

CENTRE AFRICAIN POUR LES APPLICATIONS
DE LA METEOROLOGIE AU DEVELOPPEMENT



AFRICAN CENTRE OF METEOROLOGICAL
APPLICATIONS FOR DEVELOPMENT

20th Ordinary Session of the Board of Governors - Accra, Ghana, December 19th & 20th,
2016

DOCUMENT N° ACMAD N° CA20/DOC xxx

Report of the 20th Ordinary Session Board of Governors Meeting

**Report of the 20th Ordinary Session of the ACMAD Board of Governors meeting
(Hotel MPLaza Accra, Ghana, 19-20 December 2016)**

I. PRESENTATION OF DAILY ORDER OF ACTIVITIES

The Board of Governors meeting followed the agenda below

DAY 1 – 6TH ISACIP STEERING COMMITTEE MEETING			
1	0945-1000	Registration/ Welcome Remarks/ Opening Speech	
2	1000-1015	Status of implementation of Recommendations from BoG19	SC/ISACIP/06/DOC03
3	1015-1030	2015 ISACIP Activity report	SC/ISACIP/06/DOC01a
4	1030-1045	2015 ISACIP Budget execution	SC/ISACIP/06/DOC01b
5	1045-1115	Discussions & recommendations	
6	1115-1130	Break	
7	1130-1200	ISACIP Global Financial Report up to December 31, 2015	SC/ISACIP/06/DOC04
8	1200-1220	2016 Annual Work Plan	SC/ISACIP/06/DOC02a
9	1220-1245	2016 Provisional Budget	SC/ISACIP/06/DOC02b
10	1245-1300	Discussions & recommendations	
11	1300-1400	Lunch	
12	1415-1430	Drafting of conclusions	
13	1430-1500	Adoption of conclusions of the ISACIP Steering Committee	

DAY 2: 20th Governing Board Ordinary Session			
DRAFT AGENDA			
N°	Time	Item	
1	0900-0930	Opening of the 20th Session and agenda	CA20/DOC01
2	0930- 1000	GB Chair report	CA20/DOC02
	1000-1030	Health Break	
3	1030-1100	Status of 19th Session recommendations	CA20/DOC03
4	1100-1130	Committee partners Report	CA20/DOC04
5	1130-1200	SACOM report	CA20/DOC05
6	1200-1230	ISACIP Steering Committee Report	CA20/DOC06
7	1230-1300	MESA Steering Committee Report	CA20/DOC07
	1300 -1430	Lunch Break	
8	1430-1500	Review & adoption of the 2015 ACMAD Activity Report	CA20/DOC08
9	1500-1530	Review and adoption of the 2015 ACMAD Budget execution	CA20/DOC09
10	1530-1600	2015 ACMAD Audit Report	CA20/DOC10
	1600-1620	Break	
11	1620-1650	Review & adoption of the 2016 and 2017 ACMAD Action Plans	CA20/DOC12 and 13
12	1650-1720	Review and adoption of the 2016 and ACMAD Provisional Budget	CA20/DOC14
13	1720-1750	Statement of Contributions of Member Countries	CA20/DOC15
14	1750-1850	Specific Issues (including Management and governance of ACMAD and AUC, Reports of consultants, calculation of country contribution, reorganization of the operating cost of the centre, etc)	CA20/DOC16
	1850-1910	Break	
15	1910-1930	Appointment process for new Director General	
16	1930-2000	Appointment of new Board Chairman	
17	2000-2040	<i>Drafting Governing Board Conclusions & Recommendations</i>	
18	2040-2110	Adoption of the 20 th Session conclusions & recommendations	
19	2110-2125	<i>Date and Venue of the 21st Session of the Governing board</i>	
20	2125-2040	<i>Closure of the GB' 20th Session</i>	
21	2040	<i>End of Day 2</i>	

REPORT OF THE 20th SESSION OF THE BOARD OF GOVERNORS

Point 1: **Opening of the 20th Session and presentation of the agenda for adoption**

The twentieth (20th) Session of the ACMAD Board of Governors was held on 19-20 December 2016 at the MPlaza Hotel in Accra, Ghana under the chairmanship of Mr. **Camille LOUMOUAMOU**. The ten countries present were Mauritius, Morocco, Côte d'Ivoire, Burundi, Congo Brazzaville, Ethiopia, Malawi, Niger, Nigeria, and Kenya. The President of WMO Regional Association 1 Dr. **Amos Makarau** was also present. The list of participants is provided in Annex 2.

Adoption of the agenda

The draft agenda was adopted after a slight modification.

The Chairman declared the meeting open.

Point 2: **Report of the Chairman of the Board of Governors**

The report comprised items which included: recommendations addressed to the Board chairman by the 19th Session of the Governing Board in Abidjan, Cote D'Ivoire from 16-17 April 2015 and the implementations of the recommendations of the Board. He also mentioned improved visibility and resource mobilization and preparation of the Board of Directors.

Point 3 **Status of implementation of 19th Session recommendations**

The Deputy Director General of ACMAD, Dr. Benjamin Lamptey presented the report on the status of implementation of the recommendations of the 19th session of the Board of Governors.

Point 4 **SACOM/Partners report**

There were no SACOM and Partners' meetings. The SACOM meeting had to be converted to an ad hoc one, because only three out of seven members were present.

The ad hoc meeting agreed to continue developing the ACMAD post 2015 Strategic Plan. The report of the ad hoc committee can be found in Annex 4

Point 5 **Fifth Session of ISACIP Steering Committee Report**

The coordinator of the Institutional Support of African Climate Institutions Project (ISCAIP), presented the report on behalf of the President of the steering Committee. The recommendations for the ISACIP Project are contained in Annex 3. The Board adopted this report.

Point 6 **Review & adoption of the 2015 and 2016 ACMAD Activity Report**

The Deputy Director General, presented the 2015 and 2016 activity report. This report described all the activities of the Center according to the five thematic areas in the strategic plan. The Board adopted this report after deliberations.

Point 7 **Review and adoption of the 2015 Budget execution**

The presentation by **Madam Zeinabu Ali**, Acting Head of Finance and Administration, of the 2015 budget execution report was adopted after deliberations.

Point 8 **2015 Audit Report**

Due to lack of funds to recruit an Audit firm, there was no auditing in 2015.

Point 9 Review & adoption of the 2016 and 2017 Annual Work Plan

The Director General of ACMAD Mr. **Adama Alhassane Diallo** presented the 2016 and 2017 Annual Plan of Work, which were adopted.

Point 10 Review and adoption of the 2016 and 2017 Provisional Budget

Madam Zeinabu Ali presented the 2016 and 2017 provisional budget, which were adopted.

Point 11 Statement of Contributions of Member Countries

The status of contributions of member states was presented by the Acting Finance and Administration Officer.

Point 12 Specific Issues

The Director General, Mr. Adama Alhassane Diallo presented two documents under this topic.

Point 13 Evaluation of the DG

The Board was satisfied with the performance of the Director General, Mr. **Adama Alhassane Diallo** for the 2015-2016 periods.

Point 14 The Chair congratulated this session. The statement on the recommendations and conclusions are in Annex 1.

Date and venue of the 21st Session

The incoming chair of the Board together with the Acting DG will consult members and communicate the date and venue.

Vote of Congratulations to :

Mr. Camille LOUMOUAMOU and Mr Adama Alhassane DIALLO

The BoG expressed its warm congratulations to Mr **Camille LOUMOUAMOU**, outgoing Chairman of the Governing Borad for the accomplish job for ACMAD. To Mr **Adama Alhassane DIALLO**, outgoing DG, the Governing Board expressed its congratulations for all what he has done for ACMAD during his mendate.

Vote of Thanks

The Chairman thanked the Government of Ghana for accepting to host this session, the DG of the Ghana Meteorological Agency and his staff for their contributions to the organization of this session.

He thanked everyone for their time, the fruitful discussions and results obtained.

The chairman declared session closed at about 20:20 UTC

Done in Accra on 20th December 2016

The Secretary to the Board



Adama Alhassane DIALLO

The Chairman of the Board,



Camille LOUMOUAMOU

ANNEX 1

THE 20TH SESSION OF THE ACMAD BOARD OF GOVERNORS' FINAL STATEMENT Accra, Ghana, December 19-20, 2016

RECOMMENDATION 1:

The reported achievements should be specific, measurable, achievable, realistic and time bound (SMART). For example, report on the status of implementation of the recommendations from the previous Board meeting should be SMART

RECOMMENDATION 2:

A system of Monitoring and Evaluation (M&E) must be institutionalized to follow up regularly on recommendations. There may be an M&E sub-committee within the Board to oversee the recommendations of the Board.

RECOMMENDATION 3:

There should be no reason for not writing the bi-annual financial reports.

RECOMMENDATION 4:

The meeting date for the BOG should factor in the convenience of the physical participation of the partners.

RECOMMENDATION 5:

ACMAD should endeavor to understand its competitive edge or advantage. This is to enable it be ahead of its competitors.

RECOMMENDATION 6:

ACMAD should harness the web of diversity in the membership of SACOM.

RECOMMENDATION 7:

ACMAD should actively pursue available options for funding its salary commitments.

RECOMMENDATION 8:

The proposed classification of personnel should be discussed at staff level within ACMAD before introducing it to the Board for consideration. The discussion should include comparison of ACMAD with similar institutions.

RECOMMENDATION 9:

The report of the parliamentary workshop should be sent to all member states using existing channels. Copies could also be sent to contact addresses of the respective office of parliament in the various countries.

RECOMMENDATION 10:

ACMAD must reassert itself as an institution with a continent-wide mandate.

RECOMMENDATION 11:

Regulatory options must be pursued to enable ACMAD (i) Place staff on projects, (ii) obtain a percentage of project cost.

RECOMMENDATION 12:

ACMAD should express gratitude to countries for their continued support by writing to the appropriate ministers in the countries.

RECOMMENDATION 13:

The Board nominated the current Deputy Director General, Dr. Benjamin Lamptey as acting the acting Director General with effect from 1st January 2017 until the appointment of the new Director General.

RECOMMENDATION 14:

The vacant position of the Director General will be advertised from 1st January 2017 to 31st March 2017 inclusive. The appointment of the Director General will be made during the 21st Board of Governors meeting.

RECOMMENDATION 15:

An ad-hoc committee comprising the Board Chairman, the vice Board Chairman, a representative of the World Meteorological Organization, one or two representatives of partners, President of SACOM or his representative has created to open the applications for the position of the DG. The DG will be the secretary of the committee. The report of the ad-hoc committee will be included in the agenda of the 21st Board of Governors meeting.

RECOMMENDATION 16:

A special contract of 3 months will be proposed to the outgoing DG with effect from 1st January 2017. The Terms of Reference for this contract will be specified soon.

RECOMMENDATION 17:

The Board elected Mr. **Fetene Teshome**, a Board member (and PR of Ethiopia with WMO) as the Chair of the Board for a four-year non-renewable term.

RECOMMENDATION 18:

The vice Chairmanship is performed by Mr. **Moussa Labo**, a Board member (representative of Niger, host country of ACMAD)

RECOMMENDATION 19:

Considering the conditions under which the outgoing DG worked during the last two years, and after deliberations, the Board expressed its satisfaction on his performance appraisal for 2015-2016.

RECOMMENDATION 20:

For the next evaluation of the DG, the Board recommended a system of evaluation based on objective performance and results obtained be established. The criteria for the evaluation may be setup by a consultant.

CONCLUSIONS

All the recommendations were adopted and effectively endorsed as decisions by the Board.

ANNEX 2

20TH SESSION OF THE ACMAD GOVERNING BOARD ACCRA, GHANA 19-20
DECEMBER 2016

Table 1: MEMBERS OF BOARD OF GOVERNORS

<i>N^o</i>	<i>Name</i>	<i>Institution</i>	<i>E-MAIL</i>	<i>TEL:</i>	<i>FAX:</i>
01	Mr. LABO Moussa	DNM Niger	Moussa.labo@yahoo.fr	+22720732160	
02	Mr. Camille LOUMOUAMOU	Service Météorologique National B.P. : 208 CG BRAZZAVILLE (CONGO)	camille.loumouamou62@gmail.com	+242055515359 / 069410107	
03	<i>Mr. Jolamu NKHOKWE</i>	Meteorological Services Ministry of Transport and Public Works P.O. Box : 2 CHILEKA (MALAWI)	j.nkhokwe@yahoo.com	+265999911314	
04	Mr. Aloys RURANTIJE	Institut Géographique du Burundi (IGEBU) BP : 34 BUJUMBURA (BURUNDI)	arurantiye@yahoo.fr	+25779957912	
05	Dr. Fetene Teshome	National Meteorological Services Agency P.O. Box: 1090 ADDIS ABABA (ETHIOPIE)	fetenekoket@yahoo.com	+251911208225	
06	Mr. Samuel Waithaka Kahuka	Kenya Meteorological Service; Box 30259-00100 Nairobi, Kenya	samuel_kahuha@yahoo.com kahuha@meteo.go.ke	+254716311729	
07	Mr. Premchand Goolaup	Mauritius Meteorological Services, Mauritius	prem.goolaup@gmail.com meteo@intnet.mu	+230 6861031	
08	Mr. Mohammed Tabi	DNM Maroc	tabimoha@gmail.com	+212661473142	
09	Mr. Dje Kouakou Bernard	DMN Côte d'Ivoire	dkouakou_b@yahoo.fr	+22547505470	
10	Dr. Anthony Anufurom	NIMET Nigeria	tonyanuforum@gmail.com a.anuforum@nimet.gov.ng	+2347064187400	

Table 2: LIST OF PARTNERS

<i>N°</i>	<i>Name</i>	<i>Institution</i>	<i>E-MAIL</i>	<i>TEL:</i>	<i>FAX:</i>
	Dr. Amos Makarau	Zimbabwe Met Department and President of RA 1	makarau1957@gmail.com	+2634778209	+2634778161

Table 3: REGIONAL IMPLEMENTATION CENTRE (RIC)

<i>N°</i>	<i>Name</i>	<i>Institution</i>	<i>E-MAIL</i>	<i>TEL:</i>	<i>FAX:</i>
	Bradwell J. Garanganga	SADC Secretariat	bgaranganga@sadc.int bjgaranganga@gmail.com	+2673951863 +26772481859 (mobile)	

Table 4: ACMAD TEAM

<i>N°</i>	<i>Noms & Prénoms</i>	<i>Institutions</i>	<i>Email</i>	<i>Tél</i>	<i>Fax</i>
01	DIALLO Adama Alhassane	ACMAD	a2diyalo04@yahoo.fr	+22720734992	227 20 723627
02	Dr. LAMPTEY Benjamin	ACMAD	blampzey@gmail.com	+22720734992	227 20 723627
03	Madam Zeinabu Ali	ACMAD	Zeinabou_ali@yahoo.fr	+22720734992	+22796962059
04	ALFA Safia	ACMAD	Safiatou87@yahoo.fr	+22720734992	227 20 723627
05	Hassane Djibo Mounkaila	ACMAD	kailoudosso@yahoo.fr	+22720734992	
06	Francis Medje	ACMAD	Francismedje17@hotmail.com	+22720734992	
07	ABANI AHMED Ali	ACMAD	aabani@yahoo.com	+22720734992 +22793938233	

ANNEX 3

STATEMENT OF THE 6TH MEETING OF THE PROJECT STEERING COMMITTEE OF ISACIP

REPORT OF THE SIXTH ISACIP STEERING COMMITTEE MEETING

Meeting Date: Monday December 19, 2016

Attendees: See list of members present

Venue: MPlaza Hotel Accra, Ghana

Executive Overview:

The African Development Bank funded Institutional Strengthening of African Climate Institutions Project (ISACIP) is coordinated by the African Centre of Meteorological Applications for Development (ACMAD) and involves three other institutions on the continent. The institutions are IGAD Climate Prediction and Applications Centre (ICPAC), Southern Africa Development Community Climate Services Centre (SADC-CSC), and CILSS Regional Centre of Agricultural and Hydrological Meteorology (AGRHYMET). The project aims at strengthening the Climate Institutions to enable them better contribute towards poverty alleviation and climate change.

The sixth meeting of the ISACIP project steering committee was held on 19th December 2016 in MPLAZA HOTEL in Accra, Ghana.

1. Opening

The opening was presided over by the Chairman of the Board of Directors of ACMAD and Chairman of the Steering Committee (SC). He thanked the government of Ghana and the Ghana Meteorological Agency for its support in organizing this meeting.

The Steering Committee members that were present are Cote D'Ivoire, Kenya, Burundi, Malawi, Ethiopia, Morocco, Niger, Congo Brazzaville and Mauritius. The chairman of the ACMAD Board of Governors, President of the WMO Regional Association 1 and SACOM members participated in the meeting in the presence of two of the beneficiary institutions (ACMAD and SADC-CSC). See attached list of participants for details.

The chairman of the Steering Committee gave the opening speech and declared the meeting opened.

The agenda was adopted without modification:

- a. Presentation and adoption of the 2015 activity report;
- b. Presentation and adoption of the 2015 budget execution report;
- c. Presentation and adoption of the 2016 Annual Work Plan;
- d. Presentation and adoption of the 2016 Budget
- e. Status of implementation Adoption of conclusions and recommendations from fifth ISACIP Steering Committee.
- f. ISACIP cumulative Financial Report up to December 2015.

2. Presentation and adoption of the 2015 activities and budget execution reports

The coordinator of the ISACIP Project presented the progress report and the Project Finance Officer presented the Execution Budget for 2015.

3. Presentation and adoption of the reports of the Annual Work Plan and Budget;

- The project coordinator presented the 2016 Annual Work Plan and the Project Financial Expert presented the cumulative Financial Report up to December 2015 and the 2016 Provisional Budget.

Following the presentations and discussions on various aspects, the Steering Committee adopted all the above six documents.

4. Outcomes of the 6th ISACIP Steering Committee Meeting

- (i) **Recommendation #1:** SACOM should urgently draft a strategic plan for consideration by the ACMAD Board.
- (ii) **Recommendation #2:** ACMAD should endeavor to urgently have a Quality Management System in place. Then support countries to do the same.
- (iii) **Recommendation #3:** ACMAD should facilitate and build capacity to access global products for operational use by National Meteorological and Hydrological Services (NMHSs).
- (iv) **Recommendation #4:** ACMAD should customize global products to make them relevant for the continent.
- (v) **Recommendation #5:** ACMAD should support all aspects of the meteorological products and services value chain. Particularly, in terms of communications, computing power, web sites and band width. Also, training on data management and Numerical Weather Prediction.
- (vi) **Recommendation #6:** ACMAD should have a communication expert.
- (vii) **Recommendation #7:** ACMAD should establish a mechanism to ensure feedback from the NMHSs and other stakeholders.
- (viii) **Recommendation #8:** The Steering committee recommends Regional Climate Centres offer support at country level when resources permit.
- (ix) **Recommendation #9:** The Steering Committee recommends that the ACMAD Board remind countries of their contributions to ACMAD keeping in mind the AMCOMET resolution on payment of country contributions to ACMAD.
- (x) **Recommendation #10:** The Steering Committee recommends to the ACMAD Board to consider writing:

(1) a letter of appreciation to AfDB thanking them for their support of ISACIP 1;

ANNEX 4

8TH MEETING OF THE SACOM

ACMAD Scientific Steering Committee Meeting (SACOM)

December 19, 2016

Attendees:

	Name	Position/Institution/Country
1	Prof. Daouda Hamani – nominated chair	Niger
2	Prof. John N. Muthama - rapporteur	Kenya
3	Prof. Yamnah Djelouli	France
4	Mr. Adama Alhassane Diallo	DG/ACMAD/Niger
5	Mr. Ali Ahmed ABANI	Chief DIT/ACMAD/Niger

The meeting started at 17:30 pm and only three out of the seven SACOM members present. Therefore, there was no quorum for the SACOM members to transact business of the day.

Prof. Daouda Hamani was nominated to preside over the deliberations with Prof. John Muthama as the rapporteur.

It was agreed that, due to lack of quorum, the meeting be converted to an ad hoc and deliberations could proceed.

Members deliberated on the issues relevant to SACOM since the Zimbabwe meeting in 2014. The following were discussed and agreed upon:

1. It was felt that the governance issue of SACOM needs to be resolved for the committee to make progress in future. Effective Chairmanship of SACOM is critical for SACOM's success.
2. ACMAD's strategic plan should be revised as a matter of urgency. Prof. Muthama offered to facilitate the process in SACOM. The strategic plan should capture emerging issues such as renewable energy, deforestation and climate risks. Resource mobilisation should be addressed in the strategy.
3. There is a need for analysis of Strength, Weakness, Opportunities and Threats (SWOT) of ACMAD as a part of the development of the strategy. SACOM would develop an evaluation template for circulation to all stakeholders.

The meeting ended at 18:25 pm.