



**World  
Meteorological  
Organization**

Weather • Climate • Water

WMO-No. 15

# Basic Documents

No. 1

2012 edition

## PUBLICATIONS OF WMO

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## CONVENTION

Authentic text\*

\* Authentic text of the Convention of the World Meteorological Organization, adopted by the Washington Conference on 11 October 1947, as amended by Resolutions 1 and 2 adopted by the Third Congress in 1959; Resolutions 1 and 2 adopted by the Fourth Congress in 1963; Resolutions 1, 2 and 3 adopted by the Fifth Congress in 1967; Resolution 48 adopted by the Seventh Congress in 1975; Resolution 50 adopted by the Eighth Congress in 1979; Resolutions 41, 42 and 43 adopted by the Ninth Congress in 1983; Resolutions 39 and 41 adopted by the Fourteenth Congress in 2003; and Resolution 44 adopted by the Fifteenth Congress in 2007.





# CONVENTION OF THE WORLD METEOROLOGICAL ORGANIZATION

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## CONVENTION OF THE WORLD METEOROLOGICAL ORGANIZATION

**Considering** the need for sustainable development, the reduction of loss of life and property caused by natural disasters and other catastrophic events related to weather, climate and water, as well as safeguarding the environment and the global climate for present and future generations of humankind,

**Recognizing** the importance of an integrated international system for the observation, collection, processing and dissemination of meteorological, hydrological and related data and products,

**Reaffirming** the vital importance of the mission of the National Meteorological, Hydrometeorological and Hydrological Services in observing and understanding weather and climate and in providing meteorological, hydrological and related services in support of relevant national needs which should include the following areas:

- (a) Protection of life and property,
- (b) Safeguarding the environment,
- (c) Contributing to sustainable development,
- (d) Promoting long-term observation and collection of meteorological, hydrological and climatological data, including related environmental data,
- (e) Promotion of endogenous capacity-building,
- (f) Meeting international commitments,
- (g) Contributing to international cooperation,

**Recognizing** also that Members need to work together to coordinate, standardize, improve and encourage efficiencies in the exchange of meteorological, climatological, hydrological and related information between them, in the aid of human activities,

**Considering** that meteorology is best coordinated at the international level by one responsible international organization,

**Considering** further the need for close cooperation with other international organizations also working in the areas of hydrology, climate and environment,

The contracting States agree to the present Convention, as follows:

## PART I

### Establishment

#### ARTICLE 1

The World Meteorological Organization (hereinafter called “the Organization”) is hereby established.

## PART II

#### ARTICLE 2

##### Purposes

The purposes of the Organization shall be:

(a) To facilitate worldwide cooperation in the establishment of networks of stations for the making of meteorological observations as well as hydrological and other geophysical observations related to meteorology, and to promote the establishment and maintenance of centres charged with the provision of meteorological and related services;

(b) To promote the establishment and maintenance of systems for the rapid exchange of meteorological and related information;

(c) To promote standardization of meteorological and related observations and to ensure the uniform publication of observations and statistics;

(d) To further the application of meteorology to aviation, shipping, water problems, agriculture and other human activities;

(e) To promote activities in operational hydrology and to further close cooperation between Meteorological and Hydrological Services; and

(f) To encourage research and training in meteorology and, as appropriate, in related fields and to assist in coordinating the international aspects of such research and training.

### PART III

## Membership

### ARTICLE 3

#### Members

The following may become Members of the Organization by the procedure set forth in the present Convention:

(a) Any State represented at the Conference of Directors of the International Meteorological Organization convened at Washington, D.C., on 22 September 1947, as listed in Annex I attached hereto and which signs the present Convention and ratifies it in accordance with Article 32, or which accedes thereto, in accordance with Article 33;

(b) Any Member of the United Nations having a Meteorological Service by acceding to the present Convention in accordance with Article 33;

(c) Any State fully responsible for the conduct of its international relations and having a Meteorological Service, not listed in Annex I of the present Convention and not a Member of the United Nations, after the submission of a request for membership to the Secretariat of the Organization and after its approval by two-thirds of the Members of the Organization as specified in paragraphs (a), (b) and (c) of this Article, by acceding to the present Convention in accordance with Article 33;

(d) Any territory or group of territories maintaining its own Meteorological Service and listed in Annex II attached hereto, upon application of the present Convention on its behalf, in accordance with paragraph (a) of Article 34, by the State or States responsible for its international relations and represented at the Conference of Directors of the International Meteorological Organization convened at Washington, D.C., on 22 September 1947, as listed in Annex I of the present Convention;

(e) Any territory or group of territories not listed in Annex II of the present Convention, maintaining its own Meteorological Service but not responsible for the conduct of its international relations, on behalf of which the present Convention is applied in accordance with paragraph (b) of Article 34; provided that the request for membership is presented by the Member responsible for its international relations, and secures approval by two-thirds of the Members of the Organization as specified in paragraphs (a), (b) and (c) of this Article;

(f) Any trust territory or group of trust territories maintaining its own Meteorological Service, and administered by the United Nations, to which the United Nations applies the present Convention in accordance with Article 34.

Any request for membership in the Organization shall state in accordance with which paragraph of this Article membership is sought.

## PART IV

### Organization

#### ARTICLE 4

- (a) The Organization shall comprise:
- (1) The World Meteorological Congress (hereinafter called "Congress");
  - (2) The Executive Council;
  - (3) Regional meteorological associations (hereinafter called "the regional associations");
  - (4) Technical commissions;
  - (5) The Secretariat.

(b) There shall be a President and three Vice-Presidents of the Organization who shall also be President and Vice-Presidents of Congress and of the Executive Council.

#### ARTICLE 5

The activities of the Organization and the conduct of its affairs shall be decided by the Members of the Organization.

- (a) Such decisions shall normally be taken by Congress in session;

(b) However, except on matters reserved in the Convention for decisions by Congress, decisions may also be taken by Members by correspondence, when urgent action is required between sessions of Congress. Such a vote shall be taken upon receipt by the Secretary-General of the request of a majority of the Members of the Organization, or when so decided by the Executive Council.

Such votes shall be conducted in accordance with Articles 11 and 12 of the Convention and with the General Regulations (hereinafter referred to as “the Regulations”).

## PART V

### **Officers of the Organization and members of the Executive Council**

#### ARTICLE 6

(a) Eligibility for election to the offices of President and Vice-Presidents of the Organization, of president and vice-president of the regional associations, and for membership, subject to the provisions of Article 13 (c) (ii) of the Convention, of the Executive Council, shall be confined to persons who are designated as Directors of their Meteorological or Hydrometeorological Services by the Members of the Organization for the purpose of this Convention, as provided for in the Regulations;

(b) In the performance of their duties, all officers of the Organization and members of the Executive Council shall act as representatives of the Organization and not as representatives of particular Members thereof.

## PART VI

### **The World Meteorological Congress**

#### ARTICLE 7

##### **Composition**

(a) The Congress is the general assembly of delegates representing Members and as such is the supreme body of the Organization;

(b) Each Member shall designate one of its delegates, who should be the Director of its Meteorological or Hydrometeorological Service, as its principal delegate at Congress;

(c) With a view to securing the widest possible technical representation, any Director of a Meteorological or Hydrometeorological Service or any other individual may be invited by the President to be present at, and to participate in, the discussions of Congress in accordance with the provisions of the Regulations.

## ARTICLE 8

### Functions

In addition to the functions set out in other Articles of the Convention, the primary duties of Congress shall be:

(a) To determine general policies for the fulfilment of the purposes of the Organization as set forth in Article 2;

(b) To make recommendations to Members on matters within the purposes of the Organization;

(c) To refer to any body of the Organization any matter within the provisions of the Convention upon which such a body is empowered to act;

(d) To determine regulations prescribing the procedures of the various bodies of the Organization, in particular the General, Technical, Financial and Staff Regulations;

(e) To consider the reports and activities of the Executive Council and to take appropriate action in regard thereto;

(f) To establish regional associations in accordance with the provisions of Article 18; to determine their geographical limits, coordinate their activities, and consider their recommendations;

(g) To establish technical commissions in accordance with the provisions of Article 19; to define their terms of reference, coordinate their activities, and consider their recommendations;

(h) To establish any additional bodies it may deem necessary;

(i) To determine the location of the Secretariat of the Organization;



(j) To elect the President and Vice-Presidents of the Organization and members of the Executive Council other than the presidents of the regional associations.

Congress may also take any other appropriate action on matters affecting the Organization.

## ARTICLE 9

### **Execution of Congress decisions**

(a) All Members shall do their utmost to implement the decisions of Congress;

(b) If, however, any Member finds it impracticable to give effect to some requirement in a technical resolution adopted by Congress, such Member shall inform the Secretary-General of the Organization whether its inability to give effect to it is provisional or final, and state its reasons therefor.

## ARTICLE 10

### **Sessions**

(a) Congress shall normally be convened at intervals as near as possible to four years, at a place and on a date to be decided by the Executive Council;

(b) An extraordinary Congress may be convened by decision of the Executive Council;

(c) On receipt of requests for an extraordinary Congress from one-third of the Members of the Organization the Secretary-General shall conduct a vote by correspondence, and if a simple majority of the Members are in favour an extraordinary Congress shall be convened.

## ARTICLE 11

### **Voting**

(a) In a vote in Congress each Member shall have one vote. However, only Members of the Organization which are States (hereinafter referred to as "Members which are States") shall be entitled to vote or to take a decision on the following subjects:

- (1) Amendment or interpretation of the Convention or proposals for a new Convention;
- (2) Requests for membership of the Organization;
- (3) Relations with the United Nations and other intergovernmental organizations;
- (4) Election of the President and Vice-Presidents of the Organization and of the members of the Executive Council other than the presidents of the regional associations;

(b) Decisions shall be by a two-thirds majority of the votes cast for and against, except that elections of individuals to serve in any capacity in the Organization shall be by simple majority of the votes cast. The provisions of this paragraph, however, shall not apply to decisions taken in accordance with Articles 3, 10 (c), 25, 26 and 28 of the Convention.

## ARTICLE 12

### **Quorum**

The presence of delegates of a majority of the Members shall be required to constitute a quorum for meetings of Congress. For those meetings of Congress at which decisions are taken on the subjects enumerated in paragraph (a) of Article 11, the presence of delegates of a majority of the Members which are States shall be required to constitute a quorum.

## PART VII

### **The Executive Council**

## ARTICLE 13

### **Composition**

The Executive Council shall consist of:

- (a) The President and the Vice-Presidents of the Organization;
- (b) The presidents of regional associations, who can be replaced at sessions by their alternates, as provided for in the Regulations;
- (c) Twenty-seven Directors of Meteorological or Hydrometeorological Services of Members of the Organization, who can be replaced at sessions by alternates, provided:

- (i) That these alternates shall be as provided for in the Regulations;
- (ii) That not more than nine and not less than four members of the Executive Council, comprising the President and Vice-Presidents of the Organization, the presidents of regional associations and the twenty-seven elected Directors, shall come from one Region, this Region being determined in the case of each member in accordance with the Regulations.

## ARTICLE 14

### Functions

The Executive Council is the executive body of the Organization and is responsible to Congress for the coordination of the programmes of the Organization and for the utilization of its budgetary resources in accordance with the decisions of Congress.

In addition to functions set out in other Articles of the Convention, the primary functions of the Executive Council shall be:

(a) To implement the decisions taken by the Members of the Organization either in Congress or by means of correspondence and to conduct the activities of the Organization in accordance with the intention of such decisions;

(b) To examine the programme and budget estimates for the following financial period prepared by the Secretary-General and to present its observations and its recommendations thereon to Congress;

(c) To consider and, where necessary, take action on behalf of the Organization on resolutions and recommendations of regional associations and technical commissions in accordance with the procedures laid down in the Regulations;

(d) To provide technical information, counsel and assistance in the fields of activity of the Organization;

(e) To study and make recommendations on any matter affecting international meteorology and related activities of the Organization;

(f) To prepare the agenda for Congress and to give guidance to the regional associations and technical commissions in the preparation of their work programme;

(g) To report on its activities to each session of Congress;

(h) To administer the finances of the Organization in accordance with the provisions of Part XI of the Convention.

The Executive Council may also perform such other functions as may be conferred on it by Congress or by Members collectively.

## ARTICLE 15

### **Sessions**

(a) The Executive Council shall normally hold a session at least once a year, at a place and on a date to be determined by the President of the Organization after consultation with other members of the Council;

(b) An extraordinary session of the Executive Council shall be convened according to the procedures contained in the Regulations, after receipt by the Secretary-General of requests from a majority of the members of the Executive Council. Such a session may also be convened by agreement between the President and the three Vice-Presidents of the Organization.

## ARTICLE 16

### **Voting**

(a) Decisions of the Executive Council shall be by two-thirds majority of the votes cast for and against. Each member of the Executive Council shall have only one vote, notwithstanding that he may be a member in more than one capacity;

(b) Between sessions the Executive Council may vote by correspondence. Such votes shall be conducted in accordance with Articles 16 (a) and 17 of the Convention.

## ARTICLE 17

### **Quorum**

The presence of two-thirds of the members shall be required to constitute a quorum for meetings of the Executive Council.

## PART VIII

**Regional associations**

## ARTICLE 18

(a) Regional associations shall be composed of the Members of the Organization, the networks of which lie in or extend into the Region;

(b) Members of the Organization shall be entitled to attend the meetings of regional associations to which they do not belong, to take part in the discussions and to present their views upon questions affecting their own Meteorological or Hydrometeorological Services, but shall not have the right to vote;

(c) Regional associations shall meet as often as necessary. The time and place of the meeting shall be determined by the presidents of the regional associations in agreement with the President of the Organization;

(d) The functions of the regional associations shall be:

- (i) To promote the execution of the resolutions of Congress and the Executive Council in their respective Regions;
- (ii) To consider matters brought to their attention by the Executive Council;
- (iii) To discuss matters of general interest and to coordinate meteorological and related activities in their respective Regions;
- (iv) To make recommendations to Congress and the Executive Council on matters within the purposes of the Organization;
- (v) To perform such other functions as may be conferred on them by Congress;

(e) Each regional association shall elect its president and vice-president.

**PART IX****Technical commissions**

## ARTICLE 19

(a) Commissions consisting of technical experts may be established by Congress to study and make recommendations to Congress and the Executive Council on any subject within the purpose of the Organization;

(b) Members of the Organization have the right to be represented on the technical commissions;

(c) Each technical commission shall elect its president and vice-president;

(d) Presidents of technical commissions may participate without vote in the meetings of Congress and of the Executive Council.

**PART X****The Secretariat**

## ARTICLE 20

The permanent Secretariat of the Organization shall be composed of a Secretary-General and such technical and clerical staff as may be required for the work of the Organization.

## ARTICLE 21

(a) The Secretary-General shall be appointed by Congress on such terms as Congress may approve;

(b) The staff of the Secretariat shall be appointed by the Secretary-General with the approval of the Executive Council in accordance with regulations established by Congress.

## ARTICLE 22

(a) The Secretary-General is responsible to the President of the Organization for the technical and administrative work of the Secretariat;

(b) In the performance of their duties, the Secretary-General and the staff shall not seek or receive instructions from any authority external to the Organization. They shall refrain from any action which might reflect on their position as international officers. Each Member of the Organization on its part shall respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not seek to influence them in the discharge of their responsibilities to the Organization.

## PART XI

### **Finances**

#### ARTICLE 23

(a) Congress shall determine the maximum expenditure which may be incurred by the Organization on the basis of the estimates submitted by the Secretary-General after prior examination by, and with the recommendations of, the Executive Council;

(b) Congress shall delegate to the Executive Council such authority as may be required to approve the annual expenditures of the Organization within the limitations determined by Congress.

#### ARTICLE 24

The expenditures of the Organization shall be apportioned among the Members of the Organization in the proportions determined by Congress.

## PART XII

### **Relations with the United Nations**

#### ARTICLE 25

The Organization shall be in relationship to the United Nations pursuant to Article 57 of the Charter of the United Nations. Any agreement concerning such relationship shall require approval by two-thirds of the Members which are States.

**PART XIII****Relations with other organizations****ARTICLE 26**

(a) The Organization shall establish effective relations and cooperate closely with such other intergovernmental organizations as may be desirable. Any formal agreement entered into with such organizations shall be made by the Executive Council, subject to approval by two-thirds of the Members which are States, either in Congress or by correspondence;

(b) The Organization may on matters within its purposes make suitable arrangements for consultation and cooperation with non-governmental international organizations and, with the consent of the government concerned, with national organizations, governmental or non-governmental;

(c) Subject to approval by two-thirds of the Members which are States, the Organization may take over from any other international organization or agency, the purpose and activities of which lie within the purposes of the Organization, such functions, resources and obligations as may be transferred to the Organization by international agreement or by mutually acceptable arrangements entered into between competent authorities of the respective organizations.

**PART XIV****Legal status, privileges and immunities****ARTICLE 27**

(a) The Organization shall enjoy in the territory of each Member such legal capacity as may be necessary for the fulfilment of its purposes and for the exercise of its functions;

(b) (i) The Organization shall enjoy in the territory of each Member to which the present Convention applies such privileges and immunities as may be necessary for the fulfilment of its purposes and for the exercise of its functions;



- (ii) Representatives of Members, officers and officials of the Organization, as well as members of the Executive Council, shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization;

(c) In the territory of any Member which is a State and which has acceded to the Convention on the Privileges and Immunities of the Specialized Agencies adopted by the General Assembly of the United Nations on 21 November 1947, such legal capacity, privileges and immunities shall be those defined in the said Convention.

## PART XV

### Amendments

#### ARTICLE 28

(a) The text of any proposed amendment to the present Convention shall be communicated by the Secretary-General to Members of the Organization at least six months in advance of its consideration by Congress;

(b) Amendments to the present Convention involving new obligations for Members shall require approval by Congress, in accordance with the provisions of Article 11 of the present Convention, by a two-thirds majority vote, and shall come into force on acceptance by two-thirds of the Members which are States for each such Member accepting the amendment, and thereafter for each remaining such Member on acceptance by it. Such amendments shall come into force for any Member not responsible for its own international relations upon the acceptance on behalf of such a Member by the Member responsible for the conduct of its international relations;

(c) Other amendments shall come into force upon approval by two-thirds of the Members which are States.

## PART XVI

**Interpretation and disputes**

## ARTICLE 29

Any question or dispute concerning the interpretation or application of the present Convention which is not settled by negotiation or by Congress shall be referred to an independent arbitrator appointed by the President of the International Court of Justice, unless the parties concerned agree on another mode of settlement.

## PART XVII

**Withdrawal**

## ARTICLE 30

(a) Any Member may withdraw from the Organization on twelve months' notice in writing given by it to the Secretary-General of the Organization, who shall at once inform all the Members of the Organization of such notice of withdrawal;

(b) Any Member of the Organization not responsible for its own international relations may be withdrawn from the Organization on twelve months' notice in writing given by the Member or other authority responsible for its international relations to the Secretary-General of the Organization, who shall at once inform all the Members of the Organization of such notice of withdrawal.

## PART XVIII

**Suspension**

## ARTICLE 31

If any Member fails to meet its financial obligations to the Organization or otherwise fails in its obligations under the present Convention, Congress may by resolution suspend it from exercising its rights and enjoying privileges as a Member of the Organization until it has met such financial or other obligations.

## PART XIX

**Ratification and accession**

## ARTICLE 32

The present Convention shall be ratified by the signatory States and the instruments of ratification shall be deposited with the Government of the United States of America, which will notify each signatory and acceding State of the date of deposit thereof.

## ARTICLE 33

Subject to the provisions of Article 3 of the present Convention, accession shall be effected by the deposit of an instrument of accession with the Government of the United States of America, which shall notify each Member of the Organization thereof.

## ARTICLE 34

Subject to the provisions of Article 3 of the present Convention:

(a) Any contracting State may declare that its ratification of, or accession to, the present Convention includes any territory or group of territories for the international relations of which it is responsible;

(b) The present Convention may at any time thereafter be applied to any such territory or group of territories upon a notification in writing to the Government of the United States of America and the present Convention shall apply to the territory or group of territories on the date of the receipt of the notification by the Government of the United States of America, which will notify each signatory and acceding State thereof;

(c) The United Nations may apply the present Convention to any trust territory or group of trust territories for which it is the administering authority. The Government of the United States of America will notify all signatory and acceding States of any such application.

## PART XX

**Entry into force**

## ARTICLE 35

The present Convention shall come into force on the thirtieth day after the date of the deposit of the thirtieth instrument of ratification or accession. The present Convention shall come into force for each State ratifying or acceding after that date on the thirtieth day after the deposit of its instrument of ratification or accession.

The present Convention shall bear the date on which it is opened for signature and shall remain open for signature for a period of one hundred and twenty days thereafter.

IN WITNESS WHEREOF the undersigned, being duly authorized by their respective governments, have signed the present Convention.

DONE at Washington this eleventh day of October 1947, in the English and French languages, each equally authentic, the original of which shall be deposited in the archives of the Government of the United States of America. The Government of the United States of America shall transmit certified copies thereof to all the signatory and acceding States.

*The signatures of the delegates of the countries mentioned on page 23 follow here.*

## SIGNATORY COUNTRIES

The Convention, which was opened for signature on 11 October 1947 at Washington and remained open for signature for a period of one hundred and twenty days thereafter, has been signed on behalf of the following countries:

Argentina	India
Australia	Ireland
Belgium (including the Belgian Congo)	Italy
Brazil	Mexico
Burma	Kingdom of the Netherlands
Canada	New Zealand
Chile	Norway
China	Pakistan
Colombia	Paraguay
Cuba	Poland
Czechoslovakia	Portugal
Denmark	Republic of the Philippines
Dominican Republic	Siam
Ecuador	Sweden
Egypt	Switzerland
Finland	Turkey
France	Union of South Africa
Greece	United Kingdom of Great Britain and Northern Ireland
Guatemala	United States of America
Hungary	Uruguay
Iceland	Yugoslavia

## ANNEX I

States represented at the Conference of Directors of the International Meteorological Organization convened at Washington, D.C., on 22 September 1947

Argentina	Mexico
Australia	Netherlands
Belgium	New Zealand
Brazil	Norway
Burma	Pakistan
Canada	Paraguay
Chile	Philippines
China	Poland
Colombia	Portugal
Cuba	Rumania
Czechoslovakia	Siam
Denmark	Sweden
Dominican Republic	Switzerland
Ecuador	Turkey
Egypt	Union of South Africa
Finland	Union of Soviet Socialist Republics
France	United Kingdom of Great Britain and Northern Ireland
Greece	United States of America
Guatemala	Uruguay
Hungary	Venezuela
Iceland	Yugoslavia
India	
Ireland	
Italy	

## ANNEX II

Territories or groups of territories which maintain their own Meteorological Services and of which the States responsible for their international relations are represented at the Conference of Directors of the International Meteorological Organization convened at Washington, D.C., on 22 September 1947

Anglo-Egyptian Sudan	Hong Kong
Belgian Congo	Indo China
Bermuda	Jamaica
British East Africa	Madagascar
British Guiana	Malaya
British West Africa	Mauritius
Cameroons	Morocco (not including the Spanish Zone)
Cape Verde Islands	Netherlands Indies
Ceylon	New Caledonia
Curaçao	Palestine
French Equatorial Africa	Portuguese East Africa
French Oceanic Colonies	Portuguese West Africa
French Somaliland	Rhodesia
French Togoland	Surinam
French West Africa	Tunisia

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## GENERAL REGULATIONS\*

\* The text of the General Regulations published in the following pages corresponds to the text adopted by the First Congress of the World Meteorological Organization (Resolution 21 (I)) in 1951, as amended by Resolution 10 of the Second Congress in 1955; Resolution 5 of the Third Congress in 1959; Resolution 4 of the Fourth Congress in 1963; Resolution 4 of the Fifth Congress in 1967; Resolutions 31 and 32 of the Sixth Congress in 1971; Resolutions 48 and 49 of the Seventh Congress in 1975; Resolutions 51 and 52 of the Eighth Congress in 1979; Resolutions 44, 45 and 47 of the Ninth Congress in 1983; Resolution 33 of the Tenth Congress in 1987; Resolution 40 of the Eleventh Congress in 1991; Resolution 38 of the Twelfth Congress in 1995; Resolutions 36 and 37 of the Thirteenth Congress in 1999; Resolutions 42, 43, 44 and 45 of the Fourteenth Congress in 2003; Resolutions 46, 47 and 48 of the Fifteenth Congress in 2007; Resolutions 42, 43 and 44 of the Sixteenth Congress in 2011; and Resolution 2 of the Extraordinary Congress in 2012.

### **Editorial note**

In the General Regulations, the use of one gender shall be considered as including a reference to the other unless the context otherwise requires.

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# GENERAL REGULATIONS OF THE WORLD METEOROLOGICAL ORGANIZATION

## Definitions

The following terms are used in these General Regulations with the meaning indicated below:

adjournment of the debate	Termination of the debate on the item under discussion until a later time in the meeting or until a later meeting
adjournment of the meeting	The termination of all business until another meeting is called
association	A regional association of the Organization
closure of the debate	Termination of all debate on the item at the meeting
commission	A technical commission of the Organization
Congress	The general assembly of delegates representing Members
constituent body	Congress, Executive Council, a regional association or a technical commission
decision	A statement expressing the considered views of the Members of the Organization or of one of the constituent bodies of the Organization
delegate	A member of a delegation
delegation	All the persons accredited by a Member of the Organization to represent it in a session of Congress, an association or a commission
Director of a Meteorological or Hydrometeorological Service of a Member	The Director/Head of a Meteorological or Hydrometeorological Service of the Member who has been designated as the Permanent Representative of that Member, or alternatively, the Director/Head of a Service of a Member responsible at the national level for meteorology or for meteorology and operational hydrology specially designated by this Member for the purposes of the Convention and the General Regulations

meeting	A single sitting
Member	A Member of the Organization as defined in Article 3 of the Convention
member	A person elected or designated and serving on the Executive Council or a technical commission or on any subsidiary bodies such as committees, subcommittees, panels or working groups
observer	A representative of another organization, a representative of a non-Member country or any person invited who attends without the right to vote at a meeting of a constituent body or the representative of the President or Vice-Presidents of the Executive Council at a meeting of that constituent body
officials	Scientific, technical and administrative staff of the Secretariat of the Organization
officers	The presidents and vice-presidents of the constituent bodies
order of business	The agenda items and other matters listed for consideration at any one meeting of a constituent body
principal delegate	Head of the delegation
quorum	The minimum number of Members (or members) with voting rights present at a meeting, or participating in a vote by correspondence, of a constituent body, necessary for a decision taken by the body to be valid
recommendation	A decision of any constituent body or of any of its subordinate bodies which requires approval by a higher body before implementation
resolution	A decision of any constituent body which does not require approval by a higher body before implementation
session	A series of meetings
suspension of the meeting	The temporary adjournment of the business of the meeting

## GENERAL REGULATIONS

### **I. General**

#### **Introduction**

##### REGULATION 1

These General Regulations (hereinafter referred to as “Regulations”) are adopted in application of Article 8 (d) of the Convention of the World Meteorological Organization and are subject to the provision of that Convention. In the event of any conflict between any provision of these Regulations and any provision of the Convention, the Convention shall prevail.

##### REGULATION 2

- (a) These Regulations may be amended by Congress;
- (b) Decisions of Congress relating to matters covered by these Regulations shall be incorporated therein;
- (c) (i) If, between sessions of Congress, a Member or a constituent body (other than the Executive Council) proposes an amendment to these Regulations, the Secretary-General shall submit such a proposal immediately to the members of the Executive Council;
- (ii) If the Executive Council decides that the matter under consideration is of an urgent character, the proposal shall be communicated by the Secretary-General to all Members for a vote by correspondence as described in Regulations 66–79. In other cases the proposals shall be submitted by the Secretary-General to Congress;
- (d) The procedure described in (c) (ii) above shall also apply in the case of amendments proposed by the Executive Council;
- (e) The Secretary-General may also propose amendments. Such proposals shall be submitted to the Executive Council for its consideration;
- (f) Any question or dispute concerning the interpretation or application of these Regulations which occurs between sessions of Congress within the other constituent bodies shall be submitted to the Executive Council for decision. Such decisions shall be issued in the form

of statements and shall be considered as directives which shall be reviewed by Congress at its next session;

(g) Any amendments proposed to these Regulations (other than those arising out of amendments to the Convention) submitted by Members or by constituent bodies should be communicated to all Members at least three months before they are submitted to Congress.

#### REGULATION 3

Any of the Regulations 28 and 95 to 112 inclusive may be suspended in whole or in part in special cases provided twenty-four hours' notice of the proposal has been given. The notice may be waived if no delegation or member objects. Regulations 194 and 195 may also be suspended, but only in the special case of simultaneous sessions of a commission with a constituent body of another international organization.

#### REGULATION 4

Each constituent body may exceptionally adopt for its internal use additional rules of procedure on the understanding that these rules are not at variance with the Convention and these Regulations.

In each case the constituent body shall specify a date of implementation and whether the rules are adopted for the duration of a session or as standing rules for the constituent body.

The presidents of the associations and the commissions shall inform the Executive Council of any additional rules of procedure adopted by these bodies and state at the same time the reasons for their adoption.

### **Membership of the Organization**

#### REGULATION 5

Any application for membership under paragraphs (c) and (e) of Article 3 of the Convention submitted to the Secretary-General shall include a statement certifying that the State, territory or group of territories has or maintains a Meteorological Service.



**Permanent Representatives of Members****REGULATION 6**

(a) Each Member shall designate by written notification to the Secretary-General a Permanent Representative who should be the Director of the Meteorological or Hydrometeorological Service to act on technical matters for the Member between sessions of Congress. Subject to the approval of their respective governments, Permanent Representatives should be the normal channel of communications between the Organization and their respective countries and shall maintain contact with the competent authorities, governmental or non-governmental, of their own countries on matters concerning the work of the Organization;

(b) Each Permanent Representative may appoint a hydrological adviser who should be the representative of the respective national Hydrological Service, or equivalent national agency, and should advise the Permanent Representative with respect to WMO activities in operational hydrology and water resources. Permanent Representatives shall notify the Secretary-General of such appointment.

**Relations with the United Nations****REGULATION 7**

The relations between the United Nations and the World Meteorological Organization shall be governed by the agreement concluded between the two organizations. The United Nations shall be invited to send representatives to any session of any constituent body in accordance with the stipulations on reciprocal representation stated in the agreement with the United Nations.

**Officers****REGULATION 8**

Except as provided by Article 4 (b) of the Convention, no person shall be entitled to act at the same time as president or vice-president of more than one of the constituent bodies; or as president of a constituent body and an elected member of the Executive Council.

## REGULATION 9

The duties of the President of the Organization shall be:

(1) To preside over the sessions of Congress and sessions of the Executive Council held during his term of office;

(2) To guide and coordinate the activities of the Organization and its various bodies as specified in Article 4 (a), (1) to (4) inclusive of the Convention;

(3) To issue directives to the Secretary-General with respect to the fulfilment of his duties;

(4) To carry out such specific duties as are prescribed by decisions of Congress, the Executive Council and by the Regulations of the Organization;

(5) Notwithstanding the provisions of Regulation 77, to take action, on behalf of the Executive Council, after consultation with the presidents of the commissions concerned and members of the Executive Council and in accordance with the relevant rules of procedure of the Executive Council, on any recommendation of an association or a commission, when he considers that such action, in the interest of the Organization, cannot be deferred until the next session of the Executive Council or until the Executive Council can complete a vote by correspondence;

(6) To furnish to each ordinary session of Congress and of the Executive Council the report prescribed in Regulations 138 and 158, respectively;

(7) To include, in the report to the Executive Council, particulars of any case which has occurred since the previous session of the Executive Council in which it was necessary for him:

- (a) To take action or adopt a decision or directive, under the provisions of (2) and (3) of this Regulation, which was not within the ambit of previous decisions by Congress or the Executive Council or the Regulations of the Organization; or
- (b) To take action under (5) of this Regulation, in order that the Executive Council may confirm such action, decision or directive, failing which the action, decision or directive shall be considered as rescinded;

(8) If Congress convenes before a case has been reported to a session of the Executive Council, in accordance with (7) of this Regulation, to include particulars of the case in the report made to Congress in accordance with (6) of this Regulation;

(9) To maintain files of his official correspondence as President of the Organization and the Executive Council and to send copies of this correspondence to the Secretary-General.

#### REGULATION 10

If the President or a Vice-President of the Organization or of an association or an elected member of the Executive Council ceases to be a Director of a Meteorological or Hydrometeorological Service of a Member he shall cease to hold such office.

#### REGULATION 11

The term of office of the President and Vice-Presidents of the Organization or of the president and vice-president of an association or a commission shall be from the end of one ordinary session to the end of the succeeding ordinary session of Congress, the association or the commission, as appropriate. However, they shall be eligible for re-election at the end of their term of office provided that, if any officer has already served for a continuous period covering more than one term of the same office, he shall not be eligible for a further term in the same office, unless he has served for less than five years which shall include the period he may have served in an acting capacity under the provisions of Regulations 12, 13 and 14. With regard to the offices of Presidents and Vice-Presidents of the Organization and of the president and vice-president of the associations, successive Directors of the same Meteorological or Hydrometeorological Service shall not hold the same office for more than two consecutive terms.

#### REGULATION 12

If the President of the Organization or of an association or a commission resigns or is not able or eligible to carry out the functions of that office, for any cause, the First Vice-President of the Organization (or the vice-president in the case of an association or a commission) shall serve as Acting President for a period not exceeding the remainder of the term of office of

the President whom he replaces. The Vice-President, acting as President, shall have the same powers and duties as the President.

#### REGULATION 13

If the First Vice-President of the Organization resigns or is not able or eligible to carry out the functions of his office, for any cause, the Second Vice-President of the Organization shall serve as Acting First Vice-President of the Organization for a period not exceeding the remainder of the term of office of the First Vice-President whom he replaces.

#### REGULATION 14

If the Second Vice-President of the Organization resigns or is not able or eligible to carry out the functions of his office, for any cause, the Third Vice-President of the Organization shall serve as Acting Second Vice-President of the Organization for a period not exceeding the remainder of the term of office of the Second Vice-President whom he replaces.

#### REGULATION 15

If the Third Vice-President of the Organization (or a vice-president of an association or a commission) resigns or is not able or eligible to carry out the functions of his office, for any cause, and if the vacancy is notified to the Secretary-General at least 130 days before the next ordinary session of the body concerned, the President of the body concerned shall arrange for the election of a Third Vice-President (or vice-president, in the case of an association or a commission) to serve for a period not exceeding the term of office of the officer whom he replaces. In the election of a Third Vice-President, due consideration shall be given to the relevant provisions of Article 13 (c) (ii) of the Convention and of Regulations 17 and 84.

#### REGULATION 16

(a) If the office of the president of an association or commission becomes vacant and cannot be filled by application of Regulation 12, the President of the Organization shall arrange for an election by correspondence of the president of the association or the commission, provided that the vacancy is notified to the Secretary-General at least 130 days before the next ordinary session of the body concerned;

(b) Until the president of the association or commission is elected, the President of the Organization shall assume the responsibility of acting president of that body;

(c) The elected president of the association or the commission shall arrange for the election of the vice-president of that body in accordance with Regulation 15;

(d) If the office of the president of an association or a commission becomes vacant during the process of an election of a vice-president of the body concerned by correspondence, the President of the Organization shall assume the responsibilities of acting president of that body until the vice-president has been elected who will serve as acting president of that body in accordance with Regulation 12.

### **Members of the Executive Council**

#### **REGULATION 17**

Article 13 of the Convention establishing the composition of the Executive Council is clarified by the present Regulation on the distribution of the seats in the Executive Council as follows: Region I (Africa): 9; Region II (Asia): 6; Region III (South America): 4; Region IV (North America, Central America and the Caribbean): 5; Region V (South-West Pacific): 4; and Region VI (Europe): 9.

### **Sessions of constituent bodies**

#### **REGULATION 18**

Whenever an invitation is extended for holding a session of any constituent body elsewhere than at the location of the Secretariat, such invitation shall be considered only if the Member in whose territory it is proposed to hold such session:

(a) Has ratified without reservation the Convention on the Privileges and Immunities of the Specialized Agencies including the annex relating to the Organization; or

(b) Gives assurance that all delegates, representatives, experts, observers or other individuals, entitled under the Convention or any regulation of the Organization to attend such meeting, shall enjoy these privileges and immunities "necessary for the independent exercise of

their functions in connection with the Organization” as provided in the Convention.

The procedures which apply to the acceptance of such invitations are specified in Annex I.

#### REGULATION 19

With a view to securing the widest possible technical representation, the president of any constituent body may invite, through the Secretary-General, any expert or any representative of an organization to participate as observer at a session or meeting of the constituent body concerned or any of its committees or working groups.

In the case of an invitation to an expert to attend a session or meeting of a constituent body, the invitation shall require the prior concurrence of the Permanent Representative of the country where the expert lives.

#### REGULATION 20

Countries maintaining Meteorological or Hydrometeorological Services which are not Members of the Organization but which are Members of the United Nations or which have been accorded observer status by the United Nations shall be invited to send observers to sessions of Congress, commissions and those associations within the geographical limits of which they are located. Other non-Member countries of the Organization maintaining Meteorological or Hydrometeorological Services shall be similarly invited to sessions of Congress, subject to the prior approval of the Members of the Organization and, subject to the same approval, to intermediate sessions of associations and commissions.

#### REGULATION 21

Prior to a session of a constituent body other than the Executive Council, each Member should, if possible, communicate to the Secretary-General the names of the persons composing its delegation to that body, indicating which of these shall be regarded as its principal delegate.

Besides this communication, a letter giving these particulars and otherwise conforming with the provisions of the Convention and of these Regulations and signed by, or on behalf of, an appropriate governmental

authority of the Member shall be sent to the Secretary-General or handed to his representative at the session and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activities of the constituent body.

The same procedure shall apply as regards the credentials of observers representing non-Member countries.

The credentials of observers representing international organizations shall be signed by the competent authority of the organization concerned.

#### REGULATION 22

Any individual to whose admission a principal delegate has made objection shall be seated provisionally with the same rights as other delegates, members or observers until the report on credentials has been considered and the constituent body has given its decision.

#### **Committees in sessions**

#### REGULATION 23

Each constituent body, except the Executive Council, may establish a Credentials Committee immediately after the completion of the opening formalities and for the duration of the session. The representative of the Secretary-General at the session shall attend the Credentials Committee with consultative status. This committee shall examine the credentials of delegates and observers as well as any observation which may be submitted to it by the representative of the Secretary-General. It shall report thereon as soon as possible to the constituent body. Final decisions regarding credentials shall rest with the constituent body.

If, in the case of associations and commissions, a Credentials Committee is not immediately established, a list of the individuals present and the capacities in which they are attending the session shall be prepared, whenever possible, by the representative of the Secretary-General, on the basis of examination of credentials. This list, announced by the president of the constituent body, if unanimously accepted, shall constitute the first report on credentials adopted by the constituent body. If an objection is raised by a principal delegate to any name on the list, a Credentials Committee shall be established.

## REGULATION 24

Any individual whose credentials are found not to comply with the provisions of these Regulations shall be excluded from participation in the activities of the constituent body.

## REGULATION 25

Each constituent body may establish for the duration of its session a Nomination Committee, a Drafting Committee, a Coordination Committee and such other committees as it deems necessary.

## REGULATION 26

In Congress the Nomination Committee shall consist of 12 principal delegates, each Region being represented.

## REGULATION 27

The Nomination Committee shall prepare and submit to the body a list of nominees for each office or place for which an election is to be held. Any candidatures proposed and maintained in that committee by a minority shall be included in the list of nominees. The representative of the Secretary-General may be invited to attend the Nomination Committee with consultative status.

## REGULATION 28

The Drafting Committee shall be responsible for drawing up the final text of the decisions to be taken by the constituent body with a view to their final adoption by that constituent body.

The texts drawn up by the Drafting Committee shall be distributed to participants at least 18 hours before consideration in plenary meeting.

If no Drafting Committee is established, the representative of the Secretary-General, in consultation with the president of the constituent body and the chairs of the relevant committees, shall be responsible for performing its functions.

## REGULATION 29

The Coordination Committee shall consist of the President and the Vice-Presidents of the constituent body, the Secretary-General or his



representative, and the chairs of the committees of the body other than the Credentials and Nomination Committees. It shall be responsible for coordinating the activities of the session.

#### REGULATION 30

(a) Each committee may establish such subcommittees as it considers necessary and decide whether any of these subcommittees shall have a limited number of members;

(b) At each session of Congress an open subcommittee on hydrology may be established, attended as a rule by those hydrological advisers of Permanent Representatives and/or those representatives of Hydrological Services included in the delegations of Members.

#### REGULATION 31

With the exception of the Coordination Committee, the chair of which is the president of the constituent body, each committee or subcommittee shall elect its own chair and, whenever necessary, other officers. The president of the body establishing it shall preside at its meetings until it has elected its chair.

#### REGULATION 32

The terms of reference of any committee or subcommittee shall be prescribed by the body establishing it and shall be within the terms of reference of that body.

### **Working groups**

#### REGULATION 33

Any constituent body may establish working groups to act until the next session of that constituent body. The terms of reference of such working groups shall be established by the constituent body and shall be within the terms of reference of that body. Membership need not be restricted to Members or members of the constituent body. When a working group is established during a session, the constituent body may select the members and/or invite designated Members to do so. The constituent body may

select the chair and, if necessary, a vice-chair of the working group or authorize its president to do so.

In cases of urgency and subject to the authorization of the Executive Council, the president of an association or a commission may, between sessions, establish any working group of the constituent body that may be deemed useful by him and select its chair and a vice-chair, if considered necessary.

Whenever referred to in these Regulations, the provisions of Regulations 33 to 45 shall, unless otherwise provided for, be equally applicable to the rapporteurs or to any other subsidiary body designated or established, as appropriate, by any constituent body of the Organization.

#### REGULATION 34

A member of a working group selected by a constituent body or its president in accordance with Regulation 33 may be replaced on the working group only by decision of that constituent body, except that, in case of urgency, the president of the constituent body may do so. A member of a working group selected by a Member of the Organization may be replaced only by decision of that Member.

If the chair of the working group resigns or is not able to carry out his functions for any cause, the vice-chair of the group, if any, assumes the chair. In the absence of a vice-chair, the president of the responsible constituent body shall designate a new chair, preferably from amongst the members of the group.

#### REGULATION 35

The president of the constituent body, after consultation with the Secretary-General in any case in which financial expenses for the Organization may be involved, may, at the request of the working group, invite technical experts to participate in the work of the group.

#### REGULATION 36

(a) An invitation to any person in accordance with Regulations 33, 34 or 35 to participate in the work of a working group shall require the prior concurrence of the Permanent Representative of the country in which the person lives;

(b) Whenever possible, the decision of the Permanent Representative shall be notified to the president of the constituent body before the close of the session at which the working group is established. In any case where this has not been done, the Secretary-General, at the close of the session, shall obtain promptly the decision of the Permanent Representative. When the working group is being established between sessions, the Secretary-General shall obtain promptly the necessary decision in respect of each nominee;

(c) The invitation to each nominee shall be issued by the Secretary-General as soon as the concurrence of the Permanent Representative concerned has been received;

(d) The working group shall be regarded as activated when acceptances have been received from a simple majority of the nominees (including the designated chair, if any) and, if a chair has not been designated by the constituent body in session, the president of the constituent body may then proceed, at his discretion, with the designation or election of a chair of the working group.

#### REGULATION 37

Expenses of attendance of members of working groups of constituent bodies at sessions of these groups shall normally be borne by the Members to which those members belong.

However, a session of a working group of a constituent body or of a panel of experts appointed by the Executive Council may be financed by the Organization by decision of Congress or the Executive Council, provided that the questions to be dealt with:

- (1) Are of general interest to the Organization;
- (2) Are such as to necessitate the services of individual experts specially chosen in view of their specialized knowledge or to represent a regional interest rather than the services of representatives chosen on a national basis;
- (3) Are such that they cannot be solved by correspondence; and
- (4) Are considered by Congress or the Executive Council as having high priority.

## REGULATION 38

Any constituent body may recommend the establishment of joint working groups between itself and one or more other constituent bodies. Such joint working groups shall only be established by a resolution of Congress or the Executive Council and shall normally serve until the next session of Congress. The Executive Council will only authorize the creation of such working groups if it considers that implementation of Regulation 33 cannot produce the desired results.

## REGULATION 39

Congress or the Executive Council, in establishing a joint working group, shall determine its terms of reference and total number of its members. Each constituent body taking part in a joint working group shall normally be represented by not more than two members. Congress or the Executive Council shall designate the constituent body to which the joint working groups shall report. The president of the designated constituent body shall arrange for the election of a chair of the joint working group immediately after its formation, by correspondence if necessary, or according to a procedure to be determined in each case by Congress or the Executive Council.

## REGULATION 40

The date, place and agenda of a session of a joint working group shall be determined by the chair of the joint working group in consultation with the presidents of the constituent bodies concerned. The documents for the session shall normally be sent to the members of the joint working group and to the Secretary-General, at least 90 days before the opening of the session.

## REGULATION 41

The date and place of a session of a working group shall be decided by the president of the constituent body responsible for the group in consultation with its chair and the Secretary-General. Notification of a session of a working group shall be distributed by the Secretary-General to the members of the working group and the Members to which they belong at least 90 days before the date of opening.

## REGULATION 42

The chair of a working group shall prepare the provisional agenda for its session in consultation with members of the group, the presidents of the constituent body or bodies concerned and the Secretary-General.

## REGULATION 43

Recommendations of working groups shall have no status within the Organization until they have been approved by the responsible constituent body. In the case of joint working groups the recommendations must be concurred with by the presidents of the constituent bodies concerned before being submitted to the designated constituent body.

## REGULATION 44

In the case of a recommendation made by a working group between sessions of the responsible constituent body, either in a session of a working group or by correspondence, the president of that body may, as an exceptional measure, approve the recommendation on behalf of the constituent body when the matter is, in his opinion, urgent, and does not appear to imply new obligations for Members. He may then submit this recommendation for adoption by the Executive Council or to the President of the Organization for action in accordance with Regulation 9 (5).

## REGULATION 45

Notwithstanding Regulation 33, a working group may be dissolved at any time by the constituent body that established it if that body considers that it has completed its task or is not able to proceed further.

**Joint sessions of constituent bodies**

## REGULATION 46

When a joint session of two or more constituent bodies is considered necessary, the presidents of the bodies concerned shall designate one of them to act as a convener of the joint session.

## REGULATION 47

The date and place of the joint session shall be determined by agreement between the presidents of the constituent bodies concerned, in the case of associations in agreement with the President of the Organization and in the case of commissions after consultation with the Secretary-General.

## REGULATION 48

The provisional agenda for the joint session shall be determined by the constituent bodies concerned or by their presidents.

## REGULATION 49

Notification of the date and place of the joint session shall be distributed by the Secretary-General at least 120 days before the opening meeting to the Members of the Organization, to the members of the constituent bodies concerned, to the presidents of all the other constituent bodies, to the United Nations, to all other international organizations with which the Organization has concluded arrangements or agreements, and in conformity with the provisions of Regulations 19 and 20 to observers and invited persons. The provisional agenda and an explanatory memorandum summarizing the problems to be discussed shall also be sent to the addressees of the notification at least 120 days before the date of opening. The documents for the session shall be sent as soon as possible to all members of the constituent bodies concerned, to the presidents of the other constituent bodies and also to those organizations, observers and persons invited who have indicated their intention to be represented at or to attend the session.

## REGULATION 50

The Secretary-General shall be responsible in consultation with the convener for making all arrangements for the joint session, utilizing any facilities which may be offered by a host country.

## REGULATION 51

At the first meeting of the joint session a chair and such vice-chairs as are considered necessary shall be elected.

## REGULATION 52

The joint session shall be conducted in accordance with those provisions of these Regulations which are applicable to the constituent body to which the chair of the joint session belongs, and the chair of the joint session shall take such action following the joint session as normally follows a session of the constituent body to which he belongs, including reporting to Congress or the Executive Council upon the work of the joint session.

**Representation at the sessions or on subsidiary bodies of  
other international organizations**

## REGULATION 53

On receipt of an invitation for the Organization to be represented at a session of another international organization or one of its constituent bodies, the Secretary-General shall decide, on the basis of general guidance from the Executive Council and on budgetary and other considerations, whether the invitation shall be accepted and, if so, who should represent the Organization. The Secretary-General should consult, whenever practicable, the President of the Organization and the president of the association or the commission most directly concerned, if any, on the choice of the WMO representative.

## REGULATION 54

In case of an invitation to a session or joint session convened to discuss matters which relate to the field of responsibility of an association or a commission of the Organization, if it is decided to accept the invitation, the representative or representatives of the Organization shall normally be the president or vice-president of the association or the commission most directly concerned or an official of the Secretariat designated by the Secretary-General. However, a competent person or persons located in or near the place where the session is to be held may be designated, with the approval of the Permanent Representative of the country in which the person lives, to represent the Organization. Representation at sessions shall be kept to the minimum consistent with the aims of the Organization.

## REGULATION 55

The representative or representatives of the Organization at any such session shall arrange for the Secretary-General to receive a complete set of the documents relating to the session and, within 60 days of the end of the session, shall furnish a report upon the proceedings of the session, with particular reference to aspects of interest to the Organization.

## REGULATION 56

The nomination of representatives of the Organization to serve on permanent committees of other international organizations shall be made by the Secretary-General after consultation with the President of the Organization and the president of the association or commission most directly concerned, if any. Such consultations are not required for nomination of representatives to serve on bodies at the purely secretariat level within the United Nations system of organizations.

**Voting at sessions**

## REGULATION 57

Each Member belonging to or represented in a constituent body shall have one vote. The principal delegate of a Member shall have the right to vote or to designate any other member of the same delegation to vote on his behalf. No person shall have more than one vote in sessions of constituent bodies.

## REGULATION 58

For the purposes of the Convention and these Regulations the expression "votes for and against" shall mean affirmative and negative votes only and shall not include abstentions or blank or invalid voting slips.

## REGULATION 59

Voting in a constituent body shall normally be by standing or by a show of hands.

## REGULATION 60

Except in the case of the Executive Council, any delegation present may request a roll-call, which shall then be taken in the alphabetical order of



the names of the Members of the Organization in the French language. If the French language is not a working language of the session of an association, the presiding officer shall decide upon the language to be used for determining this alphabetical order.

The vote or abstention of each Member shall be included in the minutes of the meeting, or in a report to a plenary meeting if no minutes are prepared at plenary meetings of a commission.

#### REGULATION 61

Upon demand of two or more delegations present at a meeting, voting shall be by secret ballot. Voting by secret ballot has preference to roll-call, if both have been requested.

#### REGULATION 62

In all votings by secret ballot, two tellers selected from among the delegates present shall be appointed to count the votes. The votes shall be counted in the presence of the constituent body immediately following the vote. The voting slips shall be destroyed after the announcement of the result by the presiding officer and its acceptance by the meeting.

#### REGULATION 63

In the case of votes made by secret ballot, the number of votes for and against and the number of abstentions shall be recorded in the minutes, or in a report to a plenary meeting, if no minutes are prepared at plenary meetings of a commission.

#### REGULATION 64

(a) Except as provided for in the Convention and these Regulations, all decisions in a constituent body shall be determined by a simple majority of the votes cast for and against, in accordance with Regulation 58. If an equal number of votes are cast for and against a proposal, the proposal shall be regarded as lost;

(b) For elections, the simple majority shall be the next integer immediately above the half of the voting slips received, excluding abstentions and blank or invalid voting slips.

## REGULATION 65

Decisions in any of the committees, subcommittees, working groups, joint working groups and panels of a constituent body shall be determined by a simple majority of the votes cast for and against. If an equal number of votes are cast for and against a proposal, the proposal shall be regarded as lost.

**Voting by correspondence**

## REGULATION 66

Between sessions any question within the terms of reference of a constituent body which, in the opinion of its president, could be solved by correspondence, may be submitted to a vote by correspondence subject to the following provisions:

(a) A vote by correspondence by Members of the Organization, when Congress is not in session, shall be taken only on matters which are not reserved in the Convention for decision by Congress in session and Articles 11 and 12 of the Convention shall apply in any such vote by correspondence;

(b) In a vote by correspondence by members of the Executive Council, Article 16 of the Convention shall apply;

(c) In a vote by correspondence, upon a proposal before a commission, the votes shall be cast by the Permanent Representatives of the Members represented on the commission.

## REGULATION 67

Votes by correspondence, other than an election, shall be preceded by an exchange of opinion in the following cases:

(a) If the president of the constituent body so decides;

(b) If any of those entitled to vote requests such action within 30 days of the date of dispatch of the request to vote;

(c) If the question put to the vote falls within one of the following categories:

- (i) Questions leading to changes in the Technical Regulations;
- (ii) Questions affecting the Organization's programme;

- (iii) Questions affecting the relations between the Organization and another intergovernmental body or an organization with which WMO has defined its relations;
- (iv) Proposals whose implementation, if they are accepted, would call for extensive or costly action on the part of Members.

In the case of a commission the exchange of opinion shall be between the Members represented on the commission.

#### REGULATION 68

The president of a constituent body, when requesting opinions in accordance with Regulation 67, shall present any available information for and against the proposal; suggest, whenever appropriate, a date for implementation of the proposal if it is adopted; and indicate a time limit for the receipt of comments on the proposal.

#### REGULATION 69

(a) If any comments received in response to the action taken in accordance with Regulation 68 specifically request modifications of the proposal circulated by the president of the constituent body, the latter shall initiate a second circular to all Members or members entitled to vote informing them of each of the proposed modifications and other comments and requesting each Member or member to indicate, within 45 days of the date of dispatch of this second circular, whether that Member or member:

- (i) Supports the adoption of the original proposal without change;
- (ii) In the case of each proposed modification, supports or opposes that modification;
- (iii) Prefers that a decision upon the original proposal should be deferred until the next session of the constituent body;

(b) In the light of the replies received the president of the constituent body shall decide whether to proceed with the vote by correspondence or to defer further action until the next session of the constituent body;

(c) If the president of the constituent body decides to proceed with the vote by correspondence, he shall prepare an appropriate draft resolution or recommendation and shall arrange for the Secretary-General

to conduct the vote by correspondence upon it. No proposal or amendment of the draft resolution or recommendation being voted upon shall be receivable from any Member or member until after the close of the ballot.

#### REGULATION 70

Any proposal submitted to a vote by correspondence shall be arranged so that independent questions are voted on separately.

#### REGULATION 71

The provisions applicable to a vote by correspondence shall be those in force on the date of dispatch of the request to vote.

#### REGULATION 72

A vote, in any vote by correspondence, including an election, shall be valid only if the voting slip:

(a) Is received by the Secretary-General not more than 60 days after the date of dispatch of the request to vote;

(b) In the case of Members, has been signed on behalf of the Minister for Foreign Affairs of the Member or, in the case of those matters to which the provisions of Regulation 6 apply, by the Permanent Representative of the Member or a person authorized to sign on behalf of the Permanent Representative and designated as such to the Secretary-General.

The Secretary-General shall determine whether a voting slip is valid or not.

#### REGULATION 73

(a) Except in commissions, the quorum for voting by correspondence within a constituent body shall equal the quorum required for a meeting of that body;

(b) The quorum for voting by correspondence within commissions shall be a majority of the number of Members represented on that commission;

(c) If the number of replies received by the Secretary-General during the 60-day period referred to in Regulation 72 does not reach the quorum

required for voting by correspondence, the motion shall be considered as lost.

#### REGULATION 74

All votes by correspondence, including elections, shall be conducted by the Secretary-General. At least two senior officials of the Secretariat shall be designated by the Secretary-General to check and count the voting slips received. A statement certifying the results of the ballot shall be established and signed by these officials after such a count. The voting slips shall be retained by the Secretary-General for a period of 180 days after the close of the ballot and then destroyed.

#### REGULATION 75

The president of a constituent body shall cancel a vote by correspondence in any of the following cases:

(a) If the vote was not preceded by an exchange of opinion and a request is received to have an exchange of opinion in accordance with Regulation 67 (b); or

(b) In case of election between sessions, if any of the persons on the final list of candidates withdraws his agreement to be a candidate or is no longer eligible for the office to which he is nominated.

In these cases, the voting slips received in response to the letter of the request to vote shall be considered null and void.

#### REGULATION 76

The rules as given in Regulations 61 to 63 and 95 to 109 are not applicable in the case of votes conducted by correspondence.

#### REGULATION 77

The president of a constituent body may approve a proposal on behalf of that body, without a vote by correspondence, under the following conditions:

(a) When presenting the proposal to the constituent body, he shall have indicated his intention to do so provided that no objection is expressed;

(b) A period of 90 days from the date of the issue of the circular letter presenting the proposal shall have been allowed for replies;

(c) No objection shall have been received within that 90-day period from any of those entitled to vote.

#### REGULATION 78

Any decision of a constituent body adopted by a vote by correspondence shall have for all purposes of the Organization the same force, effect and status as if it had been adopted by the constituent body in session, and any provision of the Convention or these Regulations applicable to a decision adopted in session shall be equally applicable to a decision adopted by a vote by correspondence.

#### REGULATION 79

Except in votes by correspondence by the Executive Council, the result of a vote by correspondence in the form of the numbers of votes cast for and against and the number of abstentions shall be communicated to all Members invited to participate in the vote.

A list showing the votes of individual Members shall be sent to any Member, on request, provided such a request is received within 180 days of the close of the ballot and unless two or more Members invited to participate in the vote have requested, before the voting terminates, that this information not be communicated.

### **Elections during sessions**

#### REGULATION 80

Elections for all offices and places which a constituent body is required to fill shall be held at each ordinary session of that constituent body.

#### REGULATION 81

Prior to each election for an office, place or group of places, a list of the candidates to be voted upon, comprising the proposals of the Nomination Committee, if any, and nominations from the floor, shall be compiled by the constituent body in session. This list shall include only the names of those persons who are eligible for the office or place(s) for which they are nominated and who have stated that they are willing to be included among the candidates for election.

## REGULATION 82

In all elections, voting shall be by secret ballot. In voting, the provisions of Regulations 57, 62 and 63 shall apply. When there is only one candidate, he shall be declared elected without a ballot.

## REGULATION 83

A voting slip shall be invalid if it contains more names than the number of seats to be filled, or if it includes the name of any person not appearing in the list of candidates as established by the constituent body in accordance with the provisions of Regulation 81.

## REGULATION 84

In Congress, separate elections shall be held for the offices of President, First Vice-President, Second Vice-President and Third Vice-President of the Organization, in that order. The President and the three Vice-Presidents shall normally belong each to a different Region.

## REGULATION 85

In associations and commissions, separate elections shall be held for the offices of president and vice-president, in that order.

## REGULATION 86

In Congress, after the election of the President and the Vice-Presidents of the Organization, the remaining places on the Executive Council, other than those of the presidents of the associations, shall be filled in the manner specified in (a) and (b) below:

(a) A first election consisting of separate elections conducted simultaneously shall be held to fill those places on the Executive Council which need to be filled by candidates from particular Regions in order to satisfy the requirement in accordance with Article 13 (c) (ii) of the Convention that not less than four members of the Executive Council shall come from each Region. The list of candidates for this election shall be confined to the candidates belonging to the Regions which are not yet represented by four members. In this election, separate voting slips shall be used for each Region involved;

(b) A second election consisting of separate elections conducted simultaneously shall be held to fill the remaining places on the Executive Council, on the basis of a list containing the names of candidates from particular Regions in order to satisfy the requirement in accordance with Article 13 (c) (ii) of the Convention and Regulation 17, except those who have been elected under subparagraph (a). In this second election, separate voting slips shall be used for each Region involved. In addition to the provisions of Regulation 83, a voting slip shall be invalid if it contains a number of names greater, for any Region, than the maximum number of seats which remains possible for that Region, in accordance with Article 13 (c) (ii) of the Convention and Regulation 17. A voting slip containing fewer names than the number of places to be filled shall be valid and shall not be regarded as an abstention, provided it contains at least one name.

#### REGULATION 87

In all elections other than those described in Regulation 86 (b) the candidate who obtains a simple majority as described in Regulation 64 (b) shall be declared elected. If, in the first ballot, no candidate obtains a simple majority, a second ballot, which shall be restricted to the two candidates who obtained the highest numbers of votes in the first ballot, shall be held. However, if any other candidate has obtained the same number of votes in the first ballot as the second candidate, he also shall be included in the list.

For the elections under Regulation 86 (a), this Regulation shall apply separately to each Region involved.

#### REGULATION 88

In the election described in Regulation 86 (b):

(a) If the number of candidates securing a simple majority exceeds the number of places to be filled, those of such candidates who obtained the highest number of votes (to the extent of the number of places to be filled) shall be declared elected, subject to the provisions of Article 13 (c) (ii) of the Convention and of Regulation 17;

(b) If the number of candidates who obtained a simple majority on the first ballot is less than the number of places to be filled, those who obtained the simple majority shall be declared elected, subject to the provisions of Article 13 (c) (ii) of the Convention and of Regulation 17, and a further ballot shall be held to fill the remaining places;



(c) In this subsequent ballot, the list of candidates shall comprise those not previously elected who secured the highest number of votes in the previous ballot, but the number of candidates in the list shall not be greater than twice the number of places to be filled. However, if any other candidate has obtained in the previous ballot the same number of votes as the last candidate in the list, he also shall be included in the list. The procedures applicable to the results of the first ballot shall be applied to those of the second ballot;

(d) Further similar ballots shall be held as necessary until all places on the Executive Council have been filled.

#### REGULATION 89

Whenever more than one ballot is necessary in the elections described in Regulation 86 (b) and any of the ballots results in the attainment of a number of seats for a Region which is equal to the maximum possible under the provisions of Article 13 (c) (ii) of the Convention and of Regulation 17, the names of all the remaining candidates from that Region shall be deleted from the list of candidates for the next ballot.

#### REGULATION 90

If, in a ballot, a decision is not reached between two or more candidates because they have obtained the same number of votes, another ballot shall be held and, if no decision is reached in this new ballot, the decision between those candidates shall be made by drawing lots.

### **Elections between sessions**

#### REGULATION 91

(a) Elections between ordinary sessions of a constituent body shall take place to fill an office or a place in the body as prescribed in Regulations 15, 16 (a) and 145;

(b) Notwithstanding Regulation 75 (b), the eligibility of candidates for election by correspondence other than those prescribed by Article 6 (a) of the Convention as well as Regulations 168 (a) and 185 shall be that prevailing on the date of dispatch of request to nominate candidates as provided for in Regulation 92;

(c) Notwithstanding the application of Regulation 15, the president of an association or commission may also, in exceptional cases, arrange to hold elections by correspondence for any other office or place in the body in question.

#### REGULATION 92

When it is decided to hold elections by correspondence, the Secretary-General shall invite those entitled to vote to nominate in advance eligible candidates for the office or place to be filled. The president who requested the election shall decide on the duration of the period, which shall not be less than 30 days, during which nominations of candidates will be received.

#### REGULATION 93

Before proceeding with the election, the Secretary-General shall ascertain that each person whose name has been submitted is eligible for the office or place to be filled and is willing to be included among the candidates for election. For this purpose, a period of 20 days shall be allocated, after which he shall establish the final list of candidates.

When the list of candidates contains only one name, this candidate shall be declared elected.

#### REGULATION 94

The provisions of Regulations 72, 73, 74, 75 (b), 82, 83, 87 and 90 shall apply *mutatis mutandis* in the case of elections between sessions.

A second ballot in conformity with Regulation 87, will however not be held if the results of the first ballot are not available at least 180 days before the next ordinary session of the body concerned.

### **Conduct of business in meetings of constituent bodies, committees and working groups**

#### REGULATION 95

The presiding officer may call a speaker to order if his remarks are irrelevant to the subject under discussion. Subject to the provisions of Regulation 97, the presiding officer shall have power to impose a time limit on each speaker.

## REGULATION 96

In addition to exercising any power conferred upon him elsewhere in these Regulations, the presiding officer shall open and close the meetings, direct the discussions, ensure the observance of the provisions of the Convention and of the Regulations applicable to the body concerned, accord the right to speak, put questions to the vote and announce decisions. The presiding officer shall have control over the proceedings and the maintenance of order at its meetings. He shall rule on points of order and shall have, in particular, the power to propose adjournment or closure of the debates or adjournment or suspension of meetings.

## REGULATION 97

A point of order raised by any delegation or member shall be immediately decided by the presiding officer in accordance with the Regulations. A delegation or member may appeal against the ruling of the presiding officer. Discussion on such an appeal shall be limited to the appellant and the presiding officer. If the appeal is maintained it shall be immediately put to the vote and the ruling of the presiding officer shall stand unless that ruling is overruled by the required majority of the delegates or members present and voting.

Neither the delegation or member raising a point of order nor any other delegation or member may speak on the substance of the subject under discussion until the point of order has been determined.

## REGULATION 98

During the debate on an item of the agenda, any delegation or member may move motions or amendments to motions on the subject under discussion.

## REGULATION 99

Motions shall be debated and voted upon in the order in which they have been proposed, except as otherwise provided.

## REGULATION 100

If two or more amendments are moved to a motion or to an amendment, a discussion shall be held and a vote shall be taken first on the

amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed until all the amendments maintained have been put to a vote. The presiding officer shall have the power to determine the order of voting on amendments under this rule, subject to Regulation 97.

#### REGULATION 101

A motion or an amendment which has been moved may be withdrawn by the mover unless an amendment to it is under discussion or has been adopted.

#### REGULATION 102

Amendments shall be voted on before the motion or amendment to which they refer. When all amendments have been disposed of, the original proposal, as modified by adopted amendments, shall be voted on.

#### REGULATION 103

A delegation or member may move that parts of a proposal, document or amendment shall be voted on separately. If objection is made to the request for division, the motion shall be voted upon. Permission to speak on the motion for division shall be given only to two speakers in favour and two speakers against. If the motion for division is carried, those parts of the proposal, document or amendment which are subsequently approved individually shall finally be put to the vote as a whole. If all operative parts of the proposal, document or amendment have been rejected, the proposal, document or amendment shall be considered to have been rejected as a whole.

#### REGULATION 104

A delegation or a member may move at any time the suspension or the adjournment of the meeting. Such a motion shall not be debated, but shall immediately be put to a vote, subject to Regulation 107.

#### REGULATION 105

During the discussion of any matter, a delegation or a member may move the adjournment of the debate to a specified time. Such motions

shall not be debated, but shall immediately be put to a vote, subject to Regulation 107.

#### REGULATION 106

A delegation or a member may at any time move the closure of the debate, whether or not any other delegate or member has signified his wish to speak. Permission to speak on the closure of the debate may be accorded to not more than two speakers both opposing the closure, after which the motion shall be immediately put to the vote, subject to Regulation 107.

#### REGULATION 107

Subject to the provisions of Regulation 97 concerning a point of order, the following motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion;
- (d) For the closure of the debate on the item under discussion.

#### REGULATION 108

After the presiding officer has announced that the voting has commenced, no one may interrupt the voting, except on a point of order concerning the manner of conducting the vote. The presiding officer may permit the delegations or members to explain their vote, either before or after the count, except in cases where a secret ballot is held. The presiding officer shall not permit the mover to explain his vote.

#### REGULATION 109

An observer may participate in a debate on a subject of common interest to the Organization and the country or the organization which he represents. No motion or amendment to a motion by an observer shall be considered unless it is endorsed by a delegation or a member.

**Records and documents**

## REGULATION 110

Any document intended for consideration in a plenary meeting shall be distributed to participants in the session at least 18 hours before the opening of the plenary meeting at which it will be discussed.

## REGULATION 111

Other international organizations with which the Organization has concluded agreements or working arrangements may submit documents to sessions of constituent bodies or working groups on agenda items of direct interest to them within the time fixed for the different bodies. In this case, such documents should be made available to the Secretary-General for circulation in accordance with the Regulations. Copies should be provided if possible in sufficient number and in the working languages used by the body to which they are submitted.

## REGULATION 112

At sessions of a constituent body the substance of the discussion and the decisions arrived at for each agenda item shall be recorded in the general summary of the work of the session.

Summarized minutes of the discussion at plenary meetings of constituent bodies shall be prepared by the Secretariat only where there is a specific request from the plenary.

Audio recordings of plenary meetings shall be made and retained for record purposes.

Summarized minutes shall be distributed as soon as possible during the session or by correspondence to all delegations, which may submit their proposed corrections in writing to the Secretariat. Any disagreement on the proposed corrections shall be decided by the presiding officer after consultation with the person concerned.

Summarized minutes will be adopted by the plenary in session or by correspondence.

## REGULATION 113

If summarized minutes are prepared at plenary meetings of a constituent body, the statements of delegations or members should be recorded in extenso in the summarized minutes of the meeting at the request of the delegation or member concerned. The minutes of the particular meeting which contains the statement in extenso may be disseminated to all Members of the Organization, if expressly requested by the delegation or member concerned.

If no summarized minutes are prepared at plenary meetings of a commission, the statements of delegations or members may be disseminated in extenso to all Members of the Organization, if expressly requested by the delegation or member concerned. Statements in extenso shall not be included in the report of the session, provided that no other decision is taken.

## REGULATION 114

Minutes of a meeting which are approved by the constituent body in session shall be distributed as rapidly as possible to all persons participating in the meeting. If the minutes cannot be approved during the session, the presiding officer shall approve them after consultation with the participants. When so approved the minutes shall be distributed as rapidly as possible to all participants. In addition, the approved minutes shall be distributed to the Permanent Representatives of the Members concerned.

## REGULATION 115

After the close of a session of a constituent body an abridged final report of the session, comprising a general summary of the work and the text of all resolutions (and in the case of an association or a commission all recommendations) which were adopted at the session, shall be published by the Secretariat with a minimum of delay.

## REGULATION 116

The Secretary-General shall distribute the abridged final report of a session of a constituent body to all Members of the Organization, all members of the Executive Council, all presidents of commissions, all persons present at the session, other persons or organizations at his discretion and, in the

case of commissions, all members of the commissions concerned who were not present at the session.

In the case of associations or commissions, the Secretary-General shall also submit the abridged final report with the comments received from the presidents of the other associations and commissions concerned in accordance with Regulation 126 to the Executive Council with proposals for action to be taken on each item of the report. He shall also prepare and distribute a document showing the action taken by the Executive Council, if any, to all recipients of the abridged final report.

#### REGULATION 117

Documents relevant to decisions requiring implementation by Members shall be distributed in accordance with Regulation 127.

### **Languages**

#### REGULATION 118

The official and working languages of the Organization shall be Arabic, Chinese, English, French, Russian and Spanish.

#### REGULATION 119

The six official and working languages of the Organization shall be used at Congress and in the Executive Council and in their committees and working groups.

#### REGULATION 120

The president of an association, after ascertaining the requirements of the Members concerned, shall notify the Secretary-General, at least 180 days before the opening of each session of Congress, of the working languages which will be required at sessions of that association during the following financial period.

When the membership of a working group of an association has been completed, the president of the association shall notify the Secretary-General of the working languages that will be required for sessions, if any, of that working group.



## REGULATION 121

The six official and working languages of the Organization shall be used in the commissions and their committees.

When the membership of a working group of a commission has been completed, the president of the commission shall notify the Secretary-General of the working languages that will be required for sessions, if any, of that working group.

## REGULATION 122

At sessions of associations and their committees and working groups and at sessions of working groups of commissions, the languages designated in accordance with Regulations 120 and 121 shall be used for interpretation.

All documentation for the above-mentioned bodies shall be issued in the languages determined for the session in accordance with Regulations 120 and 121.

## REGULATION 123

As decided by Congress, the Convention, the Regulations and relevant reports and publications of the Organization shall be published in English, French, Russian and Spanish. The Convention and the Regulations of the Organization shall also be published in Arabic and Chinese.

**Publicity of meetings**

## REGULATION 124

The meetings of constituent bodies shall be held in public, unless otherwise decided by the constituent bodies concerned.

## REGULATION 125

Public statements upon the proceedings and decisions of a constituent body or its committees shall be issued only by the president of the constituent body or a person authorized by him.

### **Implementation of decisions**

#### REGULATION 126

The recommendations of an association or a commission which affect other associations or commissions, whether adopted during a session or by correspondence, shall be sent immediately by the Secretariat to the presidents of the other associations and commissions concerned, so as to ensure that the opinion of such constituent bodies may be known before such recommendations are considered by Congress or the Executive Council.

#### REGULATION 127

Decisions concerning changes in the Technical Regulations, together with relevant documents, shall be sent to Members in sufficient time to allow a period of at least nine months between the receipt of these documents and the date of implementation.

For other decisions which require implementation by Members, the corresponding period shall be specified in each case by the president of the constituent body in the light of the nature of the decision and the time which would be needed by Members to implement it. In no case shall this period be less than two months.

#### REGULATION 128

A Member which is unable to give effect to a requirement in a technical resolution which has been adopted by Congress, or by the Executive Council on behalf of Congress, and to which the provisions of Article 9 (b) of the Convention and of these Regulations have been specifically stated to apply, shall so inform the Secretary-General in writing within a period of 90 days after the notification of the decision by the latter. The Member concerned must indicate, in its communication to the Secretary-General, whether its inability to give effect to the resolution is provisional or final and state its reasons therefor.

Members shall specifically notify the Secretary-General in writing of their intention to apply the "standard practices" of the Technical Regulations except for those for which they lodge specific deviations. Members shall also inform the Secretary-General, at least three months in advance, of any change in the degree of their implementation of a "standard practice" as previously notified and of the effective date of the change.

## II. Congress

### Sessions and place of sessions

#### REGULATION 129

(a) The President of the Organization shall convene ordinary sessions of Congress. Notwithstanding any prior decision of Congress regarding the date and place of its next session, the Executive Council may in case of necessity alter the date or place of that session, or both, and may also convene an extraordinary session of Congress at such time and place as the Executive Council shall determine;

(b) An extraordinary session of Congress shall also be convened within 120 days of receipt by the Secretary-General of requests for such a session from a majority of the Members. The precise date and place of the meeting for the extraordinary session shall be determined by the Executive Council.

#### REGULATION 130

Arrangements for sessions of Congress shall be the responsibility of the Secretary-General. The Secretary-General should use such assistance as may be provided by the host country.

#### REGULATION 131

(a) Notification of ordinary sessions of Congress shall be made to Members and to the United Nations at least nine months before the opening meeting of the session;

(b) Notification of an extraordinary session of Congress shall be made at least 90 days before the opening meeting of the session.

#### REGULATION 132

The presidents of all commissions shall be invited to attend each session of Congress, the cost of their transportation and subsistence, for an appropriate period, to be borne by the Organization.

#### REGULATION 133

(a) For all ordinary sessions of Congress, the notification shall be accompanied by the provisional agenda and an explanatory memorandum.

The documents shall be distributed as soon as possible, and preferably not later than 45 days before the opening of the session;

(b) The agenda of a session and its explanatory memorandum shall also be sent to the presidents of commissions and to any invited international organizations.

#### REGULATION 134

The provisions of Regulation 133 shall also apply to extraordinary sessions.

#### REGULATION 135

Any Member, the United Nations and all other international organizations with which the Organization has concluded arrangements or agreements may propose the addition of items to the provisional agenda before the opening of the session; explanatory memoranda summarizing the problems in relation to these additional items shall accompany such proposals and be distributed by the Secretariat to all Members, to presidents of commissions and to the United Nations. Documents on items on the provisional agenda submitted by Members shall be similarly distributed by the Secretariat.

#### REGULATION 136

The provisional agenda for an ordinary session of Congress shall be prepared by the Executive Council and shall normally include:

- (1) Establishment of the Credentials Committee;
- (2) Establishment of other committees of Congress;
- (3) Consideration of the report of the Credentials Committee;
- (4) Approval of the agenda;
- (5) Applications for membership, if any;
- (6) Report by the President of the Organization;
- (7) Reports by presidents of associations;
- (8) Reports by presidents of commissions;
- (9) Review of WMO Programmes;

- (10) Strategic planning;
- (11) Financial report by the Secretary-General and the proposed maximum expenditure of the Organization for the next financial period;
- (12) Cooperation with the United Nations and other international organizations;
- (13) General, legal, financial and administrative matters;
- (14) Items submitted by the Presidents of the Organization, the associations and the commissions, not covered in the above reports;
- (15) Items submitted by Members of the Organization;
- (16) Items proposed by the United Nations or other international organizations;
- (17) Review of previous Congress resolutions;
- (18) Election of President and Vice-Presidents of the Organization;
- (19) Election of members of the Executive Council, except the President and Vice-Presidents of the Organization and the presidents of the associations;
- (20) Appointment of the Secretary-General;
- (21) IMO lecture and scientific discussions.

#### REGULATION 137

The agenda for an extraordinary session of Congress shall contain only the following items:

- (1) Establishment of the Credentials Committee;
- (2) Establishment of other committees of Congress;
- (3) Consideration of the report of the Credentials Committee;
- (4) Consideration of the question(s) for which the session was convened.

#### REGULATION 138

The report by the President to an ordinary session of Congress shall include:

(a) A résumé of the activities of the Organization, its constituent bodies (particularly the Executive Council) and the Secretariat since the last session of Congress;

(b) Matters which are required to be reported to Congress under the provisions of Regulation 9 (8);

(c) Any other matters affecting the Organization or its constituent bodies.

#### REGULATION 139

The provisional agenda shall be submitted for approval by Congress as soon as possible after the opening of the session. The agenda may be amended by Congress at any time.

#### **Order of business**

#### REGULATION 140

The order of business for each meeting shall be prepared by the Secretariat and shall be distributed after approval by the President. Except by decision of Congress, a new item of business shall not be definitely settled unless it has been included in an order of business and distributed with pertinent documentation at least 18 hours before.

### **III. Executive Council**

#### **Introduction**

#### REGULATION 141

A Member which belongs to more than one association shall, for the purposes of Article 13 of the Convention, normally be regarded as coming from the Region in which the headquarters of its Meteorological Service is located. Such a Member may, however, for the purposes of Article 13, select another Region to which it belongs, in which the greater part of its territory lies. Any other choice of Region shall require the approval of Congress. In all cases, the choice of the Region must be announced before the elections covered by Article 8 (j) of the Convention begin, and such choice may not be changed during the session.

## REGULATION 142

If the President of the Executive Council cannot attend a session, he shall be entitled to send an observer, who will have the same rights as an alternate to an elected member of the Council. The same shall apply to the Vice-Presidents.

## REGULATION 143

If the president of an association is unable to be present at a session of the Executive Council, the vice-president should attend as his alternate; if both officers are unable to attend, the president of the association should wherever possible select a Director of a Meteorological or Hydrometeorological Service in the Region to attend as alternate. The alternate for the president of an association shall have the same rights and privileges in the Executive Council as the president would have if he were present.

## REGULATION 144

Alternates of the Directors specified in Article 13 (c) of the Convention shall be members of the Meteorological or Hydrometeorological Services of Members coming from the same Regions as the Directors whom they represent.

## REGULATION 145

When a vacancy among the members elected in accordance with Article 13 (c) of the Convention occurs in the Executive Council between sessions of Congress, an acting member shall be designated by the Executive Council in conformity with the provisions of that article and of Regulation 17. The acting member shall serve until the closure of the next ordinary session of Congress. If, however, the vacating member is the president of an association, the acting president of the association shall serve until the election of a new president of the association concerned.

## REGULATION 146

Between sessions of the Executive Council the President shall consult the members of the Executive Council upon important questions before taking any decisions.

## REGULATION 147

(a) The Executive Council may establish panels of experts to keep it advised on important specialized subjects not specifically included within the terms of reference of one of the commissions. Such panels may be dissolved at any time by resolution of the Executive Council;

(b) When expedient, the Executive Council may use the commissions through their advisory working groups/steering groups or their other working groups to give advice on urgent or priority items. The Executive Council may also authorize meetings and other arrangements for facilitating the implementation and management of the major programmes of the Organization.

## REGULATION 148

Provided the conditions of Regulation 126 have been satisfied, the Executive Council may adopt resolutions arising out of recommendations of associations and commissions, in accordance with Article 14 (c) or in application of the last paragraph of that article of the Convention.

**Sessions**

## REGULATION 149

The sessions of the Executive Council shall be held at the location of the Secretariat unless the Executive Council decides otherwise.

## REGULATION 150

Arrangements for sessions of the Executive Council shall be the responsibility of the Secretary-General with such assistance as may be provided by the host country.

## REGULATION 151

(a) Notification of ordinary sessions of the Executive Council shall be made at least 120 days before the opening meeting of the session to members of the Executive Council and to the United Nations;

(b) Notification of an extraordinary session of the Executive Council shall be made at least 60 days before the opening of the session.



## REGULATION 152

(a) For all ordinary sessions of the Executive Council, the notification shall be accompanied by the provisional agenda and its explanatory memorandum;

(b) The provisional agenda of a session and its explanatory memorandum shall also be sent with the same advance notice as provided for in Regulation 151 to the presidents of commissions and to those international organizations with which the Organization has concluded arrangements or agreements providing for representation at sessions of the Executive Council. The documents shall be distributed as soon as possible, and preferably not later than 45 days before the opening of the session.

## REGULATION 153

The provisions of Regulation 152 shall also apply to extraordinary sessions.

## REGULATION 154

Any member of the Executive Council may be accompanied by an alternate and not more than two advisers; alternates and advisers may be permitted to address the Council.

## REGULATION 155

(a) In accordance with Article 19 (d) of the Convention, the presidents of commissions may participate in sessions of the Executive Council; the cost of travel and subsistence, for an appropriate period, shall be met by the Organization;

(b) Hydrological advisers to presidents of associations should be invited to attend those sessions of the Executive Council which deal with policy questions related to hydrology and water resources, the material arrangements for this attendance being the same as those applicable to presidents of associations.

**Agenda**

## REGULATION 156

The provisional agenda for an ordinary session of the Executive Council shall be prepared by the President of the Organization in consultation with the Secretary-General and shall normally include:

- (1) Reports by the President of the Organization, the Secretary-General, presidents of associations and commissions;
- (2) Review of WMO Programmes;
- (3) Programme and budget for the next biennium;
- (4) Strategic planning;
- (5) Cooperation with the United Nations and other international organizations;
- (6) General, legal and administrative matters, including the report of the external auditor and staff matters;
- (7) Items submitted by members or by the Secretary-General;
- (8) Scientific lectures and discussions;
- (9) Review of previous resolutions of the Executive Council.

The order in which these items are to be discussed shall be determined by the President and submitted to the Executive Council for approval.

The provisional agenda of an ordinary session of the Executive Council directly following an ordinary session of Congress shall contain only those matters requiring its immediate attention.

## REGULATION 157

The agenda of an extraordinary session of the Executive Council shall contain only those matters for which the session was convened.

## REGULATION 158

The report of the President to an ordinary session of the Executive Council shall include:

(a) A résumé of the activities of the Organization and its constituent bodies since the last session of the Executive Council or Congress;

(b) Matters which are required to be reported to the Executive Council under the provisions of Regulation 9 (7);

(c) Any other matters affecting the Organization or its constituent bodies.

#### REGULATION 159

The report by the Secretary-General to an ordinary session of the Executive Council shall include:

(a) A résumé of the activities of the Secretariat since the last session of the Executive Council or Congress;

(b) A report on the relations of the Organization with other international organizations;

(c) A report on staff matters;

(d) A report on financial matters.

#### REGULATION 160

The provisional agenda shall be submitted for approval at the opening meeting. In the course of the session the agenda may be amended at any time.

### **Quorum**

#### REGULATION 161

If a quorum, according to Article 17 of the Convention, is not obtained at a session, the decisions adopted by a two-thirds majority of those members present shall be referred by correspondence to all members of the Executive Council.

Any such decision shall be considered as a decision of the Executive Council only when it obtains approval by two thirds of the votes cast for and against within 60 days after it has been sent to the members, provided that more than half the members of the Executive Council have participated in the vote.

## **IV. Regional associations**

### **Introduction**

#### **REGULATION 162**

The associations of the Organization shall be those specified in Annex II to these Regulations. Each association shall be responsible for carrying out the functions specified in Article 18 (d) of the Convention within the area allotted to that association in Annex II.

#### **REGULATION 163**

(a) Any decision of an association which requires implementation by Members of the association only, or which concerns only the internal activities of the association such as its future work programme, the establishment and terms of reference of working groups, or the designation of a rapporteur, shall be recorded in the form of a resolution, provided that such a resolution is not in conflict with the provisions of the Convention, the Regulations of the Organization or any previous decision of Congress or the Executive Council;

(b) Any decision of an association which is intended to convey information, an opinion or a request to another association or a commission, or which gives directives to a working group (other than its terms of reference), to the officers of the association or to any individual who has been designated to undertake a task for the association, shall be recorded in the general summary of the abridged final report of the session;

(c) Any decision of an association on any other matter, including proposals for changes in regional practices which require reconsideration or modification of a previous decision of Congress or the Executive Council, proposals for Secretariat action and proposals intended for consideration by a body outside the Organization, shall be recorded only as a recommendation to Congress or the Executive Council.

### **Membership**

#### **REGULATION 164**

For the purposes of Article 18 (a) of the Convention, a Member of the Organization has the right to belong to an association if the Member is

exclusively responsible, technically and financially, for the maintenance of a network of meteorological or hydrological stations lying in or extending into the geographical limits of the Region concerned, provided that such stations are situated on the territory of the Member.

#### REGULATION 165

The Secretary-General shall invite new Members of the Organization to declare the associations of which they consider themselves to be Members under the conditions of Article 18 (a) of the Convention.

The Secretary-General shall report to the Executive Council, if necessary, on any difficulties that arise.

Any question or dispute concerning membership of an association shall be referred to Congress or, if the Executive Council so decides, to the Members of the Organization, for decision by a vote by correspondence.

#### REGULATION 166

The networks within the territory of a Member shall not be represented in the association by more than one delegation which shall represent that Member.

### **Officers**

#### REGULATION 167

The duties of the president of an association shall be:

- (1) To preside over the sessions of the association;
- (2) To guide and coordinate the activities of the association and its working groups between sessions of the association;
- (3) To carry out such specific duties as are prescribed by decisions of Congress and the Executive Council and by the Regulations of the Organization;
- (4) To ensure that the activities, recommendations and resolutions of the association are in accordance with the provisions of the Convention, decisions of Congress and the Executive Council and the Regulations of the Organization;

(5) To present the views of the association to Congress at its regular sessions and to the Executive Council at its sessions;

(6) To arrange for appropriate representation of the association in sessions of other associations, if necessary;

(7) To conduct, either directly or through the Secretary-General on behalf of the association, correspondence on matters relating to the activities of the association;

(8) To maintain files of his official correspondence as president of an association and to send copies of this correspondence to the Secretary-General.

#### REGULATION 168

(a) The president and vice-president of an association shall be Directors of Meteorological or Hydrometeorological Services of Members of the Organization belonging to the Region, as specified by Regulation 141;

(b) The president of an association should be assisted by a regional hydrological adviser designated at each ordinary session of the association in accordance with Regulation 33, who should be a representative of a Service responsible for operational hydrology and should preferably be the chair of the Association Working Group on Hydrology. His duties are specified in Annex IV.

### **Sessions and place of sessions**

#### REGULATION 169

Sessions of an association shall normally be held at a place within its Region.

#### REGULATION 170

(a) Ordinary sessions of an association shall normally be held at intervals not exceeding four years;

(b) An extraordinary session of an association may be convened by decision of Congress or the Executive Council, if so recommended by the association, either in session or through a vote by correspondence which will be conducted after receiving a request from one third of the Members of the association.

## REGULATION 171

The Secretary-General shall draw up a provisional programme of sessions of associations in consultation with the presidents of the associations and the President of the Organization. The coordinated programme of sessions shall be sent to all Members, prior to the ordinary session of Congress, inviting them to act as host countries for one or more sessions of constituent bodies. The date and place of an ordinary or an extraordinary session shall be determined by the president of the association in agreement with the President of the Organization and after consultation with the Secretary-General.

In the case where invitations are received from more than one Member to act as host country for the same session of an association, the Secretary-General shall submit the matter to the President of the Organization for decision.

## REGULATION 172

Notification of the date and place of the session shall be distributed by the Secretary-General at least 120 days before the date of opening to the Members of the Organization, the presidents of all the other constituent bodies, the United Nations, all other international organizations with which the Organization has concluded arrangements or agreements and, in conformity with Regulations 19 and 20, to other persons. The provisional agenda and an explanatory memorandum summarizing the problems to be discussed shall be sent also to the addressees of the notification at least 120 days before the date of opening. The documents for the session shall be sent as soon as possible, and preferably not later than 45 days before the opening of the session, to Members of the association and to presidents of constituent bodies, and also to the other Members of the Organization and to those organizations or persons invited who have indicated their intention to be represented at or to attend the session.

**Agenda**

## REGULATION 173

(a) Any Member may propose additional items to the provisional agenda for an ordinary session, but preferably not later than 30 days before the opening of the session; explanatory memoranda in respect of

the additional items should accompany such proposals and be distributed by the Secretariat to the addressees of the notification referred to in Regulation 172;

(b) Working papers submitted by Members on items on the provisional agenda should be made available to the Secretariat as early as possible but preferably not later than 60 days before the opening of the session; they should similarly be distributed by the Secretariat.

#### REGULATION 174

The provisional agenda for an ordinary session of an association shall be prepared by the president of the association in consultation with the Secretary-General and shall normally include:

- (1) Consideration of the report on credentials;
- (2) Establishment of committees;
- (3) A report by the president of the association;
- (4) Reports by chairs of working groups established and rapporteurs appointed by the association;
- (5) Consideration of regional aspects of WMO Programmes;
- (6) Consideration of regional aspects of strategic planning;
- (7) Scientific lectures and discussions;
- (8) Items submitted by the President of the Organization, the Executive Council, other associations, commissions, the United Nations and Members;
- (9) Review of previous resolutions and recommendations of the association;
- (10) Review of the Executive Council resolutions related to the association;
- (11) Election of officers.

The order in which the items are to be discussed shall be determined by the president and submitted to the association for approval.



**REGULATION 175**

The agenda for an extraordinary session of an association shall contain only the following items:

- (1) Consideration of the report on credentials;
- (2) Establishment of committees;
- (3) Consideration of the question(s) for which the session was convened.

**REGULATION 176**

The provisional agenda shall be submitted for approval by the association as soon as possible after the opening of the session. In the course of the session the agenda may be amended at any time.

**Quorum****REGULATION 177**

A quorum shall consist of a simple majority of Members with voting rights belonging to the association.

**REGULATION 178**

If a quorum is not obtained at a session, the decisions, other than elections, adopted by a simple majority vote of those Members present shall be referred by correspondence to all Members of the Organization belonging to the association. Any such decision shall be considered a decision of the association only when it has been approved by a simple majority of votes cast for and against within 90 days after it has been sent to the Members.

**Assistance by the Secretariat****REGULATION 179**

As required by the association, the Secretariat shall carry out the administrative work, including preparation of documents, and technical work to the extent compatible with its functions. Technical experts in the Secretariat shall be assigned by the Secretary-General to participate in a consultative capacity in the work of each association and to carry out such technical studies as the association may request.

## V. Technical commissions

### Introduction

#### REGULATION 180

The titles, their approved abbreviations and the terms of reference of commissions shall be as specified in Annex III.

#### REGULATION 181

In conformity with Articles 19 and 26 of the Convention, a technical commission may be established jointly with another intergovernmental body of the United Nations system when the proposed terms of reference of the technical commission overlap substantially with the activities of the other body, and such joint sponsorship is deemed to be in the interests of WMO. In such a circumstance of joint sponsorship, the following terminology with respect to technical commissions within these Regulations should be read as indicated:

- (a) Members shall also imply Member States of the co-sponsor;
- (b) Secretary-General shall also imply Executive Head of the co-sponsor;
- (c) Congress and Executive Council shall also imply Governing Bodies of the co-sponsor;
- (d) Secretariat shall also imply the Secretariat of the co-sponsor;
- (e) Organization shall also imply the co-sponsoring body;
- (f) Permanent Representatives of Members of the Organization shall also imply the formal national focal points of the co-sponsor;
- (g) Convention shall also imply the Convention, Statutes or other formal or legal defining document of the co-sponsor;
- (h) Regulations shall also imply the Regulations of the co-sponsor.

#### REGULATION 182

(a) The main purpose of a commission is to study and make recommendations to Congress and the Executive Council on subjects within its terms of reference and in particular on matters directly referred to the commission by Congress and the Executive Council. Any decision

of a commission requiring financial support or implementation action by Members, proposals for Secretariat action and proposals requiring coordination with other WMO bodies or with bodies outside the Organization shall be recorded as a recommendation to Congress or the Executive Council;

(b) Any decision of a commission which concerns only the internal activities of the commission, such as action to carry out its part of the strategic programme of the Organization, the establishment and terms of reference of a working group or the designation of a rapporteur shall be recorded in the form of a resolution, provided that such a resolution is not in conflict with the provisions of the Convention, the Regulations of the Organization or any previous decisions of Congress or the Executive Council;

(c) Any decision of a commission which is intended to convey information, or an opinion, including communications with other technical bodies of WMO, or which gives directives to a working group (other than its terms of reference), to the officers of the commission or to any individual who has been designated to undertake a task for the commission, shall be recorded in the general summary of the abridged final report of the session.

### **Membership**

#### **REGULATION 183**

The members of commissions shall be technical experts in the fields covered by the terms of reference of the commission designated by Members. A Member may designate such number of experts to serve on a commission as it deems necessary.

#### **REGULATION 184**

When considered desirable by the commission, additional technical experts in the same field may be invited by the commission to participate in its work as associate members until the end of the following session. The invitation to any such expert shall require approval by a majority of the members of the commission. No proposal to invite an expert shall be considered by the commission without the prior concurrence of the Permanent Representative concerned. An associate member shall have the same rights as a member but he shall not be entitled to vote.

## REGULATION 185

Only members of a commission shall be eligible for election as president or vice-president of that commission.

**Duties of the president of a commission**

## REGULATION 186

The duties of the president of a commission shall be:

- (1) To preside over sessions of the commission;
- (2) To guide and coordinate the activities of the commission and its working groups between sessions of the commission;
- (3) To carry out such specific duties as are prescribed by decisions of Congress and the Executive Council and by the Regulations of the Organization;
- (4) To ensure that the activities, recommendations and resolutions of the commission are in accordance with the provisions of the Convention, decisions of Congress and the Executive Council and the Regulations of the Organization;
- (5) To report to Congress at its regular sessions on the activities of the commission;
- (6) To present the views of the commission at sessions of the Executive Council which he may be called upon to attend;
- (7) To conduct, either directly or through the Secretary-General on behalf of the commission, correspondence on matters relating to the activities of his commission;
- (8) To maintain files of his official correspondence as president of a commission and to send copies of this correspondence to the Secretary-General.

**Sessions**

## REGULATION 187

- (a) Ordinary sessions of a commission shall normally be held at intervals not exceeding four years;

(b) An extraordinary session of a commission may be convened by decision of Congress or the Executive Council, if so recommended by the commission either in session or through a vote by correspondence which will be conducted after receiving requests from one third of the Members represented on the Commission.

#### REGULATION 188

The Secretary-General shall draw up a provisional programme of sessions of commissions in consultation with the presidents of the commissions for coordination by the Executive Council at its last session before an ordinary session of Congress. The coordinated programme of sessions shall be sent to all Members, prior to the ordinary session of Congress, inviting them to act as host countries for one or more sessions of constituent bodies. The date and place of an ordinary or an extraordinary session shall be determined by the president of the commission after consultation with the Secretary-General.

In the case where invitations are received from more than one Member to act as host country for the same session of a commission, the Secretary-General shall submit the matter to the President of the Organization for decision.

#### REGULATION 189

Notification of the date and place of a session shall be distributed by the Secretary-General at least 120 days before the opening meeting to the Members of the Organization, to the members of the commission, to the presidents of all the other constituent bodies, to the United Nations, all other international organizations with which the Organization has concluded arrangements or agreements and, in conformity with the provisions of Regulations 19 and 20, to other persons. The provisional agenda and an explanatory memorandum summarizing the problems to be discussed shall also be sent to the addressees of the notification at least 120 days before the date of opening. The documents for the session shall be sent as soon as possible, and preferably not later than 45 days before the opening of the session, to members of the commission and to the presidents of constituent bodies, and also to those Members of the Organization and to those organizations or persons invited who have indicated their intention to be represented at or to attend the session.

## Agenda

### REGULATION 190

(a) Any Member may propose additional items to the provisional agenda for an ordinary session, but preferably not later than 30 days before the opening of the session; explanatory memorandums in respect of the additional items should accompany such proposals and be distributed by the Secretariat to the addressees of the notification referred to in Regulation 189;

(b) Working papers submitted by Members on items on the provisional agenda should be made available to the Secretariat as early as possible but preferably not later than 60 days before the opening of the session; they should similarly be distributed by the Secretariat.

### REGULATION 191

The provisional agenda for an ordinary session of a commission shall be prepared by the president of the commission in consultation with the Secretary-General and shall normally include:

- (1) Consideration of the report on credentials;
- (2) Establishment of committees;
- (3) A report by the president of the commission;
- (4) Reports by chairs of working groups established and rapporteurs appointed by the commission;
- (5) Consideration of the WMO Programmes relevant to the commission;
- (6) Consideration of strategic planning relevant to the commission;
- (7) Items submitted by the President of the Organization, the Executive Council, other commissions, associations, the United Nations and Members;
- (8) Scientific lectures and discussions in the field of the commission;
- (9) Review of previous resolutions and recommendations of the commission;
- (10) Review of the Executive Council resolutions related to the commission;

(11) Election of officers.

The order in which the items are to be discussed shall be determined by the president and submitted to the commission for approval.

REGULATION 192

The agenda for an extraordinary session of a commission shall contain only the following items:

- (1) Consideration of the report on credentials;
- (2) Establishment of committees;
- (3) Consideration of the question(s) for which the session was convened.

REGULATION 193

The provisional agenda shall be submitted for approval by the commission as soon as possible after the opening of the session. In the course of the session the agenda may be amended at any time.

**Quorum**

REGULATION 194

The quorum for a meeting shall be a majority of the Members with voting rights represented at that time at the session, provided that this majority shall not be less than one third of the Members with voting rights which have designated experts to represent them permanently in the commission.

REGULATION 195

If a quorum is not obtained at a session the decisions, other than elections, adopted by a majority vote of those Members present shall be referred by correspondence to the Permanent Representatives of Members of the Organization which have designated experts to represent them permanently in the commission. Any such decision shall be considered a decision of the commission only when it has been approved by a majority of votes cast for and against within 90 days after it has been sent to the Members.

**Assistance by the Secretariat**

## REGULATION 196

As required by the commission, the Secretariat shall carry out the administrative work, including preparation of documents, and technical work to the extent compatible with its functions. Technical experts in the Secretariat shall be assigned by the Secretary-General to participate in a consultative capacity in the work of each commission and to carry out such technical studies as the commission may request.

**VI. Secretariat****Procedures for the appointment of the Secretary-General**

## REGULATION 197

The appointment of the Secretary-General according to Article 21 of the Convention shall be by a contract approved in each case by Congress.

## REGULATION 198

A Secretary-General may serve a maximum of three four-year terms. This Regulation will take effect from Fourteenth Congress and will apply to any candidate who may have previously served in the post.

## REGULATION 199

When in the appointment of the Secretary-General it is necessary to choose between two or more persons the following procedures shall be used:

(a) Each principal delegate, or his alternate, of the Members represented in Congress shall be asked to indicate the candidate he prefers by writing the candidate's name on the voting slip. All candidates who fail to receive a vote and the candidate who receives the smallest number of votes shall be struck from the list of candidates. In the event of two or more candidates receiving the smallest number of votes, a separate vote of preference shall be taken and the candidate who receives the least number



of votes shall be eliminated from the list and the other(s) retained. If in this separate vote of preference more than one candidate receives the smallest number of votes, all these candidates shall be eliminated from the list;

(b) The procedures described in paragraph (a) shall then be repeated with the reduced list of candidates;

(c) This procedure shall continue until one candidate (the “preferred candidate”) remains on the list;

(d) A proposal shall then be submitted to Congress that the preferred candidate be declared appointed. Such a proposal shall be supported by a two-thirds majority of the votes cast for and against in order to be adopted;

(e) If, at any stage during the voting procedure described in paragraphs (a) to (c) above, a candidate receives a two-thirds majority of the votes cast for and against, he shall be declared appointed and no further votes shall be taken;

(f) In the event of the two final candidates in the indication-of-preference procedure receiving the same number of votes, a further vote shall take place;

(g) In the event that the proposal described in paragraph (d) is not supported by a two-thirds majority of the votes cast for and against, a further vote shall take place;

(h) In the event of the further votes described in paragraphs (f) and (g) being indecisive, Congress shall decide whether further voting shall take place, whether a new procedure shall be followed, or whether its decision shall be withheld.

#### REGULATION 200

In the event of the post of Secretary-General becoming vacant in the interval between two sessions of Congress, the Executive Council is empowered to appoint an Acting Secretary-General, whose term of office shall not extend beyond the next Congress.

### **Duties of the Secretary-General**

#### REGULATION 201

In carrying out the duties specified in this Regulation, the Secretary-General shall comply with any directives issued by the Executive Council or, in accordance with Regulation 9, by the President of the Organization.

In addition to his duties under other Regulations of the Organization, the duties of the Secretary-General shall be:

- (1) To direct the work of the Secretariat;
- (2) To promote maximum compliance of Members of the Organization with the decisions of the Organization;
- (3) To direct correspondence and maintain liaison with the President and Vice-Presidents of the Organization, presidents of associations and commissions, and with Members of the Organization, Permanent Representatives, States or territories which are not Members of the Organization, international organizations and others, and to act as representative in negotiations with all these authorities;
- (4) To arrange for the nomination of representatives of the Organization on subsidiary bodies of other international organizations or to attend meetings of these international organizations and to issue the necessary credentials and guidance to such representatives; due consideration should be given to the provisions of Regulation 54;
- (5) To act as the channel for communications (notifications, invitations, etc.) between the Organization and its Members, between constituent bodies and other organizations and, when appropriate, between constituent bodies;
- (6) To ensure that, in the fields concerning him, the president of a constituent body is kept fully advised of the activities and recommendations of other constituent bodies and of other international organizations;
- (7) To maintain liaison and to collaborate as necessary with the Secretariats of other international organizations;
- (8) To designate a representative of the Secretary-General and other staff of the Secretariat, as necessary, to attend each session of a constituent body to assist the president in conducting the work of the session.

**General functions of the Secretariat**

## REGULATION 202

The general functions of the Secretariat shall be:

(1) To serve as the administrative, documentary and information centre of the Organization;

(2) To perform day-to-day programme-management functions under the guidance of the Executive Council and in close cooperation with the commissions in connection with the scientific and technical programmes approved by Congress;

(3) To make technical studies as directed by Congress or the Executive Council;

(4) To organize and perform secretarial duties at sessions of Congress, the Executive Council, the associations and the commissions within the limits of the appropriate provisions of these Regulations;

(5) To arrange for the issue with the provisional agenda of an explanatory memorandum summarizing the problems to be discussed in respect of each item on the agenda of each constituent body;

(6) To prepare or edit, arrange for the publication of and distribute the approved publications of the Organization;

(7) To provide an appropriate public relations service for the Organization;

(8) To maintain records of the extent to which each Member implements the decisions of the Organization;

(9) To maintain files of the correspondence of the Secretariat;

(10) To carry out the duties allocated to the Secretariat in the Convention and the Regulations of the Organization, and such other work as Congress, the Executive Council and the President of the Organization may decide.

## ANNEX I

### PROCEDURES RELATING TO THE ACCEPTANCE OF INVITATIONS FOR SESSIONS OF CONSTITUENT BODIES AND OTHER WMO CONFERENCES

*(Reference: Regulation 18)*

1. Regulation 18 establishes certain conditions which have to be satisfied in respect of the acceptance of invitations for holding sessions of any constituent body. Experience has shown that it is necessary to be specific in the application of this Regulation in practice. In addition, it is necessary to establish the procedure to be followed in respect of other conferences sponsored by WMO and paid for from the regular budget.
2. These procedures are only applicable to those sessions and conferences sponsored by the Organization and financed from the regular budget in which the participants are the designated representatives of their governments and are therefore not applicable to sessions, symposiums, conferences or other meetings in which the participants act in their individual capacities. At the discretion of the Secretary-General certain types of meetings, such as governmental panels, at which the participants are designated representatives of their governments, may be organized without making use of the procedure in this annex because of the urgency or other special circumstances in convening the meeting.
3. In the following procedures, the term "session" is intended to denote a session of a constituent body or another conference of the type specified in the preceding paragraphs. The time limits indicated below are minimum time limits. Subject to the special circumstances of each case, the Secretary-General may extend these time limits but in no event may they be reduced.
4. No invitation to host a session shall be considered unless it is received from the inviting government at least 300 days before the scheduled date of opening of the session. If the invitation satisfies this criterion, it should then be considered in the light of Regulation 18 and the necessary assurances obtained not later than 270 days before the scheduled opening date. If the invitation does not satisfy the aforementioned criterion, the session shall be held at WMO headquarters.

5. Simultaneously with the action referred to in the preceding paragraph, the Secretary-General shall take steps to obtain the assurances of the host country that the necessary conference facilities will be provided by the host country. These assurances must likewise be received not later than 270 days before the scheduled opening date of the session.

6. In the case where the assurances referred to in the previous two paragraphs are not received within the time limit prescribed and in the absence of any other host country, the session concerned shall be held at WMO headquarters.

7. After receipt of the assurances referred to in the preceding two paragraphs, the Secretary-General will inform all Members of the Organization of the proposed session at least 240 days prior to the scheduled opening date. He shall invite Members to inform him by a certain date, not later than 180 days prior to the scheduled opening date, whether they intend to be represented at the session. A period of at least 60 days shall be given for Members to reply. The Secretary-General will then communicate to the host government not later than 165 days prior to the scheduled opening date the list of Members which have made known their intention to participate in the session and request this government to give assurances that it is willing to grant visas to representatives of all Members indicated in the above-mentioned list, in order to enable Members on the list to be represented at the session. At the same time, the Secretary-General will request the host government to supply information regarding the procedures it wishes to be followed by Members in making application for visas for their representatives to attend the session. Such assurances and information on procedures for visa applications shall be received not later than 135 days prior to the scheduled opening date of the session.

8. On the basis of the reply given by the host country, the President will decide whether the invitation should be accepted and, if not, whether arrangements should then proceed for the session to be held at WMO headquarters or at some other place. The absence of a reply from the host country will be regarded as its unwillingness to give the necessary assurances, in which case the invitation shall automatically be declined. In the case where a reply is received, the decision of the President will be taken on the basis of the list of Members referred to in the preceding paragraph and, for the purposes of this decision, this list shall not be modified by the addition of other Members which may decide to be

represented at the session but which have not notified the Secretary-General within the time limit prescribed above.

9. In the event that the President should decide to accept the invitation, conditions regarding the notification to Members of the date and place of the session shall be made in accordance with the time limit of 120 days prescribed in the Regulations for a session of a constituent body. With regard to any other type of conference, the Executive Council will prescribe the time limit to be applied and the Members to be invited.

10. The Secretary-General, in notifying all Members of the decision to proceed with the session, will include the information regarding the procedure for the visa applications and will urge all Members to take the necessary action as promptly as possible.

11. In those cases where there are no diplomatic relations between a Member and the host country and in other cases where the former considers that some difficulties may be experienced in obtaining visas, a request to the host country for visas should be submitted through the Secretary-General. Such requests shall include all the particulars requested by the host country for the granting of visas and shall be received by the Secretary-General at least 60 days prior to the scheduled opening date. The Secretary-General shall then transmit the request for visas to the host government as soon as possible and not later than 45 days before the scheduled opening date.

## ANNEX II

### REGIONAL ASSOCIATIONS

*(Reference: Regulation 162)*

The regional associations of the World Meteorological Organization established by Congress are as follows:

- Regional Association I – Africa
- Regional Association II – Asia
- Regional Association III – South America
- Regional Association IV – North America, Central America and the Caribbean
- Regional Association V – South-West Pacific
- Regional Association VI – Europe

The geographical limits of the corresponding Regions are as indicated below.

#### **Region I – Africa**

##### ***Northern limit***

From the point 36°N, 35°W, eastwards along latitude 36°N to the point 36°N, 2°W, thence along a straight line to the point 39°N, 10°E, thence a straight line to the point 34°N, 13°E, thence along latitude 34°N to the point 34°N, 32°E, thence south-eastwards to the border of Egypt and Israel, and thence along the boundary between Egypt and Israel to Akaba.

##### ***Eastern limit***

From Akaba following a line along the territorial and island waters of Saudi Arabia to the centre of the Strait of Aden, thence eastwards along a straight line to latitude 13°N, 60°E, thence along longitude 60°E to the point 5°S, 60°E, thence along latitude 5°S to the point 5°S, 80°E, thence southwards along longitude 80°E, to a point 50°S, 80°E, thence along latitude 50°S, to a point 50°S, 70°E, thence along longitude 70°E southwards.

##### ***Western limit***

From the point 36°N, 35°W, southwards along longitude 35°W to the point 5°N, 35°W, thence eastwards along latitude 5°N to the point 5°N, 20°W, thence along longitude 20°W southwards.

***Southern limit***

Along latitude 60°S.

**Region II – Asia*****Southern limit***

From Akaba following a line along the territorial and island waters of Saudi Arabia to the centre of the Strait of Aden, thence eastwards along a straight line to latitude 13°N, 60°E, thence along longitude 60°E to the point 5°S, 60°E, thence along latitude 5°S to the point 5°S, 90°E, thence along longitude 90°E to the point 6.5°N, 90°E, thence along latitude 6.5°N to the Malaysia–Thailand boundary, thence along the Malaysia–Thailand boundary to the coast on the Gulf of Thailand, thence to the point 10°N, 110°E, thence north-eastwards along a straight line to the point 23.5°N, 125°E, thence along latitude 23.5°N to the 180th meridian, thence northwards along the 180th meridian to the point 30°N, 180°.

***Eastern limit***

Northwards along the International Date Line from the point 30°N and the 180th meridian.

***Western limit***

From Akaba northwards following the eastern boundaries of Jordan and the Syrian Arab Republic to the Turkish boundary, thence eastwards along the boundary between Turkey and Iraq to the Iranian boundary, thence northwards to the former USSR boundary, thence eastwards along the former USSR boundary to the Caspian Sea, thence along longitude 50°E northwards to the island of Kolguev, thence to the point 80°N, 40°E and thence northwards.

**Region III – South America*****Northern limit***

From the point 5°N, 20°W to the point 5°N, 35°W, thence northwards to the point 10°N, 35°W, thence along latitude 10°N to the point 10°N, 62°W, thence westwards along the territorial waters of the coast and islands of the Bolivarian Republic of Venezuela and Colombia to the coastal boundary of Panama and Colombia, thence along that boundary to the Pacific coast, thence to the point 5°N, 80°W, thence westwards along latitude 5°N to the point 5°N, 120°W.



***Eastern limit***

From the point 5°N, 20°W along longitude 20°W southwards.

***Western limit***

From the point 5°N, 120°W along longitude 120°W southwards.

***Southern limit***

Along latitude 60° S.

**Region IV – North America, Central America and  
the Caribbean*****Southern limit***

From the point 10°N, 35°W along latitude 10°N to the point 10°N, 62°W, thence westwards along the territorial waters of the coast and islands of the Bolivarian Republic of Venezuela and Colombia to the coastal boundary of Panama and Colombia, thence along that boundary to the Pacific Coast, thence to the point 5°N, 80°W, thence westwards along latitude 5°N to the point 5°N, 120°W.

***Eastern limit***

From the point 10°N, 35°W northwards along longitude 35°W to the point 59°N, 35°W, thence westwards along latitude 59°N to the point 59°N, 55°W, thence along the central line of Davis Strait, Baffin Bay, Smith Sound, Kane Basin, to the Arctic Ocean.

***Western limit***

From the point 5°N, 120°W to the point 30°N, 140°W, thence westwards along latitude 30°N to the point 30°N and the 180th meridian, thence northwards along the International Date Line.

**Region V – South-West Pacific*****Northern limit***

From the point 5°S, 80°E to the point 5°S, 90°E, thence along longitude 90°E to the point 6.5°N, thence along latitude 6.5°N to the Malaysia–Thailand boundary, thence along the Malaysia–Thailand boundary to the coast on the Gulf of Thailand, thence to the point 10°N, 110°E, thence north-eastwards along a straight line to the point 23.5°N, 125°E, thence along latitude 23.5°N to the 180th meridian, thence northwards along the

180th meridian to the point 30°N, 180°, thence eastwards along latitude 30°N to the point 30°N, 140°W, thence south-eastwards to the point 5°N, 120°W.

***Eastern limit***

From the point 5°N, 120°W along longitude 120°W southwards.

***Western limit***

From the point 5°S, 80°E southwards along longitude 80°E, to a point 50°S, 80°E, thence westwards to a point 50°S, 70°E, thence along longitude 70°E southwards.

***Southern limit***

Along latitude 60°S.

**Region VI – Europe**

***Southern limit***

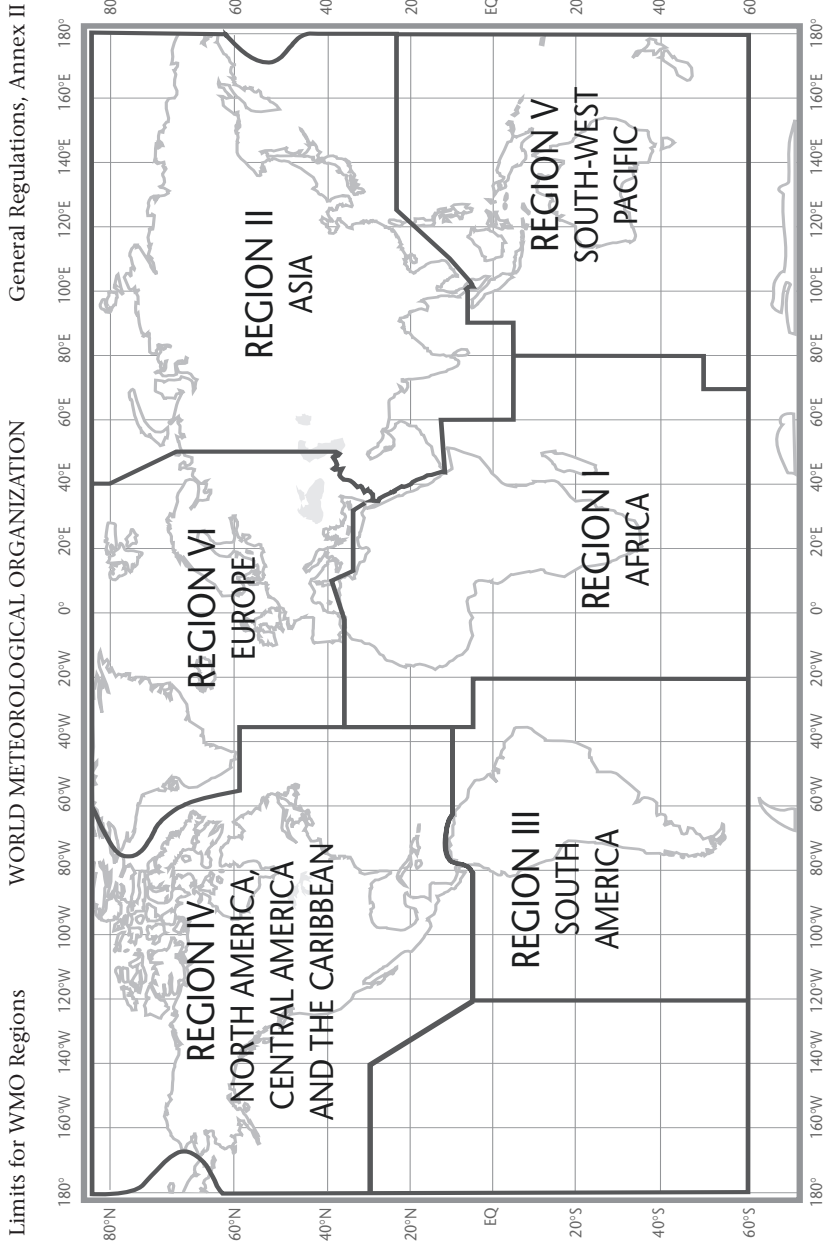
From the point 36°N, 35°W eastwards along latitude 36°N to the point 36°N, 2°W, thence along a straight line to the point 39°N, 10°E, thence along a straight line to the point 34°N, 13°E, thence along latitude 34°N to the point 34°N, 32°E, thence south-eastwards to the border of Egypt and Israel, and thence along the boundary between Egypt and Israel to Akaba.

***Eastern limit***

From Akaba northwards following the eastern boundaries of Jordan and the Syrian Arab Republic to the Turkish boundary, thence eastwards along the boundary between Turkey and Iraq to the Iranian boundary, thence northwards to the former USSR boundary, thence eastwards along the former USSR boundary to the Caspian Sea, thence along longitude 50°E northwards to the island of Kolguev, thence to the point 80°N, 40°E, and thence northwards.

***Western limit***

From the point 36°N, 35°W northwards along longitude 35°W to the point 59°N, 35°W, thence westwards along latitude 59°N to the point 59°N, 55°W, thence along the central line of Davis Strait, Baffin Bay, Smith Sound, Kane Basin, to the Arctic Ocean.



# ANNEX III

## STRUCTURE AND TERMS OF REFERENCE OF TECHNICAL COMMISSIONS

*(Reference: Regulation 180)*

The technical commissions of the World Meteorological Organization established by Congress are classified in two groups as follows:

### I. Basic Commissions

Commission for Basic Systems (CBS)	}	Basic operations and facilities
Commission for Instruments and Methods of Observation (CIMO)		
Commission for Hydrology (CHy)		
Commission for Atmospheric Sciences (CAS)	}	Research in atmospheric sciences

### II. Applications Commissions

Commission for Aeronautical Meteorology (CAeM)	}	Applications to economic and social activities
Commission for Agricultural Meteorology (CAGM)		
Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM)		
Commission for Climatology (CCI)		

### **General terms of reference**

Within its terms of responsibility as defined hereunder and within the provisions of these Regulations, each technical commission shall:

1. Study and review advances in science and technology, keep Members informed and advise Congress, the Executive Council and other constituent bodies on these advances and their implications;
2. Develop, for consideration by the Executive Council and Congress, proposed international standards for methods, procedures, techniques and practices in meteorology and operational hydrology including, in particular, the relevant parts of the Technical Regulations, guides and manuals;
3. Under the general guidance of Congress and the Executive Council, carry out functions – with other bodies as necessary – relating to the planning, implementation and evaluation of the scientific and technical programme activities of the Organization;
4. Provide a forum for the examination and resolution of relevant scientific and technical issues;
5. Promote training by assisting in the organization of seminars and workshops and in the preparation of related material and the development of other suitable mechanisms for the transfer of knowledge and methodology, including the results of research, between Members;
6. Promote international cooperation and maintain, through appropriate channels, close cooperation on scientific and technical matters with other relevant international organizations;
7. Structure its work to address societal outcomes, in line with existing management processes by creating and maintaining an operating plan focusing on the areas identified within its specific terms of reference and addressing the WMO Strategic Plan;
8. Make such recommendations as it may consider necessary.

### **Individual terms of reference**

#### **I. BASIC COMMISSIONS**

##### **Commission for Basic Systems (CBS)**

The Commission for Basic Systems shall be responsible for matters relating to:

- (a) Cooperation with Members, other technical commissions, regional associations and relevant bodies in the development and operation of integrated systems for observing, data processing, forecasting, telecommunications, and data management. These activities shall be in response to requirements and in support of all WMO Programmes, particularly contributing to disaster risk reduction, and taking advantage of opportunities provided by technological developments;
- (b) The assessment of opportunities for, and the provision of, a common infrastructure to meet the requirements defined by technical commissions and regional associations, as well as by organizations with whom WMO has relations, taking into account new applications of meteorology, hydrology, oceanography, and related environmental sciences;
- (c) Continued development of the World Weather Watch (WWW) as a priority;
- (d) Further development and implementation of the Public Weather Services Programme, with particular attention to end-to-end service delivery;
- (e) Further development and implementation of the WMO Space Programme;
- (f) Contribution to the development and implementation of the Global Framework for Climate Services;
- (g) The processing, storage and retrieval of basic data for meteorological and related purposes including, in particular, the organization of the Global Data-processing and Forecasting System of the WWW;
- (h) The development and application of systems and techniques to meet user requirements including those of operational weather analysis and forecasting and of services for environmental emergency authorities;

- (i) Observational systems, facilities and networks (land, sea, air, and space) as decided by Members including, in particular, all technical aspects of the WMO Integrated Global Observing System, particularly the global observing systems;
- (j) Telecommunication networks, radio-frequency allocation and facilities for operational, research and applications purposes including, in particular, the organization of the WMO Information System, including the Global Telecommunication System of the WWW;
- (k) The development and application of operational procedures, schedules, and arrangements for the exchange of and access to weather, climate and water information (data and products), including warnings, required by all WMO Programmes, in particular, through the WMO Information System;
- (l) The development and application of data management principles and procedures including monitoring and evaluation of the common infrastructure, in particular, of the World Weather Watch.

#### **Commission for Instruments and Methods of Observation (CIMO)**

The Commission shall be responsible for matters relating to international standardization, compatibility and sustainability of instruments and methods of observation of meteorological, climatological, hydrological, marine, and related geophysical and environmental variables.

This responsibility underpins all observations within the WMO Integrated Global Observing System (WIGOS), and will be carried out in close consultation with relevant WMO partner organizations that co-sponsor, own and/or operate some of the observing systems. This responsibility also extends to supporting the requirements of WMO cross-cutting activities such as the Global Framework for Climate Services, Disaster Risk Reduction and Capacity-building.

This shall include in particular:

- (a) Respond to the requirements for standardized and compatible observations, including data content, quality, metadata and observational product generation;
- (b) Provide advice, and recommendations, and promote studies concerning effective and sustainable use of instruments and methods of observation,

including quality management procedures such as methods for testing, preventive maintenance, calibration and quality assurance;

- (c) Conduct and/or coordinate global and regional instrument inter-comparisons and performance testing of instruments and methods of observation;
- (d) In collaboration with the other international organizations, such as the International Bureau of Weights and Measures (BIPM) and the International Organization for Standardization (ISO), promote the development of measurement traceability to recognized international standards (SI), including reference instruments within a hierarchy of world, regional, national and lead centres for instrument calibration, development and testing;
- (e) Promote compatibility, intercomparison, integration and inter-operability within and between space-based and surface-based (in situ and remote-sensing) observations, including conducting testbed observing experiments;
- (f) Encourage research and development of new approaches in the field of instruments and methods of observation of meteorological, climatological, hydrological, marine, and related geophysical and environmental variables;
- (g) Promote the appropriate and economical production of instruments and methods of observation with particular attention to the needs of developing countries;
- (h) Support training and capacity-building activities in the area of instruments and methods of observation;
- (i) Liaise with the scientific research community and instrument manufacturers to evaluate and to introduce new observing systems into operations.

### **Commission for Hydrology (CHy)**

The Commission for Hydrology shall be responsible for:

- (a) Advisory activity in hydrology and water resources, including, but not limited to:
  - (i) The measurement of basic variables characterizing the quantity and quality of water and sediment in the hydrological cycle;



- (ii) The acquisition of other related characteristics describing the properties of basins, rivers, and the inland water bodies;
  - (iii) The collection, transmission, processing, storage, quality control—archiving, retrieval and dissemination of data and information;
  - (iv) Hydrological forecasts and warnings, both under natural and accidental conditions;
  - (v) The development and improvement of methods and technology required for the items above;
  - (vi) The application of water-related data and information to the assessment, effective management, and sustainable development of water resources and to the protection of society from hydrological hazards;
- (b) Promoting and facilitating the international exchange of experience, transfer of technology, research uptake, education, and training and development to meet the needs of National Hydrological Services or other organizations fulfilling the functions of such Services including programme management and public awareness (e.g. through the Hydrological Operational Multipurpose System and other mechanisms);
  - (c) Promoting and facilitating the international exchange and dissemination of information, terminology, data, standards, forecasts and warnings;
  - (d) Promoting the collaboration and linkages among hydrology, meteorology, and environmental management;
  - (e) Raising awareness in the wider community of the social, economic and environmental significance of water and promoting the role of hydrology in the mitigation of hydrological hazards and in the development and management of water;
  - (f) Supporting cooperation between WMO, the International Hydrological Programme of the United Nations Educational, Scientific and Cultural Organization, the International Association of Hydrological Sciences and other governmental and non-governmental organizations on matters related to hydrology and water resources;
  - (g) Supporting and, where appropriate, taking the lead in, coordinating within WMO terrestrial water-related matters, including the activities of the regional associations' working group on hydrology.

### **Commission for Atmospheric Sciences (CAS)**

The Commission for Atmospheric Sciences shall be responsible for promoting, coordinating and facilitating research and access to its results, technology transfer from research to operations, training and capacity-building activities in atmospheric sciences including weather and its forecasting, climate, water, atmospheric chemistry, and related environmental sciences.

The specific objectives of the Commission shall be:

- (a) To identify the requirements of WMO Members, including those related to support of environmental and climate conventions, and to facilitate the transfer of knowledge, technologies and advice concerning atmospheric science issues;
- (b) To support and facilitate research in atmospheric and related sciences to advance the understanding and prediction of atmospheric processes within the broader Earth system, with emphasis on the following:
  - (i) Weather, climate, water and related environmental analysis and prediction for timescales ranging from minutes to seasons to multidecadal, embracing new developments in environmental prediction;
  - (ii) Refining the end-to-end prediction process so as to improve the forecasting of high impact events associated with serious consequences for populations and economies;
  - (iii) Atmospheric composition and air pollution, their interaction with weather and climate, studies of transport, transformation, deposition and impacts of air pollutants and related monitoring;
  - (iv) The physics and chemistry of clouds, greenhouse gases, ozone and aerosols;
  - (v) Weather modification science assessment with emphasis on the underlying physical and chemical processes and the development of rigorous evaluation procedures;
  - (vi) Processes in tropical and polar regions where the lack of understanding has large impacts on global predictive skill;
- (c) To maintain and develop the Global Atmosphere Watch Programme using an integrated approach to observations and research, focusing on greenhouse gases, atmospheric chemistry and air quality,

contributing to scientific assessments in support of international environmental and climate conventions and policies;

- (d) To maintain and develop the World Weather Research Programme, including the Observing System Research and Predictability Experiment (THORPEX), focusing on knowledge of high-impact weather and partnerships in multidisciplinary research advancing the broader science of environmental prediction;
- (e) In accordance with the WMO Strategic Plan, to coordinate the activities of the Commission with relevant WMO bodies and promote cooperation between WMO Members, international scientific organizations, environmental institutions and other scientific groups;
- (f) To standardize functions, constants, terminology and bibliographic practices applicable to atmospheric sciences;
- (g) To support and facilitate the effective transfer of advances made by atmospheric science research to reduce the societal impact of weather, climate and pollution on societies, economies and ecosystems;
- (h) To conduct scientific assessments in atmospheric science as required by Members or by the delivery of the science programmes of the Commission.

## II. APPLICATIONS COMMISSIONS

### **Commission for Aeronautical Meteorology (CAeM)**

The terms of reference of the Commission for Aeronautical Meteorology\* shall be:

- (a) To assist Members in improving delivery of aeronautical meteorological observations and forecast services, and in applying quality standards in line with the requirements of aviation users;
- (b) To coordinate development and implementation of aeronautical meteorological services in support of safe and efficient Air Traffic Management, in collaboration with the International Civil Aviation Organization (ICAO);

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\* In cooperation with the International Civil Aviation Organization whenever appropriate.

- (c) To assist Members in developing and promoting aeronautical meteorological related climate services in collaboration with the other WMO constituent bodies;
- (d) To enhance the capabilities of Members in the provision of aeronautical meteorological warning services to reduce the impacts of hazardous weather on aviation users;
- (e) To provide the best available guidance, resource material and coordination for aeronautical meteorological education and training to Members in cooperation with the regional associations, ICAO regional groups and the Education and Training Office of the WMO Secretariat, particularly for developing and least developed countries;
- (f) To develop and implement, in coordination with regional associations, pilot projects to demonstrate and share best practices for capacity-building of Members in the provision of aeronautical meteorological services and to promote regional cooperation for technology transfer to developing and least developed countries;
- (g) To develop guidance material for Members to enhance their management of aviation weather service provision in cooperation with regional associations;
- (h) To review existing and emerging user requirements, in cooperation with regional associations, and to develop and update associated regulatory documentation and effective cost recovery mechanisms related to the provision of aeronautical meteorological services in collaboration with the International Civil Aviation Organization.

#### **Commission for Agricultural Meteorology (CAgM)**

The terms of reference of the Commission for Agricultural Meteorology shall be:

- (a) Support applications of meteorology to the management of agriculture, livestock, forestry, rangelands and fisheries sectors (hereinafter referred to as agricultural subsectors), taking into account developments in both the scientific and operational fields;

- (b) Assist the Members in developing and establishing their agrometeorological services (and, where necessary, encourage and assist National Meteorological and Hydrological Services in realigning/restructuring their services to provide effective agrometeorological services) through transfer of knowledge, methodologies and techniques, and by providing advice, particularly on:
  - (i) The most operational use of knowledge concerning weather and climate for sustainable agricultural management through conservation and better use of natural resources;
  - (ii) The use of weather and agrometeorological observations, forecasts and warnings for operational purposes;
  - (iii) The use of climate observations and predictions;
  - (iv) Adaptation to climate variability and change, in particular in developing countries;
  - (v) Combating unfavourable influences of weather and climate on agricultural subsectors, including weather-related pests and diseases;
  - (vi) The protection of agricultural produce in storage or in transit against damage or deterioration due to direct and indirect influences of weather and climate;
  - (vii) Effective means of communication and fostering coordination and collaboration activities between weather and climate service providers and users in subsectors;
- (c) Improve coordination and collaboration mechanisms through which users of weather and climate information in agricultural subsectors can liaise actively with weather and climate service providers and vice versa;
- (d) Formulate data and information requirements for agricultural purposes;
- (e) Foster the development and use of effective communication methods and channels for acquiring and disseminating agrometeorological information, advice and warnings to agricultural subsectors and obtaining feedback;
- (f) Promote a better understanding of the interactions and impacts of weather and climate in regards to drought and desertification.

**Joint WMO/IOC\* Technical Commission for  
Oceanography and Marine Meteorology (JCOMM)**

The Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM) shall:

- (a) Coordinate, develop and recommend standards and procedures for the work of Members/Member States in the overall collection, exchange, access, understanding, application and delivery of marine meteorological and oceanographic data, information, forecasts and warnings upon which marine meteorological and oceanographic services and marine-related decision-making processes are based;
- (b) Coordinate, develop and recommend standards and procedures for the work of Members/Member States in the overall collection, management, exchanges and archival of high-quality marine meteorological and oceanographic data, information and products, on which climate studies, predictions and services, as well as impact and adaptation strategies, are based;
- (c) Promote and facilitate the international sharing of implementing experience, transfer of technology and research uptake, and support relevant education and training to meet the capacity development needs of national agencies and of other organizations that play a role in the provision of marine meteorological and oceanographic services.

In this regard, the Commission will give special attention to education and training, and technology transfer initiatives on marine meteorological and oceanographic data, products and services that respond to the needs of, and build capacity in, the developing countries with particular emphasis on the least developed countries and small island developing States. Additionally, the Commission will support cooperation among WMO, UNESCO/IOC and other United Nations agencies that are members of UN-Oceans, the International Hydrographic Organization (IHO), the International Council for Science (ICSU) and other governmental and non-governmental organizations, the private sector as well as user organizations, on matters related to marine meteorology and oceanography.

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\* Intergovernmental Oceanographic Commission of the United Nations Educational, Scientific and Cultural Organization (UNESCO).

Within its terms of responsibility as defined above, and consistent with the IOC Statutes, the Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology shall have responsibilities common to all WMO technical commissions as defined in WMO General Regulation 180, and shall structure its work to address societal outcomes as envisaged by the planning documents of the parent organizations, by creating an operating plan focusing on the areas identified within its specific terms of reference and addressing appropriate (or applicable) strategic thrusts and expected results.

### **Commission for Climatology (CCI)**

The terms of reference of the Commission for Climatology shall be:

- (a) To advise and guide WMO climate activities relevant to the implementation of the Global Framework for Climate Services;
- (b) To assist Members in the gathering, management and sharing of climate data;
- (c) To promote the analysis, monitoring, assessment and reporting of the climate system;
- (d) To promote the development of climate products and services and, in conjunction with the Commission for Basic Systems, their delivery mechanisms;
- (e) To promote the development of climate products, services and information to inform on adaptation and climate risk management, in collaboration with relevant institutions, and demonstrate the social and environmental benefits of such services;
- (f) To assist Members, especially those from developing and least developed countries, to build their climate-related capacity to meet the needs of their stakeholders;
- (g) To play an active role in WMO interactions with other United Nations and international agencies on climate-related matters.

## ANNEX IV

### **TERMS OF REFERENCE OF REGIONAL HYDROLOGICAL ADVISERS TO PRESIDENTS OF REGIONAL ASSOCIATIONS**

*(Reference: Regulation 168)*

1. To maintain contact, through the president of the association and Permanent Representatives of Members, with Hydrological Services of Members.
2. To collate information on needs and activities in the field of operational hydrology in the Region as an input to the WMO Hydrology and Water Resources Programme.
3. Between sessions of the association, to advise its president on the above matters.
4. To perform any other duties entrusted to him by the president of the association.



## ANNEX V

### TERMS OF REFERENCE AND RULES OF PROCEDURE OF THE INTERGOVERNMENTAL BOARD ON CLIMATE SERVICES\*

#### TERMS OF REFERENCE OF THE INTERGOVERNMENTAL BOARD ON CLIMATE SERVICES

These terms of reference specify functions and responsibilities, membership, mode of operation and financing of the Intergovernmental Board on Climate Services.

##### **I. Mandate of the Board**

1. The Intergovernmental Board on Climate Services (hereunder referred to as the “Board”) shall operate within the mandate of WMO, and under the authority and guidance of, and be accountable to, the World Meteorological Congress, which will decide on policies, principles, overall strategy and key budget parameters. The Board shall oversee and provide the overall management of the development and implementation of the Global Framework for Climate Services (GFCS) and coordination at the global and regional levels.

##### **II. Functions of the Board**

2. The Board shall discharge its mandate through the following specific functions:

- (a) To implement the resolutions and decisions of Congress relating to the GFCS;
- (b) To consider, as appropriate, relevant decisions and recommendations of partner organizations participating in the GFCS;
- (c) To make recommendations to the constituent bodies of WMO and to partner organizations, based on Memoranda of Understanding or working arrangements of WMO with these organizations, on matters relating to the GFCS;

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\* The terms of reference and rules of procedure of the Intergovernmental Board on Climate Services were adopted by the Extraordinary Session of the World Meteorological Congress on 31 October 2012.

- (d) To develop, for consideration by Congress, international standards, recommended practices and guides for methods, procedures and techniques for the production of climate information and provision of climate services;
- (e) To guide, monitor and evaluate GFCS implementation progress;
- (f) To foster, facilitate and develop proposals for formal mechanisms, under Articles 25 and 26 of the Convention of the World Meteorological Organization, for active engagement and contribution of, and coordination among, the Framework stakeholders: United Nations system organizations, international intergovernmental and non-governmental institutions, regional organizations and funding agencies;
- (g) To maintain and make available a compendium of high-priority projects and initiatives consistent with the Implementation Plan at global, regional and national levels, funded by the GFCS Trust Fund as approved by the Board and other multilateral funds, and to establish a voluntary reporting mechanism for those projects and initiatives carried out through unilateral, bilateral and other efforts. The identified gaps and priorities could facilitate effective resource mobilization and overall accounting of GFCS implementation; these activities should address specific gaps and priorities identified in the GFCS Implementation Plan, which will facilitate the overall accounting of GFCS progress and ensure a strategic approach in global efforts;
- (h) To review the GFCS strategy, objectives and targets, and the Implementation Plan and associated budget on a regular basis, and present its recommendations thereon to Congress;
- (i) To oversee the financial and institutional resources allocated to the Framework through the GFCS trust fund, and to note those additional resources made available in the budgets of partner organizations and by Members engaging directly in bilateral activities;
- (j) To report to the World Meteorological Congress on all the decisions and recommendations adopted by the Board, particularly on any recommendations of the Board requiring financial support or implementation by WMO Members, proposals requiring action by other WMO bodies or formal relations with other organizations as provided in Article 26 of the Convention of the WMO;

- (k) To perform such other functions related to the GFCS as may be conferred on it by Congress;
- (l) To ensure country ownership of climate information and climate services and products of the GFCS through establishment of an approval mechanism that ensures the full engagement of and approval by national focal points of data and reports of any other GFCS product of relevance to their Members.

3. The Board shall establish its subsidiary bodies to address in particular capacity-building, and define their terms of reference, designate chairs and select membership for the subsidiary bodies from amongst experts nominated by WMO Members with due regard to the principle of equitable geographical representation and special attention to gender balance.

4. The Board shall establish a Management Committee at its first session to carry out the decisions and requests of the Board in the intersessional period. The Management Committee shall be composed of the Chair, the Vice-chair and Members' representatives from each WMO Regional Association and respecting equitable geographical representation and paying special attention to gender balance.

### **III. Membership**

5. Each Member of WMO is entitled to designate representative(s) to serve as member(s) of the Board and to appoint a principal member, who will normally come from the National Meteorological and Hydrological Service and shall be regarded as a main focal point of that Member for matters relating to the Board. With a view to securing the widest possible knowledge and expertise pertaining to the GFCS in the functioning and decision-making of the Board, governments should appropriately consider the designation of member(s). A letter signed by, or on behalf of, an appropriate governmental authority of the Member sent to the Secretary-General shall be regarded as appropriate credentials for participation of the individual(s) named therein in all activities of the Board.

### **IV. Chair and Vice-chair**

6. The Board shall elect its Chair and Vice-chair at ordinary sessions from amongst members of the Board, who are representing Members with voting rights, taking into account the principle of equitable geographical distribution and paying special attention to the balance between devel-

oped and developing countries as well as paying attention to gender balance. The term of office of the Chair and Vice-chair of the Board shall be until the end of the following ordinary session. They shall be eligible for re-election for a successive term provided they served not more than four years. In the performance of their duties, the Chair and Vice-chair of the Board shall act as representatives of the Board and not as representatives of particular Members thereof. The Vice-chair shall support the Chair in discharging his/her duties.

7. The duties of the Chair of the Board shall be:

- (a) To preside over sessions of the Board;
- (b) To guide and coordinate the activities of the Board and its subsidiary bodies which conduct the affairs between sessions of the Board subject to the approval of the Management Committee;
- (c) To carry out such specific duties as are prescribed by decisions of Congress and the Board;
- (d) To ensure that the activities, recommendations and decisions of the Board are in accordance with the terms of reference of the Board, the provisions of the Convention of the WMO, the decisions of Congress and relevant Regulations of the Organization;
- (e) To report to Congress at its regular sessions on the activities of the Board;
- (f) To present the views of the Board to other WMO bodies as may be requested by Congress.

8. Should the Chair or Vice-chair of the Board cease to be a member of the Board, he or she shall cease to hold such office. If the Chair of the Board is not able or eligible to carry out the functions of that office, the Vice-chair shall serve as Acting Chair for the remainder of the term of office of the Chair. The Acting Chair shall be eligible for election as Chair for a successive term. The Acting Chair shall have the same powers and duties as the Chair. If the Vice-chair of the Board is not able or eligible to carry out the functions of that office, the Board may elect a new Vice-chair by correspondence if the vacancy occurs at least 130 days before the next ordinary session of the Board. Pending the election of an Acting Chair, the President of WMO will assume responsibility for the Board.

## V. Sessions

9. The ordinary sessions of the Board shall normally be held at intervals not exceeding four years and take into account reporting to Congress. An extraordinary session of the Board may be convened by decision of the Board for consideration of questions(s) for which the session was convened.

10. The date and place of each session of the Board shall be determined by the Board. Whenever an invitation is extended to hold a session of the Board elsewhere than at the location of the WMO Secretariat, such an invitation shall be considered in accordance with WMO General Regulations 18 and 188, with due consideration to associated cost.

11. The presence of delegates of a simple majority of the Members with voting rights, represented on the Board, shall be required to constitute a quorum for meetings of the Board.

12. Each Member should designate the person(s) composing its delegation, indicating which of these shall be regarded as its principal delegate. A letter signed by, or on behalf of, an appropriate governmental authority of the Member shall be sent to the Secretary-General prior to a session of the Board or handed to his/her representative at the sessions, and shall be regarded as appropriate credentials for the participation of the individuals named therein at the session.

13. Countries which are not Members of WMO but are Members of the United Nations or have been accorded observer status by the United Nations shall be invited to send observers to sessions of the Board. The accreditation procedure shall be the same as described above for Members of WMO.

14. United Nations system organizations and international organizations with formal agreements with WMO as per Articles 25 and 26 of the Convention of the WMO shall be invited, and other organizations participating in the GFCS may be invited to send observers to sessions of the Board. The credentials of institutional observers shall be signed by a competent authority of the organization concerned.

15. The documents and records of the meetings of the Board shall be in accordance with Regulations 110 to 117 and 125 of the General Regulations of the WMO. The working languages of the Board shall be the official languages of WMO.

16. The meetings of the Board will be held in accordance with Regulation 124 of the General Regulations of the WMO and in the spirit of Resolution 33 (Cg-XV) – Increased transparency and involvement of Members in governance issues of WMO between Congresses.

#### **VI. Funding of sessions**

17. The cost of administrative arrangements, including those of translation, interpretation and conference services for the sessions of the Board, shall be financed from the GFCS trust fund in accordance with norms and tariffs applied by WMO and consistent with United Nations system practice.

18. The cost of participation of Members' delegates in the sessions of the Board shall be borne by Members' governments. Subject to availability of funds, participation of one delegate from each least developed country, as a matter of priority, and one delegate from each developing country and country with economy in transition may be supported from the GFCS trust fund upon request.

19. The cost of participation of observers, alternates and advisors in the sessions of the Board, as well as the cost of participation in the sessions of the subsidiary bodies of the Board, shall be borne by governments or organizations.

20. Expenses for attendance of members of the Board's working bodies at sessions of these bodies shall normally be borne by the Members or organizations to which those members belong. However, a session of a working body of the Board may be financed from the GFCS trust fund, provided that the questions to be dealt with are of high priority and as such necessitate the services of experts specially chosen in view of their specialized knowledge, or representing a regional or sectoral interest, rather than of representatives chosen on a national basis, and to secure wider participation of experts from developing countries.

## **RULES OF PROCEDURE OF THE INTERGOVERNMENTAL BOARD ON CLIMATE SERVICES**

### **I. General**

#### **RULE 1**

The rules of procedure are adopted by the World Meteorological Congress in accordance with Article 8 (d) of the Convention of the World Meteorological Organization. The rules of procedure are adopted together with the terms of reference of the Intergovernmental Board on Climate Services (the Board). In the event of any conflict between any provision of the rules of procedure and any provision of the Convention of the WMO, the General Regulations of the WMO or the terms of reference of the Board, the text of the Convention shall prevail, followed by the General Regulations and the terms of reference of the Board in that order. *Mutatis mutandis*, the provisions of the General Regulations of the WMO shall apply for procedures not specified in these rules of procedure.

### **II. Sessions**

#### **RULE 2**

- (a) The provisional agenda of a session of the Intergovernmental Board is prepared by the Chair of the Board in consultation with the Secretary-General of WMO;
- (b) Any Member of the World Meteorological Organization and international organizations entitled to submit questions under Memoranda of Understanding or working arrangements with the World Meteorological Organization may propose the addition of new questions in the provisional agenda of an ordinary session, preferably at least 30 days before the opening of the session. Explanatory memoranda relating to additional questions should accompany any such proposals and be distributed by the Secretariat to the members of the Intergovernmental Board;
- (c) Working papers on the issues of the provisional agenda submitted by members of the Intergovernmental Board, United Nations organizations or other international organizations entitled to submit questions under Memoranda of Understanding or working arrangements concluded with the World Meteorological Organization, should be

made available to the Secretariat as soon as possible, but preferably at least 60 days before the opening of the session; they should also be distributed by the Secretariat;

- (d) The provisional agenda of an ordinary session of the Intergovernmental Board normally includes the following topics:
- (i) Review of the report of the Credentials Committee;
  - (ii) The report of the Chair of the Intergovernmental Board;
  - (iii) The reports of the Chairs of subsidiary bodies of the Intergovernmental Board;
  - (iv) Review of previous decisions of the Intergovernmental Board;
  - (v) Matters referred to the Intergovernmental Board by the World Meteorological Congress;
  - (vi) Consideration of the resolutions of the World Meteorological Congress on the Intergovernmental Board;
  - (vii) Questions submitted by the Chair and Vice-chair of the Intergovernmental Board, members of the latter, the United Nations and other international organizations with which the World Meteorological Organization has entered into arrangements or agreements;
  - (viii) Election of Chair and Vice-chair.

### **III. Quorum for sessions and decision taking**

#### **RULE 3**

As provided in the terms of reference, the presence of delegates of a simple majority of the Members with voting rights, represented on the Board, shall be required to constitute a quorum for meetings of the Board. If a quorum is not obtained at a session, the provisional decisions, other than elections, shall be referred by correspondence to all Members represented on the Board. Any such provisional decision shall be considered a decision of the Board if approved by a simple majority of votes cast for and against within 90 days after it has been sent to the Members.

#### **RULE 4**

Decisions of the Board will be taken by consensus. If no agreement is reached, decisions shall be taken by simple majority of the votes cast for and against by Members present with voting rights on the basis of one Member one vote.



**RULE 5**

When the principal delegate of a WMO Member objects to the admission of a person other than another delegate, that person shall attend with the same rights as he or she would normally enjoy, until the Board has examined the case and has taken a decision.

**RULE 6**

Upon demand of at least two principal delegates present at a meeting, and in all elections, voting shall be by secret ballot. Voting by secret ballot has preference over roll-call, if both have been requested.

**RULE 7**

In all voting by secret ballot, two tellers selected from amongst the principal delegates present shall be appointed to count the votes.

**RULE 8**

The Director of the GFCS Office shall act as Secretary for meetings of the Board and its subsidiary bodies.

**RULE 9**

The Chair of the Board or his representative may make oral as well as written statements to the Board and its subsidiary bodies, concerning any question under consideration.

**IV. Voting at sessions****RULE 10**

Mutatis mutandis, Regulations 57 to 65 of the General Regulations of the WMO shall apply.

**V. Voting by correspondence and election  
during and between sessions****RULE 11**

Mutatis mutandis, Regulations 66 to 90 of the General Regulations of the WMO shall apply.

## RULE 12

Mutatis mutandis, Regulations 91 to 94 of the General Regulations of the WMO shall apply.

**VI. Conduct of business of the Board**

## RULE 13

Mutatis mutandis, Regulations 95 to 109 of the General Regulations of the WMO shall apply.

**VII. Languages**

## RULE 14

Mutatis mutandis, Regulations 118 to 123 of the General Regulations of the WMO shall apply.

**VIII. Records and documents**

## RULE 15

The Board shall conduct its sessions in a paperless mode as much as possible. The distribution of printed copies of non-confidential documentation (documents, working papers and minutes) for a session of the Board shall be minimal and only upon request by members of the Board. All pre-session and in-session non-confidential documentation shall be made available through a public Website.

## RULE 16

At sessions of the Board the substance of the discussion and the decisions arrived at for each agenda item shall be recorded in the general summary of the work of the session. Audio recordings of plenary meetings shall be made and retained for record purposes. Summarized minutes of the discussion at plenary meetings of the Board shall be prepared only where there is a specific request from the plenary. Summarized minutes shall be distributed as soon as possible during the session or by correspondence to all delegations, which may submit their proposed corrections in writing to the Secretary of the meeting. Any disagreement on the proposed corrections shall be decided by the presiding officer after consultation with the person concerned. Summarized minutes will be adopted by the plenary in session or by correspondence.

**IX. Recording of decisions and review of  
past decisions of the Board**

**RULE 17**

- (a) Any decision of the Board requiring financial support or implementation action by all WMO Members, WMO constituent bodies or by bodies outside the Organization, shall be recorded as a recommendation to the World Meteorological Congress;
- (b) Any decision of the Board which requires implementation by members of the Board only, or which concerns only the internal activities of the Board such as its future work programme, the establishment and terms of reference of subsidiary bodies, or the designation of a rapporteur, shall be recorded in the form of a resolution, provided that such a resolution is not in conflict with the provisions of the Convention and the General Regulations of the Organization;
- (c) Any decision of the Board which is intended to convey information or an opinion, including communications with WMO and partner organizations, or which gives directives to a subsidiary body (other than its terms of reference), to the Chair and Vice-chair of the Board or to any individual who has been designated to undertake a task for the Board, shall be recorded in the general summary of the abridged final report of the session;
- (d) The abridged final reports with resolutions and recommendations of the sessions of the Board shall be assigned a WMO publication number and ISBN number and published on the Website;
- (e) All resolutions taken by the Board shall be compiled within a register and updated at each session of the Board.

**RULE 18**

- (a) The President shall prepare the report of each session of the Intergovernmental Board and submit it to Congress at its next session;
- (b) This report contains the general summary of the session and all decisions and recommendations adopted by the Intergovernmental Board, including those which require financial support measures implemented by the

Members, and proposals requiring the involvement of other organs of the Organization or entailing formal relationships with other organizations in accordance with Article 26 of the Convention of the WMO.

#### RULE 19

The Board decisions in force will be reviewed at each session of the Board.

- (a) Any subsidiary body established by a previous decision of the Board shall automatically dissolve upon the end of the next session of the Board, unless the mandate of such subsidiary body is specifically extended by decision of the Board;
- (b) Past decisions should be incorporated as far as possible in any subsequent decision adopted on the same subject. Previous decisions thus incorporated will not be kept in force. Decisions, which are partly obsolete, should be replaced by revised texts containing only those parts which are maintained.

### **X. Amendments**

#### RULE 20

The Board may exceptionally adopt for its internal use additional rules of procedure on the understanding that these rules are not at variance with the Convention of the WMO and the terms of reference of the Board.

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## **STAFF REGULATIONS**

The Staff Regulations of WMO were adopted by Eleventh Congress and became effective retroactively on 1 January 1990.

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# **STAFF REGULATIONS OF THE WORLD METEOROLOGICAL ORGANIZATION**

## **Scope and purpose**

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the Secretariat staff of the World Meteorological Organization, hereinafter called the Organization. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the chief administrative officer, shall provide and enforce such Staff Rules consistent with these principles as he considers necessary.

## **ARTICLE 1**

### **Duties, obligations and privileges**

- 1.1 Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Organization only in view.
- 1.2 Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the Organization. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Secretary-General. The Secretary-General shall establish a normal working week.
- 1.3 No member of the Secretariat shall accept, hold or engage in any office or occupation which is incompatible with the proper discharge of his duties with the Organization.
- 1.4 In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any government or from any other authority external to the Organization.
- 1.5 Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall avoid any action and in particular any kind of

public pronouncement which may adversely reflect on that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

- 1.6 Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Secretary-General. At no time shall they in any way use to private advantage information known to them by reason of their official position. These obligations do not cease with separation from the service.
- 1.7 No staff member shall accept any honour, decoration, favour, gift or remuneration from any government except for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization, without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of Regulation 1.2 and with the individual's status as an international civil servant.
- 1.8 Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.
- 1.9 The immunities and privileges attached to the World Meteorological Organization by virtue of Article 27 of the Convention are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.
- 1.10 Members of the Secretariat shall subscribe to the following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the World Meteorological Organization, to discharge these functions and regulate my conduct with the interests of the Organization only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Organization, and at all times to observe the Standards of Conduct for the International Civil Service and the WMO Code of Ethics for staff."

- 1.11 The oath or declaration shall be made orally by the Secretary-General in the presence of the President and either a Vice-President or another member of the Executive Council, and by all other members of the Secretariat before the Secretary-General or his authorized deputy.

## ARTICLE 2

### **Classification of posts and staff**

- 2.1 In conformity with relevant decisions of Congress the Secretary-General shall make appropriate provisions for the classification of posts and staff according to the nature of the duties and responsibilities required.

## ARTICLE 3

### **Salaries and related allowances**

- 3.1 Subject to the approval of the Executive Council with respect to changes in the salary scales, salaries of staff members other than in the General Service category shall be determined by the Secretary-General in accordance with the grades and corresponding gross and net salary scales applicable to United Nations personnel. The rate of pay for staff in the General Service category shall be determined by the Secretary-General in accordance with the equivalent scales for the office of the United Nations at Geneva.
- 3.2 All salaries, and all terminal payments computed under Regulation 3.1, unless specifically exempted by the Secretary-General at the time of appointment, shall be subject to an assessment as determined by the United Nations. The amount of salary remaining after deduction of the assessment is known as "net salary".

- 3.3 The basic salary rates for Professional category staff shall be adjusted by application of the appropriate United Nations post adjustments.
- 3.4 The Secretary-General shall establish a scheme for the payment of dependency benefits, education grants and such other allowances as he may consider necessary in the interests of the Organization.

#### ARTICLE 4

##### **Appointment and promotion**

- 4.1 The Secretary-General shall appoint staff members as required in accordance with Article 21 (b) of the Convention and shall specify their terms of appointment. Upon appointment each staff member shall receive a letter of appointment signed by the Secretary-General or by an authorized official in the name of the Secretary-General.
- 4.2 The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting and maintaining the staff on as wide a geographical basis as possible.
- 4.3 Selection of staff members shall be without regard to race, creed, political belief or sex. So far as is practicable, selection shall be made on a competitive basis.
- 4.4 Subject to the provisions of Regulation 4.3 and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the Organization. This consideration shall also be applied, on a reciprocal basis, to the United Nations and the specialized agencies brought into relationship with the United Nations.
- 4.5 Staff members shall be granted either permanent or temporary appointments. A permanent appointment shall be granted to staff members up to a level determined by Congress from time to time, subject to the satisfactory completion of a probationary period which shall be specified for each grade in the Staff Rules. Temporary appointments shall be granted for such periods and under such conditions as the Secretary-General may determine.

- 4.6 The Secretary-General shall establish appropriate medical standards which staff members shall be required to meet before appointment.

## ARTICLE 5

### Leave

- 5.1 Staff members shall be allowed appropriate annual leave.
- 5.2 Special leave may be authorized by the Secretary-General in exceptional cases.
- 5.3 Eligible staff members shall be granted home leave once every two years. The Organization shall allow necessary travelling time for that purpose under conditions and definitions prescribed by the Secretary-General.

## ARTICLE 6

### Social security

- 6.1 Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that fund.
- 6.2 The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the World Meteorological Organization.

## ARTICLE 7

### Travel and removal expenses

- 7.1 The Secretary-General shall establish conditions and definitions under which the Organization, in appropriate cases, shall pay travel expenses to staff members, their spouses and dependent children.
- 7.2 The Secretary-General shall establish conditions and definitions under which the Organization shall pay removal costs for staff members.

**ARTICLE 8****Staff relations**

- 8.1 The Secretary-General shall make provision for staff participation in the discussion of policies relating to staff questions.

**ARTICLE 9****Separation from service**

- 9.1 Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.
- 9.2 (a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.

The Secretary-General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

- (i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required under Regulation 4.2;
- (ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should, under the standards required by Regulation 4.2, have precluded his appointment.

No termination under subparagraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General.

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interests of the good administration of the Organization and in accordance with the standards required under Regulation 4.2, provided that the action is not contested by the staff member concerned;

(b) The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above, or for such other reason as may be specified in the letter of appointment;

(c) In the case of project personnel the Secretary-General may at any time terminate the appointment if, in his opinion, such action would be in the interests of the Organization.

9.3 If the Secretary-General terminates an appointment under Regulation 9.2 the staff member shall be given notice and indemnity payment in accordance with the terms of his appointment.

9.4 The Secretary-General shall establish a scheme for the payment of repatriation grants.

9.5 Normally, staff members shall not be retained in active service beyond the age of 60 years, and not beyond the age of 62 years in the case of staff members appointed on or after 1 January 1990. The Secretary-General may, in the interests of the Organization, extend these age limits in exceptional cases.

The extension of the age limit of a staff member in the Professional category and above shall require the authority of the Executive Council.

## ARTICLE 10

### **Disciplinary measures**

10.1 The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory. He may summarily dismiss a member of the staff for serious misconduct.

10.2 The Secretary-General shall establish administrative machinery with staff participation which shall be available to advise him in disciplinary cases.

## ARTICLE 11

### **Appeals**

11.1 The Secretary-General shall establish administrative machinery with staff participation to advise him in case of any appeal by staff

members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.

11.2 The Administrative Tribunal, the competence of which has been recognized by the Organization, shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment including all pertinent provisions of the Staff Regulations and Staff Rules.

## ARTICLE 12

### **General provisions**

12.1 The allowances, grants, indemnities, leave provisions and travel provisions mentioned in these Regulations, and any other allowances which the Executive Council may deem necessary, shall be determined as far as practicable in conformity with the scales approved by the United Nations for the staff of that Organization.

12.2 The Secretary-General shall report annually to the Executive Council such Staff Rules and amendments thereto as he may make to implement these Regulations.

12.3 These Regulations may be supplemented or amended by Congress, without prejudice to the acquired rights of staff members. If it would not be in the interests of the Organization to defer an amendment until the next session of Congress, such amendment may be made by the Executive Council; an amendment made by the Executive Council shall be subject to approval by Congress at its next session.

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## **FINANCIAL REGULATIONS**

These Financial Regulations of WMO were adopted by Sixteenth Congress for application to the sixteenth financial period commencing 1 January 2012.

# FINANCIAL REGULATIONS OF THE WORLD METEOROLOGICAL ORGANIZATION

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# FINANCIAL REGULATIONS OF THE WORLD METEOROLOGICAL ORGANIZATION

## ARTICLE 1

### **Applicability**

- 1.1 These Regulations shall govern the financial administration of the World Meteorological Organization (hereinafter called the Organization). They may be amended only by Congress. In the event of any conflict between any provisions of these Regulations and any provisions of the Convention, the Convention shall prevail.

## ARTICLE 2

### **The financial period**

- 2.1 The financial period shall be four years beginning on 1 January of the calendar year immediately following a session of Congress and ending on 31 December of the fourth year.
- 2.2 Nevertheless, in the event that a session of Congress is completed before the beginning of the last full year of a financial period, a new financial period shall begin on 1 January following that session of Congress.

## ARTICLE 3

### **Maximum expenditures for the financial period**

- 3.1 Estimates of maximum expenditures which may be incurred by the Organization in the financial period shall be prepared by the Secretary-General.
- 3.2 The estimates shall cover the income and expenditures for the financial period to which they relate and shall be presented in Swiss francs.
- 3.3 The estimates shall be presented in a results-based budget format and shall be accompanied by such informational annexes and explanatory statements as may be requested by, or on behalf of, Congress, and such further annexes or statements as the Secretary-General may deem necessary and useful.

- 3.4 The estimates shall be submitted to the Executive Council at least five weeks prior to the meeting at which they will be considered. The Executive Council shall examine them and prepare a report on them to Congress.
- 3.5 The estimates prepared by the Secretary-General shall be transmitted to all Members at least six months prior to the opening of Congress. The report of the Executive Council on the estimates shall be transmitted with the estimates or as soon as possible thereafter, but not later than three months before the beginning of the session of Congress.
- 3.6 The maximum expenditures for the following financial period shall be voted by Congress after consideration of the estimates and of any supplementary estimates prepared by the Secretary-General and of the reports of the Executive Council on them.
- 3.7 Supplementary estimates for the financial period may be submitted to the Executive Council by the Secretary-General during the interval between the submission of the estimates to the Executive Council and the opening of Congress.
- 3.8 The Secretary-General shall prepare each supplementary estimate in a form consistent with the applicable portion of the estimates for the financial period.
- 3.9 When time permits, the Executive Council shall examine the supplementary estimates and prepare a report thereon to Congress; otherwise they shall be left for consideration by Congress.

#### ARTICLE 4

##### **Authorization of appropriations for the financial period**

- 4.1 The maximum expenditures voted by Congress shall constitute an authority to the Executive Council to approve appropriations for each of the two bienniums comprising the financial period. The total appropriations shall not exceed the amount voted by Congress.
- 4.2 Transfers between appropriation parts may be authorized by the Executive Council, subject to the total amount of such transfers not exceeding 3 (three) per cent of the total maximum expenditure authorized for the financial period.

## ARTICLE 5

**The biennium**

- 5.1 The first biennium will begin with the commencement of the financial period, followed by the second biennium beginning on 1 January of the third year of the financial period.

## ARTICLE 6

**The biennial budget**

- 6.1 The biennial budget estimates shall be prepared by the Secretary-General.
- 6.2 The estimates shall cover income and expenditure for the biennium to which they relate and shall be presented in Swiss francs.
- 6.3 The biennial budget estimates shall be presented in a results-based budget format and shall be accompanied by such informational annexes and explanatory statements as may be requested by, or on behalf of, the Executive Council, and such further annexes or statements as the Secretary-General may deem necessary and useful.
- 6.4 The Secretary-General shall submit to the regular meeting of the Executive Council estimates for the following biennium. The estimates shall be transmitted to all members of the Executive Council at least five weeks prior to the opening of the regular session of the Executive Council.
- 6.5 The budget for the following biennium shall be approved by the Executive Council.
- 6.6 Supplementary estimates may be submitted by the Secretary-General whenever necessary.
- 6.7 The Secretary-General shall prepare these supplementary estimates in the same form as that of the applicable portions of the estimates for the biennium and shall submit the estimates to the Executive Council for approval.

## ARTICLE 7

**Appropriations**

- 7.1 The appropriations approved by the Executive Council shall constitute an authorization to the Secretary-General to enter into commitments and make payments for the purposes for which the appropriations were approved and up to the amounts so approved.
- 7.2 Appropriations shall be available to enter into commitments during the biennium to which they relate.
- 7.3 Appropriations shall remain available for twelve months following the end of the financial year to which they relate to the extent that they are required to discharge commitments in respect of goods delivered and services rendered in the financial year and to discharge any other outstanding legal commitments of the financial year. At the end of the first biennium the remaining balance shall be re-appropriated subject to the approval of the Executive Council to the corresponding parts of the budget of the second biennium for the implementation of the programme approved by Congress. At the end of the second biennium the balance of the appropriations shall be surrendered.
- 7.4 At the end of the period provided in Regulation 7.3, the then remaining balance of any appropriations retained shall be surrendered.
- 7.5 Notwithstanding the provisions of Regulations 7.3 and 7.4 in the case of outstanding legal obligations in respect of fellowships, the portion of the appropriation required shall remain available until the fellowships are completed or otherwise terminated. At the time of the termination of the fellowship, any remaining balance shall be retained in the General Fund for the sole purpose of financing further long-term and short-term fellowships.
- 7.6 Amounts surrendered in accordance with Regulations 7.3 and 7.4 shall be retained for the purposes approved by Congress for the financial period subject to the provisions of Regulation 9.1.
- 7.7 A transfer between appropriation sections of the results-based budget format may be made by the Secretary-General subject to confirmation by the Executive Council.



## ARTICLE 8

**Provision of funds*****Assessments***

- 8.1 Appropriations shall be financed by contributions from Members of the Organization according to the scale of assessments determined by Congress, such contributions to be adjusted in accordance with the provisions of Regulation 8.2. Pending the receipt of such contributions the appropriations may be financed from the Working Capital Fund.
- 8.2 For each of the two years of a biennium the contributions of Member States shall be assessed on the basis of one half of the appropriations approved by the Executive Council for the biennium, except that adjustments shall be made to the assessment in respect of:
- (a) Supplementary appropriations for which contributions have not previously been assessed on Member States;
  - (b) Half of the estimated miscellaneous income for the biennium for which credits have not previously been taken into account and any adjustments in estimated income previously taken into account.
- 8.3 After the Executive Council has approved the biennial budget and determined the amount needed for the Working Capital Fund, the Secretary-General shall:
- (a) Transmit the relevant documents to the Members of the Organization;
  - (b) Inform the Members of their commitments in respect of annual contributions and advances to the Working Capital Fund;
  - (c) Request them to remit their contributions and advances.
- 8.4 Contributions and advances shall be considered as due and payable in full within 30 days of the receipt of the communication of the Secretary-General referred to in Regulation 8.3 above, or as of the first day of the year to which they relate, whichever is the later. As of 1 January of the following year, the unpaid balance of such contributions and advances shall be considered to be one year in arrears.

- 8.5 Annual contributions and advances to the Working Capital Fund of the Organization shall be assessed and paid in Swiss francs.
- 8.6 Notwithstanding the provisions of Regulation 8.5 and to facilitate payments by Members, the Secretary-General may accept, to the extent he may find it practicable, payments of contributions in freely convertible currencies other than the Swiss franc. The exchange rate applicable to these payments in establishing their equivalent in the currency of the State in which the Organization has its headquarters shall be the official United Nations rate of exchange in force on the date of credit to the WMO bank account.
- 8.7 Payments made by a Member of the Organization shall be credited first to the Working Capital Fund, then applied in chronological order to the reduction of the contributions which are due in accordance with the scale of assessments.
- 8.8 Notwithstanding the provisions of Regulation 8.7, amounts received in respect of the current year's contribution will be credited to that year providing that the full yearly instalment due under the terms of special arrangements as established by Congress concerning the repayment of long-outstanding contributions has been paid to the Organization. These special arrangements may be concluded with any Member being in arrears for more than four years on the date of entry into force of such arrangements.
- 8.9 The Secretary-General shall submit to the regular sessions of the Executive Council a report on the collection of contributions and advances to the Working Capital Fund.

***Contributions from new Members***

- 8.10 New Members of the Organization shall be required to make a contribution for the unexpired portion of the biennium in which they become Members and to provide their proportion of the total advances to the Working Capital Fund at rates to be determined provisionally by the Executive Council, subject to subsequent approval by Congress.

***Contributions from Members withdrawing from the Organization***

- 8.11 A Member withdrawing from the Organization shall make its contribution for the period from the beginning of the biennium in

which it withdraws up to and including the date of its withdrawal and shall be entitled only to the amount standing to its credit in the Working Capital Fund, less any sum due from that Member of the Organization.

## ARTICLE 9

### Funds

9.1 There shall be established a General Fund for the purpose of accounting for expenditures authorized under Regulations 7.1, 7.2 and 7.3. The General Fund will be credited with contributions paid by Member States under Regulations 8.1, 8.10, 8.11 and miscellaneous income as defined under Regulation 10.1. Cash surpluses on the General Fund except that part of such surplus which represents income from interest received on funds other than the Working Capital Fund shall be credited on the basis of the scale of assessments to the Members of the Organization as follows:

- (a) For Members who have paid in full their previous contributions, by deduction from the next assessment;
- (b) For Members who have paid in full their contribution in respect of all previous financial periods, but who have not paid in full their contributions in respect of the period that relates to the surplus to be distributed, by reduction of their arrears, and thereafter by deduction from the next assessment;
- (c) For Members who are in arrears for more than the financial period concerning the one which relates to the surplus to be distributed, their share of the surplus will be retained by the World Meteorological Organization in a special account and will be paid when the provisions of Regulation 9.1 (a) or (b) are met.

9.2 Income from interest on funds other than the Working Capital Fund that forms part of the cash surplus for any financial period shall be disposed of in accordance with decisions of Congress, and in the manner determined by Congress due consideration being given to the date of receipt of assessed contributions of Members of the Organization.

***Working Capital Fund***

- 9.3 There shall be established a Working Capital Fund to an amount fixed by Congress and for purposes to be determined from time to time by the Executive Council. The moneys of the Working Capital Fund shall be advanced by the Members of the Organization, or at the discretion of Congress provided from interest to the extent that it is earned on the investment of the cash resources of the Fund. Interest retained in the Fund shall be credited to Members' advance accounts in accordance with current balances. Advances by Members shall be calculated by the Executive Council in accordance with the scale of assessments for the apportionment of the expenses of the Organization, and shall be carried to the credit of those Members that have made such advances.
- 9.4 Advances made from the Working Capital Fund to finance appropriations during a biennium shall be reimbursed to the Fund as soon as and to the extent that income is available for that purpose.
- 9.5 Except when such advances are recoverable from some other source, advances made from the Working Capital Fund for unforeseen and extraordinary expenses or other authorized purposes shall be reimbursed through the submission of supplementary estimates.
- 9.6 Income derived from investments of the Working Capital Fund, not retained in the Fund to meet an increase in the level of the capital of the Fund, shall be credited to miscellaneous income.
- 9.7 Trust funds, reserve and special accounts may be established by the Secretary-General and shall be reported to the Executive Council.
- 9.8 The purpose and limits of each trust fund, reserve and special account shall be clearly defined by the Executive Council. Unless otherwise provided by Congress, such funds and accounts shall be administered in accordance with the present Financial Regulations.
- 9.9 Income derived from investments of trust funds, reserve and special accounts shall be credited as provided in the provisions applicable to such funds or accounts or at the request of the donors at any time. In other circumstances, Regulation 10.1 shall apply.

## ARTICLE 10

**Other income**

- 10.1 All other income, except:
- (a) Contributions to the budget;
  - (b) Direct refunds of expenditures made during the financial year;
  - (c) Advances or deposits to funds and accounts;
  - (d) Interest earned on the Working Capital Fund to the extent that it is required to augment the level of the Working Capital Fund;
- shall be classed as miscellaneous income, for credit to the General Fund, unless otherwise specified in accordance with Regulation 9.9.

***Voluntary contributions, gifts or donations***

- 10.2 Voluntary contributions, whether or not in cash, may be accepted by the Secretary-General, provided that the purposes for which the contributions are made are consistent with the policies, aims and activities of the Organization and provided that the acceptance of such contributions that directly or indirectly involve additional financial liability for the Organization shall require the consent of Congress or, in case of urgency, of the Executive Council.
- 10.3 Moneys accepted for purposes specified by the donor shall be treated as trust funds or special accounts under Regulations 9.7 and 9.8.
- 10.4 Moneys accepted in respect of which no purpose is specified shall be treated as miscellaneous income and shall be reported as “gifts” in the annual accounts.

## ARTICLE 11

**Custody of funds**

- 11.1 The Secretary-General shall designate the bank or banks in which the funds of the Organization shall be kept.

## ARTICLE 12

**Investment of funds**

- 12.1 The Secretary-General may make short-term investments of moneys not needed for immediate requirements and shall inform the Executive Council periodically of the investments thus made.
- 12.2 The Secretary-General may make long-term investments of moneys standing to the credit of trust funds, reserve and special accounts, except as may be otherwise provided by the appropriate authority in respect of each such fund or account and having regard to the particular requirements as to the liquidity of funds in each case.

## ARTICLE 13

**Internal control**

- 13.1 The Secretary-General shall:
- (a) Establish detailed financial procedures in order to ensure effective financial administration and the exercise of economy;
  - (b) Cause all payments to be made on the basis of supporting vouchers and other documents that ensure that the services or goods have been received, and that payments have not previously been made;
  - (c) Designate the officers who may receive moneys, incur obligations and make payments on behalf of the Organization.
- 13.2 (a) In addition to payments authorized under clause (b) below, and notwithstanding Regulation 13.1 (b) above, the Secretary-General may, when he deems it in the interest of the Organization to do so, authorize progress payments;
- (b) Except where normal commercial practice in the interest of the Organization so requires, no contract or purchase order shall be made on behalf of the Organization which requires a payment in advance of the delivery of goods or performance of contractual services.
- 13.3 No obligations shall be incurred until allotments or other appropriate authorizations have been made in writing under the authority of the Secretary-General.

***Ex gratia payments***

13.4 The Secretary-General may with the approval of the President make such ex gratia payments as he deems to be necessary in the interest of the Organization, provided that a statement of such payments shall be submitted to the Executive Council with the financial statements as detailed in Regulation 14.1.

***Writing-off of losses or deficiencies***

13.5 The Secretary-General may, after full investigation, authorize the writing-off of losses of cash, stores and other assets, except unpaid contributions, provided that a statement of all such amounts written off shall be submitted to the External Auditor with the financial statements.

***Contracts and purchases***

13.6 Tenders for equipment, supplies and other requirements shall be invited by advertisement, except where the Secretary-General deems that, in the interests of the Organization, a departure from the rule is desirable.

***Internal oversight***

13.7 Under the broader scheme of internal oversight, the Secretary-General shall establish an office to provide for an independent verification of financial, administrative and operational activities of WMO, including programme evaluation, monitoring mechanisms and consulting services. The office shall be called the Internal Oversight Office and shall ensure:

- (a) The regularity of the receipt, custody and disposal of all funds and other financial resources of the Organization;
- (b) The conformity of expenditure with the appropriations or other financial provisions voted by Congress or approved by the Executive Council, or with the purpose and rules related to trust funds and special accounts;
- (c) The compliance of all financial and other management activities with the established legislation;
- (d) The timeliness, completeness and accuracy of financial and other administrative data;

- (e) The effective, efficient and economical use of all resources of the Organization.

13.8 The Internal Oversight Office shall also be responsible for investigating all allegations or presumptions of fraud, waste, mismanagement or misconduct and for conducting inspections of services and organizational units.

13.9 The Secretary-General shall appoint a technically qualified head of Internal Oversight Office after consulting with, and obtaining the approval of, the President of WMO acting on behalf of the Executive Council. Notwithstanding Articles 9, 10 and 11 of the Staff Regulations dealing with separation from service, disciplinary measures and appeals, respectively, the Secretary-General shall likewise consult the President of WMO acting on behalf of the Executive Council and obtain his approval before separation of the head of the Office. These actions by the President in accordance with General Regulation 146 shall be reported to the following regular session of the Executive Council.

13.10 The Internal Oversight Office shall function in accordance with the following provisions:

- (a) The head of the Office shall report directly to the Secretary-General;
- (b) The Office shall have full, free and prompt access to all records, property, personnel, operations and functions within the Organization that, in its opinion, are relevant to the subject matter under review;
- (c) It shall be available to receive directly from individual staff members complaints or information concerning the possible existence of fraud, waste, mismanagement or misconduct. No reprisals shall be taken against staff members providing such information unless this was wilfully provided with the knowledge that it was false or with intent to misinform;
- (d) It shall report the results of its work and make recommendations to the Secretary-General with a copy to responsible managers for action and the External Auditor. At the request of the head of the Office, any such report shall be submitted to the Executive Council together with the Secretary-General's comments thereon;
- (e) The Office shall submit a summary report annually to the Secretary-General with a copy to the External Auditor on its



activities, including the orientation and scope of such activities. This report shall be submitted to the Executive Council by the Secretary-General together with any comments he wishes to make;

- (f) It shall monitor the implementation of recommendations duly noted by the Executive Council.

## ARTICLE 14

### Financial statements

14.1 The Secretary-General shall submit to the Executive Council, for its approval, annual financial statements showing for the year to which they relate:

- (a) A statement of financial position;
- (b) A statement of financial performance;
- (c) A statement of changes in net assets/equity;
- (d) A statement of cash flow;
- (e) A comparison of actual amounts and the approved budget;
- (f) Notes, comprising a summary of significant accounting policies and other explanatory notes.

In addition, he shall maintain, for management purposes, such accounting records as are necessary.

14.2 The Secretary-General shall submit for the second year of the biennium, in addition to the financial statements for the year as indicated in Regulation 14.1, a statement showing for the biennium to which they relate the status of appropriations, including:

- (a) The original budget appropriations;
- (b) The appropriations as modified by any transfers;
- (c) Credits, if any, other than the appropriations approved by the Executive Council;
- (d) The amounts charged against those appropriations and/or other credits.

14.3 The financial statements of the Organization shall be presented in Swiss francs and shall be prepared in accordance with International Public Sector Accounting Standards. Accounting records may, however, be kept in such currency or currencies as the Secretary-General may deem necessary.

- 14.4 Appropriate separate accounts shall be maintained for all trust funds, reserve and special accounts.
- 14.5 The financial statements shall be submitted by the Secretary-General to the External Auditor not later than 31 March following the end of the financial year to which they relate.
- 14.6 The Secretary-General shall submit, in addition to the financial statements of the first year of the financial period a statement of the total expenditures made in respect of the previous financial period.

## ARTICLE 15

### **External audit**

#### ***Appointment***

- 15.1 An External Auditor, who shall be the Auditor-General (or officer holding the equivalent title) of a Member State, shall be appointed in the manner and for the period decided by the Executive Council.

#### ***Tenure of office***

- 15.2 If the External Auditor ceases to hold that office in his or her own country, his or her tenure of office as External Auditor shall thereupon be terminated and he or she shall be succeeded as External Auditor by his or her successor as Auditor-General. The External Auditor may not otherwise be removed during his or her tenure of office except by the Executive Council.

#### ***Scope of audit***

- 15.3 The audit shall be conducted in conformity with generally accepted common auditing standards, and, subject to any special directions of the Executive Council, in accordance with the additional terms of reference set out in the annex to these Regulations.
- 15.4 The External Auditor may make observations with respect to the efficiency of the financial procedures, the accounting system, the internal financial controls and, in general, the administration and management of the Organization.

15.5 The External Auditor shall be completely independent and solely responsible for the conduct of the audit.

15.6 The Executive Council may request the External Auditor to perform certain specific examinations and issue separate reports on the results.

### ***Facilities***

15.7 The Secretary-General shall provide the External Auditor with the facilities he or she may require in the performance of the audit.

15.8 For the purpose of making a local or special examination or of effecting economies of audit cost, the External Auditor may engage the services of any national Auditor-General (or equivalent title) or commercial public auditors of known repute or any other person or firm who, in the opinion of the External Auditor, is technically qualified.

### ***Reporting***

15.9 The External Auditor shall issue reports on the audit of the financial statements and relevant schedules, which shall include such information as he or she deems necessary in regard to matters referred to in Regulation 15.4 and in the additional terms of reference.

15.10 The External Auditor's reports shall be transmitted, together with the relevant audited financial statements, to the Executive Council, which shall examine them in accordance with any directions given by Congress.

15.11 The financial statements, together with the External Auditor's certificates, shall be transmitted to the Members of the Organization by the Secretary-General.

## ARTICLE 16

### **Decisions involving expenditures**

16.1 No regional association, technical commission or other competent body shall take a decision involving either an administrative change in a programme approved by Congress or the Executive Council, or the possible requirement of expenditure, unless it has received and taken account of a report from the Secretary-General on the administrative and financial implications of the proposal. Where, in the opinion of

the Secretary-General, the proposed expenditure cannot be made from the existing appropriations, it shall not be incurred until the Executive Council has made the necessary appropriations, unless the Secretary-General certifies that provision can be made under the conditions of the resolution of the Executive Council relating to unforeseen expenditure.

#### ARTICLE 17

##### **General provisions**

- 17.1 In case of urgency and with the approval of the President of the Organization, the Secretary-General shall refer to Members, for decision by correspondence, financial matters that are beyond the competence of the Executive Council.
- 17.2 The applications of any of the present Regulations may be suspended for a period that shall not extend beyond the next session of Congress if the Executive Council has decided that the matter under consideration is of such a character that a decision should be taken before the next Congress. In such circumstances, the proposal of the Executive Council for such a suspension shall be communicated by the Secretary-General to all Members for consultation and subsequently for a postal ballot according to the procedures for voting by correspondence in the General Regulations.
- 17.3 In the application of Regulation 17.1 the proposal shall be adopted, and in the application of Regulation 17.2 the suspension of regulations shall be put into force, if two thirds of the votes cast for and against that have reached the Secretariat within 90 days of the date of dispatch of the request to vote to Members are in the affirmative. The decisions shall be communicated to all Members.
- 17.4 In case of doubt as to the interpretation or application of any of these Financial Regulations, the Secretary-General is authorized to rule thereon, subject to confirmation by the President in important cases.
- 17.5 The present Financial Regulations do not apply to the field projects of the technical cooperation activities of the Organization financed by the United Nations Development Programme; the Secretary-General is authorized to administer those activities under Financial Regulations and Rules established by the governing body and the Administrator of the United Nations Development Programme.

## ANNEX

### ADDITIONAL TERMS OF REFERENCE GOVERNING EXTERNAL AUDIT

(1) The External Auditor shall perform such audit of the financial statements of the Organization, including all trust funds and special accounts, as he or she deems necessary in order to satisfy himself or herself:

- (a) That the financial statements are in accord with the books and records of the Organization;
- (b) That the financial transactions reflected in the statements have been in accordance with the rules and regulations, the budgetary provisions and other applicable directives;
- (c) That the securities and moneys on deposit and on hand have been verified by certificate received direct from the Organization's depositaries or by actual count;
- (d) That the internal controls are adequate in the light of the extent of reliance placed thereupon;
- (e) That procedures satisfactory to the External Auditor have been applied to the recording of all assets, liabilities, surpluses and deficits.

(2) The External Auditor shall be the sole judge as to the acceptance in whole or in part of certifications and representations by the Secretary-General and may proceed to such detailed examination and verification as he or she chooses of all financial records, including those relating to supplies and equipment.

(3) The External Auditor and his or her staff have free access at all convenient times to all books, records and other documentation that are, in the opinion of the External Auditor, necessary for the performance of the audit. Information that is classified as privileged and which the Secretary-General (or his designated senior official) agrees is required by the External Auditor for the purposes of the audit and information classified as confidential shall be made available on application. The External Auditor and his or her staff shall respect the privileged and confidential nature of any information so classified that has been made available and shall not make use of it except in direct connection with the performance of the audit. The External Auditor may draw the attention of the Executive

Council to any denial of information classified as privileged that in his or her opinion was required for the purpose of the audit.

(4) The External Auditor shall have no power to disallow items in the financial statements but shall draw to the attention of the Secretary-General for appropriate action any transaction concerning which he or she entertains doubt as to legality or propriety. Audit objections to these, or any other transactions, arising during the examination of the financial statements shall be communicated immediately to the Secretary-General.

(5) The External Auditor shall express and sign an opinion on the financial statements of the Organization. The opinion shall include the following basic elements:

- (a) The identification of the financial statements audited;
- (b) A reference to the responsibility of the Secretary-General and the responsibility of the External Auditor;
- (c) A reference to the audit standards followed;
- (d) A description of the work performed;
- (e) An expression of opinion on the financial statements as to whether:
  - (i) The financial statements present fairly the financial position as at the end of the period and the results of the operations for the period;
  - (ii) The financial statements were prepared in accordance with the stated accounting policies;
  - (iii) The accounting policies were applied on a basis consistent with that of the preceding financial period;
- (f) An expression of opinion on the compliance of transactions with the Financial Regulations and legislative authority;
- (g) The date of the opinion;
- (h) The External Auditor's name and position;
- (i) Should it be necessary, a reference to the report of the External Auditor on the financial statements.

(6) The report of the External Auditor to the Executive Council on financial operations of the period should mention:

- (a) The type and scope of his or her examination;
- (b) Matters affecting the completeness or accuracy of the financial statements, including, where appropriate:
  - (i) Information necessary to the correct interpretation of the financial statements;

- (ii) Any amounts which ought to have been received but which have not been brought to account;
  - (iii) Any amounts for which a legal or contingent obligation exists and which have not been recorded or reflected in the financial statements;
  - (iv) Expenditures not properly substantiated;
  - (v) Whether proper books of accounts have been kept. Where in the presentation of statements there are deviations of a material nature from the generally accepted accounting principles applied on a consistent basis, these should be disclosed;
- (c) Other matters that should be brought to the notice of the Executive Council, such as:
- (i) Cases of fraud or presumptive fraud;
  - (ii) Wasteful or improper expenditure of the Organization's money or other assets (notwithstanding that the accounting for the transaction may be correct);
  - (iii) Expenditure likely to commit the Organization to further outlay on a large scale;
  - (iv) Any defect in the general system or detailed regulations governing the control of receipts and disbursements or of supplies and equipment;
  - (v) Expenditure not in accordance with the intention of Congress and/or the Executive Council after making allowance for duly authorized transfers within the budget;
  - (vi) Expenditure in excess of appropriations as amended by duly authorized transfers within the budget;
  - (vii) Expenditure not in conformity with the authority that governs it;
- (d) The accuracy or otherwise of the supplies and equipment records as determined by stock-taking and examination of the records;
- (e) If appropriate, transactions accounted for in a previous year concerning which further information has been obtained or transactions in a later year concerning which it seems desirable that the Executive Council should have early knowledge.

(7) The External Auditor may make such observations with respect to his or her findings resulting from the audit and such comments on the Secretary-General's financial report as he or she deems appropriate to the Executive Council or to the Secretary-General.

(8) Whenever the scope of audit of the External Auditor is restricted, or whenever he or she is unable to obtain sufficient evidence, the External Auditor shall refer to the matter in his or her report, making clear in the report the reasons for his or her comments and the effect on the financial position and the financial transactions as recorded.

(9) In no case shall the External Auditor include criticism in his or her report without first affording the Secretary-General an adequate opportunity of explanation on the matter under observation.

(10) The External Auditor is not required to mention any matter referred to in the foregoing that, in his or her opinion, is insignificant in all respects.

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**AGREEMENT BETWEEN THE UNITED NATIONS AND THE  
WORLD METEOROLOGICAL ORGANIZATION**



# AGREEMENT BETWEEN THE UNITED NATIONS AND THE WORLD METEOROLOGICAL ORGANIZATION

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## **PROTOCOL CONCERNING THE ENTRY INTO FORCE OF THE AGREEMENT BETWEEN THE UNITED NATIONS AND THE WORLD METEOROLOGICAL ORGANIZATION**

Article 57 of the Charter of the United Nations provides that specialized agencies established by intergovernmental agreement and having wide international responsibilities as defined in their basic instruments in economic, social, cultural, educational, health and related fields shall be brought into relationship with the United Nations. Article 63 of the Charter provides that the Economic and Social Council may enter into agreements with any of the agencies referred to in Article 57, defining the terms on which the agency concerned shall be brought into relationship with the United Nations, and specifies that such agreements shall be subject to approval by the General Assembly.

Article 25 of the Convention of the World Meteorological Organization provides that the Organization shall be brought into relationship with the United Nations subject to the approval of the terms of the agreement by two-thirds of the Members which are States.

On 10 March 1948, the Economic and Social Council, during its sixth session, directed its Committee on Negotiations with Intergovernmental Agencies to enter into negotiations at the appropriate time with the World Meteorological Organization for the purpose of bringing it into relationship with the United Nations and to submit a report on the negotiations to the Council including therein a draft preliminary agreement based on these negotiations.

During the twelfth session of the Council, the Committee on Negotiations with Intergovernmental Agencies requested its chairman forthwith to negotiate an agreement on its behalf with the World Meteorological Organization.

The Congress of the World Meteorological Organization, at its first session which was held in Paris in March and April 1951, appointed its President and two Vice-Presidents as negotiating officers to undertake negotiations with the chairman of the United Nations Committee on Negotiations with Intergovernmental Agencies to prepare a draft agreement.

Negotiations between the chairman of the Committee on Negotiations with Intergovernmental Agencies of the Economic and Social Council and authorized officers of the World Meteorological Organization took place

on 5 April 1951 in Paris and resulted in a draft agreement. This draft agreement was signed on 5 April 1951 by Sir Ramaswami Mudaliar, chairman of the Committee on Negotiations with Intergovernmental Agencies, and Sir Nelson K. Johnson, head of the negotiating officers of the World Meteorological Organization.

On 9 August 1951 the Economic and Social Council, during its thirteenth session, recommended the Agreement between the United Nations and the World Meteorological Organization to the General Assembly for its approval.

Article XVIII of the agreement provides that this agreement shall come into force on its approval by the General Assembly of the United Nations and by the World Meteorological Organization in accordance with Article 25 of the Convention of the World Meteorological Organization. The agreement was approved by the Congress of the World Meteorological Organization during its first session on 10 April 1951 and by the General Assembly of the United Nations during its sixth regular session on 20 December 1951. The agreement accordingly came into force on 20 December 1951.

A copy of the authentic text of this agreement is attached hereto.

IN FAITH WHEREOF we have appended our signatures this 19th day of February, one thousand nine hundred and fifty-two, to two original copies of the present Protocol, the text of which consists of versions in the English and French languages which are equally authentic. One of the original copies will be deposited with the Secretariat of the United Nations and the other will be deposited with the Secretariat of the World Meteorological Organization.

TRYGVE LIE  
*Secretary-General*  
*of the United Nations*

G. SWOBODA  
*Secretary-General*  
*of the World Meteorological Organization*

# AGREEMENT BETWEEN THE UNITED NATIONS AND THE WORLD METEOROLOGICAL ORGANIZATION

## Preamble

In consideration of the provisions of Article 57 of the Charter of the United Nations and of Article 25 of the Convention of the World Meteorological Organization, the United Nations and the World Meteorological Organization agree as follows:

## ARTICLE I

The United Nations recognizes the World Meteorological Organization (hereinafter called "the Organization") as the Specialized Agency responsible for taking such action as may be appropriate under its basic instrument for the accomplishment of the purposes set forth therein.

## ARTICLE II

### Reciprocal representation

(1) The United Nations shall be invited to send representatives to participate, without vote, in the deliberations of all the Congresses and meetings of the Executive Committee and regional associations. It shall also, after appropriate consultation, be invited to send representatives to attend meetings of the technical commissions or any other meetings convened by the Organization with the right to participate without vote in the discussion of items of interest to the United Nations.

(2) The Organization shall be invited to send representatives to attend meetings of the Economic and Social Council of the United Nations (hereinafter called "the Council"), of its commissions and committees and to participate, without vote, in the deliberations thereof with respect to items on the agenda in which the Organization may be concerned.

(3) The Organization shall be invited to send representatives to attend the meetings of the General Assembly during which questions within the competence of the Organization are under discussion for purposes of consultation, and to participate, without vote, in the deliberations of the main committees of the General Assembly with respect to items concerning the Organization.

(4) The Organization shall be invited to send representatives to attend meetings of the Trusteeship Council of the United Nations and to participate, without vote, in the deliberations thereof, with respect to items on its agenda relating to meteorological matters.

(5) Written statements presented by the Organization shall be distributed by the Secretariat of the United Nations to the members of the General Assembly, the Council and its commissions, and the Trusteeship Council as appropriate. Similarly, written statements presented by the United Nations shall be distributed by the Organization to its Members.

### ARTICLE III

#### **Proposal of agenda items**

Subject to such preliminary consultation as may be necessary, the Organization shall include on the agenda of its Congresses and meetings of the Executive Council, regional associations and technical commissions, or, as the case may be, shall submit to its Members, items proposed to it by the United Nations. Similarly, the Council, its commissions and committees and the Trusteeship Council shall include on their agenda items proposed by the Organization.

### ARTICLE IV

#### **Recommendations of the United Nations**

(1) The Organization, having regard to the obligations of the United Nations to promote the objectives set forth in Article 55 of the Charter, and the functions and power of the Economic and Social Council under Article 62 of the Charter to make or initiate studies and reports with respect to international economic, social, cultural, educational, health and related matters and to make recommendations concerning these matters to the specialized agencies concerned, and having regard also to the responsibility of the United Nations, under Articles 58 and 63 of the Charter, to make recommendations for the coordination of the policies and activities of such specialized agencies, agrees to arrange for the submission as soon as possible to its appropriate organ or to its Members for such action as may seem proper, of all formal recommendations which the United Nations may make to it.



(2) The Organization agrees to enter into consultation with the United Nations upon request with respect to such recommendations and in due course to report to the United Nations on the action taken by the Organization or by its members to give effect to such recommendations or on the other results of their consideration.

(3) The Organization agrees to cooperate in whatever further measures may be necessary to make coordination of the activities of specialized agencies and those of the United Nations fully effective. In particular, it agrees to cooperate with any body or bodies which the Council may establish for the purpose of facilitating such coordination and furnish such information as may be required for the carrying out of this purpose.

## ARTICLE V

### **Exchange of information and documents**

(1) Subject to such arrangements as may be necessary for the safeguarding of confidential material, the fullest and promptest exchange of information and documents shall be made between the United Nations and the Organization to meet the requirements of each.

(2) Without prejudice to the generality of the provisions of the preceding paragraph:

- (a) The Organization shall submit to the United Nations an annual report on its activities;
- (b) The Organization shall comply to the fullest extent practicable with any request which the United Nations may make for the furnishing of special reports, studies or information, subject to the conditions set forth in Article XIII;
- (c) The Secretary-General of the United Nations shall, upon request, consult with the Secretary-General of the Organization regarding the provision to the Organization of such information as may be of special interest to it.

## ARTICLE VI

### **Assistance to the United Nations**

The Organization agrees to cooperate with and to render all possible assistance to the United Nations, its principal and subsidiary organs, in accordance with the United Nations Charter and the World Meteorological

Convention, taking fully into account the particular position of the individual Members of the Organization which are not members of the United Nations.

## ARTICLE VII

### **Relations with the International Court of Justice**

(1) The Organization agrees to furnish any information which may be requested by the International Court of Justice in pursuance of Article 34 of the Statute of the Court.

(2) The General Assembly authorizes the Organization to request advisory opinions of the International Court of Justice on legal questions arising within the scope of its competence other than questions concerning the mutual relationships of the Organization with the United Nations or with other specialized agencies.

(3) Such requests may be addressed to the Court by the Congress or the Executive Council acting in pursuance of an authorization by the Congress.

(4) When requesting the International Court of Justice to give an advisory opinion, the Organization shall inform the Council of the request.

## ARTICLE VIII

### **Headquarters and regional offices**

(1) The Organization agrees to consult with the United Nations before making any decision concerning the location of its permanent headquarters.

(2) Having due regard to the special needs of world meteorology, any regional or branch office which the Organization may establish shall so far as is practicable be closely associated with such regional or branch offices as the United Nations or other specialized agencies may establish.

## ARTICLE IX

### **Personnel arrangements**

(1) The United Nations and the Organization agree to develop as far as practicable common personnel standards, methods and arrangements

designed to avoid serious discrepancies in terms and conditions of employment, to avoid competition in recruitment of personnel, and to facilitate any mutually desirable interchange of personnel in order to obtain the maximum benefit from their services.

(2) The United Nations and the Organization agree to cooperate to the fullest extent possible in achieving these ends and to consult in regard to the participation of the Organization in the work of the International Civil Service Advisory Board and the United Nations Joint Staff Pension Fund.

(3) The United Nations and the Organization agree further to consult as to the desirability of concluding a special agreement extending the competence of the United Nations Administrative Tribunal to the Organization.

#### ARTICLE X

##### **Statistical services**

(1) The United Nations and the Organization agree to strive for maximum cooperation, the elimination of all undesirable duplication between them, and the most efficient use of their technical personnel in their respective collection, analysis, publication, standardization, improvement and dissemination of statistical information. They agree to combine their efforts to secure the greatest possible usefulness and utilization of statistical information and to minimize the burdens placed upon national governments and other organizations from which such information may be collected.

(2) The Organization recognizes the United Nations as the central agency for the collection, analysis, publication, standardization, improvement and dissemination of statistics serving the general purposes of international organizations.

(3) In view of the fact that meteorological statistics of universal application to scientific research, aviation, shipping, agriculture, health and other human activities can best be derived from data collected and compiled by or through the Organization, the United Nations recognizes the Organization as the specialized agency responsible in conformity with Article 2 of its Convention for the collection, analysis, publication, standardization, improvement and dissemination of statistics in the field of meteorology and its applications, and for the supply of such statistics to other specialized agencies without prejudice to the right of the United

Nations to concern itself with such statistics so far as it may be essential for its own purposes or for the improvement of statistics throughout the world. All decisions as to the form in which its service documentation shall be compiled rest with the Organization.

(4) The United Nations shall, in consultation with the Organization and with the other specialized agencies where appropriate, develop administrative instruments and procedures through which effective statistical cooperation may be secured between the United Nations and the specialized agencies and among the specialized agencies themselves.

(5) It is recognized as important that the collection of meteorological statistical information shall not be duplicated by the United Nations or any of its other specialized agencies whenever it is practicable for any of them to utilize information or material which the Organization has or can make available.

(6) In order to build up a central collection of statistical information for general use, it is agreed that data supplied to the Organization for incorporation in its basic statistical series or special reports should, so far as practicable, be made available to the United Nations upon request.

(7) It is agreed that data supplied to the United Nations by other sources than that of the Organization for incorporation in its basic statistical series or special reports or for other purposes should, so far as practicable and appropriate, be made available to the latter upon request.

## ARTICLE XI

### **Administrative and technical services**

(1) The United Nations and the Organization recognize the desirability, in the interest of the most efficient use of personnel and resources, of avoiding, whenever possible, the establishment of competitive or overlapping services, and agree when necessary to consult thereon to achieve these ends.

(2) Arrangements shall be made between the United Nations and the Organization in regard to the registration and deposit of official documents.

(3) Officials of the Organization shall have the right to use the "laissez-passer" of the United Nations in accordance with special arrangements to be negotiated between the Secretary-General of the United Nations and the competent authorities of the Organization.

## ARTICLE XII

**Budgetary and financial arrangements**

(1) The Organization recognizes the desirability of establishing close budgetary and financial relationships with the United Nations in order that the administrative operations of the United Nations and of the specialized agencies shall be carried out in the most efficient and economical manner possible and that the maximum measure of coordination and uniformity with respect to these operations shall be secured.

(2) The United Nations and the Organization agree to cooperate to the fullest extent possible in achieving these ends and, in particular, shall if it appears expedient to both organizations consult together concerning the desirability of making appropriate arrangements for the inclusion of the budget of the Organization within a general budget of the United Nations. Any such arrangement shall be defined in a supplementary agreement between the two organizations.

(3) Pending the conclusion of any such agreement, the following arrangement shall govern budgetary and financial relationships between the United Nations and the Organization:

- (a) In the preparation of the budget of the Organization, the Secretariat of the Organization shall consult with the Secretary-General of the United Nations with a view to achieving, in so far as practicable, uniformity in presentation of the budgets of the United Nations and of the specialized agencies for the purpose of providing a basis for comparison of the several budgets;
- (b) The Organization agrees to transmit its budget or budgetary estimates to the United Nations by 1 July of the preceding year or such other date as may be agreed upon by the United Nations and the Organization. The General Assembly shall examine the budget or budgetary estimates of the Organization and may make such recommendations as it may consider necessary;
- (c) Representatives of the Organization shall be entitled to participate, without vote, in the deliberations of the General Assembly or any committee thereof or established by it, at all times when the budget of the Organization or general administrative or financial questions affecting the Organization are under consideration;
- (d) The United Nations may undertake the collection of contributions from those Members of the Organization which are

also members of the United Nations in accordance with such arrangements as may be defined by a later agreement between the United Nations and the Organization;

- (e) The United Nations shall, upon its own initiative or upon the request of the Organization, arrange for studies to be undertaken concerning other financial and fiscal questions of interest to the Organization and to other specialized agencies with a view to the provision of common services and the securing of uniformity in such matters;
- (f) The Organization agrees to conform, as far as may be practicable, to standard practices and forms recommended by the United Nations.

#### ARTICLE XIII

##### **Financing of special services**

(1) In the event of the Organization being faced with the necessity for incurring substantial extra expenses as a result of any request which the United Nations may make for special reports, studies or assistance in accordance with Article VI or with any other provisions of this agreement, the Organization shall consult with the United Nations prior to incurring such expense with a view to determining the most equitable manner in which such expense shall be borne.

(2) Consultation between the United Nations and the Organization shall similarly take place with a view to making such arrangements as may be found equitable for covering the costs of central administrative, technical or fiscal services or facilities or other special assistance requested by the Organization and provided by the United Nations.

#### ARTICLE XIV

##### **Inter-agency agreements**

(1) The Organization agrees to inform the Council of the nature and scope of any formal agreement contemplated between the Organization and any other specialized agency or other intergovernmental organization or international non-governmental organization, and further to inform the Council of the details of any such agreement when concluded.

(2) The United Nations agrees to inform the Organization of the nature and scope of any formal agreement contemplated by any other

specialized agencies on matters which might be of concern to the Organization and further will inform the Organization of the details of any such agreement, when concluded.

#### ARTICLE XV

##### **Liaison**

(1) The United Nations and the Organization agree to the foregoing provisions in the belief that they will contribute to the maintenance of effective liaison between the two organizations. They affirm their intention of taking whatever further measures may be necessary to this end.

(2) The liaison arrangements provided for in this agreement shall apply, as far as appropriate, to the relations between such branch and regional offices as may be established by the two organizations as well as between their central headquarters.

#### ARTICLE XVI

##### **Implementation of the agreement**

The Secretary-General of the United Nations and the appropriate authority of the Organization may enter into such supplementary arrangements for the implementation of this agreement as may be found desirable.

#### ARTICLE XVII

##### **Revision**

On six months' notice given on either part, this agreement shall be subject to revision by agreement between the United Nations and the Organization.

#### ARTICLE XVIII

##### **Entry into force**

This agreement shall come into force on its approval by the General Assembly of the United Nations and by the Organization in accordance with Article 25 of the World Meteorological Convention.

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**CONVENTION ON THE PRIVILEGES AND IMMUNITIES  
OF THE SPECIALIZED AGENCIES**



## CONVENTION ON THE PRIVILEGES AND IMMUNITIES OF THE SPECIALIZED AGENCIES

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# CONVENTION ON THE PRIVILEGES AND IMMUNITIES OF THE SPECIALIZED AGENCIES

WHEREAS the General Assembly of the United Nations adopted on 13 February 1946\* a resolution contemplating the unification as far as possible of the privileges and immunities enjoyed by the United Nations and by the various specialized agencies; and

WHEREAS consultations concerning the implementation of the aforesaid resolution have taken place between the United Nations and the specialized agencies;

CONSEQUENTLY, by Resolution 179 (II) adopted on 21 November 1947, the General Assembly has approved the following Convention, which is submitted to the specialized agencies for acceptance and to every Member of the United Nations and to every other State member of one or more of the specialized agencies for accession.

## ARTICLE I

### Definitions and scope

#### *Section 1*

In this Convention:

- (i) The words "standard clauses" refer to the provisions of Articles II to IX.
- (ii) The words "specialized agencies" mean:
  - (a) The International Labour Organization;
  - (b) The Food and Agriculture Organization of the United Nations;
  - (c) The United Nations Educational, Scientific and Cultural Organization;
  - (d) The International Civil Aviation Organization;
  - (e) The International Monetary Fund;
  - (f) The International Bank for Reconstruction and Development;
  - (g) The World Health Organization;
  - (h) The Universal Postal Union;
  - (i) The International Telecommunication Union; and

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\* See *Resolutions adopted by the General Assembly during the first part of its first session*, Resolution No. 22 (I) D

- (j) Any other agency in relationship with the United Nations in accordance with Articles 57 and 63 of the Charter.
- (iii) The word “Convention” means, in relation to any particular specialized agency, the standard clauses as modified by the final (or revised) text of the annex transmitted by that agency in accordance with Sections 36 and 38.
- (iv) For the purposes of Article III, the words “property and assets” shall also include property and funds administered by a specialized agency in furtherance of its constitutional functions.
- (v) For the purposes of Articles V and VII, the expression “representatives of members” shall be deemed to include all representatives, alternates, advisers, technical experts and secretaries of delegations.
- (vi) In Sections 13, 14, 15 and 25, the expression “meetings convened by a specialized agency” means meetings: (1) of its assembly and of its executive body (however designated); and (2) of any commission provided for in its constitution; (3) of any international conference convened by it; and (4) of any committee of any of these bodies.
- (vii) The term “executive head” means the principal executive official of the specialized agency in question, whether designated “Director-General” or otherwise.

### **Section 2**

Each State party to this Convention in respect of any specialized agency to which this Convention has become applicable in accordance with Section 37 shall accord to, or in connection with, that agency the privileges and immunities set forth in the standard clauses on the conditions specified therein, subject to any modification of those clauses contained in the provisions of the final (or revised) annex relating to that agency and transmitted in accordance with Sections 36 or 38.

## ARTICLE II

### **Juridical personality**

#### **Section 3**

The specialized agencies shall possess juridical personality. They shall have the capacity (a) to contract, (b) to acquire and dispose of immovable and movable property, (c) to institute legal proceedings.

## ARTICLE III

**Property, funds and assets*****Section 4***

The specialized agencies, their property and assets, wherever located and by whomsoever held, shall enjoy immunity from every form of legal process except in so far as in any particular case they have expressly waived their immunity. It is, however, understood that no waiver of immunity shall extend to any measure of execution.

***Section 5***

The premises of the specialized agencies shall be inviolable. The property and assets of the specialized agencies, wherever located and by whomsoever held, shall be immune from search, requisition, confiscation, expropriation and any other form of interference, whether by executive, administrative, judicial or legislative action.

***Section 6***

The archives of the specialized agencies, and in general all documents belonging to them or held by them, shall be inviolable, wherever located.

***Section 7***

Without being restricted by financial controls, regulations or moratoria of any kind:

- (a) The specialized agencies may hold funds, gold or currency of any kind and operate accounts in any currency;
- (b) The specialized agencies may freely transfer their funds, gold or currency from one country to another or within any country and convert any currency held by them into any other currency.

***Section 8***

Each specialized agency shall, in exercising its rights under Section 7 above, pay due regard to any representations made by the Government of any State party to this Convention in so far as it is considered that effect can be given to such representations without detriment to the interests of the agency.

***Section 9***

The specialized agencies, their assets, income and other property shall be:

- (a) Exempt from all direct taxes; it is understood, however, that the specialized agencies will not claim exemption from taxes which are, in fact, no more than charges for public utility services;
- (b) Exempt from customs duties and prohibitions and restrictions on imports and exports in respect of articles imported or exported by the specialized agencies for their official use; it is understood, however, that articles imported under such exemption will not be sold in the country into which they were imported except under conditions agreed to with the Government of that country;
- (c) Exempt from duties and prohibitions and restrictions on imports and exports in respect of their publications.

### ***Section 10***

While the specialized agencies will not, as a general rule, claim exemption from excise duties and from taxes on the sale of movable and immovable property which form part of the price to be paid, nevertheless when the specialized agencies are making important purchases for official use of property on which such duties and taxes have been charged or are chargeable, States parties to this Convention will, whenever possible, make appropriate administrative arrangements for the remission or return of the amount of duty or tax.

## ARTICLE IV

### **Facilities in respect of communications**

#### ***Section 11***

Each specialized agency shall enjoy, in the territory of each State party to this Convention in respect of that agency, for its official communications, treatment not less favourable than that accorded by the Government of such State to any other Government, including the latter's diplomatic mission, in the matter of priorities, rates and taxes on mails, cables, telegrams, radiograms, telephotos, telephone and other communications, and press rates for information to the press and radio.

#### ***Section 12***

No censorship shall be applied to the official correspondence and other official communications of the specialized agencies.

The specialized agencies shall have the right to use codes and to dispatch and receive correspondence by courier or in sealed bags, which shall have the same immunities and privileges as diplomatic couriers and bags.



Nothing in this Section shall be construed to preclude the adoption of appropriate security precautions to be determined by agreement between a State party to this Convention and a specialized agency.

## ARTICLE V

### Representatives of members

#### *Section 13*

Representatives of members at meetings convened by a specialized agency shall, while exercising their functions and during their journeys to and from the place of meeting, enjoy the following privileges and immunities:

- (a) Immunity from personal arrest or detention and from seizure of their personal baggage, and in respect of words spoken or written and all acts done by them in their official capacity, immunity from legal process of every kind;
- (b) Inviolability for all papers and documents;
- (c) The right to use codes and to receive papers or correspondence by courier or in sealed bags;
- (d) Exemption in respect of themselves and their spouses from immigration restrictions, aliens' registration or national service obligations in the State which they are visiting or through which they are passing in the exercise of their functions;
- (e) The same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign Governments on temporary official missions;
- (f) The same immunities and facilities in respect of their personal baggage as are accorded to members of comparable rank of diplomatic missions.

#### *Section 14*

In order to secure for the representatives of members of the specialized agencies at meetings convened by them complete freedom of speech and complete independence in the discharge of their duties, the immunity from legal process in respect of words spoken or written and all acts done by them in discharging their duties shall continue to be accorded, notwithstanding that the persons concerned are no longer engaged in the discharge of such duties.

**Section 15**

Where the incidence of any form of taxation depends upon residence, periods during which the representatives of members of the specialized agencies at meetings convened by them are present in a member State for the discharge of their duties shall not be considered as periods of residence.

**Section 16**

Privileges and immunities are accorded to the representatives of members, not for the personal benefit of the individuals themselves, but in order to safeguard the independent exercise of their functions in connection with the specialized agencies. Consequently, a member not only has the right but is under a duty to waive the immunity of its representatives in any case where, in the opinion of the member, the immunity would impede the course of justice, and where it can be waived without prejudice to the purpose for which the immunity is accorded.

**Section 17**

The provisions of Sections 13, 14 and 15 are not applicable in relation to the authorities of a State of which the person is a national or of which he is or has been a representative.

**ARTICLE VI****Officials****Section 18**

Each specialized agency will specify the categories of officials to which the provisions of this Article and of Article VIII shall apply. It shall communicate them to the Governments of all States parties to this Convention in respect of that agency and to the Secretary-General of the United Nations. The names of the officials included in these categories shall from time to time be made known to the above-mentioned Governments.

**Section 19**

Officials of the specialized agencies shall:

- (a) Be immune from legal process in respect of words spoken or written and all acts performed by them in their official capacity;
- (b) Enjoy the same exemptions from taxation in respect of the salaries and emoluments paid to them by the specialized agencies and on the same conditions as are enjoyed by officials of the United Nations;

- (c) Be immune, together with their spouses and relatives dependent on them, from immigration restrictions and alien registration;
- (d) Be accorded the same privileges in respect of exchange facilities as are accorded to officials of comparable rank of diplomatic missions;
- (e) Be given, together with their spouses and relatives dependent on them, the same repatriation facilities in time of international crises as officials of comparable rank of diplomatic missions;
- (f) Have the right to import free of duty their furniture and effects at the time of first taking up their post in the country in question.

### ***Section 20***

The officials of the specialized agencies shall be exempt from national service obligations, provided that, in relation to the States of which they are nationals, such exemption shall be confined to officials of the specialized agencies whose names have, by reason of their duties, been placed upon a list compiled by the executive head of the specialized agency and approved by the State concerned.

Should other officials of specialized agencies be called up for national service, the State concerned shall, at the request of the specialized agency concerned, grant such temporary deferments in the call-up of such officials as may be necessary to avoid interruption in the continuation of essential work.

### ***Section 21***

In addition to the immunities and privileges specified in Sections 19 and 20, the executive head of each specialized agency, including any official acting on his behalf during his absence from duty, shall be accorded in respect of himself, his spouse and minor children, the privileges and immunities, exemptions and facilities accorded to diplomatic envoys, in accordance with international law.

### ***Section 22***

Privileges and immunities are granted to officials in the interests of the specialized agencies only and not for the personal benefit of the individuals themselves. Each specialized agency shall have the right and the duty to waive the immunity of any official in any case where, in its opinion, the immunity would impede the course of justice and can be waived without prejudice to the interests of the specialized agency.

**Section 23**

Each specialized agency shall cooperate at all times with the appropriate authorities of member States to facilitate the proper administration of justice, secure the observance of police regulations and prevent the occurrence of any abuses in connection with the privileges, immunities and facilities mentioned in this article.

## ARTICLE VII

**Abuses of privileges****Section 24**

If any State party to this Convention considers that there has been an abuse of a privilege or immunity conferred by this Convention, consultations shall be held between that State and the specialized agency concerned to determine whether any such abuse has occurred and, if so, to attempt to ensure that no repetition occurs. If such consultations fail to achieve a result satisfactory to the State and the specialized agency concerned, the question whether an abuse of a privilege or immunity has occurred shall be submitted to the International Court of Justice in accordance with Section 32. If the International Court of Justice finds that such an abuse has occurred, the State party to this Convention affected by such abuse shall have the right, after notification to the specialized agency in question, to withhold from the specialized agency concerned the benefits of the privilege or immunity so abused.

**Section 25**

1. Representatives of members at meetings convened by specialized agencies, while exercising their functions and during their journeys to and from the place of meeting, and officials within the meaning of Section 18, shall not be required by the territorial authorities to leave the country in which they are performing their functions on account of any activities by them in their official capacity. In the case, however, of abuse of privileges of residence committed by any such person in activities in that country outside his official functions, he may be required to leave by the Government of that country provided that:
2. (I) Representatives of members, or persons who are entitled to diplomatic immunity under Section 21, shall not be required to leave the country otherwise than in accordance with the diplomatic

procedure applicable to diplomatic envoys accredited to that country.

- (II) In the case of an official to whom Section 21 is not applicable, no order to leave the country shall be issued other than with the approval of the Foreign Minister of the country in question, and such approval shall be given only after consultation with the executive head of the specialized agency concerned; and, if expulsion proceedings are taken against an official, the executive head of the specialized agency shall have the right to appear in such proceedings on behalf of the person against whom they are instituted.

## ARTICLE VIII

### **Laissez-passer**

#### **Section 26**

Officials of the specialized agencies shall be entitled to use the United Nations *laissez-passer* in conformity with administrative arrangements to be concluded between the Secretary-General of the United Nations and the competent authorities of the specialized agencies, to which agencies special powers to issue *laissez-passer* may be delegated. The Secretary-General of the United Nations shall notify each State party to this Convention of each administrative arrangement so concluded.

#### **Section 27**

States parties to this Convention shall recognize and accept the United Nations *laissez-passer* issued to officials of the specialized agencies as valid travel documents.

#### **Section 28**

Applications for visas, where required, from officials of specialized agencies holding United Nations *laissez-passer*, when accompanied by a certificate that they are travelling on the business of a specialized agency, shall be dealt with as speedily as possible. In addition, such persons shall be granted facilities for speedy travel.

#### **Section 29**

Similar facilities to those specified in Section 28 shall be accorded to experts and other persons who, though not the holders of United Nations *laissez-passer*, have a certificate that they are travelling on the business of a specialized agency.

**Section 30**

The executive heads, assistant executive heads, heads of departments and other officials of a rank not lower than head of department of the specialized agencies, travelling on United Nations *laissez-passer* on the business of the specialized agencies, shall be granted the same facilities for travel as are accorded to officials of comparable rank in diplomatic missions.

## ARTICLE IX

**Settlement of disputes****Section 31**

Each specialized agency shall make provision for appropriate modes of settlement of:

- (a) Disputes arising out of contracts or other disputes of private character to which the specialized agency is a party;
- (b) Disputes involving any official of a specialized agency who by reason of his official position enjoys immunity, if immunity has not been waived in accordance with the provisions of Section 22.

**Section 32**

All differences arising out of the interpretation or application of the present Convention shall be referred to the International Court of Justice unless in any case it is agreed by the parties to have recourse to another mode of settlement. If a difference arises between one of the specialized agencies on the one hand, and a member on the other hand, a request shall be made for an advisory opinion on any legal question involved in accordance with Article 96 of the Charter and Article 65 of the Statute of the Court and the relevant provisions of the agreements concluded between the United Nations and the specialized agency concerned. The opinion given by the Court shall be accepted as decisive by the parties.

## ARTICLE X

**Annexes and application to individual specialized agencies****Section 33**

In their application to each specialized agency, the standard clauses shall operate subject to any modifications set forth in the final (or revised) text of the annex relating to that agency, as provided in Sections 36 and 38.

**Section 34**

The provisions of the Convention in relation to any specialized agency must be interpreted in the light of the functions with which that agency is entrusted by its constitutional instrument.

**Section 35**

Draft annexes I to IX\* are recommended to the specialized agencies named therein. In the case of any specialized agency not mentioned by name in Section 1, the Secretary-General of the United Nations shall transmit to the agency a draft annex recommended by the Economic and Social Council.

**Section 36**

The final text of each annex shall be that approved by the specialized agency in question in accordance with its constitutional procedure. A copy of the annex as approved by each specialized agency shall be transmitted by the agency in question to the Secretary-General of the United Nations and shall thereupon replace the draft referred to in Section 35.

**Section 37**

The present Convention becomes applicable to each specialized agency when it has transmitted to the Secretary-General of the United Nations the final text of the relevant annex and has informed him that it accepts the standard clauses, as modified by this annex, and undertakes to give effect to Sections 8, 18, 22, 23, 24, 31, 32, 42 and 45 (subject to any modification of Section 32 which may be found necessary in order to make the final text of the annex consonant with the constitutional instrument of the agency) and any provisions of the annex placing obligations on the agency. The Secretary-General shall communicate to all Members of the United Nations and to other States members of the specialized agencies certified copies of all annexes transmitted to him under this Section and of revised annexes transmitted under Section 38.

**Section 38**

If, after the transmission of a final annex under Section 36, any specialized agency approves any amendments thereto in accordance with its constitutional procedure, a revised annex shall be transmitted by it to the Secretary-General of the United Nations.

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\* Not reproduced here.

**Section 39**

The provisions of this Convention shall in no way limit or prejudice the privileges and immunities which have been, or may hereafter be, accorded by any State to any specialized agency by reason of the location in the territory of that State of its headquarters or regional offices. This Convention shall not be deemed to prevent the conclusion between any State party thereto and any specialized agency of supplemental agreements adjusting the provisions of this Convention or extending or curtailing the privileges and immunities thereby granted.

**Section 40**

It is understood that the standard clauses, as modified by the final text of an annex sent by a specialized agency to the Secretary-General of the United Nations under Section 36 (or any revised annex sent under Section 38), will be consistent with the provisions of the constitutional instrument then in force of the agency in question, and that if any amendment to that instrument is necessary for the purpose of making the constitutional instrument so consistent, such amendment will have been brought into force in accordance with the constitutional procedure of that agency before the final (or revised) annex is transmitted.

The Convention shall not itself operate so as to abrogate, or derogate from, any provisions of the constitutional instrument of any specialized agency or any rights or obligations which the agency may otherwise have, acquire, or assume.

**ARTICLE XI****Final provisions****Section 41**

Accession to this Convention by a Member of the United Nations and (subject to Section 42) by any State member of a specialized agency shall be effected by deposit with the Secretary-General of the United Nations of an instrument of accession which shall take effect on the date of its deposit.

**Section 42**

Each specialized agency concerned shall communicate the text of this Convention together with the relevant annexes to those of its members which are not Members of the United Nations and shall invite them to accede thereto in respect of that agency by depositing an instrument of



accession to this Convention in respect thereof either with the Secretary-General of the United Nations or with the executive head of the specialized agency.

***Section 43***

Each State party to this Convention shall indicate in its instrument of accession the specialized agency or agencies in respect of which it undertakes to apply the provisions of this Convention. Each State party to this Convention may by a subsequent written notification to the Secretary-General of the United Nations undertake to apply the provisions of this Convention to one or more further specialized agencies. This notification shall take effect on the date of its receipt by the Secretary-General.

***Section 44***

This Convention shall enter into force for each State party to this Convention in respect of a specialized agency when it has become applicable to that agency in accordance with Section 37 and the State party has undertaken to apply the provisions of the Convention to that agency in accordance with Section 43.

***Section 45***

The Secretary-General of the United Nations shall inform all Members of the United Nations, as well as all members of the specialized agencies, and executive heads of the specialized agencies, of the deposit of each instrument of accession received under Section 41 and of subsequent notifications received under Section 43. The executive head of a specialized agency shall inform the Secretary-General of the United Nations and the members of the agency concerned of the deposit of any instrument of accession deposited with him under Section 42.

***Section 46***

It is understood that, when an instrument of accession or a subsequent notification is deposited on behalf of any State, this State will be in a position under its own law to give effect to the terms of this Convention, as modified by the final texts of any annexes relating to the agencies covered by such accessions or notifications.

***Section 47***

1. Subject to the provisions of paragraphs 2 and 3 of this Section, each State party to this Convention undertakes to apply this Convention in respect of each specialized agency covered by its accession or subsequent notification, until such time as a revised convention or

annex shall have become applicable to that agency and the said State shall have accepted the revised convention or annex. In the case of a revised annex, the acceptance of States shall be by a notification addressed to the Secretary-General of the United Nations, which shall take effect on the date of its receipt by the Secretary-General.

2. Each State party to this Convention, however, which is not, or has ceased to be, a member of a specialized agency, may address a written notification to the Secretary-General of the United Nations and the executive head of the agency concerned to the effect that it intends to withhold from that agency the benefits of this Convention as from a specified date, which shall not be earlier than three months from the date of receipt of the notification.
3. Each State party to this Convention may withhold the benefit of this Convention from any specialized agency which ceases to be in relationship with the United Nations.
4. The Secretary-General of the United Nations shall inform all member States parties to this Convention of any notification transmitted to him under the provisions of this Section.

***Section 48***

At the request of one-third of the States parties to this Convention, the Secretary-General of the United Nations will convene a conference with a view to its revision.

***Section 49***

The Secretary-General of the United Nations shall transmit copies of this Convention to each specialized agency and to the Government of each Member of the United Nations.

## ANNEX XI

### The World Meteorological Organization

The standard clauses shall apply without modification.

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# **AGREEMENT, PLAN OF EXECUTION AND PROTOCOL**

concluded between

**THE SWISS FEDERAL COUNCIL**

and

**THE WORLD METEOROLOGICAL ORGANIZATION**

to govern the legal status of this Organization in Switzerland  
(Translated from the authentic French text)



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**AGREEMENT BETWEEN THE SWISS FEDERAL COUNCIL  
AND THE WORLD METEOROLOGICAL ORGANIZATION  
TO GOVERN THE LEGAL STATUS  
OF THIS ORGANIZATION IN SWITZERLAND**

The SWISS FEDERAL COUNCIL

on one hand,

The WORLD METEOROLOGICAL ORGANIZATION

on the other,

being desirous of concluding an agreement with a view to governing the judicial status, in Switzerland, of the World Meteorological Organization, have agreed upon the following dispositions:

**ARTICLE 1**

The Swiss Federal Council guarantees the World Meteorological Organization the independence and liberty of action which is its right as an international institution.	Liberty of action of the WMO
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**ARTICLE 2**

The Swiss Federal Council recognizes the international character and judicial capacity in Switzerland of the World Meteorological Organization.	Character of the WMO
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**ARTICLE 3**

The World Meteorological Organization has the benefit of all immunities accorded the European Office of the United Nations. The privileges and facilities in respect of customs matters are accorded in conformity with the customs regulations of the Federal Council, applicable to international organizations.	Immunities of the WMO
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ARTICLE 4

Extra-territoriality of the grounds and premises      The Swiss Federal Council especially recognizes the extra-territoriality of the grounds and premises of the World Meteorological Organization and all the premises occupied by it on the occasion of its assemblies and of all other meetings convened by it in Switzerland.

ARTICLE 5

Freedom of reunion      The Swiss Federal Council recognizes the right of the World Meteorological Organization and its Members, in their relations with it, to complete freedom of reunion including freedom of discussion and decision.

ARTICLE 6

Immunity from jurisdiction and immunity with regard to other measures      1. The World Meteorological Organization has the benefit of immunity for itself, its properties and goods, wherever they may be or whoever may be in charge of them, with regard to all legal action, except in so far as this immunity shall have been formally waived by the Secretary-General of the World Meteorological Organization or his officially accredited representative.  
2. The properties and goods of the World Meteorological Organization, wherever they may be and whoever may be in charge of them, benefit from immunity with regard to all measures of search, requisition, confiscation, expropriation and all other forms of seizure or interference by any public authority, of whatever kind it may be.

ARTICLE 7

Inviolability of grounds and premises      The grounds and premises of the World Meteorological Organization are inviolable. No agent of the Swiss public authorities may enter therein without the express consent of the World Meteorological Organization.



ARTICLE 8

<p>The archives of the World Meteorological Organization and, in general, all documents belonging to it or in its possession, are inviolable.</p>	<p>Inviolability of the archives</p>
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ARTICLE 9

<p>The exportation and importation of the publications of the World Meteorological Organization will not be submitted to any prohibition or restrictions of an economic or financial nature.</p>	<p>Publications</p>
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ARTICLE 10

<p>The World Meteorological Organization is exempt from direct and indirect taxation, federal, cantonal, and communal, on the buildings of which it is owner or tenant and which are occupied by its services, as well as on its movable property, with the understanding that it will not seek the exemption of charges relating to services provided by public authorities.</p>	<p>Fiscal system of the WMO</p>
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ARTICLE 11

- |  |                             |
|--|-----------------------------|
| <ol style="list-style-type: none"> <li>1. The World Meteorological Organization may receive and retain any funds of any sort, all currencies, legal tender and other transferable securities, and have free access thereto within Switzerland as well as in its relations with other countries.</li> <li>2. The present Article is applicable to Member States in their relations with the World Meteorological Organization.</li> </ol> | <p>Free access to funds</p> |
|--|-----------------------------|

ARTICLE 12

<p>The World Meteorological Organization has the benefit of treatment for its official communications which is at least as favourable as that accorded the European Office of the United Nations.</p>	<p>Official communications</p>
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ARTICLE 13

Exemption from censorship      No censorship may be exercised in regard to official communications duly authenticated by the World Meteorological Organization, whatever the channel of communication employed.

ARTICLE 14

Freedom of entrance and sojournment      1. The Swiss Authorities will adopt all measures necessary to facilitate the entry onto Swiss territory, the sojourn on this territory and the exit therefrom of all persons called upon in an official capacity to present themselves at the World Meteorological Organization; that is to say:

- (a) The representatives of Members, whatever may be the relations existing between Switzerland and these States;
- (b) Members of the Executive Committee of the World Meteorological Organization, whatever their nationality;
- (c) Non-Swiss staff members of the World Meteorological Organization;
- (d) Persons summoned by the World Meteorological Organization, whatever their nationality.

2. All measures concerning the *police des étrangers* and aimed at restricting the entry into Switzerland of foreigners, or of controlling the conditions of their stay, will not be applicable in so far as concerns the persons covered by the present Article.

ARTICLE 15

Immunities of representatives of Members and of the Executive Committee      Representatives of Members of the World Meteorological Organization and members of its Executive Committee called to Switzerland on account of their functions enjoy there the same privileges and immunities as those accorded the representatives of Members of the United Nations Organization. The privileges and facilities in respect of customs matters are accorded in conformity with the customs regulations of the Federal Council applicable to international organizations.

ARTICLE 16

1. The Secretary-General of the World Meteorological Organization and the senior staff members of the categories designated by him and approved by the Swiss Federal Council, enjoy the privileges, immunities, exemptions and facilities recognized for diplomatic representatives in conformity with international law and practices. Diplomatic immunities of the Secretary-General and of certain staff members
2. The privileges and facilities in respect of customs matters are accorded in conformity with the customs regulations of the Federal Council applicable to international organizations.

ARTICLE 17

- All staff members of the World Meteorological Organization, whatever their nationality, have the benefit of the following facilities and immunities: Immunities and facilities accorded to all staff members
- (a) Exemption from all jurisdiction for acts resulting from the exercise of their functions;
  - (b) Exemption from all federal, cantonal and communal taxes on the salaries, emoluments and indemnities which they receive from the World Meteorological Organization.

ARTICLE 18

Staff Members of the World Meteorological Organization who are not of Swiss nationality have the benefit of the exemptions and facilities enumerated in the plan for the execution of the present agreement. The privileges and facilities in respect of customs matters are accorded in conformity with the customs regulations of the Federal Council applicable to international organizations. Exemptions and facilities accorded to non-Swiss staff members

ARTICLE 19

- Pension fund,  
etc.
1. Any pension fund or provident society officially active on behalf of staff members of the World Meteorological Organization will be legally recognized in Switzerland, if it expresses the desire to be so, and will, in so far as its activity is on behalf of the said staff members, have the benefit of the same exemptions, immunities and privileges as the Organization itself.
  2. The funds and foundations, whether possessing a proper legal character or not, administered under the auspices of the World Meteorological Organization and allotted to its official uses, have the benefit of the same exemptions, immunities and privileges as the Organization itself, so far as their movables are concerned.

ARTICLE 20

Object of the  
immunities

The immunities provided for in the present agreement have not been established with a view to according personal advantages and facilities to the staff members of the World Meteorological Organization. They have been instituted solely in order to ensure the free functioning under all circumstances of the World Meteorological Organization and the complete independence of its staff members.

Withdrawal of  
immunities

The Secretary-General of the World Meteorological Organization has the right and the duty to withdraw the immunity of a staff member when he considers that this immunity hinders the normal course of justice and it is possible to do so without menacing the interests of the World Meteorological Organization.

ARTICLE 21

Prevention of  
abuse

The World Meteorological Organization will cooperate at all times with the Swiss authorities with a view to facilitating good administration of justice, ensuring the observation of police regulations and preventing abuse of the privileges, immunities and facilities provided for by the present agreement.

ARTICLE 22

The World Meteorological Organization will make appropriate provisions for the satisfactory settlement: Differences of a private nature

- (a) Of differences arising from contracts in which the World Meteorological Organization is a party, and other differences bearing on a point of civil law;
- (b) Of differences in which a staff member of the World Meteorological Organization might be implicated, who enjoys immunity, as a result of his official position, if this immunity has not been withdrawn by the Secretary-General.

ARTICLE 23

Switzerland does not incur, as a result of the activity of the World Meteorological Organization on its territory, any international responsibility of any kind for the acts or omissions of the Organization or of those of its staff members acting or failing to act in the execution of their duties. Non-responsibility of Switzerland

ARTICLE 24

1. Nothing in the present agreement affects the right of the Swiss Federal Council to take any precautions necessary in the interests of the security of Switzerland. Security of Switzerland
2. In the event of it being considered necessary to apply the first paragraph of the present Article the Swiss Federal Council will get into contact with the World Meteorological Organization, as soon as circumstances permit, with a view to accepting, by common agreement, the measures necessary for the protection of the interests of the Organization.
3. The World Meteorological Organization will collaborate with the Swiss authorities in order to prevent any prejudicial effects upon the security of Switzerland, resulting from activity on the part of the Organization.

ARTICLE 25

Execution of the agreement by Switzerland    The Federal Political Department is charged with the plan of execution and the execution by the Swiss Confederation of the present agreement.

ARTICLE 26

Jurisdiction    1. Any divergence of views concerning the application or interpretation of the present agreement, or of its plan of execution, which it shall not have been possible to settle by direct discussion between the parties, can be submitted by one or the other of the parties to the judgment of a tribunal composed of three members which will be formed upon the entry into force of the present agreement.

2. The Swiss Federal Council and the World Meteorological Organization will each choose one member of the tribunal.

3. The judges thus designated will choose their president.

4. In the event of disagreement between the judges on the question of the president, the latter will be designated by the President of the International Court of Justice, upon the request of the members of the tribunal.

5. Matters will be referred to the tribunal by one or the other party, in the form of a claim.

6. The tribunal will decide upon its own form of procedure.

ARTICLE 27

Entry into force    The entry into force of the present agreement has been fixed, with retroactive effect, from the 20th of December 1951.

ARTICLE 28

1. The present agreement can be revised upon request of one or the other party. Changes in the agreement
2. In such a case, the two parties will discuss which changes it might be necessary to make in the provisions of the present agreement.
3. In the event of the negotiations not terminating in an understanding within the delay of one year, the agreement can be denounced by one or the other party after a notice of two years.

ARTICLE 29

The provisions of the present agreement are completed by the plan of execution. Plan of execution

Done and signed in duplicate at the headquarters of the World Meteorological Organization in Geneva on the 10th of March 1955.

For the World  
Meteorological Organization:

G. SWOBODA

*Secretary-General*

For the Swiss Federal  
Council:

PIERRE MICHELI

*Chief of the International  
Organizations Division,  
Federal Political Department*

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**PLAN OF EXECUTION  
OF THE AGREEMENT CONCLUDED BETWEEN  
THE SWISS FEDERAL COUNCIL  
AND  
THE WORLD METEOROLOGICAL ORGANIZATION  
TO GOVERN THE LEGAL STATUS  
OF THIS ORGANIZATION IN SWITZERLAND**

**ARTICLE 1**

1. The World Meteorological Organization may hold accounts in all currencies. Free access to funds
2. The World Meteorological Organization may freely transfer its funds, currencies, legal tender and other transferable securities from Switzerland to other countries.
3. The World Meteorological Organization may convert into another currency all currencies and legal tender possessed by it.
4. The Swiss Federal Council will take into consideration the provisions of the preceding paragraphs of the present article when negotiating with foreign governments on the subject of transfers of funds and goods.

**ARTICLE 2**

The World Meteorological Organization is exempt from all compulsory contributions to social providence funds in general, such as unemployment insurance, accident insurance, etc., on the understanding that the World Meteorological Organization will ensure, in so far as possible and on conditions to be agreed upon, the affiliation to Swiss insurance systems of those of its staff members who are not covered by an equivalent insurance scheme of the Organization itself. Social providence funds

ARTICLE 3

- Code, courier,  
diplomatic bag
1. The World Meteorological Organization is authorized to use code in its communications.
  2. The World Meteorological Organization enjoys the right to use couriers and diplomatic bags on the same conditions as foreign governments.
  3. The privileges and facilities in respect of customs are accorded in conformity with the customs regulations of the Federal Council, applicable to international organizations.

ARTICLE 4

Press  
communi-  
cations

The World Meteorological Organization has the benefit of the preferential tariffs applicable to press communications, in conformity with the International Telecommunication Convention, for its communications to the press and broadcasting stations, be they direct or passed through an intermediary.

ARTICLE 5

- Freedom of  
entrance and  
residence
1. With a view to facilitating the entry into Switzerland of the persons listed in Article 14 of the Agreement, Swiss legations and consulates will receive general and advance instructions, in all cases in which an entry visa is necessary, to grant such a visa on production of passport or other equivalent identity and travel document, as well as a certificate sufficing to prove the position held by the applicant in the World Meteorological Organization.
  2. Swiss legations and consulates will have instructions to supply the visa without wait or delay and without demanding the appearance of the applicant in person, nor the payment of taxes.
  3. The provisions of Article 14 of the Agreement and of the present article will apply to the wife and children of the interested party under similar conditions, if they live with him and are without a profession.

ARTICLE 6

The Federal Political Department supplies the World Meteorological Organization with an identity card bearing the photograph of the holder, for each staff member. This card, certified by the Federal Political Department and the World Meteorological Organization, will serve as the credentials of the staff member vis-à-vis all federal, cantonal or communal authorities.

ARTICLE 7

Staff members of the World Meteorological Organization who are not of Swiss nationality have the benefit of the following exemptions and facilities:

- (a) Exemption from currency exchange restrictions on conditions identical with those accorded to diplomatic representatives accredited to the Swiss Federal Council;
- (b) In the event of an international crisis, repatriation facilities for staff members and their families, identical with those accorded to members of diplomatic missions accredited to the Swiss Federal Council;
- (c) Exoneration from federal, cantonal and communal taxes, in conformity with the customs established for the non-Swiss staff of international institutions in Geneva.

ARTICLE 8

1. The Secretary-General of the World Meteorological Organization will supply the Swiss Federal Council with the list of staff members of Swiss nationality with obligations of a military nature.
2. The Secretary-General of the World Meteorological Organization and the Swiss Federal Council will draw up, by common agreement, a restricted list of staff members of Swiss nationality who, because of their functions will have the benefit of exemptions.
3. In the event of the mobilization of other Swiss staff members, the World Meteorological Organization will be able to request, through the Federal Political Department, a postponement of call-up or any other appropriate measure.

ARTICLE 9

Diplomatic passport Staff members of Swiss nationality falling into categories fixed by common agreement by the Secretary-General of the World Meteorological Organization and the Swiss Federal Council, going on a mission or residing abroad because of their functions, will have the right to a diplomatic passport issued by the Federal Political Department.

ARTICLE 10

Pension fund, etc. 1. All capital benefits due from the pension fund or any other social insurance institution to the officials or other staff members of the World Meteorological Organization, whatever the grounds—termination of service, interruption of service, suspension—will, at the time of payment, be free in Switzerland of all taxes of all sorts on the capital and the revenue.

2. The same will apply to all benefits which may be paid to the officials or other staff members of the World Meteorological Organization as an indemnity following upon sickness, accident, etc.

ARTICLE 11

Entry into force The entry into force of the present plan of execution has been fixed, with retroactive effect, from the 20th of December 1951.

ARTICLE 12

Modification of the plan 1. The present plan can be revised upon the request of one or the other party.

2. In this case, the two parties will consult together upon the modifications which it might be necessary to make in the provisions of the present plan

3. In the event of the negotiations not producing an agreement by the end of a year, the plan may be denounced by one or the other party up two years' notice being given.

Done and signed in duplicate at the headquarters of the World Meteorological Organization in Geneva on the 10th of March 1955.

For the World  
Meteorological Organization:

G. SWOBODA

*Secretary-General*

For the Swiss Federal  
Council:

PIERRE MICHELI

*Chief of the International  
Organizations Division,  
Federal Political Department*

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**PROTOCOL  
CONCERNING THE AGREEMENT  
BETWEEN THE SWISS FEDERAL COUNCIL  
AND  
THE WORLD METEOROLOGICAL ORGANIZATION  
GOVERNING THE LEGAL STATUS OF THIS ORGANIZATION  
IN SWITZERLAND AND THE PLAN OF EXECUTION OF  
THE SAID AGREEMENT**

Considering that the World Meteorological Organization and the Swiss Federal Council, parties to the present Protocol, have agreed that no special arrangements concerning the issue by the Swiss Federal Authorities of special postage stamps for use by the World Meteorological Organization, either exclusively or jointly with other organizations, would be made at the moment of concluding the Agreement between the World Meteorological Organization and the Swiss Federal Council governing the legal status of the said Organization and the Plan of Execution of that Agreement;

Considering that the parties to the present Protocol have agreed that the World Meteorological Organization will have the benefit generally in Switzerland, in so far as concerns its postal communications, of conditions not less favourable than those already granted the United Nations and other specialized international organizations established in Switzerland, which are accorded similar treatment;

The World Meteorological Organization and the Swiss Federal Council agree, by the present document, to the following provisions:

**ARTICLE 1**

The parties to the present Protocol undertake to re-open negotiations, at the request of either the World Meteorological Organization or the Swiss Federal Council, concerning the issue by the Swiss Federal Authorities of special postage stamps for use by the World Meteorological Organization, either exclusively or jointly with other organizations.

ARTICLE 2

All agreements between the parties shall be governed by the regulations established by the Universal Postal Union and the conditions of issue of the said stamps shall be based on the arrangements made in this connection with other international organizations established in Switzerland.

ARTICLE 3

The present Protocol shall come into force upon signature by the two parties.

Done and signed in duplicate at the headquarters of the World Meteorological Organization in Geneva on the tenth of March 1955.

For the World  
Meteorological Organization:

G. SWOBODA

*Secretary-General*

For the Swiss Federal  
Council:

PIERRE MICHELI

*Chief of the International  
Organizations Division,  
Federal Political Department*

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For more information, please contact:

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