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INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

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Item 3.5.5 of the Provisional Agenda

**PROPOSED RULES OF PROCEDURE FOR
THE JOINT WMO-IOC COLLABORATIVE BOARD**

Summary

The Joint WMO-IOC Collaborative Board (JCB) was created by IOC Resolution XXX-2 and the parallel WMO Resolution 9 (Cg-18), which also requested the IOC Executive Secretary to define, in consultation with the WMO Secretary-General, the working arrangements for the JCB.

Purpose of the document: These proposed rules of procedure for the JCB clarify the duties of the co-chairs, specifics of sessions, substructures, and the arrangements for a joint secretariat.

Financial and administrative implications: The financial and administrative implications of the activities fall within the parameters of the regular budget of IOC.

The proposed decision is referenced IOC/A-31/Dec.3.5.5 in in the Second Revised Provisional Action Paper ([IOC/A-31/AP Rev 2](#)).

Rules of Procedure for Joint WMO-IOC Collaborative Board

1. General

1.1 The rules of procedure for the Joint WMO-IOC Collaborative Board (JCB) are adopted in accordance with WMO Regulation 181 (Section V of the General Regulations – Technical Commissions)¹ and IOC Rules of Procedure.

1.2 The rules of procedure are adopted, and may be amended as needed, by the WMO Executive Council under the authority of the Convention and the General Regulations of the World Meteorological Organization and the IOC Executive Council or Assembly under the authority of the Statutes and Rules of Procedure of the Intergovernmental Oceanographic Commission (IOC) of the United Nations Educational, Scientific, and Cultural Organization (UNESCO).

1.3 In the event of any conflict between the provisions of these rules of procedure and any provisions of the WMO Convention or General Regulations or of the IOC Statutes and Rules of Procedure, the text of the latter four documents shall prevail and be used in consultation between the Secretariats of the two Organizations.

2. Mandate, composition, terms of reference, and working procedures

2.1 The mandate, composition, terms of reference, and working procedures of the JCB are given by the parallel WMO [Resolution 9 \(Cg-18\)](#) and [IOC Resolution XXX-2](#).

3. Duties of the Co-Chairs

3.1 The duties of the Co-Chairs shall include the following, to:

- (1) Preside over the sessions of the JCB;
- (2) Guide and coordinate the work of the JCB and its eventual substructures between sessions of the JCB, in consultation with the joint Secretariat;
- (3) Carry out such specific duties as are prescribed by decisions of the governing bodies of WMO and IOC;
- (4) Coordinate the development of the quadrennial WMO-IOC collaborative strategy and its review;
- (5) Submit reports to the WMO Executive Council and Congress and the IOC Executive Council and Assembly at their regular sessions on the activities of the JCB;
- (6) Present the views of the JCB at sessions of WMO Executive Council and Congress and of IOC Executive Council and Assembly and their subsidiary bodies which he or she may be called upon to attend;
- (7) Name a representative to act on their behalf if needed, with the consent of the other Co-Chair;
- (8) Act, on behalf of the JCB, on matters requiring urgent decisions.

¹ As amended by [Resolution 75 \(Cg-18\)](#).

4. Sessions

4.1 Frequency of sessions – The JCB shall meet every year, if possible, in person, in order to prepare recommendations for WMO and IOC governing bodies. Intersessional work should be carried out by correspondence or virtual means.

4.2 Location of sessions – If in person, the JCB shall convene alternately at the WMO Headquarters in Geneva and at the IOC Headquarters in Paris. At each session the JCB shall fix the tentative date of the next session, taking into account the schedule of meetings of WMO and IOC constituent bodies.

4.3 Notice of sessions – If in person, notice of the date of each session shall be communicated to all members by the joint Secretariat leads at least two months in advance of the session unless all members agree to accept a shorter notice.

4.4 Languages of sessions – The working languages for sessions of the JCB shall be determined by the WMO Secretary-General and the IOC Executive Secretary, in consultation with the Co-Chairs, among the official languages of WMO and IOC, as appropriate, with regard to working languages of members participating in the meetings.

4.5 Preparation of agenda and documentation – The agenda of the sessions shall be prepared by the joint Secretariat leads in consultation with the Co-Chairs. Any member as well as the joint Secretariat leads may propose items for the agenda of a session. The joint Secretariat shall incorporate such items in a provisional agenda to be communicated to all members.

4.6 Any member proposing an item for the agenda shall furnish the joint Secretariat leads with the necessary documents for distribution to all participants as soon as possible and preferably not later than 15 days before the opening of the session. The joint Secretariat leads shall provide similar documentation for items proposed by them. They shall also provide the JCB with all the additional information necessary for its work. Any member may submit additional documentation on any item to be considered by the JCB.

4.7 Reporting – The joint Secretariat leads shall prepare a brief summary report of each session and shall submit it to the JCB for approval. They shall circulate copies of the approved report to all members of the JCB as soon as possible after each session.

4.8 Decisions – The JCB shall reach conclusions by consensus or unopposed agreement. Where no such agreement is reached, the fact shall be stated in the report unless all members present agree otherwise.

4.9 Any decision including proposals for actions by Members/Member States of WMO and IOC, proposals which require reconsideration or modification of a previous decision of their governing bodies, proposals for Secretariat action and proposals intended for consideration by another body or by a body outside WMO and IOC, shall be recorded as a recommendation to their governing bodies.

5. Substructures

5.1 The JCB may establish time-bound substructures for the discharge of specific tasks during an intersessional period. Such temporary substructures shall be discontinued at the end of every intersessional period, or may be re-established.

5.2 The terms of reference of substructures shall be established by the JCB and shall be within its terms of reference. Such substructures should mainly deal with identified issues to provide guidance to the JCB through clearly defined deliverables.

5.3 The substructures shall select their Chair(s).

5.4 The substructures should work primarily through electronic means of communication.

6. Joint Secretariat and leads

6.1 The WMO Secretary-General and the IOC Executive Secretary shall ensure appropriate joint Secretariat support to the JCB.

6.2 The WMO Secretary-General and the IOC Executive Secretary shall appoint one staff member each to act as joint Secretariat leads of the JCB. The specific duties of the leads shall be to:

- (1) Maintain liaison with the Co-Chairs and members of the JCB and its subsidiary bodies;
- (2) Arrange for meetings of the JCB and its subsidiary bodies, in consultation with the Co-Chairs and others as appropriate;
- (3) Maintain liaison, in respect of the JCB activities, with the joint Secretariat;
- (4) Keep WMO and IOC subsidiary bodies concerned informed of the activities of the JCB, and request, through appropriate channels, their assistance in carrying out the work of the JCB;
- (5) Ensure dissemination of relevant information on the activities of the JCB to interested partner institutions;
- (6) Undertake technical studies at the request of the JCB;
- (7) Follow up on any joint action agreed or recommended by the JCB and to keep records, for the JCB, of all actions resulting from the JCB work. For this purpose, all members of the JCB shall furnish the joint Secretariat leads with the necessary information;

7. Financial arrangements

7.1 The WMO Secretary-General and the IOC Executive Secretary shall evaluate the financial requirements for the JCB and ensure that such requirements are satisfied to the extent possible for the regular functioning of the JCB.