



World Meteorological Organization  
Organisation météorologique mondiale

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Our ref.: SG/DSG/GFCS

GENEVA, 20 February 2012

Annex: 1

Subject: Case studies to document experiences and lessons learned in the development, provision and application of climate Services

Action required: Notify the Secretariat of your interest in developing case studies and provide Focal Points

Dear Sir/Madam,

As you are aware, the process for the development of the Draft Implementation Plan of the Global Framework for Climate Services (GFCS) is well under way. Under the leadership of the World Meteorological Organization (WMO), in collaboration with partners, Members and stakeholders, a First Draft of the Implementation Plan will be considered by the sixty-fourth session of the Executive Council (June/July 2012) in preparation for a World Meteorological Extraordinary Congress in October 2012. This process is enriched by the participation of more than 100 experts involved in the writing process, designated by Governments, United Nations and international agencies and regional organizations. It also takes into account input from several hundreds of experts who participated in the six consultation meetings under the main pillars and priority areas of the GFCS organized in collaboration with partner organizations and Members, since August 2011.

In the various consultation meetings held so far, concrete examples of the development, provision and application of climate services and the corresponding benefits in various areas and countries were requested to inform the development of the Draft Implementation Plan. In this regard, I would like to request you to contribute case studies following the template, which is attached hereto. The case studies should indicate your success factors as well as challenges and lessons learned in the development, provision and application of climate services.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6623)

cc: Hydrological Advisers to Permanent Representatives

I would appreciate it if you could notify the Secretariat of your interest in contributing case studies and provide the contact details of your focal point in order to facilitate communication by the end of February 2012 to the attention of:

Mr Filipe D.F. Lúcio  
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Global Framework for Climate Services  
World Meteorological Organization  
7 bis, Avenue de la Paix  
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CH-1211 Geneva, 2, Switzerland

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<http://www.wmo.int/gfcs>

It is envisaged that the first drafts of the case studies would be received by the WMO Secretariat no later than 10 April 2012 so that preliminary lessons can be incorporated into the First Order Draft of the Implementation Plan of the GFCS. The case studies contributed will be compiled into a compendium, which will be launched at a Technical Conference on the GFCS that will precede the Extraordinary Congress in October 2012.

Mr Lúcio will be available to provide additional information and liaise with your nominated focal point in the development of the case studies.

I look forward to your active involvement in the documentation of the rich experiences that exist in your country.

Yours faithfully,



(J. Lengoasa)  
for the Secretary-General

# **WORLD METEOROLOGICAL ORGANIZATION**

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**SG/DSG/GFCS, ANNEX**

## **GLOBAL FRAMEWORK FOR CLIMATE SERVICES**

### **CASE STUDY SOLICITATION**

**JANUARY 2012**

#### ***Introduction***

The Global Framework for Climate Services is a coordinated collective of the UN system, Members of the WMO and relevant stakeholders intended to facilitate the coordinated provision of climate services worldwide.

In an effort to advance common understanding about climate services, the GFCS is soliciting case studies that document experiences in the provision, development and application of climate services. Case studies should detail the perspective of users of climate information as well as that of providers of such information. They should highlight successful strategies, detail challenges, and share lessons learned.

Case studies will form an integral part of the GFCS implementation plan. The plan, currently being drafted by over 100 experts worldwide, will be presented before an Extraordinary World Meteorological Congress in October 2012, which will guide the activities of the GFCS in the years ahead. Case studies will be collected into a single document and distributed at the Extraordinary Congress.

Though each case study will of course be unique, authors should attempt to answer as many of the questions posed by the case study guidelines as possible. Questions, comments, or suggestions should be directed to:

Filipe D.F. Lúcio  
Global Framework for Climate Services  
WMO  
flucio@wmo.int

In the development of the case studies, two timelines should be considered: April for the first drafts and July for the final draft.

## **GFC Case Study Guidelines**

Please describe your climate service activity in the following terms.

### **a. WHAT?**

- i. Briefly describe the service being provided. What socioeconomic issue/problem does your project/service address? What audience does it target?
- ii. Briefly describe the climate and contextual information that is incorporated into the service.
  - What kinds of climate information are used? What are the sources of this information (National Meteorological Service/other)? How is information accessed (including, for instance, format, cost)?
  - Is information regarding socioeconomic factors a part of the service? If so, what is the source of this information and how is it accessed?
  - Is the information tailored to specific users? Who is responsible for tailoring information (user/provider/ joint team)?
  - How is climate information used in decision making?

### **b. HOW?**

- i. Processes & mechanisms
  1. **Stakeholder identification:** Who are the stakeholders involved in the process and how were they identified? How did the group decide to focus on this issue? Who was involved in making this decision?
  2. **Stakeholder involvement:** Please describe the full chain or network associated with your activity and any mechanisms to facilitate the dissemination of information. Who do you give information or advice to? Who gives information or advice to you? Describe the channels used to access climate information products and services.
  3. **Funding mechanisms:** Briefly describe the program's business model. Is the programme supported by donor, government, or private sector funding, or by some combination thereof? Are there challenges to financial sustainability? Is it possible to upscale this project? What investments have been made in infrastructure?
  4. **Implementation:** Does the service involve one or more institutions? If more than one institution is involved, what are their roles in the management of the project? How are decisions made?
  5. **Evaluation:** Is there a process by which the project/service is evaluated? Are there mechanisms to understand the value of the decisions informed by the service? Are there processes for soliciting user feedback and adjusting the service in response? Are there concrete examples of this activity facilitating adaptation to climate change?
- ii. Capacities
  1. **Present:** What human, infrastructural, institutional and procedural capacities were necessary to build your service? Please describe the level of climate expertise in user organizations and the extent to which these organizations rely on external support for interpretation of information.
  2. **Lacking:** What capacities were lacking and how were they overcome (for instance, joint projects, interchange of personnel, etc.)?
    - i. Describe a challenge you faced in matching information products or services available to needs.
    - ii. Describe any innovations that were put in place to meet needs.

**c. WHAT NEXT?**

- i. What are goals for the future of the project/service?
- ii. Could your programme be scaled up? Could lessons learned be transferred to other sectors and/or locations? What did and did not work?
- iii. What are the main challenges moving forward?

**d. PRINCIPLES of the GFCS:**

Authors are also encouraged to indicate which, if any, of the Principles of the Global Framework on Climate Services (listed below) are reflected in their service and how they have been included. More on the background, history and ongoing activities of the GFCS can be found under [www.wmo.int/gfcs](http://www.wmo.int/gfcs).

- Principle 1:** All countries will benefit, but priority shall go to building the capacity of climate-vulnerable developing countries.
- Principle 2:** The primary goal of the Framework will be to ensure greater availability of, access to, and use of climate services for all countries.
- Principle 3:** Framework activities will address three geographic domains; global, regional and national.
- Principle 4:** Operational climate services will be the core element of the Framework.
- Principle 5:** Climate information is primarily an international public good provided by governments, which will have a central role in its management through the Framework.
- Principle 6:** The Framework will promote the free and open exchange of climate-relevant observational data while respecting national and international data policies.
- Principle 7:** The role of the Framework will be to facilitate and strengthen, not to duplicate.
- Principle 8:** The Framework will be built through user – provider partnerships that include all stakeholders.
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