



Ref.: 06128/2017-1.1 CER/EXT

Our ref.: 06128/2017/CER/EXT/1<sup>st</sup> VP

GENEVA, 16 February 2017

Annexes: 2

Subject: Electronic voting for the election of First Vice-President of the World Meteorological Organization

Action required: E-mail for e-voting communications to be provided **before 23 February 2017**

Dear Sir/Madam,

I wish to refer to my circular letter 06127/2017/CER/EXT/1<sup>st</sup> VP, dated 16 February 2017, which is attached as Annex 1 for ease of reference, concerning the election by correspondence of the First Vice-President of the World Meteorological Organization (WMO). Further to this letter, I wish to invite you, as Permanent Representative designated by your government, to be the normal channel of communications with the World Meteorological Organization (WMO), to utilize an electronic voting system for this election as an alternative to the traditional paper ballot system already provided to your Ministry of Foreign Affairs. Please note however that you may only vote once, i.e. if you choose to vote using this e-voting system, you must not duplicate your vote by using the traditional system and vice-versa. Kindly ensure with your Ministry of Foreign Affairs that only one vote is cast by your government. Please refer to Annex 3 of letter 06127/2017/CER/EXT/1<sup>st</sup> VP referred to above, regarding the list showing those Members whose Permanent Representatives with WMO have been designated to be the normal channel of communication. It should be noted however that the vote casting period of the electronic ballot will be opened on **1 March 2017** and closed on **30 March 2017**. **The voting by postal ballot will remain open until 18 April 2017.**

The purpose of this letter is to invite you, if you have not already provided to the WMO Secretariat, a personal and non-shared e-mail address for e-voting communications which will be utilized as the unique and recurrent way to interact with you in the context of this and further usage of this e-voting system. **For this reason any change of this e-mail address to be used in such a context shall have to be conveyed to the Secretariat before the start of an election.**

In preparation for an online voting session and to confirm the validity of the e-mail address provided, the Secretariat will reply by sending to this e-mail address your Voter ID, that you will keep safely as you will have to always use it in the identification process to get access to the e-ballot that you will cast in the e-voting system. This e-mail will also inform you on the necessary measures you may have to take to ensure that you will receive the information to activate the e-voting system during the period of its opening. **You will be required to acknowledge receipt of this e-mail.** Only after this acknowledgement, will you be registered as a user of the e-voting system.

To: Permanent Representatives of Member States of WMO (limited distribution)

cc: President of the Organization (for information)

**For those Members who have already received a Voter ID, a new PIN will be sent to enable you to participate in this new voting session.**

The Secretariat has engaged the services of the company Everyone Counts (EoC), a leading provider of state-of-the-art software for election administration and voting systems. EoC will have direct responsibility over the voting process and will inter alia:

- (a) Set up the website for an Election Event,
- (b) Send to the Permanent Representatives who have been registered:
  - (i) The link to the website for the Election Event;
  - (ii) The WMO contact in case of problems, and the e-voting casting period;
  - (iii) The PIN: this is a 9 digit number and is a credential to be used in the identification step with the Voter ID, and which will be updated for each election round.

Details on the e-voting instructions are attached as Annex 2 to this letter, and will be accessible online on the e-voting system as well.

You are hereby kindly requested to provide an e-mail for e-voting communications to the Secretariat Contact at: [e-voting@wmo.int](mailto:e-voting@wmo.int) by **23 February 2017**.

This e-voting system has already been utilized by a number of Members during elections by correspondence for a constituent body and has been demonstrated to be a simple, secure, efficient and reliable method of vote casting. You are therefore actively encouraged to use this system.

If you have any questions regarding this e-voting system, please contact Mr Rob Masters, Director of Cabinet and External Relations Department by e-mail ([rmasters@wmo.int](mailto:rmasters@wmo.int)) or at tel: +41 22 730 82 32.

Yours faithfully,



(P. Taalas)  
Secretary-General

## WMO OMM

WEATHER CLIMATE WATER  
TEMPS CLIMAT EAU

World Meteorological Organization  
 Organisation météorologique mondiale  
 Organización Meteorológica Mundial  
 Всемирная метеорологическая организация  
 المنظمة العالمية للأرصاد الجوية  
 世界气象组织

## Secrétariat

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GENEVA, 16 February 2017

- Annexes: 5 - Extracts of relevant WMO Regulations (Annex 1)  
 - Voting slip (Annex 2)  
 - List of PRs designated as normal channel of communications (Annex 3)  
 - envelopes (1 blank and 1 authenticating)  
 - envelope marked SG/RG(1<sup>st</sup> VP) (Annexes 4 & 5)

Sir/Madam,

I have the honour to refer to my communications of 7 November 2016 (ref.: 7390-16/SG/RG (1<sup>st</sup> VP)) and of 9 December 2016 (ref.: 7398-16/SG/RG (1<sup>st</sup> VP)), concerning the election by correspondence of the First Vice-President of the World Meteorological Organization (WMO).

Subsequently, two nominations were received before the deadline of 8 February 2017. The following two candidates, who have confirmed their willingness to stand for the office of the First Vice-President of the Organization, constitute the final list of candidates for the present election as provided for in Regulation 93 of the General Regulations of the Organization:

Mr Shamsuddin AHMED (Bangladesh)  
 Ms Vida AUGULIENĖ (Lithuania)

The purpose of this letter is to proceed with an election by correspondence for the above-mentioned office in conformity with the relevant extracts of the Articles of the Convention and General Regulations, attached as Annex 1.

As Regulation 82 of the General Regulations requires that in all elections, voting shall be by secret ballot, I am enclosing herewith a voting slip together with two envelopes, one blank and one authenticating the vote.

The Members of the Organization which are States are entitled to vote in this case in accordance with Article 11 (a) (4) of the Convention of the Organization. I therefore have the honour to invite Members which are States to participate in the election for the office of the First Vice-President of the Organization and, in doing so, to observe the following procedures and practices:

- (a) The voting slip should contain only **one name**, i.e. the name of the preferred candidate amongst those listed above. No other notation, mark or sign revealing the identity of the voter should appear on the voting slip;

To: Ministers of Foreign Affairs of Member States of the World Meteorological Organization (limited distribution)

- (b) The completed voting slip should be placed in the blank envelope, which is to be sealed. Nothing should be written, stamped or signed on this envelope;
- (c) The blank envelope should then be placed in the authenticating envelope, which is also to be sealed and the information on the outside of the envelope completed as indicated on it;
- (d) The authenticating envelope has to be signed by or on behalf of the Minister for Foreign Affairs or, in case of those matters to which the provisions of Regulation 6(a) of the General Regulations apply, by the Permanent Representative with WMO or a person authorized to sign on behalf of the Permanent Representative and designated as such to the Secretary-General (Regulation 72(b) of the General Regulations).

It should be emphasized that voting slips signed by those Permanent Representatives whose attributions have been notified to the Secretary-General as being limited to technical matters only, cannot be considered valid unless otherwise formally indicated by their respective government ;

- (e) The vote is to be received by the Secretary-General not more than sixty days after the date of dispatch of the present letter (Regulation 72(a) of the General Regulations), i.e. **not later than 18 April 2017**;
- (f) Only votes of Members entitled to vote shall be considered. In this connection, Resolution 37 (Cg-XI) stipulates, inter alia, that those Members who have not paid their contributions for more than two consecutive calendar years shall not be entitled to vote in sessions of constituent bodies of the Organization, nor to participate in a vote by correspondence of constituent bodies of the Organization.

I should be greatly obliged if you would kindly return the voting slip duly completed and sealed in conformity with the above procedures and practices by registered airmail, so that the vote reaches the Secretariat before the final closing date of **18 April 2017**.

Please be aware that Permanent Representatives designated by their government to be the normal channel of communications with WMO (list attached as Annex 3, for ease of reference), will be invited under separate cover to utilize an electronic voting system for this election, as an **alternative** to the traditional paper ballot, herein provided. Therefore kindly ensure with your Permanent Representative that only one vote is cast by your government.

If your Permanent Representative does **not** appear on the list at Annex 3, please proceed with the voting procedure as outlined above.

A copy of this letter with Annexes 1 and 3 is being sent to the Permanent Representative of your country with WMO, to the President of the Organization and also to Permanent Missions of Member States of WMO, for information.

Accept, Sir/Madam, the assurances of my highest consideration.



(P. Taalas)  
Secretary-General)

*WMO Basic Documents No.1*  
*2015 edition*

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## CONVENTION

### **Officers of the Organization and members of the Executive Council**

#### **Organization**

##### ARTICLE 4

(b) There shall be a President and three Vice-Presidents of the Organization who shall also be President and Vice-Presidents of Congress and of the Executive Council.

##### ARTICLE 6

(a) Eligibility for election to the offices of President and Vice-Presidents of the Organization, of president and vice-president of the regional associations, and for membership, subject to the provisions of Article 13 (c) (ii) of the Convention, of the Executive Council, shall be confined to persons who are designated as Directors of their Meteorological or Hydrometeorological Services by Members of the Organization for the purpose of this Convention, as provided for in the Regulations.

##### ARTICLE 11

#### **Voting**

(a) In a vote in Congress each Member shall have one vote. However, only Members of the Organization which are States (hereinafter referred to as "Members which are States") shall be entitled to vote or to take a decision on the following subjects:

(4) Election of the President and Vice-Presidents of the Organization and of the members of the Executive Council other than the presidents of the regional associations;

#### **The Executive Council**

##### ARTICLE 13

#### **Composition**

The Executive Council shall consist of:

(c) Twenty-seven Directors of Meteorological or Hydrometeorological Services of Members of the Organization, who can be replaced at sessions by alternates, provided:

(ii) That not more than nine and not less than four members of the Executive Council, comprising the President and Vice-Presidents of the Organization, the presidents of regional associations and the twenty-seven elected Directors, shall come from one Region, this Region being determined in the case of each member in accordance with the Regulations.

## GENERAL REGULATIONS

### **Members of the Executive Council**

##### REGULATION 17

Article 13 of the Convention establishing the composition of the Executive Council is clarified by the present Regulation on the distribution of the seats in the Executive Council as follows: Region I (Africa): 9; Region II (Asia): 6; Region III (South America): 4; Region IV (North America, Central America and the Caribbean): 5; Region V (South-West Pacific): 4; and Region VI (Europe): 9.



## **Voting by correspondence**

### **REGULATION 66**

Between sessions any question within the terms of reference of a constituent body which, in the opinion of its president, could be solved by correspondence, may be submitted to a vote by correspondence subject to the following provisions:

- (a) A vote by correspondence by Members of the Organization, when Congress is not in session, shall be taken only on matters which are not reserved in the Convention for decision by Congress in session and Articles 11 and 12 of the Convention shall apply in any such vote by correspondence;
- (b) In a vote by correspondence by members of the Executive Council, Article 16 of the Convention shall apply;
- (c) In a vote by correspondence, upon a proposal before a commission, the votes shall be cast by the Permanent Representatives of the Members represented on the commission.

### **REGULATION 67**

Votes by correspondence, other than an election, shall be preceded by an exchange of opinion in the following cases:

- (a) If the president of the constituent body so decides;
- (b) If any of those entitled to vote requests such action within 30 days of the date of dispatch of the request to vote;
- (c) If the question put to the vote falls within one of the following categories:
  - (i) Questions leading to changes in the Technical Regulations;
  - (ii) Questions affecting the Organization's programme;
  - (iii) Questions affecting the relations between the Organization and another intergovernmental body or an organization with which WMO has defined its relations;
  - (iv) Proposals whose implementation, if they are accepted, would call for extensive or costly action on the part of Members.

In the case of a commission the exchange of opinion shall be between the Members represented on the commission.

### **REGULATION 68**

The president of a constituent body, when requesting opinions in accordance with Regulation 67, shall present any available information for and against the proposal; suggest, whenever appropriate, a date for implementation of the proposal if it is adopted; and indicate a time limit for the receipt of comments on the proposal.

### **REGULATION 69**

(a) If any comments received in response to the action taken in accordance with Regulation 68 specifically request modifications of the proposal circulated by the president of the constituent body, the latter shall initiate a second circular to all Members or members entitled to vote informing them of each of the proposed modifications and other comments and requesting each Member or member to indicate, within 45 days of the date of dispatch of this second circular, whether that Member or member:

- (i) Supports the adoption of the original proposal without change;
- (ii) In the case of each proposed modification, supports or opposes that modification;
- (iii) Prefers that a decision upon the original proposal should be deferred until the next session of the constituent body;

(b) In the light of the replies received the president of the constituent body shall decide whether to proceed with the vote by correspondence or to defer further action until the next session of the constituent body;

(c) If the president of the constituent body decides to proceed with the vote by correspondence, he shall prepare an appropriate draft resolution or recommendation and shall arrange for the Secretary-General to conduct the vote by correspondence upon it. No proposal or amendment of the draft resolution or recommendation being voted upon shall be receivable from any Member or member until after the close of the ballot.

### **REGULATION 70**

Any proposal submitted to a vote by correspondence shall be arranged so that independent questions are voted on separately.

#### REGULATION 71

The provisions applicable to a vote by correspondence shall be those in force on the date of dispatch of the request to vote.

#### REGULATION 72

A vote, in any vote by correspondence, including an election, shall be valid only if the voting slip:

- (a) Is received by the Secretary-General not more than 60 days after the date of dispatch of the request to vote;
- (b) In the case of Members, has been signed on behalf of the Minister for Foreign Affairs of the Member or, in the case of those matters to which the provisions of Regulation 6 apply, by the Permanent Representative of the Member or a person authorized to sign on behalf of the Permanent Representative and designated as such to the Secretary-General.

The Secretary-General shall determine whether a voting slip is valid or not.

#### REGULATION 73

- (a) Except in commissions, the quorum for voting by correspondence within a constituent body shall equal the quorum required for a meeting of that body;
- (b) The quorum for voting by correspondence within commissions shall be a majority of the number of Members represented on that commission;
- (c) If the number of replies received by the Secretary-General during the 60-day period referred to in Regulation 72 does not reach the quorum required for voting by correspondence, the motion shall be considered as lost.

#### REGULATION 74

All votes by correspondence, including elections, shall be conducted by the Secretary-General. At least two senior officials of the Secretariat shall be designated by the Secretary-General to check and count the voting slips received. A statement certifying the results of the ballot shall be established and signed by these officials after such a count. The voting slips shall be retained by the Secretary-General for a period of 180 days after the close of the ballot and then destroyed.

#### REGULATION 75

The president of a constituent body shall cancel a vote by correspondence in any of the following cases:

- (a) If the vote was not preceded by an exchange of opinion and a request is received to have an exchange of opinion in accordance with Regulation 67 (b); or
- (b) In case of election between sessions, if any of the persons on the final list of candidates withdraws his agreement to be a candidate or is no longer eligible for the office to which he is nominated.

In these cases, the voting slips received in response to the letter of the request to vote shall be considered null and void.

#### REGULATION 76

The rules as given in Regulations 61 to 63 and 95 to 109 are not applicable in the case of votes conducted by correspondence.

#### REGULATION 77

The president of a constituent body may approve a proposal on behalf of that body, without a vote by correspondence, under the following conditions:

- (a) When presenting the proposal to the constituent body, he shall have indicated his intention to do so provided that no objection is expressed;
- (b) A period of 90 days from the date of the issue of the circular letter presenting the proposal shall have been allowed for replies;
- (c) No objection shall have been received within that 90-day period from any of those entitled to vote.

#### REGULATION 78

Any decision of a constituent body adopted by a vote by correspondence shall have for all purposes of the Organization the same force, effect and status as if it had been adopted by the constituent body in session, and any provision of the Convention or these Regulations applicable to a decision adopted in session shall be equally applicable to a decision adopted by a vote by correspondence.

#### REGULATION 79

Except in votes by correspondence by the Executive Council, the result of a vote by correspondence in the form of the numbers of votes cast for and against and the number of abstentions shall be communicated to all Members invited to participate in the vote. A list showing the votes of individual Members shall be sent to any Member, on request, provided such a request is received within 180 days of the close of the ballot and unless two or more Members invited to participate in the vote have requested, before the voting terminates, that this information not be communicated.

#### REGULATION 84

In Congress, separate elections shall be held for the offices of President, First Vice-President, Second Vice-President and Third Vice-President of the Organization, in that order. The President and the three Vice-Presidents shall normally belong each to a different Region.

### **Elections between sessions**

#### REGULATION 91

- (a) Elections between ordinary sessions of a constituent body shall take place to fill an office or a place in the body as prescribed in Regulations 15, 16 (a) and 145;
- (b) Notwithstanding Regulation 75 (b), the eligibility of candidates for election by correspondence other than those prescribed by Article 6 (a) of the Convention as well as Regulations 168 (a) and 185 shall be that prevailing on the date of dispatch of request to nominate candidates as provided for in Regulation 92;
- (c) Notwithstanding the application of Regulation 15, the president of an association or commission may also, in exceptional cases, arrange to hold elections by correspondence for any other office or place in the body in question.

#### REGULATION 92

When it is decided to hold elections by correspondence, the Secretary-General shall invite those entitled to vote to nominate in advance eligible candidates for the office or place to be filled. The president who requested the election shall decide on the duration of the period, which shall not be less than 30 days, during which nominations of candidates will be received.

#### REGULATION 93

Before proceeding with the election, the Secretary-General shall ascertain that each person whose name has been submitted is eligible for the office or place to be filled and is willing to be included among the candidates for election. For this purpose, a period of 20 days shall be allocated, after which he shall establish the final list of candidates.

When the list of candidates contains only one name, this candidate shall be declared elected.

#### REGULATION 94

The provisions of Regulations 72, 73, 74, 75 (b), 82, 83, 87 and 90 shall apply *mutatis mutandis* in the case of elections between sessions. A second ballot in conformity with Regulation 87, will however not be held if the results of the first ballot are not available at least 180 days before the next ordinary session of the body concerned.



### **III. Executive Council Introduction**

#### **REGULATION 141**

A Member which belongs to more than one association shall, for the purposes of Article 13 of the Convention, normally be regarded as coming from the Region in which the headquarters of its Meteorological Service is located. Such a Member may, however, for the purposes of Article 13, select another Region to which it belongs, in which the greater part of its territory lies. Any other choice of Region shall require the approval of Congress. In all cases, the choice of the Region must be announced before the elections covered by Article 8 (j) of the Convention begin, and such choice may not be changed during the session.

#### **REGULATION 145**

When a vacancy among the members elected in accordance with Article 13 (c) of the Convention occurs in the Executive Council between sessions of Congress, an acting member shall be designated by the Executive Council in conformity with the provisions of that article and of Regulation 17. The acting member shall serve until the closure of the next ordinary session of Congress. If, however, the vacating member is the president of an association, the acting president of the association shall serve until the election of a new president of the association concerned.

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**LIST OF WMO MEMBERS WHOSE PERMANENT REPRESENTATIVES HAVE BEEN  
DESIGNATED BY THEIR GOVERNMENT TO BE THE NORMAL CHANNEL OF  
COMMUNICATIONS\***

Afghanistan	Latvia
Algeria	Lesotho
Angola	Lithuania
Argentina	Malaysia
Armenia	Maldives
Australia	Mali
Austria	Mauritius
Bahamas	Monaco
Bahrain	Mongolia
Barbados	Montenegro
Belize	Netherlands
Bhutan	New Zealand
Botswana	Nigeria
Bulgaria	Pakistan
Canada	Paraguay
Chile	Poland
China	Portugal
Cook Islands	Republic of Moldova
Costa Rica	Romania
Côte d'Ivoire	Russian Federation
Croatia	Rwanda
Cyprus	Saint Lucia
Czech Republic	Saudi Arabia
Denmark	Senegal
Ecuador	Serbia
Egypt	Singapore
Eritrea	Slovakia
Estonia	Slovenia
Fiji	South Africa
Finland	Swaziland
France	Sweden
Georgia	Switzerland
Germany	Thailand
Greece	The former Yugoslav Republic of Macedonia
Guatemala	Trinidad & Tobago
Hungary	Tunisia
Iceland	Turkey
India	Turkmenistan
Iran, Islamic Republic of	Uganda
Israel	Ukraine
Italy	United Arab Emirates
Jamaica	Uruguay
Kazakhstan	Uzbekistan
Kenya	Yemen
Kuwait	
Lao, People's Democratic Republic	

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\* Please refer to paragraph 7 of this letter. It is to be noted the Members that are not mentioned above are either in arrears for more than two consecutive calendar years and therefore not eligible for voting (Resolution 37 (Cg-XI)) **OR** that the authority to sign voting slip was indicated in a previous correspondence as being the Ministry of Foreign Affairs **OR** that no correspondence was received designating the authority to sign voting slips on behalf of the Permanent Representatives.

In the last two cases, the voting slips should be signed **by or on behalf** of the Minister of Foreign Affairs of the Member country.

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## Voting Instructions

Select from the following links to review voting instructions.

- [Logging in to the election](#)
- [Selecting a Candidate](#)
- [Reviewing Your Selections](#)

### Logging in to the Election

1. To log in and access your ballot, you must enter the Voter ID (which is not case sensitive) provided by the WMO, and the 9 digit PIN that was emailed to you. The 9-digit PIN is valid for one voting contest only.
2. Press "Log In" to access your ballot.
3. If you receive an error message, please verify that you entered your information accurately.
4. If you continue to have trouble, please [contact](#) the World Meteorological Organization Secretariat (see "Contact").

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### Selecting a Candidate

1. You may only vote for one candidate. Click the empty box to the left of your choice. A checkmark will appear in the box.
2. To change your vote, make another choice.
3. If you do not wish to cast a vote for any candidates, don't select any boxes.
4. Click the "Continue" button at the bottom of the page to move to the Vote Summary page when you are ready to review your selection before casting your ballot.

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### Reviewing Your Selections

1. If you wish to change any of your selections, click "Change Selection". This will take you directly to the contest page (see e.g. selecting a candidate).
2. If you have more selections that you can make, or if you did not select any candidates for a contest, you will be shown an alert message.
3. When you have finished reviewing your selections and are ready to cast your ballot, select the "Submit" button at the bottom of the page.

## FAQ

Below, you will find answers to commonly-asked questions. Use the following links to see specific question types.

- [Election Dates and Eligibility](#)
- [Logging in](#)
- [Voting](#)
- [Accessibility and Security](#)

## Election Dates and Eligibility

- 1. When can I vote in the election using this e-voting system?**  
The electronic election will be available from 00:00am UTC on 1 March 2017. The electronic election will be available until 23.59 UTC on 30 March 2017. In the event that all eligible votes cast are received prior to this deadline, the vote will be closed accordingly.
- 2. Who can vote in the Election?**  
A Permanent Representative of a Member State with WMO who has been designated by their government to be the normal channel of communication and whose Member has voting rights.
- 3. What if I am unable to vote in the official e-voting period?**  
There is provision for the electronic voting period to be extended – all voters would be advised if this were to occur.
- 4. Do I have to fill in my ballot online?**  
No. You may still choose to cast your vote via the traditional postal method if you prefer. But in this case, don't use the e-voting system at all.

## Logging in

- 5. I entered my Voter ID and my PIN into the login screen but it is not working, what do I do?**  
First, make sure you entered your credentials exactly as they are recorded. Make sure that there are no leading or trailing spaces when you are typing/copying the credentials into the boxes.

If you continue to have trouble please contact [the WMO](#).

## Voting

- 6. I logged in to vote and did not complete my ballot and was logged out by the computer. What do I do?**  
For security purposes if you do not complete voting due to non activity the system will log you out after 15 minutes. This is so no one else can vote for you. If you were unable to complete your vote and did not click the Logout button at the end of the election then you will be able to log back in and complete your vote.

If you cannot gain entry to the ballot again please contact [the WMO](#).

- 7. My computer or device crashed whilst I was voting and I can't get back to the ballot.**  
Please contact [the WMO](#), they will be able to arrange a new unique PIN for this election.

## Accessibility and Security

- 8. How does this online process help me if I am vision impaired?**  
The system has been designed to work with screen-reading utilities such as JAWS and Window Eyes, as well as on-screen magnifiers and keyboards.

For screen reader compatibility, we recommend JAWS with Internet Explorer or NVDA with Firefox. JAWS and Firefox have known compatibility issues that can lead to a confusing screen reader experience.

**9. What web browsers are compatible with the election software?**

Internet Explorer, Firefox, Google Chrome, and Safari are all compatible with the election software. These are all free and available for download online. For best results, please ensure that your Internet browser is up to date.

**10. Can I vote using a mobile device such as BlackBerry or an iPad?**

This election is compatible with Safari and Android mobile browsers. It is not supported by the BlackBerry web browser at this time.

**11. Is it safe to vote online?**

Yes. Your vote is protected with online banking strength encryption. Your vote is secret and is stored separately to your login credentials.

**12. I still need help who should I contact?**

Please contact [the WMO](#).

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