

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

*Last amended on 06 December 2017*



**TABLE OF CONTENTS**

ADMINISTRATIVE AND FINANCE GROUP	5
SCIENTIFIC AND TECHNICAL GROUP	7
POLICY ADVISORY COMMITTEE	9
DATA POLICY GROUP	11
STG OPERATIONS WORKING GROUP	13
STG SCIENCE WORKING GROUP	15
ADVISORY COMMITTEE OF COOPERATING STATES	17



## **ADMINISTRATIVE AND FINANCE GROUP**

### **TERMS OF REFERENCE**

**Agreed at the 3rd Council meeting, as amended at the 32<sup>nd</sup>,  
62<sup>nd</sup>, 78<sup>th</sup>, 80<sup>th</sup>, 85<sup>th</sup> and 86<sup>th</sup> Council meetings**

*Applicable from 07 December 2016 until today*

## **1 INTRODUCTION**

The purpose of the Administrative and Finance Group (AFG) is to make appropriate recommendations to the Council on administrative and financial aspects of EUMETSAT, to advise the Council on any relevant action needed, to fulfil the function of an audit committee 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);
- examine, and comment as appropriate, the Annual Accounts of the previous year and the External Auditor's Report, consider the comments of the Director-General, and recommend to the Council to give discharge to the Director-General of the implementation of the budgets;
- consider, and comment as appropriate, the Internal Audit Charter established under the authority of the Director-General;
- consider the annual internal audit plan and summary annual internal audit report by the Head of Financial Control and Internal Audit as well as the comments of the Director-General on said report;
- consider the financial control reports by the Head of Financial Control and Internal Audit and the comments of the Director-General;
- ensure that the financial statements are understandable, transparent and reliable, taking into account the role and Report of the External Auditor;
- examine and advise on procurement and contract proposals from the financial and legal point of view;
- recommend amendments to the Financial Rules, if necessary;
- help achieve an Organisation-wide commitment to strong and effective internal controls;
- examine and advise on personnel and legal matters;
- review corporate policies relating to compliance with laws and regulations, ethics, conflicts of interest, and the investigation of misconduct and fraud;
- review current and pending corporate governance-related litigation or regulatory proceedings to which the Organisation is a party;
- ensure the Head of Financial Control and Internal Audit's access to the audit committee;

## ***Terms of Reference of Subsidiary Bodies of the Council***

---

- establish a direct reporting relationship with the External Auditor;
- 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 Delegated decision-making powers**

Council delegates the following decision-making powers to AFG:

- authorisation of the transfer of appropriations (Article 9 of the Financial Rules);
- approval, in the context of joint STG-AFG meetings, of modifications to the SAF financial status reporting principles, guidelines and templates.

Council may delegate further decisions to AFG on a case-by-case basis.

### **2.3 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.

To fulfil its function of an audit committee, the AFG may designate, by simple majority vote, a subset of its members who have relevant expertise in financial, accounting and audit matters.

### **2.4 Rules of Procedure**

The Chairperson of the AFG will report to the Council.

The agenda of the AFG meeting will identify the items that are relevant to the function of an audit committee.

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 2<sup>nd</sup> Council meeting, as amended at the 36<sup>th</sup>, 60<sup>th</sup>, 86<sup>th</sup>  
and 88<sup>th</sup> Council meetings**

*Applicable from 06 December 2017 until today*

## **1 INTRODUCTION**

The purpose of the Scientific and Technical Group (STG) is to make appropriate recommendations to the Council on all scientific and technical aspects of the approved and future programmes of EUMETSAT, to advise the Council on any relevant action needed and to take technical decisions delegated to it by the Council.

## **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 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 Delegated decision-making powers**

Council delegates the following decision-making powers to STG:

- decisions related to the implementation of the Research Fellowship scheme, in accordance with the Research Fellowship Guidelines approved by Council and within the overall budget allocations agreed by Council, including selection of research topics and candidates, and awards of fellowships;
- approval of non-significant and cost-neutral amendments to the End User Requirements Documents (EURD) for all mandatory programmes in their development phase, after the EURD has been baselined and formally approved by the Council;
- approval of regular updates of the baselines for third party data services, regional services and operational dissemination;
- approval of changes to service specifications already approved by Council that are non-significant and cost-neutral.

Council may delegate further decisions to STG on a case-by-case basis.

## **2.3 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.

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.

## **2.4 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. For dedicated subjects and upon instruction by the Council, ad hoc Working Groups may be set up.



## **POLICY ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

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

*Applicable from 02 July 2008 until today*

## **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 23<sup>rd</sup> Council meeting, as amended at the 62<sup>nd</sup> and 64<sup>th</sup> Council meetings**

*Applicable from 02 July 2008 until today*

## **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 32<sup>nd</sup> Council meeting, as amended at the 60<sup>th</sup> Council meeting**

*Applicable from 01 December 2006 until today*

## **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)**

- 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 32<sup>nd</sup> Council meeting, as amended at the 60<sup>th</sup> Council meeting**

*Applicable from 01 December 2006 until today*

## **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.

## **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.



## **THE ADVISORY COMMITTEE OF COOPERATING STATES**

### **TERMS OF REFERENCE**

**Agreed by the 36<sup>th</sup> Council meeting on 25-27 November 1997**

*Applicable from 27 November 1997 until today*

#### **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.