

## **1.1 Reference (TOR) and Responsibilities**

- 1.1.1 Provide policy and governance oversight in management, and growth of the Center;
- 1.1.2 Guide, monitor and review the performance of the Center's head who shall be empowered with proper delegation of powers;
- 1.1.3 Approve annual budgets to ensure the availability of adequate financial resources;
- 1.1.4 Ensure timely and reliable weather, hydrology and climate information services;
- 1.1.5 Facilitate open, inclusive discussions amongst the government, academic and private sectors on pressing issues facing the weather, water and climate services;
- 1.1.6 Establish institutional mechanisms to advance cross-sectoral and multi-disciplinary partnerships in research and innovations in generating best practices/technologies in the light of changing climate.

## **1.2 Specific Terms of Reference:**

- 1.2.1 The GB shall review reports from the Center's Administration and constituted bodies, and report to the Cabinet;
- 1.2.2 The GB shall facilitate formulation of policy as well as provide policy advisory and guidance to the management of the Center;
- 1.2.3 The GB, in consultation with the relevant sectors, shall approve the Center's annual and five-year plans and programs.
- 1.2.4 The GB shall ensure that the Center functions and operates within the purview of existing legislations, policies and regulations;

- 1.2.5 The GB shall enter into Annual Performance Agreement (APA) with the Head of NCHM, review and report to the Government;
- 1.2.6 The GB shall ensure financial and human resource requirements of the Center through adequate government resource allocation and facilitate external support for the Center;
- 1.2.7 The GB may establish organizational linkages as needed to strengthen services development and delivery and enforce coordination and cooperation among the partners and stakeholders
- 1.2.8 The GB shall elect its Chairman and shall also determine the terms and tenure of the Board and its sub-committees.
- 1.2.9 The GB shall facilitate national, regional and international institutional linkages and collaborations.

### **1.3 Power and Exception of the Governing Board**

- 1.3.1 Rule on appeals against the results of any assessments
- 1.3.2 Review the structure and mandate of the GB against changing needs and make changes as necessary;
- 1.3.3 The Governing Board has no obligations in respect of claims on the Center;
- 1.3.4 In exercising its responsibility for performance of governance, the Governing Board's decisions shall not be called into question by the Center.

### **1.4 Rules of Conduct of Governing Board**

- 1.4.1 The Governing Board (GB) has overall responsibility for the governance and performance of National Center for Hydrology and Meteorology (NCHM);

- 1.4.2 The Board shall meet at least twice a year, extraordinary meetings may be held if required, and where agreed by the Chairperson.
- 1.4.3 The Governing Board shall ensure that a balanced representation of all interests are met, and the resolutions adopted by a simple majority vote provided the meeting fulfil a quorum of two third of voting members.
- 1.4.4 The Chairperson of the GB shall not vote on normal resolutions. In the case of a tie vote the Chairperson shall be entitled to a casting vote.
- 1.4.5 Members of the Board shall be invited, at each meeting, to divulge any conflict of interest on the agenda subjects and, at the Chairperson's discretion, stay or recuse.
- 1.4.6 Members of the Governing Board may resign at any time by giving notice in writing.

## **1.5 Duties and Responsibilities of Individual Members of the Board**

- 1.5.1 The Governing Board (GB) has overall responsibility for the governance and performance of National Center for Hydrology and Meteorology (NCHM);

- 1.5.2 All GB members have a fiduciary duty towards NCHM putting aside their individual organizational interests;
- 1.5.3 Contribute to the formulation of policy matters relating to the operation of NCHM;
- 1.5.4 Have an overview of the implementation of policy relating to the Center's mandate and functions including financial situation;
- 1.5.5 Involve in ad-hoc or existing committees/panels as may be required from time to time;
- 1.5.6 Ensure regular communication and feedback to/from their affiliations on all non-confidential matters\
- 1.5.7 Promote NCHM's services to potentially interested parties;
- 1.5.8 Advise the GB when any changes occur in their circumstances such as employment, membership of Associations or nominating bodies that may affect their eligibility to serve as a GB member;
- 1.5.9 Notify the GB of any reasons affecting his/her ability to serve the GB.
- 1.5.10 Impart to the GB of any information that may be useful in the running of NCHM;
- 1.5.11 Attend meetings with the Accreditation Authorities as and when required by the GB;
- 1.5.12 Contribute to the setting of agenda for the Board;
- 1.5.13 Attend all scheduled GB meetings and to be available for ad-hoc meetings with reasonable notice;
- 1.5.14 To ensure the policies and practices of NCHM comply with the requirements of the government procedures in effect;

- 1.5.15 Elect the Chairman of the Board;
- 1.5.16 Make themselves aware of their individual roles and the roles of the GB to ensure impartiality for NCHM and its operations.

## **1.6 Duties and responsibilities of the Chairman and members**

- 1.6.1 Members of the Governing Board may resign at any time by giving notice in writing.
- 1.6.2 Manage the process of changes to the GB membership;
- 1.6.3 In concert with the Center Management, to schedule, arrange and chair meetings of the GB;
- 1.6.4 Agree on the agenda for all GB meetings;
- 1.6.5 Receive and distribute information regarding membership and composition of the GB;
- 1.6.6 Ensure that the GB composition complies with stated policy, Terms of Reference and accreditation requirements, and in particular with the need for impartiality and independence;
- 1.6.7 Oversee complaints and grievances

## **1.7 Appeals Panel (ad hoc)**

The appeals panel is formed when required to provide an impartial and objective platform for hearing appeals.

### 1.7.1 Composition

- 1.7.1.1 The panel shall consist of at least three people; two of which shall be GB members and one of which shall be nominated as Chairman by the Chairman of the GB.
- 1.7.1.2 The panel shall have the necessary competence available to hear the subject of the appeal

- 1.7.1.3 Panel members may be selected only from persons who have not been involved in the decisions under appeal.
- 1.7.1.4 Panel may appoint additional members with relevant expertise if the need arises.
- 1.7.1.5 Decisions are made on a majority voting basis; the chairman of the appeals panel shall not vote except during a tie.
- 1.7.2 Responsibilities
  - 1.7.2.1 Ensure that all appeals are heard in accordance with the requirements of the Laws in force.
- 1.7.3 Reporting Mechanism
  - 1.7.3.1 The appeals panel decisions are documented and reported to the Governing Board

## **1.8 Complaints Panel**

Any complaint that cannot be dealt with by the Center shall be dealt with by the Complaints Panel. The panel will provide an impartial and objective platform for hearing complaints.

- 1.8.1 Composition
  - 1.8.1.1 The panel shall consist of at least three people; one of whom must be a GB member;
  - 1.8.1.2 The panel will elect the Chairman;
  - 1.8.1.3 The panel shall have the necessary competence available to hear the subject of the complaint;
  - 1.8.1.4 The complaints panel members may be selected only from persons who are not involved in the subject matter under complaint;

1.8.1.5 The complaints panel may co-opt expertise if the need arises. Any co-opted person may not vote. Decisions are made on a majority voting basis; the Chairman of the complaints panel does not have a vote with the exception of a tied result when he has the casting vote.

## 1.8.2 Responsibilities

To ensure that all complaints are heard in accordance with the statutory procedures