**Terms of Reference – JCOMM Capacity Development officer**

Governance:

The 2 JCOMM Capacity Development officers will assume responsibilities as outlined in these Terms of Reference, and contribute to relevant actions of the JCOMM Management Committee as assigned by the JCOMM Co-Presidents; and report as necessary to the JCOMM Management Committee (MAN).

The Capacity Development Officer from the WMO community will be provided secretariat support by the WMO, and the Capacity Development Officer appointed from the IOC community will be provided secretariat support from the IOC.

Meetings:

The 2 JCOMM Capacity Development officers will participate in all JCOMM Management Committee teleconferences and meetings. The 2 JCOMM Capacity Development officers will also participate in selected relevant meetings related to WMO and external bodies, as guided by JCOMM Co-Presidents and WMO Secretariat.

Role and responsibilities

1. Monitor the discussions, plans and activities in WMO and IOC related to capacity building initiatives.
2. Coordinate together to prioritize who will do what aspect of the following:
	1. Identify capability gaps related to implementation of the JCOMM 10 year Vision, and prepare budget estimates and priorities to address each capability gap.
	2. Ensure relationships are established and fostered between JCOMM Programme Areas and WMO Regional Associations, relevant organisations, working groups, etc, related to capacity development.
	3. Make recommendations to JCOMM MAN for future actions and priorities;
	4. Maintain a workplan of capacity development activities related to JCOMM Programme Areas.

The Capacity Development Officers are expected regularly communicate together to ensure harmonization of each of their work priorities.

Comments from Peter P.

Sarah

Claudia and I had a quick look at these draft ToRs. We find it somewhat unbalanced with IOC lacking. We also have some questions:

* Para 2: what is meant with “secretariat support”?
* Para 3: 3rd line: … meetings related to WMO and external bodies: we suggest related to WMO and IOC…
* Under role and responsibilities:
	+ 2. A: capability: why capability instead of capacity
	+ 2.b: … and WMO regional associations: WMO regional associations and IOC sub-commissions and regional committees
	+ 2.d: maintain a workplan: who and how?

peter