



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
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Our ref.: DRA-RAF/RELOC/RO

GENEVA, 16 October 2013

Annexes: 2 (available in English only)

Subject: Hosting of the Regional Office for Africa

Action required: Notification to be sent to the WMO Secretariat **by 18 November 2013** if it is the intention of your Government to offer hosting the WMO Regional Office for Africa

Dear Sir/Madam,

Over the past years, the Regional Office for Africa has been playing an instrumental role as point-of-contact between Members and WMO. The Regional Office (RO), together with its WMO Offices in the Region (WORs) formerly known as Sub-regional Offices (SROs), currently located in Abuja, Nigeria and Nairobi, Kenya, monitor the needs of the sub-regions and individual Members and facilitate the provision of appropriate advice and assistance through relevant technical departments in the Secretariat.

Promoting the role of National Meteorological and Hydrological Services (NMHSs) to increase their visibility as crucial stakeholders in the national and regional development agenda has been a major focus for these Offices. In this regard, they have conducted their advocacy role through missions to Member States and representation at relevant regional events promoting in particular, the socio-economic benefits from weather-, climate- and water-related services to governments, economic sectors and societies.

While noting with appreciation these achievements, RA I at its fifteenth session (Marrakech, Morocco, November 2010) expressed the need to more effectively address the ever-increasing challenges and demands faced by WMO and Members in the Region in recent years. It therefore urged the Secretary-General to explore the relocation of the Regional Office for Africa to the Region in order to improve its effectiveness in the governance and coordination of the regional activities. In the same vein, the Sixteenth World Meteorological Congress (Cg-XVI, Geneva, May 2011) considered the concerns of RA I and the benefits for Regions III and IV achieved through the relocation of the Regional Director to the Region and recommended that the Secretary-General consider a similar approach for other Regions. Congress adopted Resolution 34 (Cg-XVI) inviting the Secretary-General to review, in consultation with the presidents of the regional associations concerned, the current set-up of the WMO Regional Offices and WMO Offices in the Region and propose measures for improving their effectiveness and efficiency, including appropriate relocations, within available resources.

To: Permanent Representatives of Members of Regional Association I (Africa) (AFR-775)

cc: President and vice-president of Regional Association I (for information)

The purpose of this letter is to solicit your kind examination of the possibility of hosting in your country, the WMO Regional Office for Africa and the WMO Offices in the Region noting that the Regional Office would likely be co-located with one of the two WMO Offices in the Region. You are kindly invited to notify the Secretariat, if your Government intends to offer hosting the WMO Regional Office for Africa and/or one of the WMO Offices in the Region. Recognizing that their situation may have changed, countries that currently have host agreements with WMO (Burundi, Kenya and Nigeria) will be asked to indicate whether they wish to be considered for the future location of a WMO Office in Africa, along with other candidate countries. The generic criteria, as well as the procedures and timeline, for the assessment of appropriate location of these Offices in the Region, developed by the Secretariat in light of ensuring their efficient, cost-effective and sustainable operation and management, were endorsed by the RA I Management Group (see Annex I). The minimum requirements, i.e. expected support to be provided by your Government, for hosting a WMO Office in the Region, are given in Annex II.

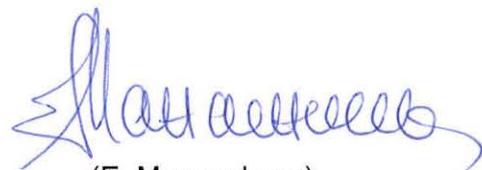
In considering your response to the invitation, it is important to take into account recent developments including:

- (a) The creation of the new post of the Director, Offices for Africa and Least Developed Countries (D/AFLDC). The incumbent is responsible for the management, control and operation of the Regional Office for Africa and the WMO Office for Least Developed Countries in collaboration with the departments/offices and other Regional Offices of the Organization;
- (b) The establishment of an African Ministerial Conference on Meteorology (AMCOMET) Secretariat to support the AMCOMET process and the outcome of the second session of AMCOMET, Victoria Falls, Zimbabwe, 15-19 October 2012; and
- (c) The implementation of WMO major initiatives in the Region, including WIS/WIGOS, GFCS, RCC, QMS, Capacity Development, and actualization of the RA I Strategic and Operating Plans.

Upon receipt of letters of intent from Members, these candidate Members will be duly informed of the detailed selection procedures and criteria agreed by the Management Group of RA I, and will be invited to complete a survey/assessment questionnaire for more detailed information including available government support to facilitate the objective assessment by the RA I Management Group. In response to the request made by Congress in Resolution 34 (Cg-XVI) and based upon the above-referenced assessment by the RA I Management Group, the Secretary-General will make a proposal within the available resources for the location of the RO and the WORs in Africa.

I would be grateful to receive your notification, if it is the intention of your Government to offer hosting the WMO Regional Office for Africa and/or one of the WMO Offices in the Region, preferably **by 18 November 2013**.

Yours faithfully,



(E. Manaenkova)  
for the Secretary-General



**WORLD METEOROLOGICAL ORGANIZATION**  
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**DRA-RAF/RELOC/RO, ANNEX I**

**LOCATION OF THE REGIONAL OFFICE FOR AFRICA  
AND THE WMO OFFICES IN THE REGION**

**Background**

1. Following the recommendation of the third session of RA I (Africa) (III-RA I: 1962), the post of Regional Representative was established at the WMO Secretariat in Geneva in 1964. The Fifth WMO Congress (Cg-V) adopted the term "Regional Offices" in 1967 while the Seventh Congress (Cg-VII: 1975) changed the title "Regional Representative" to "Regional Director".
2. In view of increased activities in the Region, the Eighth Congress (Cg-VIII: 1979) endorsed the recommendation of the seventh session of RA I (VII-RA I: 1978) urging the transfer of the Regional Office for Africa to the Region. At the invitation of the Government of Burundi, the Regional Office for Africa was transferred to Bujumbura and officially opened on 19 February 1981. Furthermore, the Twelfth Congress (Cg-XII: 1995) agreed to the proposal for the establishment of Sub-regional Offices to provide increased support to Members in the most cost-effective manner. Subsequently, the Secretary-General took actions to establish Sub-regional Offices in Lagos, Nigeria and Nairobi, Kenya.
3. The Regional Director for Africa was temporarily re-located from Bujumbura to Geneva in 1995. The Sub-regional Office for Western Africa was established in Lagos, Nigeria in February 1997. The staff of the Lagos Sub-regional Office for Western Africa was transferred to Abuja, Nigeria in April 2003. Since the Fifteenth Congress (Cg-XV: 2007), the Sub-regional Offices have been referred to as WMO Offices in the Region, i.e. WMO Office for North, Central and West Africa, and WMO Office for Eastern and Southern Africa.
4. The Sixteenth Congress (Cg-XVI, May 2011) adopted Resolution 34 (Cg-XVI) inviting the Secretary-General to review, in consultation with the presidents of the regional associations concerned, the current set-up of the WMO Regional Offices and WMO Offices in the Regions and propose measures for improving their effectiveness and efficiency, including appropriate relocations, within available resources.

**MECHANISM FOR CONSULTATIONS WITH MEMBERS WITH TIMELINES**

5. The time-table for the review exercise is described in the 5 steps below:

**Step 1**

- Review of the generic criteria for the location of the Regional Office and WMO Offices in the Region and seek endorsement of the Management Group (MG) of the Regional Association; (done: April-August 2013);
- Send circular letters to Members informing them of the details regarding the review to relocate these Offices and inviting those wishing to host to indicate their interest; the criteria endorsed by the MG will be attached to this letter (September-October 2013).

**Step 2**

- Carry out analyses of the replies from Members and based on the offers made, prepare a short-list of countries willing to host; (November-December 2013);
- Continue consultations with the short-listed Members which will be asked to make offers and prepare follow up actions for an in-depth assessment (January-February 2014).

Step 3

- Further analyses of the offers made and if required, conduct site visits to the short-listed countries to evaluate the actual situation on the ground and identify possible government support, based on regionally-approved criteria (March 2014);
- Prepare a report with recommendations in consultation of the president of RA I for the consideration of the Secretary-General (April–May 2014).

Step 4

- Submit the matter for the consideration of RA I-16 (late 2014).

Step 5

- Inform Cg-XVII of the decision taken to locate the RA Offices at the selected host countries (June 2015);
- Make final arrangements for location of offices and conclude official agreements with the host governments (September 2015);
- Complete the location of RA I Offices (December 2015).

## GENERIC CRITERIA

6. The criteria for the relocation of the WMO Regional Office for Africa and the WMO Offices in the Region in specific host countries would be the following:

(a) Efficiency *[The criteria for efficiency are developed from the standpoint of how efficiently the Regional Director can perform the duties and responsibilities of the Regional Director/Office.]*:

- Linkage with WMO Programmes and technical and administration departments/offices for collaboration and coordination (time difference to be considered);
- Connection to Members, RA president and subsidiary bodies;
- Presence of partners in the country (UN, international and regional organizations; financial and research institutions) for collaboration and increased advocacy;
- Accessibility/geographical convenience (number of available direct flights, flight time to possible venues of regional events, visa issuance, etc.);
- Accessibility to the info/data and info exchange (with IT support); Internet connection facilities;
- Availability of international conference facilities, equipped with interpretation system and availability of local transportation;

(b) Regional Balance

- Geographical distribution of the Offices;
- Languages (English and French);

(c) Cost-effectiveness and quality of environment:

- Staff salary rate (post adjustment);
- Cost of living and quality of life for staff (e.g., housing, education, healthcare services);
- Office running cost (including security cost);
- Accessibility (mission cost for Office staff and participants for the meetings; cost for holding sessions);
- Availability of Government support (including staff costs, office space, furniture and running cost; and programme/activity cost);
- Facilities for currency exchange;
- Security;
- Environmental friendliness.

## **WMO REQUIREMENTS IN TERMS OF FACILITIES, PRIVILEGES AND IMMUNITIES**

7. The host country and/or national and regional, international organizations in the host country are expected to assist in providing:

- 7.1 Office space;
- 7.2 Office facilities, utilities and services;
- 7.3 Local support staff.

8. The privileges and immunities provided for in the Convention on the Privileges and Immunities of the UN specialized Agencies, including the following, should be granted by the host country:

- 8.1 The Offices should function in full independence and freedom of action to which it is entitled as an international organization. The Offices should also enjoy freedom of meetings, including freedom of discussions and decisions within the framework of their normal functions;
- 8.2 All necessary measures should be taken to facilitate the entry into, residence in, and departure from the host country of all persons called upon to act in an official capacity of the Organization;
- 8.3 The Organization through the Offices will be allowed to hold accounts in all currencies, freely transfer its funds, currencies, legal tenders and other transferable securities, convert into other currencies all currencies and legal tender possessed by it;
- 8.4 The Offices and their staff should be exempted from all jurisdictions for acts resulting from the exercise of their functions as well as from all currency restrictions and local and national taxes;
- 8.5 The host government should ensure the security of the Offices and their staff. In the event of crisis, repatriation facilities should be accorded to the members and their families.

## **STAFFING AND RUNNING COSTS**

9. The staffing of the Regional Office (RO), if collocated with one WMO Office in the Region (WOR), are anticipated to comprise of the following international professional staff, national experts and general services staff:

- (a) 1 Regional Director (D.1) to be funded by WMO (core staff);
- (b) 1 Programme Officer (P.4) to be funded by WMO (core staff);
- (c) 1 Secretary provided by the host country (core staff);
- (d) 1 or 2 Programme Officer(s) financially supported by the host country;
- (e) 1 or 2 Seconded Expert(s) from Member(s); and
- (f) 1 or 2 other support staff (clerk, driver, etc.) provided by the host country.

10. For a WOR not co-located with the Regional Office, the staffing is anticipated to include:

- (a) 1 Senior Officer (P.5) to be funded by WMO (core staff);
- (b) 1 Secretary provided by the host country (core staff);
- (c) 1 Programme Officer financially supported by the host country;
- (e) 1 Seconded Expert from a Member; and
- (f) 1 other support staff (clerk, driver, etc.) provided by the host country.

11. The host country will bear the operational running costs of the offices including stationery, communications (postal, telephone and electronic correspondence) and other specific costs.

#### **HOST COUNTRY AGREEMENT**

12. The hosting of the Offices in the Region will be subject to a host country agreement to be concluded between WMO and the host Government.

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Appendix: 1

## **HISTORICAL BACKGROUND OF THE WMO REGIONAL OFFICE FOR AFRICA AND THE WMO OFFICES IN THE REGION (SUB-REGIONAL OFFICES)**

### **Regional Office**

1. The history of Regional Offices started when a decision to establish the WMO Regional Associations (RAs) was taken by the First WMO Congress (Cg-I) in 1951 through Resolution 32. The subsequent progressive development of WMO's Programmes and activities in the Regions led to the establishment of supporting regional structure in the Secretariat starting with the decision of the Fourth Congress (Cg-IV: 1963) to establish a post entitled "Regional Representative for Africa". This was in response to a recommendation of the third session of RA I (Africa) (III-RA I: 1962). The post was established at the WMO Secretariat in Geneva in 1964. The Regional Office for Africa evolved from the post of Regional Representative and in 1967, the Fifth Congress (Cg-V) adopted the term "Regional Offices", while Seventh Congress (Cg-VII: 1975) changed the title "Regional Representative" to "Regional Director".
2. In view of increased activities in the Region, the Eighth Congress (Cg-VIII: 1979) endorsed the recommendation of the seventh session of RA I (VII-RA I: 1978) urging the transfer of the Regional Office for Africa to the Region. At the invitation of the Government of Burundi, the Regional Office for Africa was transferred to Bujumbura and officially opened on 19 February 1981.
3. At its ninth session, the Association requested the Secretary-General to undertake the necessary consultations with the Government of Burundi with regard to its hosting the Office on a permanent basis. The Tenth Congress (Cg-X, Geneva, 1987), after expressing its deep appreciation to the Government of Burundi for hosting the Regional Office during the ninth financial period, had agreed that the Office should continue in its present location during the tenth financial period unless there was an expressed desire requiring further consideration of the matter. The Tenth Congress supported the proposal of the Association concerning the hosting of the Office in Burundi.
4. In the first instance and in conformity with the existing Agreement between the Government of Burundi and the World Meteorological Organization, the hosting Agreement was renewed for the tenth financial period through an exchange of letters. Discussions were held to modify or reinterpret the Agreement so that the contract relating to hosting would be tacitly renewed from one financial period to the next without any further exchange of letters. In principle, both parties have agreed to such a course of action regarding permanency. It was understood, however, that either signatory to the newly defined Agreement may request a review of the arrangement. A recommendation of the tenth session of RA I (1990) endorsed by the Eleventh Congress (Cg XI, 1991), to pursue actions underway regarding the tacit renewal, could not be concluded as a consequence of the crisis that ensued in the host country. It was noted that the crisis in Burundi had seriously affected the smooth functioning of the Office.
5. Indeed when the security situation sharply deteriorated in the country in March 1995, the UN Security Coordinator advised that UN staff, deemed non-essential, should be reassigned or relocated. Therefore, as of April 1995, the international staff of the Regional Office was reassigned to the WMO Secretariat, Geneva from where they continued to perform their duties.
6. The matter was further discussed at the fiftieth session of the Executive Council (EC-L, June 1998) when it considered the activities and locations of the Regional and WMO Offices in the Region (Sub-regional Offices). The Council recorded its views as follows:
  - i. "As regards the Regional and Sub-regional Offices in Africa, the Council invited the twelfth session of RA I (Arusha, United Republic of Tanzania, October 1998) to address the issue of the location of the Regional Office for Africa vis-à-vis the two Sub-regional Offices established with a view to strengthening coordination with the



other scientific and technical programmes and to maximize the support these Offices are providing to the Members in the Region.”

- ii. “The Council agreed that when WMO personnel are affected by an evacuation order for UN personnel, consideration should be given by the Secretary-General in consultation with the president of the Regional Association concerned, to closing and re-locating the Office within the Region including co-locating it with an existing office.”

7. As a follow up to the decision of EC-L, XII-RA I deliberated on the matter and reiterated its wish to keep the Regional Office close to Members. It requested the Secretary-General to consider, at an opportune time, the transfer on a temporary basis of the Regional Director, who was also the WMO representative for the Office for Eastern and Southern Africa, and his staff, to the location of the Office in Nairobi. This was to ensure the continued and smooth operation of the Regional Office and to enhance the staffing of the WMO Office for Eastern and Southern Africa, which consisted of only one National Programme Officer due to budgetary constraints. However, due to considerations and decisions taken by the Secretary-General, the Regional Director for Africa continued to remain in Geneva. In April 2002, when a new Director for Africa was appointed, he was requested to perform his duties from the Secretariat in Geneva.

8. Service Note No. 9/2003 issued in March 2003, entitled: *Location of Regional Offices and Establishment of New Subregional Offices*, conveyed the decision to transfer the staff of the Regional Office for Africa to Lagos/Abuja, Nigeria, in order to have a balanced distribution of Regional and Sub-regional Offices among the Regions and ensure suitability of their locations. Subsequently, a vacancy notice for the position of the Regional Director issued in November 2003, indicated Abuja, Nigeria as the duty station. The Director who was appointed in July 2004 was again required to remain in Geneva instead of Abuja. Following developments in the Secretariat, Service Note No. 37/2006 on the *Functions, Structure and Organization of DCR Department* was issued on 22 November 2006. It informed that in order to enhance the integration of the WMO Offices in the Regions and the WMO Secretariat in Geneva, it has been decided that the Directors of the Regions will be located in Geneva, but are expected to visit the Members in the Regions in a more systematic manner”.

9. During the Sixteenth Congress (Cg-XVI) (Geneva, May 2011), consideration was given to the benefits for Regions III and IV achieved through the relocation of the Regional Director for the Americas to Paraguay and the request by Regional Association I - Africa (RA I) that such a relocation be considered for the Regional Offices for Africa. Congress recommended that the Secretary-General consider, in consultation with the presidents of RAs concerned, conducting a comprehensive review of the Regional Offices resources and location, and propose measures to enhance their efficiency and effectiveness.

10. In accordance with this recommendation, and after consultation with the RA I president, the Secretariat has initiated a review of the location of the Regional Office for Africa and WMO Offices in the African Region.

### **WMO Offices in the Region (Sub-regional Offices)**

1. The WMO Offices in the Region started when the Twelfth Congress (Cg-XII, 1995) reviewed proposals concerning the reorganization of the Technical Cooperation (TCO) Programme and agreed that the activities of that Programme and of the Regional Programme should be harmonized. In that respect, it agreed that the Secretary-General should adapt the roles and responsibilities of the Regional Offices to include some relevant aspects of technical cooperation activities. Congress considered that the establishment of suitably located WMO Offices in the Region might contribute towards enhancing the implementation of WMO activities in the Region and provide increased support to Members in the most cost-effective manner.



2. Subsequently, the Secretary-General took actions to establish Sub-regional Offices in Africa, as follows:

- i. Lagos, Nigeria - for North, Central and West Africa. The Agreement concluded with the Government of Nigeria on 17 December 1996 and the Office was established on 3 February 1997 by Service Note No. 2/97. The international staff was transferred to Lagos, Nigeria in March 1997. The Office moved from Lagos to Abuja in 2003;
- ii. Nairobi, Kenya - for Eastern and Southern Africa. The Agreement was concluded with the Government of Kenya on 17 April 1998, and the Office was established in July 1998 by Service Note No. 9/98.

3. Since the Fifteenth Congress (Cg-XV: 2007), the Sub-regional Offices have been referred to as WMO Offices in the Regions, i.e. WMO Office for North, Central and West Africa, and WMO Office for Eastern and Southern Africa and the expert level officers in the WMO Offices in the Regions called WMO representatives of respective Regions.

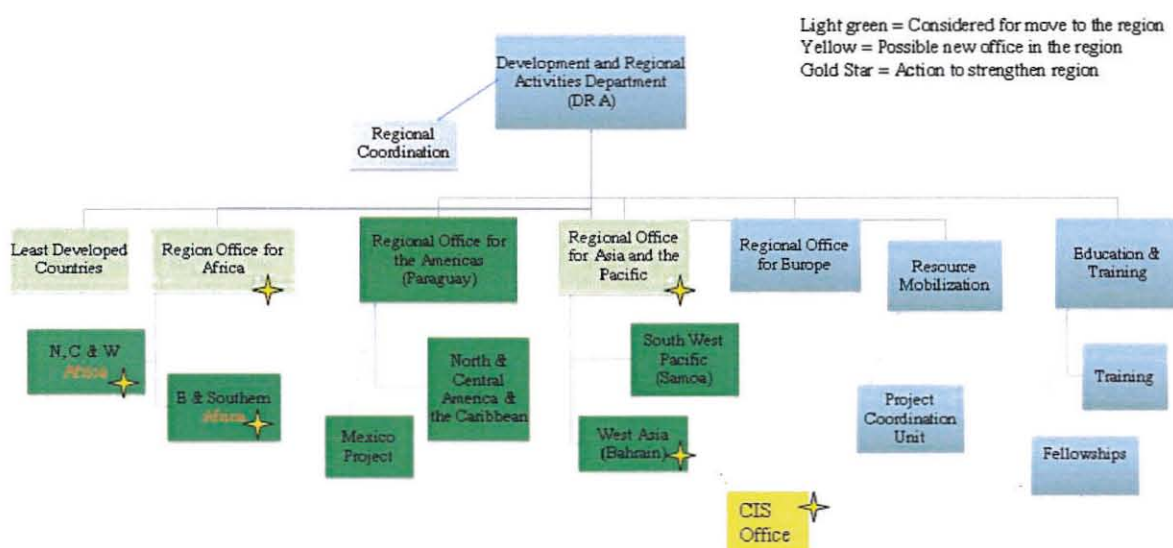


Figure 1 - Organizational Structure of the Development and Regional Activities (DRA) Department (as of July 2013)

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## WORLD METEOROLOGICAL ORGANIZATION

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### DRA-RAF/RELOC/RO, ANNEX II

#### MINIMUM REQUIREMENTS FOR A WMO OFFICE IN THE REGION

(Expected minimum support provided by the Government of hosting Member)

1. Services
    - Post office box and postal service
    - Telephones and faxes for international calls and fax
    - Telephones for national/local calls only
    - Internet access: 24/24 hours, 7 days a week
  2. Premises (Office space) and installations – adequate office space, including electricity connections, light, water and sewage services, night watchman services, cleaning and air conditioning, with the following distribution:

Regional Director's Office (Office for Representative)	1
Offices for Programme Officer and regional officers/consultants	3
Office for Secretary(ies) and archives	1
Library	1
Meeting room for 8 persons and working space for experts/consultants	1
Toilets	1
Parking lot	4
  3. Office furniture and equipment

Large desks with armchairs	2
Medium-size desks with chairs	4
Computer desks	3
Conference table with chairs	1+8
Book shelf with doors and locks	1
Book shelves	4
Book stands with partitions	3
Cabinets for office supplies and materials	4
Coffee tables	2
Visitor chairs	6
Air conditioning (summer/winter) equipment	3
Safe	1
Other office accessories (curtains, carpets, flag mast, hangers, waste baskets, etc.)	
  4. Full-time support staff for the Office
    - One bilingual (English and French) secretary
    - Local/sub-regional languages would also be helpful
  5. Recurrent cost (electricity, telephone/fax fees, Internet fee, postage, and fuel (actual))
-