**Intra ACP GFCS Grant/ Intra-ACP Climate Services and Related Applications (ClimSA) Programme: Support to African Centre of Meteorological Applications for Development (ACMAD)**

**SECOND ACMAD CONTINENTAL STEERING COMMITTEE (ACSC2)**

**OF THE ClimSA ACTION**

**DOCUMENT N° ACMAD/ClimSA/ACSC2/DOC2.1**

**IMPLEMENTATION OF DECISIONS AND RECOMMENDATIONS OF ACSC1**

This document covers the period from March 2021 to March 2022. It contains **status of implementation of the first ACMAD Continental Steering Committee (ACSC1) for ClimSA**

**Status of implementation of the first ACSC1 decisions and recommendations**

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| **DECISIONS** | **STATUS OF IMPLEMENTATION** |
| 1.. The CSC 1 adopted the agenda | Done |
| 2. The Rules of procedure is adopted with amendments | Done. |
| 3. Work plan and budget is adopted with amendments | Done with amendments to include activities on data reception stations and GTS maintenance to improve access to data as well as training on data science |

1. **Background, Rationale and Purpose**

**The ClimSA project is implemented by ACMAD** with the aim of strengthening production, delivery and application of climate services for Agriculture, Disaster Risk Reduction and Health sectors.

Referring to the **Intra-ACP ClimSA Contribution Agreement** signed between the African Union Commission and the European Union Delegation to the African Union, the ACSC will guide the project towards delivery on the following outputs:

**Output 1**

*“Structured interactions between the users, researchers, and climate services providers in Africa through a User Interface Platform”.*

**Output 2**

*“Provision of climate services at Continental and regional level is effectively strengthened, secured and Climate Service Information Systems are strengthened.”*

**Output 3**

*“*Access to Climate data, products and services improved*.”*

**Output 4**

*“Enhanced capacity of Africa to generate and apply climate information and products.”*

**Output 5**

*“Enhanced climate informed decision and policy making in agriculture, health, disaster management and mainstreamed climate services in policies, plans and practices.”*

The purpose of the ACMAD Continental Project Steering Committee is to provide overall guidance and strategic direction to the project Management Unit, review progress of the project activities and approve annual reports, work plans and budget of the project.

1. **Membership**

The members of the ACMAD **Continental Steering Committee (ACSC**) with **voting rights** are:

* One (1) representative of the African Union Commission (AUC);
* Members of the ACMAD Board of Governors;

The representative of the AUC shall be the **Chair Person** of the ACMAD Continental Steering Committee (ACSC).

The following institutions are represented with observer status:

* One (1) representative of the EUMETSAT;
* One (1) representative of the World Health Organization (WHO);
* One representative of the UN Economic Commission for Africa (UNECA);
* One (1) representative of the Food and Agriculture Organization (FAO);
* One representative of EU Delegation in Addis ABABA;
* One (1) representative of the ACP secretariat;
* Representatives of Regional Climate Centers (one from each).
* One (1) representative of the World Meteorological Organization (WMO);
* Representatives of Regional Climate Centers.
* One (1) representative of African Farmers Federation;
* One representative of the African Working Group on Disaster Risk Reduction (AWGDRR);
* One (1) representative of Clim-Health Africa Network,
* One (1) representative of UNDRR Regional Office for Africa;
* One (1) representative of the EU Joint Research Centre;

With the Inauguration Meeting of the ACMAD **Continental project Steering Committee (ACSC**) the voting members decide upon additional observers without voting rights. International Organizations or Institutions interested in Meteorology and/or Disaster Risks Reduction, Agriculture, health research, youth, gender, media and civil society shall be considered as potential observers without voting rights.

The ACSC is planned and budgeted to meet once per year for a period not exceeding three days.

The Project Management Unit at the *African Centre of Meteorological Applications for Development* (ACMAD), serves as the **Secretariat of** ACMAD **Continental project Steering Committee (ACSC**).

1. **Steering Committee Sessions**

The A**CSC shall hold its ordinary session** once a year to help AUC to supervise the Continental project.

Sessions of the ACSC shall be held upon invitation by the Secretariat (ACMAD) in consultation with the chairperson.

The continental ClimSA project shall bear all the cost of travel and stay of staff of the ACMAD Secretariat and voting members of the Continental Steering Committee (ACSC) in line with the ACMAD ClimSA grant budget.

1. **Functions of Continental Steering Committee (CSC)**

The **Continental Steering Committee (ACSC) at Policy level** provides policy guidance on project implementation, facilitates political support, and promotes the use of climate services for policy making in Africa. The A**CSC** will assess the achievements of the project, approve work plans, budget and annual reports. It will make recommendations to the project management team. It shall provide AUC with the necessary feedback about the implementation of the Continental ClimSA project. The AUC shall take the relevant outputs and issues to the **OACPS ClimSA Programme Steering Committee (PSC)**.

The ACMAD **Continental Steering Committee (ACSC)** specifically:

1. Is the advocate of the CLimSA Continental project implemented by the African Centre of Meteorological Applications for Development (ACMAD);
2. Receives, debates and approves the Inception Report and Plans prepared and submitted by the Project Management;
3. Receives, debates and approves the Progress Reports, thus monitoring and reviewing the implementation of the Continental CLimSA project, and approving adjustments in the work plan as necessary;
4. Serves as a forum to discuss the Continental CLimSA project objectives, outputs and achievements, and provides recommendations;
5. Facilitates development of climate services and strengthening of user interfaces;
6. Motivates relevant regional and national institutions to use climate services as provided with the Continental CLimSA project and programme;
7. Guides development of capacity building including training and infrastructure development;
8. Mobilizes support from the AUC, RECs and member states for participation in the Continental CLimSA project implementation;
9. Liaise with the AUC on matters of concern to the programme.
10. **Functions of the Continental Steering Committee (CSC) Chairperson**

The **chairperson of the** **Continental Steering Committee (CSC)** functions shall include:

* Oversee and preside over the work of the Continental Steering Committee;
* Convene the meetings in consultation with the secretariat;
* The Chairperson shall also preside over the meetings of the Committee and in his or her absence one of the members duly designated by the chairperson shall preside.

1. **Functions of the Continental Steering Committee Secretariat**

The functions of ACMAD **Continental Steering Committee Secretariat (ACSCS)** shall include:

* Preparing draft agenda in consultation with the Chair,
* Preparing the reports of the ACSC sessions;
* Preparing and presenting final reports for consideration during sessions,
* Making the records of proceedings of previous meetings available during the sessions,
* Disseminating the documents relating to sessions:
* Undertake organization of work during sessions and execute the decisions/recommendations of the ACMAD Continental Steering Committee;
* Undertake other coordination activities as necessary for the smooth functioning of the Continental Steering Committee;
* Prepare draft reports, programmes of work and budget for consideration and approval by the Continental Steering Committee;
* Act as the repository for the reports, and other information for the Continental Steering Committee and disseminate relevant information;
* Monitor and evaluate implementation of the decisions, recommendations of the Continental Steering Committee;
* Perform such other functions as may be determined by the ACMAD Continental Steering Committee.

1. **Notification of date of the ACMAD Continental Steering Committee Session**

The Director General of ACMAD, or a designated staff member of the Continental CLimSA project, shall communicate the date of each session to all members of the ACMAD Continental Steering Committee. Such notification shall be sent at least thirty (30) days in advance of the date fixed for the session.

1. **Agenda**

The continental CLimSA project Secretariat in consultation with the chairperson shall prepare and submit the provisional agenda to the ACMAD Continental Steering Committee at least 15 days before each session.

At the beginning of each Session, the Steering Committee shall revise, adopt its agenda for the session on the basis of the provisional agenda and any supplementary items proposed.

1. **Conduct of Business**

A simple majority (> 50%) of the Members of the Continental Steering Committee with rights to vote shall constitute a quorum.

1. **Powers of the Chairperson**

In addition to exercising the powers conferred upon him/her elsewhere by these rules, the Chairperson shall:

* declare the opening and closing of each Session of the Conference;
* direct the discussion,
* ensure observance of these rules,
* accord the right to speak,
* put questions to the vote and announce decisions or recommendation.

He/She shall rule on points of order and, subject to these rules, shall have control of the proceedings of the session and over the maintenance of order at its sessions.

1. **Authority of the Chairperson**

The Chairperson, in the exercise of his/her functions, remains within the mandate of the steering committee.

1. **Speeches**

No person may address the ACMAD Continental Steering Committee without having previously obtained the permission of the Chairperson. The Chairperson shall call upon speakers in the order in which they signify their desire to speak. The Chairperson may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

1. **The ACMAD Continental Steering Committee Decision Making**

Except where the present Rules of Procedures expressly provide otherwise, decisions of the ACMAD Continental Steering Committee shall be made by a consensus. Where a consensus is not possible, decisions shall be made by a simple majority of the members present and voting. Member abstaining from voting are considered as not voting. In case of a tie, the Chairperson shall have the deciding vote. Members or their representatives shall normally vote by show of hands. The official working languages of the Continental Steering Committee shall be English and French.

1. **Members with no voting rights**

Non-voting members (also called observers) are proposed by voting members or the ACMAD Continental CLimSA project Secretariat and approved by the ACMAD Continental Steering Committee. They participate in the ACMAD Continental Steering Committee meetings and can contribute with views, opinions and advices to the Committee.

1. **Amendments**

Any amendments to these Rules of Procedure may be made by a two-thirds majority of members present and voting.

**Certified and approved by the ACMAD Continental CLimSA project Steering Committee**

**Made in Niamey on 28 June 2021**

**Signed by:**

**Chair Person of the Committee Director General of ACMAD**