

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

Last amended on 04 December 2024

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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.

SCIENTIFIC AND TECHNICAL GROUP

TERMS OF REFERENCE

**Agreed at the 2nd Council meeting, as amended at the 36th, 60th, 86th,
88th, 92nd, 99th and 102nd Council meetings**

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 proposals for selected European Weather Cloud (EWC) Research & Development Projects following the annual EUMETSAT EWC Research Call, within the overall allocation of EWC resources for such projects agreed by Council in the EUMETSAT Medium-term EWC Resource Plan;
- approval of regular updates of the baselines for third party data services and regional services;
- approval of the Multi-channel Data Access Baseline updates;
- 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.

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.

STG OPERATIONS WORKING GROUP

TERMS OF REFERENCE

Agreed at the 32nd Council meeting, as amended at the 60th and 99th Council meetings

1 INTRODUCTION

The purpose of the STG Operations Working Group (STG OWG) is to provide guidance to STG on EUMETSAT's usage and operation of space and ground systems covering all EUMETSAT missions and their applications.

2 TERMS OF REFERENCE

2.1 Tasks

The STG OWG will in particular:

For the Operation of the Satellites

- identify and review the orbital 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, user requirements and contractual constraints ;
- identify and review the orbits and phasing of EUMETSAT's polar orbiting satellites taking into account the current and foreseeable status of EUMETSAT's space segment and of all other operational meteorological satellites, user requirements and contractual constraints;
- advise on all aspects relating to the operational introduction of new EUMETSAT geostationary and polar missions, including the transition between satellite generations;
- 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 provision of Data Products Service

- review reports of the EUMETSAT Secretariat and the SAFs concerning the quality of all operational data products, including near real time, offline, and reprocessed 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 use of third party satellite data and propose potential modifications to third party data services as appropriate;
- review the use of EUMETSAT's Advanced Retransmission Service (EARS) and propose potential modifications as appropriate;
- review the definitions of specific operational products in the light of emerging user requirements from advanced meteorological, environmental and climate applications, and propose enhancements of the operational products;
- identify additional user requirements to complement the set of operational products for application areas served by EUMETSAT

For the Data Access Services

- agree to the content of the dissemination schedule(s);
- review the list of data and products to be accessible via EUMETCast, Direct Dissemination, EUMETView, the EUMETSAT Data Store, the European Weather Cloud and related hosted processing services, taking due account of the Evolution of EUMETSAT's NRT Data Access Strategy (e.g. EUM/C/91/19/DOC/04);
- ;
- evaluate the use of the current products and services, evaluate proposed changes and introduction of new products and service features (e.g. API or GUI related) when required.
- review the technical aspects such as practicability, availability and timeliness in the dissemination of the products, as well as data distribution backup strategies;
- other relevant data and information 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.

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 Support Services

- advise on support activities required by users and report, as far as appropriate, on the quality of the provided user support services, e.g. related to User Portal, Helpdesk, Notification Services, Product Navigator, and User Training etc;

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.

The Chairperson or a designated member of the STG Science Working Group shall attend meetings 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 and 99th Council meeting

1 INTRODUCTION

The purpose of the STG Science Working Group (STG SWG) is 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 also provides 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 mandatory and optional programmes 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.

The Chairperson or a designated member of the STG Operations Working Group shall attend meetings 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.

ADMINISTRATIVE AND FINANCE GROUP

TERMS OF REFERENCE

Agreed at the 3rd Council meeting, as amended at the 32nd, 62nd, 78th, 80th, 85th, 86th, 92nd, 93rd and 102nd Council meetings

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 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);
- recommend to the Council to give discharge to the Director-General of the implementation of the budgets, taking into account recommendations of the Audit Committee on the Annual Accounts of the previous year, the External Auditor's report, and the reply thereto of the Director-General;
- examine and advise on procurement and contract proposals from the financial and legal point of view;
- recommend to Council amendments to the Financial Rules, if necessary;
- 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;
- consider, and comment as appropriate, reports submitted by the Ethics Officer;
- review current and pending corporate governance-related litigation or regulatory proceedings to which the Organisation is a party;
- examine and advise on the financial conditions for accession of new Member States;
- consider and give effect to recommendations of the Audit Committee;
- undertake other tasks as requested by the Council.

The Chairperson of the AFG may exceptionally receive reports of wrongdoing submitted by employees of EUMETSAT, in case a Director or the Director-General is personally implicated in the alleged wrongdoing, or in case of substantiated fear of retaliation or absence of meaningful feedback.

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;
- nomination, by simple majority vote, of a subset of its members who have relevant expertise in financial, accounting and audit matters to sit on the Audit Committee.

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.

2.4 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.

AUDIT COMMITTEE

TERMS OF REFERENCE

Agreed at the 102nd Council meeting

1 INTRODUCTION

The purpose of the Audit Committee is to make appropriate recommendations to the AFG in the areas of financial reporting, internal control and auditing. To that end, the Audit Committee verifies the integrity of EUMETSAT's financial statements, assesses the adequacy and effectiveness of EUMETSAT's internal control framework, and monitors the internal audit function.

2 TERMS OF REFERENCE

2.1 Tasks

The Audit Committee will in particular:

For Financial Reporting

- examine, and comment as appropriate, the Annual Accounts of the previous year and the External Auditor's Report, and consider the reply thereto 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;
- establish a direct reporting relationship with the External Auditor;
- assist in the selection of the External Auditor;
- supervise the management of the EUMETSAT pension special account.

For Internal Control

- help achieve an Organisation-wide commitment to strong and effective internal controls, by advising on the adequacy, effectiveness and development of EUMETSAT's internal control system;
- consider, and comment as appropriate, reports pertaining to financial and internal control assurance.

For Internal Auditing

- consider, and comment as appropriate, the Internal Audit Charter established under the authority of the Director-General;
- consider internal audit plans and internal audit reports by the Head of Internal Audit as well as the responses of the Director-General to said reports;
- ensure the Head of Internal Audit's access to the Audit Committee;
- assist in the selection, performance appraisal and termination of the Head of Internal Audit;
- monitor the evolution and assess the independence of the internal audit function, in light of its role, scope, organisational status, resources and access to information;
- monitor the performance of the internal audit function and its compliance with relevant international standards; based on internal audit reports and the responses thereto of the Director-General.

The Audit Committee may undertake other tasks as requested by the AFG or the Council.

2.2 Composition

The Audit Committee will be composed of three to six representatives nominated by the AFG for a renewable period of two years. The Chairperson of the AFG will act as Chairperson of the Audit Committee.

The Chairperson of the Audit Committee may invite experts to address specific items on the agenda.

2.3 Rules of Procedure

The Audit Committee will report to the AFG.

The Audit Committee will meet at least twice and preferably four times per year, or when instructed by the AFG.

DATA POLICY GROUP

TERMS OF REFERENCE

**Agreed at the 23rd Council meeting, as amended at the 62nd,
64th and 92nd 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.

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.

JOINT ECMWF AND EUMETSAT EUROPEAN WEATHER CLOUD ADVISORY GROUP

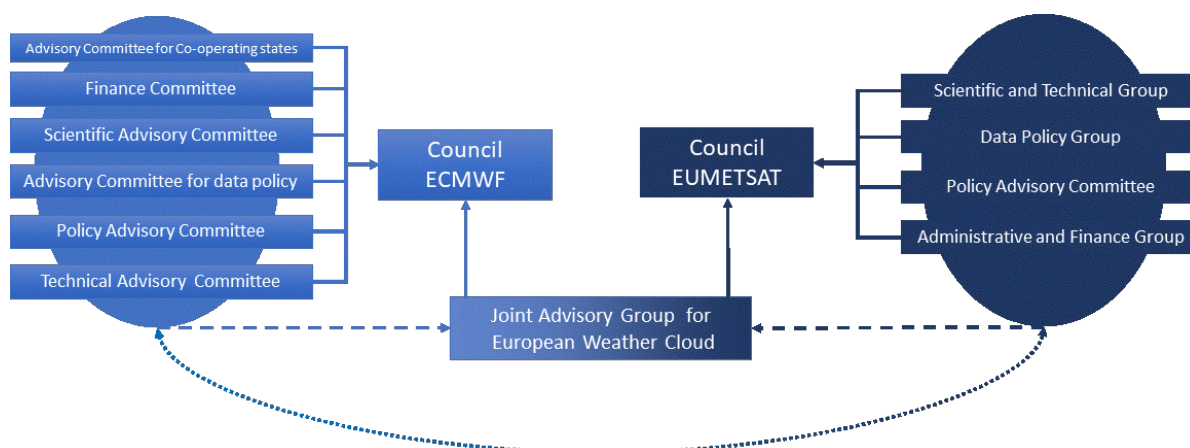
TERMS OF REFERENCE

Agreed at the 97th Council meeting and amended at the 106th Council meeting

1 INTRODUCTION

The Joint European Weather Cloud Advisory Group was established through decisions of both the ECMWF and EUMETSAT Council (ECMWF 100th Council meeting and EUMETSAT 97th Council meeting) After the European Weather Cloud reached its operational status in September 2023 an evaluation of the purpose of the Joint Advisory Group led to an update of its Terms of Reference in autumn 2024 through decisions of both Councils (ECMWF 109th Council meeting and EUMETSAT 106th Council meeting).

The Joint Advisory Group reports to the Committees/Delegate Bodies and Councils of ECMWF and EUMETSAT. The respective Councils shall remain the decision-making bodies on all EWC matters until decided otherwise by the Councils.



2 TERMS OF REFERENCE

2.1 Tasks

- Make recommendations to the respective ECMWF and EUMETSAT's Committees/Delegate Bodies and Councils regarding the EWC strategy, associated potential policy issues, its future evolution of usage/exploitation and technical capability. The recommendations should be guided by the overall goal of preserving the synergistic relationship between ECMWF, EUMETSAT and the Member and Co-operating States in the provision of the EWC service.
- Provide guidance to the Joint ECMWF-EUMETSAT EWC management group regarding the alignment of EWC processes in ECMWF and EUMETSAT and technical capabilities of the EWC leading to a more seamless user experience.

2.2 Composition

- The Joint Advisory Group will be composed of members nominated by the EUMETSAT and ECMWF Member and cooperating States.
- Member and Cooperating States should preferably nominate staff having the ability to address technical and/or strategic and/or policy issues.
- The Chairs of other Committees or Subsidiary Groups (PACs and TAC/STG) may be invited as observers by the Joint Advisory Group as deemed relevant. Experts may be invited as observers for selected matters.
- The Joint Advisory Group shall elect from among its members a Chair and a Vice Chair from different countries who shall be appointed up to two years. The election or re-elections may take place by correspondence;
- ECMWF and EUMETSAT will act as the Secretary of the Joint Advisory Group.

2.3 Rules of Procedure

- Meetings on any EWC topic from strategic to technical can be called by committees/delegate bodies (Council, PACs, ECMWF TAC, EUMETSAT STG), and the joint ECMWF-EUMETSAT EWC management group. Member and Cooperating States are encouraged to suggest meetings to the Joint ECMWF-EUMETSAT EWC management group whenever the need arises.
- The required review of the purpose and usefulness of the JAG will be addressed every two years in a meeting called by the Joint ECMWF-EUMETSAT EWC management group.
- The EWC management will ask the heads of delegation to nominate participants with suitable skills to address the topic of each requested meeting. Participants will be nominated by EUMETSAT and ECMWF Member and Co-operating States for each specific meeting.
- Results of meetings of the Joint Advisory Group inclusive of recommendations are reported to the relevant committees/delegate bodies in both organisations by the meeting Chair supported by the Secretariat. Items can be forwarded to the respective Councils for decisions.
- The Secretary of the Joint Advisory Group will organise the meetings including:
 - o process for nomination of members for specific meetings;
 - o election of a meeting Chair from the participating members; and,
 - o meeting invitation, agenda and minutes after the meeting.
- Between meetings, business will be conducted by the Secretariat via email or other communication channels as appropriate.

2.4 Review of the Terms of Reference

The purpose and usefulness of the Joint Advisory Group and if relevant the Terms of Reference of the Joint Advisory Group shall be reassessed every two years.