



CARIBBEAN METEOROLOGICAL ORGANIZATION

CARIBBEAN METEOROLOGICAL COUNCIL
SIXTY-THIRD SESSION
George Town, GRAND CAYMAN, CAYMAN ISLANDS,
24-25 NOVEMBER 2022

Doc. 7

SPECIAL CMO ISSUES

(Submitted by the Coordinating Director)

Introduction

1. This document is designed to keep the Council informed on significant regional issues related to the CMO. Some of these will require decisions or actions by Council to ensure that CMO Member States understand their roles and adhere to commitments and requirements. Some other items will likely be presented verbally. The agenda item covers primarily the following topics:

- (A) Review of Caribbean Community (CARICOM) Institutions
- (B) 50th Anniversary of the Agreement of Establishment of the CMO in 1973
- (C) CMO Headquarters Staff Terminal Benefit Fund
- (D) Arrangements for Meteorological Forecast and Warning Services among CMO Member States

A. Review of Caribbean Community (CARICOM) Institutions

2. At the first Intersessional Meeting of the 61st Council, held virtually on 1 February 2022, Council was informed CARICOM would conduct a review of its Community Institutions to determine their efficacy and to make them "fit for purpose".

The Review has the following objectives and purpose:

- (1) Overall Objective: To determine the efficacy of Community Institutions and obtain actionable, and timely recommendations which will enable CARICOM to streamline its institutions, making them 'Fit for Purpose', able to deliver equitable and gender-sensitive services to the Member States; to improve the oversight of Community Institutions by the Community through the rationalisation of their functions, resources, structures and governance arrangements, and to improve effectiveness and efficiency.
- (2) Purpose: To improve the efficiency and effectiveness of the 17 Community Institutions.

3. The CMO Headquarters provided information to the consultants via responses to questionnaires, provisions of many documents and reports; participation in several consultation meetings; responses to the preliminary reports from the Review. Consultations with the reviewers were divided into categories, including Legal and Governance; Finance; Operations and Management, Human Resources, Strategy, Performance of Programmes and Projects, and Sustainability.

4. It should be noted that, per the Agreement for the Establishment of the CMO, the CIMH is an Organ of the CMO, while the *Revised Treaty of Chaguaramas* (RTC) lists both the CMO and the CIMH as regional institutions. Thus, after an initial joint meeting on 3 March 2022, both CMO Headquarters and CIMH interacted separately with the consultants. The Headquarters Unit and CIMH later exchanged their responses to the Consultants' first preliminary reports, clarifying and expanding on information presented each respective report.

5. In August 2022, the consultants provided a second preliminary report, which they noted was included in the draft Progress Report submitted to the CARICOM Secretariat. CMO Headquarters again provided written clarification of some information presented in the second preliminary report.

6. While noting that the report is a "work in progress", the preliminary observations note that:

"CMO performs a key role in coordinating regional meteorological services, implementing programmes and projects, supporting capacity building of National Meteorological Services, and representing the Caribbean Region in global meteorological and civil aviation fora. CMO enjoys a favorable reputation in the global meteorological community, with ongoing relations with other CARICOM institutions, the WMO, and ICAO. CMO's strategic direction is supported by its strategic plan which is aligned with CARICOM's strategic plan. Its technical focus has been on meteorology, however there is scope for further integration of support for hydrology capacity building.

Among the challenges identified for CMO is the apparent ambiguity regarding the relationship between the CMO and the CIMH, which stems from the inclusion of both the CMO and CIMH as separate Institutions under Article 21 of the RTC, even though the latter is an organ of the former.

A good net income outturn has ensued over the review period. Realizing the flow of MS contributions, given the reliance on this source, is the main threat to CMO's ability to pursue strategic goals sustainably, and assure its long-term solvency. CMO has built up good capital adequacy with its accumulated surplus representing over 65 months of overheads. However, its financial capacity remains challenging, given lagging contributions. Impairment provision

accounts for one year of contributions, good relative to other CIs. A progressive capital growth trajectory is noted; its continuity would further build adequacy.”

7. During September and October, consultations were held with stakeholders of each institution and the CMO Headquarters Finance and Administrative Officer and the two technical officers were asked to complete a survey. In November, CMO Headquarters was asked to complete a survey as input with respect to the CARICOM Institutions with which we partner. The Coordinating Director will continue to keep the Council updated on the Review.

B. 50th Anniversary of the Agreement of Establishment of the CMO in 1973

8. Council is reminded that October 2023 will mark the 50th Anniversary of the establishment of the CMO. Council will be pleased to learn that Trinidad and Tobago, the Host Country of the CMO Headquarters, has expressed its desire to host the Council for its Annual Session in 2023, concurrent with the 50th anniversary of the Agreement to establish the CMO. To celebrate this milestone anniversary, CMO Headquarters intends to establish a coordinating committee, which would include persons from Member States and other stakeholders to plan the commemorations. Member States are requested to nominate a focal point to participate, who will be the national contact for long-standing and retired members of the CMO community.

C. CMO Headquarters Staff Terminal Benefit

9. Council will recall that, due to the small size of the staff complement, the Headquarters Unit does not have a staff pension fund, but instead operates a Headquarters *Staff Terminal Benefit Fund*. The Fund, which was established in 1995, requires three Trustees as signatories (Annex I). Since inception, the first two have been the Coordinating Director and the Administrative Officer, while, for convenience and expediency, the third Trustee has been the Director of the Trinidad and Tobago Meteorological Service, with approval from the parent Ministry. However, since the retirement of the former Director of the TTMS in 2018, the third Trustee position has been vacant. During the 61st CMC Session (Guyana, Virtual Platform), the delegate from Jamaica offered to serve, pending approval by the parent Ministry. Nevertheless, the position remains open.

10. Council is asked to discuss and resolve the matter, as the current status is delaying the required registration of the Fund as a Pension Plan within Trinidad and Tobago.

D. Arrangements for Meteorological Forecast and Warning Services among CMO Member States

11. From the inception of the CMO in 1973, the Council agreed on the responsibilities of the NMHS of the States with Forecast and Warning Offices for those States without such offices. The arrangements have been modified in the intervening years but the fundamental premise of major cooperation and collaboration among all nations, on which the CMO was established, remains. The 50th session of the Council re-formalized the forecast and warning arrangements. The 51st Session of the Council reiterated Resolution 2 of the 50th Session of Council and re-consolidated the interface between its own arrangements and those of the WMO-led Regional Hurricane Operational Plan.

12. Questions were raised by the Antigua and Barbuda Meteorological Service about the formalities of the process and related costs for the services provided. So, the Council agreed to form a committee to review and discuss cost recovery as a part of regional forecasting arrangements and make a recommendation to the Council. The Committee met on 25th February 2022 and elected Guyana and Belize to serve as Co-Chairs.

13. The meeting examined the question of Antigua and Barbuda with respect to cost recovery for services provided to the aviation sector in Anguilla, the British Virgin Islands, Montserrat, and St Kitts and Nevis. The Committee expressed the view that the Antigua and Barbuda Meteorological Service should be having discussions with the respective Civil Aviation Authority, instead of the various Meteorological Services, since the Civil Aviation Authorities are end users. The Committee offered several draft recommendations to be considered by the Council.

- Encourage CMO Member States to develop a cost recovery mechanism at the national-level as a means of sustaining aviation meteorological services
- Support the Meteorological Services in lobbying the relevant authorities in their national government for cost recovery;
- Reaffirm the spirit of cooperation among Member States, reiterating the resolutions taken at CMC 50/51;
- Commit the Council and the CMO Headquarters to providing support to Member States in their bid for cost recovery, inter-regionally.
- Determine who the actual partners are in the negotiation. The Meteorological Services should not be the negotiator. End users (immediate stakeholders) should be included in the discussion of cost recovery as they would be the most affected.
- Develop a regional formulation for a cost-recovery that would apply across CMO Member States, not only for a specific set of arrangements between States.

14. Council is also asked to note recent developments since the Committee meeting in February 2022. Under the auspices of the UK Department for Transport, proposals have been invited from meteorological service providers in the region, including the Antigua and Barbuda Meteorological Services (ABMS), to provide services to aviation in Anguilla, British Virgin Islands, and Montserrat, under a formal arrangement. The lack of a formal arrangement is contrary to the requirements of the International Civil Aviation Organization (ICAO) Annex 3, and the matter has been outstanding for more than two years now.

15. The Council is reminded that ICAO requires that all meteorological services providers implement a quality management system (QMS) and that, prior to implementing cost recovery for aeronautical meteorological services, a QMS must be implemented.

16. Council will recall the Statement issued by CMC58 (St Kitts and Nevis, 2018) with respect to QMS and the Eastern Caribbean Civil Aviation Authority's (ECCAA's) mandate with ABMS and other meteorological services in the OECS region, for the oversight of meteorological services to aviation ([CMC58 report, Annex III](#)). The statement requested ECCAA, *"to give priority to providing oversight and expanding regulatory support (even through outsourcing) to Quality Management Systems in the Meteorological Services of the various States in the OECS region"*.

ACTIONS PROPOSED TO COUNCIL

17. **Council** is asked to:

- (i) **Note** the Review of Caribbean Community Institutions and the preliminary observations of the Review.
- (ii) **Request** Members to nominate a national focal point for the 50th Anniversary Coordination Committee
- (iii) **Nominate** a third Trustee for the CMO Headquarters Staff Terminal Benefit Fund, as shown in **ANNEX I**.

- (iv) **Discuss**, and **decide** on recommendations with regard to the regional forecast and warning arrangements and cost recovery.

CMO Headquarters,
November 2022

ANNEX ISELECTION OF THIRD TRUSTEE FOR THE CARIBBEAN METEOROLOGICAL ORGANIZATION HEADQUARTERS STAFF TERMINAL BENEFIT FUND PLAN

Because of the small size of the staff complement, the Headquarters Unit does not have a staff pension fund, but instead operates a Headquarters **Staff Terminal Benefit Fund**. The Fund was established in 1995 “for the purpose of securing lump sum payments of moneys for such of its present and future employees employed at the Headquarters Unit in Trinidad and Tobago”.

At CMC35 (1995), a paper was presented to the Council on the Terminal Benefit Fund which showed “The deed for the Fund was formally signed by the Coordinating Director of the CMO, the Director of the Trinidad and Tobago Meteorological Services and a staff member of the Headquarters, as Trustees.” The first two named Trustees have been nominated by the Employer (the Caribbean Meteorological Organization) and the last Trustee (hereinafter referred to as “the representative Trustee”) has been nominated by the employees (Appendix).

The Headquarters Unit handles the routine monthly deposits into the Fund and all inherent record keeping. The balances held in the Fund are subjected to examination by the auditors appointed by the Auditor General Department of Trinidad and Tobago during the annual audit exercise. Any non-routine change to the Fund must be taken to the Council for decision.

The administrator of the Fund is the Trinidad and Tobago Unit Trust Corporation (T&TUTC) and with respect to signing authority, **all instructions to the administrator must be signed by two trustees and any two trustees may sign together**. For convenience and expediency, the third trustee has always been the incumbent Director of the Trinidad and Tobago Meteorological Services with approval from the parent Ministry.

However, since the retirement of the former Director of the TTMS in 2018, the third Trustee position has been vacant. According to the terms of the Fund (Section 6 shown in the **Appendix** below), “The Trustees shall be at liberty to act notwithstanding the existence of any vacancy for the time being on their body.” While the service of the third trustee is rarely ever required, there may be the occasion that either the first or second trustee is not available; or there may be the need to give instructions to T&TUTC related to either one of the trustees for which, ideally, that person should not sign, despite being authorized to do so.

Therefore, the CMO Headquarters is proposing that the Council **nominates a third Trustee to fill the current vacancy**.

Appendix: Relevant Text of the Staff Terminal Benefit Fund

Sections related to the composition of the Trustees are highlighted in grey.

-----Start of first excerpt of Original Text -----

“The *Staff Terminal Benefit Fund* of March 27th, 1995

THE CARIBBEAN METEOROLOGICAL ORGANIZATION HEADQUARTERS
STAFF TERMINAL BENEFIT FUND

THIS TRUST DEED is made the 27th day of March in the year of Our Lord One thousand Nine hundred and Ninety-Five Between the **CARIBBEAN METEOROLOGICAL ORGANIZATION** having its Head Office at the Caribbean Meteorological Organization Headquarters, St. Ann’s Avenue, Port of Spain, (Herinafter called the “Employer”) of the One Part and **C.E. BERRIDGE** of 14 Grenada Avenue, Federation Park, Port of Spain, Coordinating Director of the Employer, **STEVE POLLONAI**S, Director Meteorological Services of Trinidad and Tobago, Piarco Airport and **LYNN NIMBLETT**, Employee of the Caribbean Meteorological Organization Headquarters (hereinafter called “the Trustees” which expression shall include any new or substituted Trustee appointed under the terms hereof) of the Other Part.”

WHEREAS

- A. The Employer has determined to establish a **STAFF TERMINAL BENEFIT FUND PLAN** (hereinafter called “the Plan”) for the purpose of securing lump sum payments of moneys for such of its present and future employees employed at the Headquarters Unit in Trinidad and Tobago.
- B. The employer has agreed to undertake to pay every month fifteen percent of each employee's salary into the Plan which will be payable in a lump sum, upon an employee satisfying the conditions of service listed at clause 1.
- C. The first two named Trustees have been nominated by the Employer and the last Trustee (hereinafter referred to as “the representative Trustee”) has been nominated by the employees and they have agreed to act as first Trustee of the Plan.

-----End of first excerpt -----

-----Start of second excerpt-----

6. (a) The Trustees shall not be less than three in number, one of whom shall be an employee selected by the Employees.
- (b) The Two Trustees appointed by the Employer may be removed at a meeting called for that purpose by a resolution of the Caribbean Meteorological Council, ten days notice of such meeting to be given to the Employees and Trustees.
- (c) The representative Trustee appointed by the Employees may be removed at a meeting called for that purpose and the employees present at the meeting shall form a quorum and a simple majority of those present and voting shall decide the matter for which the meeting was called.
- (d) Any Trustee may resign upon given thirty (30) days notice at any time to the Employer.
- (e) The Trustees shall be at liberty to act notwithstanding the existence of any vacancy for the time being on their body.
- (f) If a vacancy shall arise among the Trustees, the same shall be filled by the Employer and/or the Employees within six (6) months after such vacancy has occurred.

-----End of second excerpt-----