**INSTRUCTIONS TO APPLY FOR POSITIONS ON THE DBCP EXECUTIVE BOARD**

**Membership**

As a general principle, membership of the Executive Board should assure regional and gender balance as far as possible.

Members of the DBCP Executive Board will be as follows:

* DBCP Chairperson, or his / her appointed deputy (Executive Board Chairperson)
* DBCP Board Members representing positions directly aligned with the six DBCP strategic pillars of success:
  + Impact and Value
  + Technology Innovation
  + Operational and Scientific Excellence
  + International Cooperation and partnerships
  + Environmental Stewardship
  + Diversity and Inclusivity

There will be two positions for the Operational and Scientific Excellence strategic pillar - one for Operational Excellence, the other for Scientific Excellence.

The DBCP executive board will be made up of seven DBCP board members and the DBCP chairperson. The executive board will be supported by a secretariat, representing both the WMO and the IOC, and the DBCP technical coordinator.

The Impact and Value and Environmental Stewardship positions will be filled automatically by the chairs of the respective new task teams (the task team on users - chair vacant - and the task team on environmental stewardship - chair is Karen Grissom, NOAA). Hence, these positions are not open for applications at this time.

The current chair of the DBCP will remain in position until DBCP 38 (2022). At that time, elections will be held for a new chair.

Overall, this means that we are currently seeking applications for five positions.

**DBCP Executive Board positions**

The five positions for applications are outlined in the table below.

|  |  |  |
| --- | --- | --- |
| **Executive Board Member** | **Role Description** | **Key Responsibilities** |
| Operational Excellence | Key point of contact for operational activities | Report on and promote skills and operational knowledge needed to sustain and grow the network; assist in standardising processes; promote best practices in operations; gather and report on safety practices; review and monitor implementation of the DBCP strategy. |
| Scientific Excellence | Key point of contact for scientific activities | Report on skills and science-based knowledge needed to sustain and grow the network; promote best practices in data life-cycle management; report on scientific citations; review and monitor implementation of the DBCP strategy. |
| Technology innovation | Key point of contact for technology | Encourage research and development activities which are prioritized to meet defined user needs. Establish and maintain a DBCP expert group for continuously scanning the external environment to identify, assess and benefit from emerging technologies. Establish partnerships that help us to hasten and enhance delivery to our users. Extend the breadth of our measurement capability, such as for biogeochemical and biological variables, where the opportunities exist and the user demand is high; review and monitor implementation of the DBCP strategy. |
| International Cooperation and partnerships | Key point of contact for partnership development, including government, commercial and international fora. | Foster collaboration and leverage commercial and non-commercial partnerships that meet greatest user needs; assist countries in regions of greatest need in capacity development; monitor, report on and connect with international agendas (e.g. UN decade). Liaise closely with Chair of TT-CB; review and monitor implementation of the DBCP strategy. |
| Diversity and Inclusivity | Key point of contact on diversity and inclusivity within the DBCP. | Develop, implement and report on diversity and inclusion measures; cultivate productive relationships with indigenous and other relevant communities; review and monitor implementation of the DBCP strategy. |

Note: The term for the members of the Executive Board is two years. Each member shall be eligible for re-election in their respective capacity and would serve, in principle, for no more than 2 consecutive terms in that capacity. The draft terms of reference for the executive board are provided at the end of this document.

**Executive board elections**

The DBCP Panel elects the Executive Board members. Elections will be decided by a simple majority if a quorum of Panel members is present at DBCP 37. A quorum will consist of six Panel members (one member per country – a DBCP national focal point or a PR nominated member). If a quorum is not present at DBCP 37, elections will be undertaken after the session through written communication with each PR and determined by simple majority of the Panel members.

Only the outcome of the votes will be announced. That is, only the successful candidate for each role will be announced and not the number of votes that led to that outcome or any other information. The WMO Secretariat will make the announcements.

**How to apply**

Applications should be made via the DBCP National Focal Points to the WMO Secretariat by following these instructions. National Focal Points are eligible to apply.

Candidates for all roles in the Executive Board need to provide a written application (a pitch) of no more than **500 words** to the WMO Secretariat. Candidates can apply for more than one role but can only take up one role. Each role requires a separate application. Hence, if you apply for two roles, you will need to submit two applications and if you are successful, you will only be able to take up one of the roles. Applications should be presented in an electronic form, with MS WORD and PDF documents preferred.

In your application, please include the following:

1. Your full name and affiliation (which organisation you work for)
2. Your gender (Male/Female/Other/Prefer not to state)
3. WMO member name
4. Confirmation that you have the support of your permanent representative.
5. Your reasons for applying for the position

Applications need to be with the WMO Secretariat by **Friday, 22 October 2021**.

Please send your applications to Long Jiang ([LJiang@wmo.int](mailto:LJiang@wmo.int)) and Serge Hagan-Deschamps (sergeovila@hotmail.com).

**Evaluation of the applications**

The written applications will be made available only to those who will be voting (i.e., DBCP National Focal Point or the PR nominated member).

**Draft Terms of Reference of the DBCP Executive Board**

*(to be approved at DBCP-37)*

***The DBCP Executive Board shall:***

1. Develop the DBCP Strategy every five years, in consultation with key users, partners and stakeholders;
2. Monitor the implementation of the DBCP Strategy;
3. Review the DBCP Strategy at appropriate intervals to ensure that it is kept up-to-date and complies with the WMO and IOC Strategic Objectives and users' requirements;
4. Seek guidance from the Panel at its regular sessions regarding specific issues to be addressed by the Executive Board and the Tasks Teams during the inter-sessional period;
5. Act promptly to deal with any administrative, financial and planning issues and opportunities that might arise, within the guidelines established and reviewed regularly by the Panel;
6. Authorise the Chairperson to advise WMO and IOC on any expenditure necessary for the resolution of these issues and the promotion of the Panel’s aims and objectives, up to the maximum amounts that might be agreed in advance by the Panel at its regular session;
7. In consultation with Panel members, assist the Chairperson in reviewing and keeping the DBCP Operating Principles and the Implementation Plan up-to-date on an annual basis;
8. Assist the Chairperson with regard to continuing the arrangements (including finance) to secure the services of a technical coordinator;
9. Set working priorities for the Technical Coordinator according to the DBCP recommendations at its regular sessions, and provide further guidance during the DBCP inter-sessional period;
10. Assist the Chairperson, and liaise with the Secretariats for updating the interim financial report with the most accurate and current information by end of each year;
11. Confer primarily by e-mail and through monthly virtual meetings, and exploit opportunities afforded by attendance at other meetings (e.g., OCG meeting) for face-to-face meetings;
12. Conduct meetings annually, following an agenda drawn up by the DBCP Chairperson;
13. Consult with Panel members and the Chairpersons of the DBCP Task Teams during the inter-sessional period if required;
14. Report its activities to the DBCP at its regular Session, and throughout the inter-sessional period as appropriate.