

68304

H. Tesheta - Mawq

ECA/WMO Harmonization Meeting on the Establishment of ACMAD.
1 - 2 February, 1988.



Distr.:
Limited.
February, 1988.

E/ECA/ENV/43

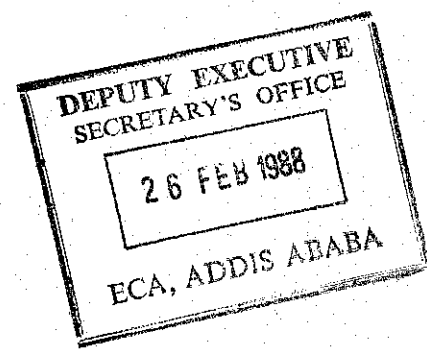
Original:
English.

ECONOMIC COMMISSION FOR AFRICA

ECA/WMO Harmonization Meeting on
Activities Related to the Establishment
and Operation of the African Centre
of Meteorological Applications for
Development (ACMAD),

Addis Ababa, Ethiopia, 1 - 2 February 1988.

R E P O R T



CONTENTS

I. Introduction:.....	2
Attendance	2
Agenda:.....	2
Proceedings of the meeting:	3
LIST OF PARTICIPANTS:	12
DRAFT OUTLINE OF PAPER TO BE PREPARED FOR FEBRUARY MEETING (WMD).....	13
DRAFT OUTLINE OF ACMAD PROGRAMME DOCUMENT.....	14
TERMS OF REFERENCE OF CONSULTANT:.....	16

I. Introduction:

The ECA/WMO Harmonization Meeting on activities related to the establishment of the African Centre of Meteorological Applications for Development (ACMAD) was held at ECA Headquarters in Addis Ababa, 1 - 2 February, 1988. The purpose of the meeting was to review the progress so far made in establishing and making ACMAD operational and harmonize plans for future activities, particularly as the consultants who carried out activities during the preparatory phase did not visit ECA before writing and submitting their report. There was therefore the need for ECA and WMO to discuss the implications of the consultant's report and come out with a common approach before the series of meetings that had been planned on the Centre, namely, the Inter-agency meeting 22 - 24 February 1988, the meeting with representatives of donors at the technical level, 25 - 26 February, the meeting of the Board of Governors, 12 April and the Donors meeting on 13 February.

Attendance

The meeting was attended by staff from ECA and WMO. FAO had been invited to the meeting but due to prior commitments could not attend. (See Annex I).

Agenda:

The following agenda was adopted:-

- 1) Opening of the meeting;

- 2) Harmonization of positions on the administrative and technical structures of ACMAD;
- 3) Review of progress in the preparation of the Inter-agency Meeting in February, 22 - 24 and 25 - 26;
- 4) Review of preparation for the meetings in April, a) Board of Governors and b) Donors on 12 and 13 April respectively;
- 5) Any other matters;
- 6) Closing of meeting.

Proceedings of the meeting:

1) Item 1: Opening of the meeting:

In opening the meeting, the Deputy Executive Secretary, who also chaired the meeting, welcomed the colleagues from WMO on behalf of the Executive Secretary. He then recalled the reason for the meeting. He said that during the preparatory phase that was funded by UNDP and executed by WMO, ECA did not have the opportunity of making full inputs. The result was that the report that the consultant produced did not take into account ECA's position on some of the issues. The purpose of the meeting, therefore, was to review the progress so far made in establishing and making ACMAD operational and harmonize plans for future activities. consultants who carried out activities during the preparatory There was therefore the need for ECA and WMO to discuss the implications of the consultant's report and come about with a common approach before the series of meetings that had been planned on the

Centre, namely, the Inter-agency meeting 22 - 24 February 1988, the meeting with representatives of donors at the technical level,

It was also necessary at this juncture, the Deputy Executive Secretary continued, to review the preparation for all the forthcoming meetings on ACMAD, that is, the agendas and the status of documentation for the meetings.

A representative of ECA then further explained that the meeting was also necessary so that the administrative and technical structure of the Centre should be agreed upon, with inputs from the concerned technical Divisions of ECA so that a common position can be presented at all the forthcoming meetings.

The representative of WMO agreed that there was the need for this harmonization, particularly with the participation of the technical department at ECA. This was important, he said, as it would appear that internal consultation were not fully carried at ECA in the initial stages.

He continued that it was important for ECA and WMO views on the Centre be harmonized so that after the Inter-agency meeting, the two agencies should come out with a sort of Blue Print for mobilizing resources for establishing and making ACMAD operational as soon as possible. He explained that the type of document he was talking about would not be a project document but a programme document stating all the financial, technical, and manpower requirements of the Centre. From such a document, projects could then be developed to request funding from the different donors.

2) - Item 2: Harmonization of positions on the administrative and technical structures of ACMAD;

Views were exchanged among the participants about the status of preparations for making the Centre operational. The meeting was informed that the Host Country Agreement had already been sent to the Government of Niger but that the final negotiations had not yet been carried out. It was however hoped that this would be done during the Inter-agency meeting in February. The meeting was also informed that the basic technical infrastructure to start the Centre was available.

Regarding the "Blue Print" that had earlier been mentioned by the representative of WMO, it was generally agreed that there was the need to agree on the form the Centre was going to take in its structure and functions. It would be from this that the different requirements of the Centre could then be translated into a programme document.

The administrative and technical structure was then discussed and the following conclusions were arrived at, that three Divisions be proposed for the Centre, namely:-

a) Meteorological Applications Division, composed of:

- Agrometeorological Applications Section;
- Hydrometeorological Applications Section;
- Climate Section;

b) Operational Meteorology Division, made up of:

- Numerical Applications Section;
- Meteorological Information and Data Section;
- Climate and Weather Section; and

c) Meteorological Development Division;

This Division will be the research arm of the Centre.

On the administrative structure, participants thought this administrative structure as proposed should be streamlined and the Director-General and the Deputy be given more administrative responsibilities while the Deputy Director-General be given more technical responsibilities. The following administrative structure was agreed upon:-

1. Board of Governors:

Functions as stipulated in the Constitution of the Centre.

2. Director General:

Functions as stipulated in the Constitution of the Centre. He shall also be responsible for:-

a) - Administration;

- General Administration Section;
- Personnel Section;
- Budget and Finance Section;
- Systems Management Section;
- Maintenance Section.

b) - Technical Assistance Co-ordination (Ensuring project stimulation particularly of extra-budgetary resources).

3. Deputy Director General:

The Deputy Director General will act in the absence of the Director General and be responsible for programme and policy co-ordination and the co-ordination of the following:-

4. Directors of the proposed three technical Divisions of the Centre:

Regarding "networking" it was agreed that the text of the document presented by ECA under this subject should be redrafted to reflect the idea possibility of "testing" new ACMAD products in pilot projects.

3) Item 3: Review of progress in the preparation of the Inter-agency meetings of 22 - 24 February, 2 and 13 April respectively;

The meeting was informed that after the postponement of the Inter-agency meeting from November to 22 - 24 February, 1988, events had made it necessary to carry out some amendment to the agenda. After discussion the following agenda was agreed upon:-

- 1) Opening of meeting;
- 2) Election of a Chairman and a Rapporteur;
- 3) Adoption of Agenda and Programme of Work;
- 4) Plans for the inaugural meeting of ACMAD Board of Governors; (document already prepared by ECA in English and French)
- 5) Proposals and rationale for a Donor's meeting on ACMAD; (document already prepared in English and French by WMO)

- 6) Review of ACMAD's Headquarters Agreement and its working relationship with existing Centres in Niamey; (document ready in English and French - WMO);
- 7) Inter-agency review of ACMAD Consultant's report; b) Proposals for ACMAD's Technical and Administrative Structure; (the first document is ready and the second will be finalised, both by ECA)
- 8) Review of ECA/WMO/FRG Project on the Global Telecommunications System (GTS) in Africa; (document ready in both languages - ECA)
- 9) Examination of schedule of activities for the implementation of of ACMAD, including initial outputs of ACMAD for dissemination; (document ready in both languages - WMO)
- 10) Preparation of a draft programme document for ACMAD; (document to be prepared by WMO in very close collaboration with ECA - see Annex II and III for outlines)
- 11) Any other matters;
- 12) Adoption of report and closure of meeting.

It was further agreed that the documents that were still being prepared for agenda items 7 and 10 should be ready in both languages, English and French, by 12 February 1988.

- 5) Item 5: Review of preparation for the meetings in April, a) Board of Governors and b) Donors on 12 and 13 April respectively.

- 4) The following draft agenda was adopted:-

- 1) Opening of the meeting:
- 2) Election of officers:
- 3) Adoption of Agenda and Programme of Work:
- 4) Rules of procedure: (ECA to prepare)
- 5) General principles and policies governing the operations of the Centre:
- 6) Periodicity of meetings:
- 7) Adoption of report:
- h) Closure of meeting (agenda item 8):

It was agreed that the documents for these meetings should be ready in both English and French by the end of February and be distributed immediately after. A consultant would be hired to prepare the Programme Document (See Annexes III and IV for outline and terms of reference of consultant respectively).

It was also agreed that all letters of invitation to the April meetings should be sent out by 12 February.

- 5) Any other matters;

Issues were raised concerning the roles of the two agencies and the focal point for ACMAD within the two agencies. It was agreed that ECA was the focal point of activities for the establishment of ACMAD and all official external contact in this regard would be done through

ECA. Concerning the question of Executing agency for ACMAD projects it was agreed this would depend on the type of projects within the context of the Programme Document that was being prepared.

The point was also raised about the comments on the consultants' report by other agencies as contained in the paper prepared by ECA. Some of the agencies thought that ACMAD would be duplicating activities that they are already carrying out in the field. After discussion, it was agreed that in preparing the Programme Document, these comments should be borne in mind and care taken to define ACMAD activities in such a manner that they do not duplicate on-going activities, they should complement and enhance them.

Concerning focal points within the agencies, the Environment Section was the one for ECA and the Africa Division at WMO.

The idea of a Technical Advisory Committee (TAC) on ACMAD was a Donors Committee were also discussed. The Inter-agency group on ACMAD that will be meeting in February should constitute the membership of the TAC and its task should be to advice the Board of Governors, as need arises, on the technical aspects of the Centre.

The Donors Committee would be composed of the executing agencies ECA, WMO and the Chairman of the Board of Governors. This Committee will make an annual review of the status of contributions and both from member states and donors and maintain contacts with donors.

6) Item 6: Closing of meeting

In closing the meeting the Deputy Executive Secretary thank WMO for the close collaboration that they have been providing and hoped for continued close working relationship.

A N N E X I

LIST OF PARTICIPANTS:

E. C. A.:

- 1) Mr Tchouta-Moussa, Deputy Executive Secretary;
- 2) Mr J. Aiyebusi, Chief, PPCO;
- 3) Mr P. Mwanza, Chief, Natural Resources Division (NRD);
- 4) Mr A. Edwards, Chief, Water Resources Unit, NRD;
- 5) Mr W. Yilma, Water Resources Unit;
- 6) Ms M. Schmelzer, TACOD;
- 7) Mr H. Ouadrego, Joint FAO/ECA Agriculture Division;
- 8) Mr T. Baxter, Transport, Tourism and Communications Division;
- 9) Mr J. Kurtz, Transport, Tourism and communications Division;
- 10) Mr L. Tandap, Officer-in-charge, Environment Section;
- 11) Mr E. Howard-Clinton, Environment Section.

W. M. O.:

- 1) Mr Diallo, Chief, Africa Division, WMO;
- 2) Mr W. Degefu, President, WMO Regional Association I (Africa).

A N N E X II

DRAFT OUTLINE OF PAPER TO BE PREPARED FOR FEBRUARY MEETING (WMO).

(AGENDA ITEM 10)

1. Introduction.
2. Concept of the ACMAD Programme Document - purpose, content, format.
3. Drafting procedures - Consultancies, consultation procedures between all concerned (ECA, WMO, Host Country).
4. Specific points to be brought to the attention of the meeting i.e.:-
 - structure of ACMAD;
 - outputs;
 - phases for the implementation of ACMAD and funding requirements;
 - institutional framework.
5. Conclusions and recommendations.

A N N E X

III

DRAFT OUTLINE OF ACMAD PROGRAMME DOCUMENT:

1. Introduction.

2. Background.

3. Objectives of ACMAD:

- a) Long-term objectives;
- b) Immediate objectives.

4. Specific considerations:

- a) Existing activities in the region related to ACMAD;
- b) African regional programmes relevant to ACMAD activities.

5. Structure of ACMAD:

- a) Administrative structure, including financial organization;
- b) Technical structure - organigramme, responsibilities of divisions, detailed job descriptions for all technical staff, etc.
- c) Co-ordination scheme with users of ACMAD products.

6. Outputs of ACMAD (by objectives):

- a) for Regional use
- b) for national use;
- c) for local/individual use.

7. Plan of ACMAD activities:

- a) by objectives;
- b) by phases.

8. Institutional arrangements:

- a) Regional and national levels - Board of Governors, national co-ordination groups, etc;

- b) Executing agencies - roles, relationships, functions including draft agreements;
- c) Funding arrangements - Donors Committee and draft statutes of such a Committee.

9. Financial arrangements:

- a) Capital costs;
- b) Operational costs;
- c) Recurrent costs;
- d) Contributions from member states;
- e) Contributions expected from donors;
- f) Plans for self-reliance of member states towards the operation and management of ACMAD.

10. Benefits to be derived from ACMAD:

- a) At regional level;
- b) At national level.

11. Conclusions and recommendations.

A N N E X

IV

TERMS OF REFERENCE OF CONSULTANT:

The consultant to be hired to prepare the Programme Document should preferably be someone already familiar with ACMAD, in view of the limited time available before the meeting of the Board of Governors. If one of the consultants who worked during the first preparatory assistance phase is available he should be taken.

The consultant shall:-

- 1) Review and analyse all available material on ACMAD with the view to familiarizing himself with the demands of the institution in relation to the view expressed about the report of the preparatory phase and prepare a document that will cater for those concerns vis-a-vis those of member states;
- 2) Carry out consultations and discussions with all concerned, ECA, WMO, UNDP, FAO, Host Country;
- 3) Identify gaps in existing material and programme areas requiring further studies and suggest action to be taken to remedy the situation.
- 4) As team leader assist the secretariat in organizing the work of specific technical consultants and prepare their relevant work programme;
- 5) Based on the above, prepare the programme document for making ACMAD operational according to the outline in Annex III, in consultation with ECA and WMO secretariats;
- 6) Submit the document to ECA and WMO.

Schedule of implementation:-

- a) Identification and recruitment of main consultant, by 14 February;
- b) Completion of task - end of February 1988.

The consultant will visit ECA with the draft of the document for discussion before it is finalized.