

WORLD METEOROLOGICAL ORGANIZATION
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TECHNICAL CO-OPERATION PROGRAMME

**NOTE ON THE PREPARATION OF
REQUESTS FOR ASSISTANCE
UNDER THE WMO VOLUNTARY CO-OPERATION PROGRAMME**

1. Generalities

1.1 A request for assistance under the WMO Voluntary Co-operation Programme (VCP) should be prepared by completing one of the two attached VCP request forms depending on whether or not the request is related to a fellowship. The duly completed VCP request form should be sent to the Secretary-General. This note concerns primarily the requests for equipment and services excluding fellowships.

2. Fields of co-operation

2.1 As mentioned in paragraph 2 of the attached VCP Rules, the VCP shall be established and maintained by voluntary contributions received from Members for the purpose of meeting officially notified requests proposing co-operation projects in different fields as indicated in paragraph 7 of the VCP Rules (see also paragraph 10 of the Rules). Therefore, the information given in the VCP request should include details on how the project enters into one of the fields of co-operation given in paragraph 7 of the VCP Rules; this information on the field of co-operation should be included in paragraph 6 of the VCP request form ("Explanation of how the project is related to a WMO Programme and outline of the national development plan including related procurement plans from other sources, and existing facilities and expertise").

2.2 The fields of co-operation covered by the VCP, given in paragraph 7 of the VCP Rules, embrace nearly all aspects of meteorology and operational hydrology. When submitting VCP requests in several fields of co-operation, Member countries are invited to submit several individual VCP requests corresponding to each respective relevant field of co-operation. If a VCP request is related to the WWW Programme, it should preferably be limited to one of the components of the WWW Programmes (Global Observing System, Global Data-Processing System or Global Telecommunication System). If needed, several VCP requests should preferably be submitted for different WWW components.

3. Estimated cost of VCP projects and priorities

3.1 Noting the limitation of the total contribution of donors to the VCP (5 to 7 million US dollars each year), the projects should be limited to the possibilities of the donor countries to support the project. It is therefore recommended that requesting Member countries make an estimation of the costs of the project, in order to limit the total estimated cost of all VCP projects (still valid or being prepared) submitted by each WMO Member to a reasonable level, and present as much as possible the list of equipment or services requested by items with an indication of priorities in paragraph 10 of the VCP request form.

3.2 If several VCP requests are submitted, an indication of the order of priorities between the various requests could be given, for example, in paragraph 7 of the VCP request form. This would assist the potential donor country in selecting the items required with the highest priorities within the limits of their contribution.

4. Resources required to ensure a satisfactory implementation and operation of the project

4.1 As mentioned in sub-paragraph 10(b) of the VCP Rules, at the end of the project there should be a reasonable prospect that the benefits will be lasting or the services installed will be

maintained. The success of a project depends on the success in the implementation and/or operation of the following components consisting of:

- (a) Preparing the technical specifications of the equipment required for the project;
- (b) Ensuring the availability of the complete and adequate equipment required for the project;
- (c) Implementing the provision of the equipment, including local transportation, site preparation and installation of the equipment;
- (d) Training the operators and the technicians in charge of the maintenance of the equipment;
- (e) Ensuring the maintenance of the equipment (e.g., spare parts, maintenance contracts);
- (f) Ensuring the availability of all other resources required for the satisfactory continuous operation of the project, in particular trained staff, consumables, facilities required for the operation of the equipment (e.g., uninterrupted power supply, ventilation, air-conditioning as necessary).

4.2 In paragraphs 10 and 11 of the VCP request form, the Member country submitting the request should clearly state the nature and scope of VCP assistance requested and indicate the technical specifications of the equipment and/or services required. Any specifications of the equipment which would be required for a satisfactory continuous operation of the equipment, should be included, e.g., the constraints on the environment where the equipment will be operated (range of temperatures, humidity, etc.).

4.3 The Member country submitting the request should indicate in the VCP request the contributions or sources of funding (national contribution, VCP contribution, other possible sources of funding such as through UNDP or bilateral assistance) under which each above-mentioned component (b) to (f) is supposed to be implemented. Therefore, the country submitting the request should indicate:

- (a) the assistance required under the VCP for the implementation of parts of the abovementioned components (b) to (f), in paragraphs 10 and/or 11 of the VCP request form;
- (b) the resources which would be used to implement the remaining parts of the above-mentioned components (b) to (f), in particular as regards the relevant national contribution to the project in paragraph 8 of the VCP request form and possible other sources of funding in paragraph 12 of the VCP request form.

5. Example of VCP requests for equipment and services (excluding fellowships)

An example of a VCP request is herewith attached. The information included in this example should be considered as the minimum information to be provided by the country submitting the request. Depending on the specific requirements or constraints of the country, this information should be completed (e.g., with information on the design of the equipment like the necessity to connect it to an available telecommunication or data processing computer, or with information on the constraints on the environment where the equipment will be operated (range of temperatures, humidity, etc.)).

Attachments:

- VCP Rules
- Blank VCP request form for equipment and services (excluding fellowships)
- Example of VCP request

Please refer to:

- Note on the preparation of requests for fellowships under the WMO Technical Co-operation Programme

RULES OF THE WMO VOLUNTARY CO-OPERATION PROGRAMME (VCP)

Terminology

1. The programme shall be known as the WMO Voluntary Co-operation Programme (VCP). It shall consist of two components:

- (a) The Voluntary Co-operation Fund (VCP(F));
- (b) The Equipment and Services Programme (VCP(ES)).

Purpose and resources of the VCP

2. The VCP shall be established and maintained by voluntary contributions received from Members, for the purpose of meeting officially notified requests proposing co-operation projects in different fields as indicated in paragraph 7 below. Contributions may take the form of financial payments in any currency which can be readily used for the VCP(F) and/or offers of equipment and services including training/fellowships for the VCP(ES).

3. Financial contributions are made unconditionally; the Secretary-General shall invite Members once every year to notify him as early as possible of the amount and the currency of financial contributions which they wish to pledge for the next calendar year.

4. Financial contributions for the WMO publications are, however, acceptable as well as offers of translating or printing some of them free of charge in order to ensure a wider distribution of publications to developing countries.

Administration of the VCP

5. The VCP shall be administered by the Secretary-General in accordance with:

- (a) The provision of the present rules;
- (b) The Financial Regulations of the Organization, except as otherwise provided for in these rules as a trust fund;
- (c) Any supplementary directives for interpretations of these rules and regulations that may be decided upon by the Executive Council.

6. Costs involved in the management of VCP should be kept to a minimum and should be met from the appropriate allocations in the Regular Budget together with allocations from VCP(F), as necessary, but not exceeding 10 per cent of VCP(F) and interest credited to VCP(F).

Fields of co-operation

7. The fields of co-operation covered by the VCP shall include:

- (a) The implementation of the WWW as first priority;
- (b) The granting of short-term and long-term fellowships;
- (c) The support to short-term training seminars for personnel engaged in WWW and other activities covered under the VCP Programme;
- (d) The support to meteorological applications activities;
- (e) The support to the activities of the Hydrology and Water Resources Programme;
- (f) The establishment of observing and data-processing facilities necessary for the World Climate Programme;
- (g) The support to activities within the World Climate Applications and Services Programme (WCASP);

- (h) The establishment and maintenance of the Global Atmosphere Watch (GAW) stations;
- (i) The support to meteorological and hydrological activities related to the environment protection.

8. The VCP shall not compete with or replace other means and resources available for promoting activities mentioned in paragraph 7 above. Accordingly, the VCP should be regarded as being a supplement to the following programmes:

- (a) National programmes in meteorology and operational hydrology;
- (b) Bilateral or multilateral programmes of technical co-operation in the above fields;
- (c) United Nations Development Programme.

The Member concerned shall in all cases have signified agreement to the project and to any necessary counterpart action or contribution on its part;

In the case of fellowships the Executive Council shall be satisfied that candidates are adequately qualified and that they intend to remain in a Meteorological or Hydrological Service for a reasonable period of time depending on the duration of the fellowships. For long-term fellowships this normally should not be less than three years.

The VCP is also an appropriate mechanism for implementing Technical Co-operation among Developing Countries (TCDC).

Types of co-operation

9. Support provided through the VCP may consist of any of the following, taking into account the provisions of paragraphs 7 to 8 above:

- (a) Equipment;
- (b) Expert services;
- (c) Training/Fellowships;
- (d) Counterpart services.

Sub-paragraph (d) above refers to the nature and scope of the national contribution to projects which may include accommodation, staff, expendables and the infrastructure within which the completed project will function.

Criteria for VCP projects

10. All VCP projects shall satisfy the following criteria:

- (a) The project cannot be implemented under the UNDP and there is no reasonable prospect of its being met by any of the other means specified in paragraph 8 above;
- (b) There is a reasonable prospect that at the end of the project the benefits will be lasting or the services installed will be maintained;
- (c) The project contributes to one or more of the activities relating to WMO Programmes given in paragraph 7.

Approval for the utilization of the VCP(F)

11. Authority to approve the utilization of the VCP(F) shall be vested in the Executive Council which shall exercise such authority by approving projects. In approving each project the Executive Council shall specify clearly the amount and currency authorized for this purpose. The Executive Council shall have the right to amend any previously approved project prior to its completion as it considers necessary in the light of changing circumstances. The Secretary-General is authorized to adjust the amount of VCP(F) approved for the implementation of VCP projects by an amount not

exceeding 15 per cent provided he is satisfied that adequate financial resources are available in the fund.

Formulation of proposed projects

12. Proposed projects in the fields of co-operation given in paragraph 7 shall be based on official requests received from Members. Each request for equipment and services will specify the following details:

- (a) Purpose and description of the project;
- (b) Reason why other sources of support cannot be expected;
- (c) Overall goal(s) (explanation of how the project fits into the implementation of the WMO Programme activities given in paragraph 7 within the framework of on-going Long-term Plan;
- (d) Expected outcomes (global, regional or national benefits to be expected from the project);
- (e) Outline of a development plan of the Meteorological or Hydrological Service, including related procurement plans from other sources and information on the existing facilities and expertise;
- (f) Nature and scope of national contribution to the project, for continued operation;
- (g) Nature and scope of VCP assistance requested with budget proposal;
- (h) Estimated duration to complete the project including training, if any;
- (i) Project partnerships, if any.

Details requested in sub-paragraph (e) will include information on facilities related to the project already available. Details requested in sub-paragraph (f) will include budget support planned for spare parts and consumables after the initial operation and information on particular problems to be expected with customs clearance or reimbursement of taxes by the Meteorological or Hydrological Service to the government for countries where applicable.

The Secretary-General may prepare VCP requests on behalf of Groups of Members.

13. Proposed projects concerning fellowships shall be based on official requests received from Members. Each request will specify the following details:

- (a) Background information for evaluation of training requirements;
- (b) Field of specialization in which training is requested;
- (c) Proposed duration of training;
- (d) Purpose of training;
- (e) Importance of training.

Each request shall be made on the appropriate WMO request form and accompanied by completed WMO fellowship nomination forms. The acceptance of basic conditions governing the award of fellowships under VCP, as they appear on the WMO request form, is implied in the submission of the request by the Member concerned.

14. Proposed projects involving short-term training seminars shall be based on official requests made by (a) Member(s) and endorsed by the Regional Association(s) concerned or the President(s) on their behalf. These projects shall contain:

- (a) Nature and scope of the project;
- (b) Participating countries;
- (c) Relation to WWW or other activities covered under VCP;
- (d) Duration of the project.

Circulation of proposed projects

15. A list of proposed projects for equipment and services will be circulated by the Secretary-

General with minimum delay to Members, requesting them to notify him for which of the proposed projects they are prepared to provide equipment and related services.

16. When more than one offer is received for the same project, the Secretary-General shall negotiate with the countries concerned which support shall be accepted.

17. The Secretary-General will periodically notify Members of the Organization of the projects supported by Members through VCP.

Procedures for implementation of projects

18. Before implementation of any supported project begins, the Secretary-General shall negotiate the appropriate agreements between the Members concerned and the Organization. These agreements must take the form of an exchange of letters.

19. The following principles shall be incorporated in the agreements between WMO and the Members providing equipment and services:

- (a) Each agreement shall relate to and be consistent with a supported project under the VCP;
- (b) The agreement shall be signed by a person designated by the Minister for Foreign Affairs of the contributing government on the one hand and the Secretary-General of WMO on the other;
- (c) The agreement shall specify in detail the equipment and training to be provided and services to be rendered by the contributing government, with a planned schedule for the implementation of the project;
- (d) The agreement shall specify clearly that the equipment in question is donated to the Organization, the transfer of title to be effective at a time and place specified;
- (e) Notwithstanding principle (d), the agreement may and shall normally include arrangements for the transportation of equipment and its installation. As far as possible the costs involved shall be met by one or other of the co-operating parties;

20. The following principles shall be incorporated in the agreements between WMO and the Members being provided with cash, equipment or services under the VCP:

- (a) Each agreement shall relate to and be consistent with a supported project under the VCP;
- (b) The agreement shall be signed by a person designated by the Minister for Foreign Affairs of the government on the one hand and the Secretary-General of WMO on the other;
- (c) The agreement shall specify in detail the equipment which the Organization shall transfer to the government and the services which shall be rendered by the Organization or its authorized agent. The authorized agent may be the contributing country;
- (d) In the case of projects which involve contribution in cash to a Member the agreement shall specify the items for which the cash contribution will be used and shall lay down procedures for the financial accounts to be submitted by the Member concerned;
- (e) The agreement shall specify in detail the counterpart responsibilities accepted by the government in respect of the local facilities, internal transportation, site preparation, provision of personnel to be trained, installation, subsequent operation and maintenance of the equipment, with a planned schedule for the implementation of the project;
- (f) The agreement shall specify the conditions for the transfer of the title of equipment from the Organization to the government concerned;
- (g) The agreement shall specify that after implementation of the project a report will be drawn up and signed by both co-operating parties stating that the equipment is operational, the project completed and the operating Member assumes responsibility for continued operation of the equipment from national resources. The report should include summary of outcomes; assessment of the project; unforeseen consequences; and follow-up activities or projects for sustainability. The agreement shall also specify the arrangements for periodic reporting by the Member concerned to the Secretary-General on the on-going effectiveness

of the project; the period for submitting reports will depend on the types of equipment provided.

21. From the time of negotiating the agreements referred to in paragraph 18, the Secretary-General shall act as a focal point during the entire implementation of the projects, keep the projects under constant review and take all possible steps to ensure that unforeseen difficulties are removed and the prescribed rate of progress in implementation is maintained in each case.

22. The Secretary-General shall submit a progress report on the programme to each session of the Executive Council.

23. The Secretary-General shall submit a report to the Executive Council and Congress on the projects implemented and an evaluation of their results. The Secretary-General shall also submit an overall financial statement on the Voluntary Co-operation Programme to the Executive Council and Congress.

Duration of validity of projects

24. Projects which have been circulated for more than five years and have not been supported shall be reviewed, updated or cancelled as appropriate. The Secretary-General shall take appropriate action in this respect with Members concerned and if necessary assist them in reformulating the VCP request.

Review of these rules

25. These rules can be amended by the Executive Council as necessary to ensure an efficient management of the Voluntary Co-operation Programme.

WORLD METEOROLOGICAL ORGANIZATION

Request for assistance under the WMO Voluntary Co-operation Programme (VCP)*

1. *WMO Member:*
2. *National agency responsible for initiating the request:*
3. *Title of project:*

4. *Purpose and description of project (project plans: activities, actions, steps or phases; and assumptions used in the project plan)*

5. *Overall goal(s) (Explanation of how the project is related to the WMO Long-term Plan and outline of any relevant national development plan including procurement plans from other sources, and existing facilities and expertise)*

6. *Expected outcomes (Global, regional or national benefits to be expected from the project)*

7. *Nature and scope of national contribution to project, in particular as far as continuous operation of the equipment provided is concerned*

8. *Estimated duration to complete project, including training, if any*

* Should the reply to a question exceed the amount of space provided please continue on a separate sheet

EXAMPLE OF VCP REQUEST

WORLD METEOROLOGICAL ORGANIZATION

Request for assistance under the WMO Voluntary Co-operation Programme (VCP)*

1. **WMO Member:** Country name
2. **National agency responsible for initiating the request:** NMHS name
3. **Title of project:** Upgrading of a DigiCORA upper-air system to GPS capability
4. **Purpose and description of project (project plans: activities, actions, steps or phases; and assumptions used in the project plan)**

The purpose of this project is to upgrade the present OMEGA-based DigiCORA to GPS system located at (Name/Place of the station) for continued upper-air observations following the termination of the OMEGA system.

5. **Overall goal(s) (Explanation of how the project is related to the WMO Long-term Plan and outline of any relevant national development plan including procurement plans from other sources, and existing facilities and expertise)**

The project is related to the implementation of the Global Observing System (GOS) of the World Weather Watch Programme.

There is a need for training local engineers and technicians on the maintenance and repair of the system. The existing facilities consist of

- 1 complete DigiCORA with an OMEGA receiver;
- 1 computer with met graph software;
- 1 paper punch for use on the teleprinters;
- 1 DCP for transmission to Meteorological Headquarters

6. **Expected outcomes (Global, regional or national benefits to be expected from the project)**

- (i) To ensure maximum use of the system which is presently lying idle;
- (ii) To ensure that TEMP messages for the northern part of the country be provided to the local and international users.

Upper-air parameters which are recorded by the system will contribute to the aviation industry, as well as to the provision of TEMP messages to the meteorological community both regionally and globally within the framework of WWW GOS.

* Should the reply to a question exceed the amount of space provided please continue on a separate sheet

7. **Nature and scope of national contribution to project, in particular as far as continuous operation of the equipment provided is concerned**

The national contribution will consist of the provision of premises and personnel for the operation and maintenance of the equipment. The Government budget allocation should be sufficient to purchase upper-air consumables.

8. *Estimated duration to complete project, including training, if any*

The installation of the GPS system cards and software upgrade plus training of operator on site should be completed in one week.

9. *Nature and scope of VCP support and project budget proposal (with detailed description and the estimated cost of each item)*

The VCP assistance is requested for upgrading the DigiCORA and software upgrade, plus travelling and accommodation costs for one Vaisala engineer for one week.

Estimated costs:

GPS DigiCORA MW II upgrade £13,900
Travelling and accommodation costs £5,500
Air freight £500
Total cost £19,900

10. *If this request is related to the supply of specific equipment, components, software, etc., indicate the specific items required and supplier(s) that are known to be able to satisfy the requirement*

1. GPS upgrading for MW II DigiCORA

1 x Main Processor MPU 13
1 x GPS Processor MWG
Software upgrade for MW II
Local GPS antenna GA with cable
Wiring Kit for MW II
Ground check set GC 23

2. Installation and operator training

Installation and operator training at site by one Vaisala engineer, for a period of five working days, which includes travelling expenses and accommodation costs.

3. Spare Cards

1 x Main Processor MPU 13
1 x GPS Processor MWG

Supplier: Vaisala Oy, Finland

11. *Project partnerships, if any (e.g., if this project is to be combined with other funding, such as UNDP or national funds, please indicate the amount of other funds approved or requested)*

The Government is expected to continue supporting the operation of the upper-air station through the maintenance of the system, consumables and the general running of the station.

12. *Reason why other sources of assistance cannot be expected*

With the current economic and financial problems it is unlikely that the necessary funding for the hardware and software upgrades will be supported by the Government. Other sources of assistance cannot be expected.

13. *Contact details of designated focal point who is responsible for the implementation and report of the project*

Name: **Name of Focal Point**

Title:

Address:

Telephone No.:

Telefax No.:

e-mail:

Signed:

Title: The Permanent Representative
of **(Member country name)** with WMO
Authorized to sign on behalf of the
Government

Place: **(City name)**

Date: 1 June 2011