

**TERMS OF REFERENCE
OF SUBSIDIARY BODIES OF THE COUNCIL**

March 2010

TABLE OF CONTENTS

ADMINISTRATIVE AND FINANCE GROUP	1
SCIENTIFIC AND TECHNICAL GROUP	3
POLICY ADVISORY COMMITTEE	5
DATA POLICY GROUP	7
STG OPERATIONS WORKING GROUP	9
STG SCIENCE WORKING GROUP	11
ADVISORY COMMITTEE OF COOPERATING STATES	13

ADMINISTRATIVE AND FINANCE GROUP

TERMS OF REFERENCE

Agreed at the 3rd Council meeting, as amended at the 32nd and 62nd Council meetings

1 INTRODUCTION

The purpose of the Administrative and Finance Group (AFG) will be to make appropriate recommendations to the Council on administrative and financial aspects of EUMETSAT, to advise the Council on any relevant action needed and to exercise the financial powers delegated to it by the Council.

2 TERMS OF REFERENCE

2.1 Tasks

The AFG will in particular:

- examine and advise on the draft budgets, supplementary and amending budgets;
- consider and recommend to Council the carrying forward of commitment appropriations (Article 6.1 of the Financial Rules);
- authorise the transfer of appropriations (Article 9 of the Financial Rules);
- examine, and comment as appropriate, the Annual Accounts of the previous year and the Auditors Report and recommend to the Council to give discharge to the Director-General of the implementation of the budgets;
- consider the Reports by the Financial Controller;
- examine and advise on procurement and contract proposals from the financial and legal point of view;
- recommend amendments to the Financial Rules, if necessary;
- examine and advise on personnel and legal matters;
- examine and advise on the conditions for accession of new Member States and Cooperating States;
- undertake other tasks as requested by the Council.

2.2 Composition

The AFG will be composed of representatives nominated by the Member States but not more than one from each, in principle. The representatives may be assisted by advisers at AFG meetings. For certain meetings of the AFG, it may invite specialists in the various fields of its tasks.

Terms of Reference

2.3 Rules of Procedure

The Chairperson of the AFG will report to the Council.

The AFG will meet in ordinary sessions at least once a year, or will meet when instructed by the Council or on the initiative of the AFG Chairperson. For dedicated subjects and upon instruction by the Council, ad hoc Working Groups may be set up.

SCIENTIFIC AND TECHNICAL GROUP

TERMS OF REFERENCE

Agreed at the 2nd Council meeting, as amended at the 36th and 60th Council meetings

1 INTRODUCTION

The purpose of the Scientific and Technical Group (STG) will be to make appropriate recommendations to the Council on all scientific and technical aspects of the approved and future programmes of EUMETSAT and to advise the Council on any relevant action needed.

2 TERMS OF REFERENCE

2.1 Tasks

The STG will in particular:

- analyse and advise on the scientific, technical and operational implications of any changes to the mission objectives or in the operational plan;
- ensure that the initial requirements of the Meteorological Services of Member States are taken into account and that new requirements are properly analysed from a programmatic point of view;
- coordinate relations with the users and recommend any action necessary to maintain adequate international coordination of programmes;
- keep under review the performance of the EUMETSAT satellite systems and the quality of the EUMETSAT data, products and services;
- suggest in the light of the above review, changes in the operational plans for EUMETSAT satellite systems and their related ground systems;
- review the budget proposals from a technical and scientific point of view;
- review procurement and contract proposals from a technical point of view;
- recommend and follow studies on future programmes and future requirements for services;
- undertake other tasks as requested by the Council.

2.2 Composition

The STG will be composed of representatives nominated by the Member States but not more than one from each, in principle. For certain meetings of the STG, it may invite specialists in the various fields of space technology and meteorological exploitation.

Terms of Reference

One representative of the Cooperating States chairing the EUMETSAT Advisory Committee of Cooperating States (EACCS) may attend STG meetings as an observer. In addition, ECMWF, ESA, NOAA, WMO and other institutions, as agreed by Council, may attend STG meetings as observers.

2.3 Rules of Procedure

The Chairperson of the STG will report to the Council.

The STG will meet in ordinary sessions at least once a year, or will meet when instructed by the Council or on the initiative of its Chairperson.

POLICY ADVISORY COMMITTEE

TERMS OF REFERENCE

Agreed at the 7th Council meeting, as amended at the 42nd, 43rd, 48th, 55th, 59th, 60th and 64th Council meetings

1 INTRODUCTION

The purpose of the Policy Advisory Committee (PAC) will be to consider political and strategic matters of EUMETSAT arising principally from discussions of the EUMETSAT Strategy.

2 TERMS OF REFERENCE

2.1 Tasks

The PAC will in particular:

- consider matters affecting the EUMETSAT Strategy and its implementation,
- consider general policy aspects related to EUMETSAT activities.

2.2 Composition

The PAC will be composed of representatives nominated by the Member States but not more than one from each, in principle. The representatives may be assisted by advisers at PAC meetings.

2.3 Rules of Procedure

The PAC shall report to the EUMETSAT Council.

The PAC will meet in ordinary sessions at least once a year, or will meet when instructed by the Council or on the initiative of the PAC Chairperson. For dedicated subject matters and upon instruction by the Council, ad hoc Working Groups may be set up.

DATA POLICY GROUP

TERMS OF REFERENCE

Agreed at the 23rd Council meeting, as amended at the 62nd and 64th Council meetings

1 INTRODUCTION

The purpose of the Data Policy Group (DPG) will be to make appropriate recommendations to the Council on the implementation of the data policy and licensing aspects relating to the approved and future programmes of EUMETSAT and to advise the Council on any relevant action needed.

2 TERMS OF REFERENCE

2.1 Tasks

The DPG will in particular:

- formulate appropriate rules on distribution and charging regarding all EUMETSAT satellite data, products and services, taking into account the EUMETSAT Data Policy Principles and relevant developments in other international fora, and submit them for recommendation to Council;
- recommend to Council any other issues relevant to the implementation of the EUMETSAT Data Policy.

2.2 Composition

The DPG will be composed of representatives nominated by the Member States but not more than one from each, in principle.

Each Cooperating State may nominate one representative to attend DPG meetings as an observer.

2.3 Rules of Procedure

The Chairperson of the DPG will report to the Council.

The DPG will meet in ordinary sessions at least once a year, or will meet when instructed by the Council or on the initiative of its Chairperson.

STG OPERATIONS WORKING GROUP

TERMS OF REFERENCE

Agreed at the 32nd Council meeting, as amended at the 60th Council meeting

1 INTRODUCTION

The purpose of the STG Operations Working Group (STG OWG) will be to provide in general guidance to the STG on EUMETSAT's current and future operational activities. It will provide guidance on issues concerning the usage of the operational EUMETSAT space and ground systems. The guidance shall cover all operational EUMETSAT missions, i.e. Operation of the Satellites, Meteorological Products Service, Data Dissemination Services, Data Collection Service and User Services.

2 TERMS OF REFERENCE

2.1 Tasks

The STG OWG will in particular:

For the Operation of the Satellites

- identify and review the positions and repeat cycles of EUMETSAT's geostationary satellites taking into account the current and foreseeable status of EUMETSAT's space segment and of all other operational meteorological satellites, contractual constraints and user requirements;
- advise, as appropriate, from the users point of view on changes in the operation of instruments or the EUMETSAT geostationary and polar satellites, specifically in situation of malfunctions or degradations.

For the Meteorological Products Service

- review reports of the Central Facilities and the SAFs concerning the quality of all operational meteorological products and discuss their potential improvements;
- monitor the use of the operationally available data, products and services of the EUMETSAT Application Ground Segment and propose potential modifications as appropriate;
- review the definitions of specific meteorological products in the light of changing user requirements for advanced meteorological applications, and propose enhancements of the operational products;
- identify additional user requirements to complement the set of operational meteorological products.

For the Data Dissemination Services (EUMETCast and Direct Dissemination)

Terms of Reference

- agree to the content of the dissemination schedule(s);
- review the list of data and products to be disseminated via EUMETCast and Direct Dissemination;
- evaluate the use of the current products, evaluate proposed changes and introduction of new products when required. The STG OWG will also take due account of the international nature of the data distribution mission and its main objectives, which is the dissemination of EUMETSAT's data and products and selected third party data to the users as well as to support the availability of meteorological charts and messages in particular for WMO Region I (Africa) and II (Middle East). It will therefore seek advice from representatives of WMO Regional Associations expert groups, as appropriate.
- review the technical aspects such as the means of dissemination, practicability, availability and timeliness in the dissemination of the products, as well as data distribution backup strategies;

For the Data Collection Service

- consider issues relating to Data Collection Platform (DCP) channel allocation and management;
- consider modifications to DCP data distribution and availability;
- review DCP certification and specification issues.

For User Services

- advise on support and information activities required by users and report, as far as appropriate, on the quality of the provided user support services;
- monitor from a user's point of view the performance of the EUMETSAT Archive;
- advise on user training aspects as appropriate.

2.2 Composition

The STG OWG will be composed of representatives nominated by the Member States but not more than one from each. Additional experts may be invited by the Chairperson of the STG OWG to address specific items on the agenda.

It is recommended that the Chairperson or a designated member of the STG Science Working Group be a member of the STG OWG, in order to ensure appropriate coordination between the two working groups.

2.3 Rules of Procedure

The Chairperson of the STG OWG will report to the STG.

The STG OWG will meet when required, but at least once a year.

STG SCIENCE WORKING GROUP

TERMS OF REFERENCE

Agreed at the 32nd Council meeting, as amended at the 60th Council meeting

1 INTRODUCTION

The purpose of the STG Science Working Group (STG SWG) will be to provide general scientific guidance for and assessment of activities relevant to the definition and derivation of new products from the current EUMETSAT satellite systems and the definition and preparation of future EUMETSAT satellite missions. The STG SWG will also provide guidance and advice to the STG on all scientific issues related to earth observations from international satellite missions.

2 TERMS OF REFERENCE

2.1 Tasks

The STG SWG will in particular:

- provide a forum for discussion of evolving user requirements and related studies conducted by EUMETSAT and its Member States and support the formulation of new requirements,
- advise on the testing and verification associated with system commissioning, and when necessary, on the trade-off analysis between system performance and user requirements,
- assess the potential value, scientific foundation and operational requirements of new meteorological and climate products proposed to be derived from current operational EUMETSAT satellites and define priorities accordingly,
- provide scientific guidance for studies relevant to the definition of the proposed MSG and EPS products and the development of the corresponding methods, and stimulate additional research when appropriate,
- review EUMETSAT plans on the development of scientific applications, including the SAF plans, with respect to their overall consistency, and propose measures for harmonisation and consolidation,
- propose and review approaches and plans for the validation of innovative methods and prototype products, and assess the results of relevant studies and activities,
- review the work of research fellowships and analyse areas of future work,
- investigate the potential of operational satellite systems to contribute to climate monitoring,
- if requested by the STG, guide the establishment of mission requirements for other future instruments, systems or services and review these requirements.

Terms of Reference

2.2 Composition

The STG SWG will be composed of representatives nominated by the Member States but not more than one from each. Additional experts may be invited by the Chairperson of the STG SWG to address specific items on the agenda.

It is recommended that the Chairperson or a designated member of the STG Operations Working Group be a member of the STG SWG, in order to ensure appropriate coordination between the two working groups.

2.3 Rules of Procedure

The Chairperson of the STG SWG will report to the STG.

The STG SWG will meet when required, but at least once a year.

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THE ADVISORY COMMITTEE OF COOPERATING STATES

TERMS OF REFERENCE

Agreed by the 36th Council meeting on 25-27 November 1997

1 Definition

The EUMETSAT Advisory Committee of Cooperating States (EACCS) is a subsidiary body of the EUMETSAT Council open to the European non-Member States who have concluded with EUMETSAT a Cooperating State Agreement.

2 Role

The role of the EACCS is to :

Inform the Cooperating States on EUMETSAT activities and plans

Draw up, for submission to the Council, opinions and recommendations on EUMETSAT activities, plans and on any matter submitted to it by the Council

3 Composition

The EACCS will be composed of one representative, nominated by its National Meteorological Service, of each European non-Member State with whom EUMETSAT has concluded a Cooperating State agreement.

These representatives may be assisted at EACCS meetings by advisors.

The meetings of the EACCS shall be attended by at least one representative of the Secretariat nominated by the Director-General.

4 Coordination with Council and other subsidiary bodies

The EACCS shall report to the Council via its Chairperson.

When invited by the Council, the EACCS shall nominate among its members a representative who will attend meetings of other subsidiary bodies as an Observer.

5 Rules of procedure

The Council's Rules of Procedure shall apply mutatis mutandis to the EACCS in accordance with Rule 13.4 of the Council's Rule of Procedure.