an advantage;

Experience

At least five (5) years experience in the management of an operational meteorological service or a related academic or scientific institution. Significant experience at the international levels would be an advantage. Reasonable knowledge of the regional and international programmes and activities of WMO and ICAO and relevant regional and international organizations is required;

Other requirements

Maturity of judgement, initiative and originality of ideas. The ability to express ideas clearly in oral and written reports, documents and correspondence. Significant representation skills with the ability to function independently and on own initiative.

**TERMS AND CONDITIONS**

....to be completed in conjunction with the CARICOM Secretariat.

**COMMENCEMENT OF DUTY**

....to be decided by Council.

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