

*Building Resilience to High-Impact Hydro-meteorological Events through  
Strengthening Multi-Hazard Early Warning Systems in Small Island Developing  
States and Southeast Asia project*

***Session 3b: DRAFT Terms of Reference (ToR) of the  
Southeast Asia Project Steering Committee (SEA-PSC)***

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1st Meeting of the Southeast Asia Project Steering Committee (SEA-PSC-1)

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**World Meteorological Organization**

**Organisation météorologique mondiale**

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# 1. Roles of the Project Steering Committee

1.1 The Project Steering Committee's (PSC) role is to provide overall oversight and direction on project implementation and will perform the following functions:

- a) Ensure that the project is aligned with relevant national and regional strategies and priorities in Southeast Asia (SEA);
- b) Assist in resolving implementation issues, policy conflicts and priority settings and support project risk management to ensure the sustainability of the project results;
- c) Assess project progress and ensure the project delivery is in line with the agreed project documents and work plans;
- d) Ensure coordination with other related programmes and projects implemented by other development partners; and,
- e) Review, advise on and approve project annual implementation work plans and budget.

# 2. Role of the Project Steering Committee Chairperson

2.1 The PSC Chairperson will be a Director of a National Meteorological and Hydrological Service (NMHS) of a participating World Meteorological Organization (WMO) Member in SEA. The PSC Chairpersons' tasks include the following:

- a) Confirm the agenda for each PSC meeting;
- b) Explain the purpose and agenda to PSC members at the beginning of each meeting;
- c) Clarify and summarise what is happening throughout each meeting;
- d) Encourage PSC members' attendance of each meeting and their active participation in the discussions;
- e) Ensure all discussion items end with a decision, action or definite outcome;
- f) End each meeting with a summary of decisions and task assignments; and,
- g) Review and approve the draft minutes of each meeting before distribution.

# 3. Role of the Project Steering Committee Members

3.1 Roles of individual PSC members include the following:

- a) Understand the goals, objectives and the desired outcomes of the project;
- b) Understand and represent the interests of the NMHSs and stakeholders of the countries in SEA participating in the project;
- c) Act on opportunities to communicate positively about the project;
- d) Ensure that project funding decisions made are sensible– especially in responding to issues, prioritisation, risks and proposed changes to project activities;
- e) Report on the progress made within their NMHS/country;
- f) Actively participate in meetings through attendance, discussion, and review of minutes, papers and other PSC documents; and,
- g) Support open discussion and encourage PSC members to voice their insights.

# 4. Roles of the World Meteorological Organization Secretariat

4.1. The roles of the PSC Secretariat will be assumed by the WMO Secretariat. The PSC Secretariat consists of the Project Manager of the Canada-CREWS project who acts as the Secretary of the PSC. The roles of the PSC Secretariat are as follows:

- a) Schedule meetings in coordination with the host country and PSC members;
- b) Organise the meetings' venue and other facilities for the meeting as well as travel and accommodation for members if required;
- c) Ensure the agendas and supporting materials are delivered to members in advance of meetings;
- d) Invite other individuals or organisations to attend meetings when requested by the PSC;
- e) Take notes during the meetings and prepare minutes of the meetings for approval by the PSC; and,
- f) Distribute the approved minutes as well as other relevant documents to all PSC members.



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g) Report to the donor

# 5. Membership

5.1. The SeA-PSC should comprise the following members :

- Directors of NMHSs or the Permanent Representative (PR) with WMO, as appropriate, from the countries in SEA participating in the projects among which a Chairperson is designated by the PSC during each meeting;
- The Project Manager from the WMO Secretariat (or other designated WMO officer) as ex-officio member;

5.2 Representatives of the following are standing invitees to the PSC :

- Donors, that is Environment and Climate Change Canada (ECCC) as well as the U.S. Agency for International Development/Office of U.S. Disaster Assistance (USAID/OFDA, for the FFGS component)
- Key regional partners (e.g. RIMES, MRCS, ASEAN (SCMG))
- The Regional Sub-project Management Team (RSMT) for the Severe Weather Forecasting Demonstration Project for Southeast Asia (SWFDP-SeA);
- The Project Steering Committee (PSC) of the Southeast Asia Flash Flood Guidance System (SeAFFGS)

5.3 The PSC may invite non-members – individuals or organisations such as National Disaster Management Offices (NDMOs) – to attend the meetings as observers, if and when requested by the PSC.

# Suggested Project Governance

*(Southeast Asia component)*

## Southeast Asia Project Steering Committee

### Members

- PRs (or their representatives) of Cambodia, Lao PDR, Philippines Thailand and Viet Nam
- Project Manager from WMO Secretariat (ex officio)

### Observers / Invitees

Chairpersons of the RSMT SWFDP-SeA  
Chairperson of the SEAFFGS SG (SAOFFGS SG)

**Donors**  
(ECCC, USAID)

**Partners**  
(RIMES, HRC, MRCS, etc.)

**Project Team**  
(NMHSs, WMO Sec.)

**Pacific SIDS  
component**

**Caribbean SIDS  
component**

# 6. Quorum

6.1. A minimum number of four PSC members is required for decision-making purposes (PRs with WMO or Directors of NMHSs of the participating countries in SEA). In case the quorum is not reached during a meeting, minutes should be circulated to all members for endorsement.

6.2. The minutes will be circulated as soon as possible after the meeting and within two weeks after the meeting at the latest. After receiving the minutes, the members of the PSC have two weeks to endorse any decision made.



# 7. Out-of-Session Decision Making

7.1. If issues arise between meetings that require PSC decisions, it is proposed that out-of-session papers be circulated, seeking PSC members' views.

7.2. In the event that PSC members cannot come to an agreement on a project issue, ECCC in its capacity as project sponsor and the PSC Chairperson will determine the final outcome or decision in accordance with the project's objectives.

# 8. Frequency of Meetings

8.1. The PSC meetings will be held once per year. Wherever possible the meetings will be synchronised with other meetings of senior meteorological personnel of the NMHSs in SEA.

# Thank you

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