

TERMS OF REFERENCE OF THE POLICY ADVISORY COMMITTEE

Adopted by the Council at its 79th session (June 2013)
Amended by the Council at its 96th session (June 2020)

Introduction

1. The Policy Advisory Committee was set up following a decision by the Council at its 38th session (June 1993). The Committee will consider policy matters. The work of the Committee shall not overlap that of existing groups such as the Finance Committee and the Scientific and Technical Advisory Committees.

Function and duties

2. The Committee shall draw up opinions and recommendations for submission to the Council on any matters concerning ECMWF policy submitted to it by the Council. The President of the Council can also submit requests to the Committee in the period between Council meetings.

Composition

3. The Committee will be open. The presence of five representatives shall be necessary to constitute a quorum at meetings of the Committee.
4. Each State may be represented by one representative. Representatives may be assisted at meetings of the Committee by advisors.
5. The Chairs of other Committees may be invited as observers. Experts may be invited as observers for selected matters.
6. The Committee shall elect from among its members a Chair and a Vice-Chair from different countries who shall be appointed for one year and who may not be re-elected more than twice in succession. In exceptional circumstances the election or elections may take place by correspondence.
7. The Chair and Vice-Chair shall hold office from the day following the closure of the next Council session. A Vice-Chair who replaces a Chair in mid-term does not thereby start a term of office as Chair in his/her own right.

Conduct of sessions

8. The Committee will meet at the request of the ECMWF Council or at the request of the President of the Council in the period between Council meetings if it appears to be necessary.
9. Unless otherwise specified by the Council or in the Convention, the Rules of Procedure applicable to the Council shall apply, mutatis mutandis, to the proceedings of the Committee.
10. Where he/she deems the urgency to be sufficiently great, the Chair, in consultation with the Vice-Chair, may act on behalf of the Committee. In these circumstances the Chair must report back to the Committee.