

**WMO OMM**

World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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**Terms of Reference for the Project Steering Committee of the HIGHWAY Project****1. Background**

There is a need for improved weather forecast products related to early warning systems, which is co-produced between scientists and users, to prevent deaths and damage due to severe convection and strong winds in the Lake Victoria Region.

In response to this need, the World Meteorological Organisation, in collaboration with the AMCOMET Secretariat, and under the agreement with the UK Met Office (MO), as Fund Manager of Department for International Development's (DFID's) Weather and Climate Information SERVICES for Africa (WISER) Programme, will implement the HIGH impact Weather IAke sYSTEM (HIGHWAY) Project in the Lake Victoria region. The expected impact of the HIGHWAY Project is an increased use of weather information to improve resilience and reduce the loss of life and damage to property supporting sustainable economic development in the Lake Victoria region. This objective is in line with the overall objectives set out by AMCOMET's Integrated African Strategy on Meteorology (Weather and Climate Services) and is an AMCOMET Flagship Programme.

The expected outcome of the Highway proposal is *increased access to and use of co-designed and sustainable early warning systems to inform regional, national, sub-national and community level planning and decision-making in the Lake Victoria region.*

The Highway proposal will address this need and reach the desired outcome and impact, by working towards the following four outputs:

- a. Established, effective institutional framework for an Early Warning System for the Lake Victoria Basin Region;
- b. Improved access to operational data sources to support the generation and maintenance of Early Warning Services for the Lake Victoria Basin Region;
- c. Strengthened integration between producers and users to develop innovative, reliable tailor-made EWS products through co-production for the Lake Victoria Basin region; and
- d. Improved methods and strengthened capacity for communication and promoting understanding and use of EWS products with relevant producers, technicians, forecasters intermediaries and users in a in the Lake Victoria Basin region.

2. Project Steering Committee Members

A Project Steering Committee (PSC) will be established, comprised of representatives of core partners in the project, including the World Meteorological Organization, the UK Met Office, the National Meteorological and Hydrological Services in East Africa (Burundi, Kenya, Rwanda, Tanzania and Uganda), the East African Community and the Lake Victoria Basin Commission.

Project Steering Committee Members should have skills complementary to those of the programme and which could include expertise in the following areas: African meteorology and weather forecasting, management of operational services as well as capacity development and communications. Membership should include African representatives and consider gender balance. Among the stakeholders, members may include appropriate representatives from academia, government, development partners, NGO or civil society organizations.

3. Project Steering Committee Terms of Reference

The Project Steering Committee will provide overall strategic guidance and advice to ensure the project is implemented on-time and within budget, as well as ensure its overall success and sustainability. The PSC will also provide inputs and approve annual project and financial reports.

The Project Steering Committee will meet at least once *every 6 months*, convened by the Project Coordinator. There will also be quarterly *coordination meetings* via *teleconference* between Project Steering Committee members to ensure the smooth implementation of the HIGHWAY project; quarterly project and financial reports will be reviewed. Monthly reports will be provided to the PSC for information.

The Project Steering Committee will follow EAC procedures in terms of quorum and representation.

The Projects Coordinator will liaise closely with the Project Steering Committee Members to ensure they are adequately informed on the progress of the Project to enable them to perform their mandate.

Costs for attending meetings will be covered through the project funds in accordance with the Grant Agreement between WMO and DFID through the Fund Manager, the UKMO.

The Project Steering Committee is expected, *inter alia*, to provide the following to the project:

- a. At each meeting, review and provide oversight of the following standing items.
- b. The strategic direction of the project including; cohesion of the technical workplan; research uptake; capability building; and M&E strategies based on the logframe and impact indicators;
- c. The quarterly reports to identify possible delays and/or problems.
- d. The implementation plan, budget and activities for the following 6 months, with proposal of adjustment, if needed.
- e. The high level engagement¹ with relevant ministries and platforms in the region, collaboration and/or communication in the EA region to ensure the progress of the project towards a successful, operational EWS in the region.
- f. Guidance to ensure that all aspects of the project are supported and sustained by decision makers, policy makers and users in the region.
- g. Creation of new links to promote the project's outcome and sustainability, using established platforms;

¹ Engagement with high level representatives from relevant ministries at the national level and EAC, among others, to ensure the sustainability of the Regional Early Warning System

- h. Evaluate and mitigate Project risks;
- i. Governance and management of the project;
- j. Assurance of content and opportunities for policy engagement globally;
- k. Ethical considerations and good conduct of the research;
- l. Any other specific items of concern; and
- m. Endorsement of the annual report prior to submission to DFID.

4. On an ad hoc basis or as necessary, advise the Principal Investigators and Project Manager on:

- a. Strategy and progress;
- b. Contingency plans;
- c. Risk mitigation
- d. Wider context of the project and emerging opportunities;
- e. Research uptake channels and opportunities for packaging and promoting research outcomes;
- f. Effective communication to intended users; and
- g. Effective partnerships with target institutions in developing countries and relevant continental and international institutions.

5. Members and Observers of the Project Steering Committee

Institution	Name	Email
Institut Géographique du Burundi (IGEBU) / Burundi Meteorological Service	To be nominated	
East African Community Secretariat	James Kivuva	jkivuva@eachq.org
Kenya Meteorological Department	Mr Samuel Mwangi, Deputy Director of Forecasting	mwangi@meteo.go.ke or smgathumbi@yahoo.com
Lake Victoria Basin Commission	Amos Christopher Ndoto, Maritime Safety Officer	Ndoto@lvbcom.org
Météo Rwanda	Mr Anthony Twahirwa, Senior Meteorological Applications	twahirwa_anthony@yahoo.com a.twahirwa@meteorwanda.gov.rw rwakiy@yahoo.com
Tanzania Meteorological Agency	Dr. Pascal Waniha, Director Technical Services	pascal.waniha@meteo.go.tz
Uganda National Meteorological Authority	Mr. Paul Isabirye, Director Stations Network and Observations	paul_isabirye@yahoo.com
World Meteorological Organization (WMO)	Paolo Ruti	pruti@wmo.int
Met Office	Kathrin Hall	kathrin.hall@metoffice.gov.uk
WMO Regional Office for Africa – Eastern and Southern Africa	Mark Majodina	mmajodina@wmo.int
WMO WISER Focal Point	Jay Wilson	jpwilson@wmo.int
IGAD Climate Prediction and Applications Centre	To be nominated	
WISER Programme Manager	John Mungai	john.mungai@metoffice.gov.uk

6. Principal Investigators / Focal Points

Names	Institutions	Contact
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