

# TERMS OF REFERENCE OF THE ADVISORY COMMITTEE OF CO-OPERATING STATES

---

Adopted by the Council at its 78th session (December 2012)

## Introduction

1. At its 40th session (June 1994), the Council of the European Centre for Medium-Range Weather Forecasts set up an Advisory Committee of Co-operating States.

## Function and duties

2. The Committee shall draw up, for submission to the Council, opinions and recommendations on the programme of activities and the Budget of the Centre, on items relevant to Co-operating States, and on any matter submitted to it by the Council. The Director-General shall keep the Committee informed concerning the implementation of the programme of activities.

## Composition

3. The Committee shall be composed of not more than two representatives from each State with which the Centre has concluded a co-operation agreement, one of whom should be a representative of his/her national meteorological service. These representatives may be assisted at Committee meetings by advisors.
4. The Committee shall elect from among its members a Chair and a Vice-Chair from different countries who shall be appointed for one year and who may not be re-elected more than twice in succession. In exceptional circumstances the election or elections may take place by correspondence.
5. The Chair and Vice-Chair shall hold office from the closure of the next Council session. A Vice-Chair who replaces a Chair in mid-term does not thereby start a term of office as Chair in his/her own right.
6. The Committee shall be invited to be represented at sessions of the Council and its relevant advisory committees by its chairperson.

## Conduct of sessions

7. The Committee will normally hold a plenary session once per year, and will otherwise carry out its work by correspondence.

8. Unless otherwise specified by the Council or in the Convention, the Rules of Procedure applicable to the Council shall apply, mutatis mutandis, to the proceedings of the Committee.
9. Where he/she deems the urgency to be sufficiently great, the Chair, in consultation with the Vice-Chair, may act on behalf of the Committee. In these circumstances the Chair must report back to the Committee.