

Proposal for Simplified and Harmonized CREWS Secretariat Staff Appointment Modalities

1. At its 6th meeting, the CREWS Steering Committee requested “Implementing Partners, in consultation with the Chair, to carry out a review of the CREWS Secretariat staffing needs and prepare a proposal for simplified and harmonized staff appointment modalities that would also reduce costs, for consideration by the Steering Committee”.
2. This proposal provides:
 - i. A rapid review of minimum Secretariat staffing needs based on the Secretariat’s Roles and Responsibilities and the current and projected scale of CREWS operations;
 - ii. Recommendations for simplified and harmonized CREWS Secretariat staff appointment modalities;
 - iii. Comparison between current staffing costs and the recommended proposal;
 - iv. Compliance of the proposal with the CREWS Governance Document;
 - v. Transition arrangements.

Annexes:

- i. CREWS Secretariat Roles and Responsibilities as set-out in the *CREWS Governance Document*, revised on 14 June 2018
- ii. Terms of Reference for CREWS Secretariat staff
- iii. Table for staff cost comparison

Proposal for Simplified and Harmonized CREWS Secretariat Staff Appointment Modalities

1. The CREWS Secretariat is hosted by WMO in Geneva under WMO management and applicable policies and procedures. The current staffing of the CREWS Secretariat is: one staff on loan from UNISDR (Head of the Secretariat); one staff seconded by the World Bank (Disaster Risk Management Specialist) and one assistant recruited by WMO. Costs for all staff are covered through CREWS resources.
2. The roles and responsibilities of the CREWS Secretariat are set-out in the *CREWS Governance Document*, revised on 14 June 2018 (see Annex 1).

i. Secretariat Staffing Needs

3. The Implementing Partners reviewed the roles and responsibilities of the CREWS Secretariat as established by the Steering Committee, based on the initial 24 months of operations.
4. It is suggested to maintain the current roles and responsibilities of the Secretariat unchanged but to eliminate the initially included item on “approving the ToR of Secretariat staff” to avoid potential conflict of interest situations. The ToR of the Secretariat reflect accurately its core function, namely: (1) supporting to the Steering Committee; (2) developing CREWS operational guidance for the Implementing Partners; (3) maintaining the M&E framework and consolidating progress reports; and (4) resource mobilization, all of which are central to the effectiveness of the CREWS initiative. The differentiated responsibilities between the Implementing Partners and the Secretariat are equally sufficiently clear as they are defined in the *CREWS Governance Document*.
5. The scale of CREWS operations, the number of contributing partners and the volume of transactions are gradually growing. Growth of CREWS funding and corresponding operations is expected to continue in the foreseeable future.
6. The current number of staff in the CREWS Secretariat is assessed to be sufficient to manage the expected growth. The grade levels of the professional staff were reviewed to align with the responsibilities of the positions.

ii. Recommendations for simplified and harmonized CREWS Secretariat staff appointment modalities

7. The Implementing partners looked at different appointment modalities with a view to reduce CREWS Secretariat staffing costs, maximize predictability of staffing costs, and provide equal contractual status to all CREWS Secretariat staff.
8. Based on the above, it is recommended by the WMO Development Partnerships Office in consultation with the three Implementing Partners to unify contractual arrangements for the CREWS Secretariat staff under WMO procedures, which will thus terminate the current “secondment” and “loan” arrangements with the World Bank and UNISDR. This proposed arrangement concerns the two staff positions in the ‘professional’ category as the administrative staff position is already under WMO contract. Section (v) summarizes the proposed transition arrangements.

9. While it is recommended to unify contractual arrangements under WMO procedures, Implementing Partners will provide inputs to the performance review of all CREWS Secretariat staff.

iii. Comparison between current staffing costs and proposed simplified arrangements

10. Based on the responsibilities of the proposed positions in the CREWS Secretariat, the following grade levels and corresponding ToR (see Annex 2) are proposed for the CREWS Secretariat positions: one Senior Programme Officer (Head of the Secretariat), P5; one Programme Officer, P3; and one Assistant, G5.

11. Annex 3 provides a comparison between the full cost of the CREWS Secretariat staff for fiscal year 2018 and an estimate of the staff costs for fiscal year 2019 under the proposed simplified appointment modalities.

12. Under the proposed simplified appointment modalities, the total cost of the two positions currently on secondment/loan to the CREWS Secretariat would be reduced by roughly 10% – equivalent to approximately USD 50,000 per annum, taking into consideration total staff costs including benefits and overheads.

iv. Compliance of proposal with the CREWS Governance Document

13. In consultation with the Trustee and Implementing Partners, the following amendment is required to the CREWS Governance Document to ensure compliance with the above proposal.

14. Para 14 of the CREWS Governance Document would need to be amended to read:

“The CREWS Secretariat is established to support the work of the Steering Committee and is accountable to the Steering Committee for the performance of its functions. The CREWS Secretariat is hosted by WMO in Geneva under WMO management and applicable policies and procedures. The CREWS Secretariat comprises a small team of professional and administrative staff who are recruited under WMO policies and procedures and report to Director of the Office of Development Partnerships, an office in WMO that is different from the offices responsible for coordination and implementation of the CREWS funded operations. CREWS Secretariat staff and all WMO staff are subject to the WMO code of ethics. Contracts of CREWS Secretariat staff have to specify that employment is exclusively for the CREWS Secretariat.”

v. Transition arrangements

15. Current staffing arrangements and obligations will remain in place until their completion date.

16. Recruitments will be carried out by WMO in close consultation with the Implementing Partners, including representation on the recruitment panels.

17. Targeted dates for recruitments are:

- i. 1 July 2019 or as early as possible thereafter for the Head of Secretariat position;
- ii. 1 November 2019 for the Programme Officer position.

Annex 1 - CREWS Secretariat Roles and Responsibilities

As per the *CREWS Governance Document*, revised 14 June 2018, with proposed amendment stated in para 14.

14. The CREWS Secretariat is established to support the work of the Steering Committee and is accountable to the Steering Committee for the performance of its functions. The CREWS Secretariat is hosted by WMO in Geneva under WMO management and applicable policies and procedures. The CREWS Secretariat comprises a small team of professional and administrative staff who are recruited under WMO policies and procedures and report to Director of the Office of Development Partnerships, an office in WMO that is different from the offices responsible for coordination and implementation of the CREWS funded operations. CREWS Secretariat staff and all WMO staff are subject to the WMO code of ethics. Contracts of CREWS Secretariat staff have to specify that employment is exclusively for the CREWS Secretariat.

15. Roles and Responsibilities. The roles and responsibilities of the Secretariat includes:

- (a) organizing meetings of the Steering Committee;
- (b) receiving and reviewing Project Proposals to ensure completeness and consistency with the Governance Document and relevant operational guidelines before transmitting to the Steering Committee for consideration;
- (c) preparing and circulating minutes of Steering Committee discussions for their approval;
- (d) offering guidance on the processes and requirements as laid out by the Steering Committee;
- (e) developing and regularly updating a monitoring and evaluation framework and appropriate reporting guidelines and internal procedures for CREWS for review by the Steering Committee, receiving and consolidating progress and other reports from the Implementing Partners for submission and review by the Steering Committee;
- (f) collaborating with the Trustee to ensure that the Trustee has all the information necessary to carry out its responsibilities including notification to the Trustee of Allocations approved by the Steering Committee;
- (g) preparing operational guidelines relating to eligibility, process and a common format for Project Proposals and reporting implementation results on each Project for the Steering Committee approval;
- (h) preparing an operations manual as needed, in consultation with the Trustee;
- ~~(i) approving terms of reference of the Secretariat staff to maintain impartiality;~~
- (j) compiling and providing public information on activities funded by the CREWS Trust Fund, including on a website to be created;
- (k) convening the CREWS community comprising the Contributors, the Implementing Partners, and any other stakeholders, criteria of which are to be determined by the Steering Committee, in alternative years;
- (l) fundraising for the CREWS Trust Fund and coordination with contributors; and
- (m) performing any other functions assigned to it by a decision of the Steering Committee.

16. Limitations of Secretariat Responsibility. The Secretariat has, without limitation, no responsibility for (i) reviewing the appropriateness of any decision by the Steering Committee; (ii) confirming that funds transferred to the Implementing Partners were used for their intended purposes; (iii) implementing, monitoring, supervising, evaluating, or providing quality assurance with respect to the operations; or (iv) providing individual Contributors with customized financial, progress, results, impact or other reporting.

Annex 2 - Terms of Reference for CREWS Secretariat Staff

Senior Programme Officer – Head of the CREWS Secretariat – P5

The Senior Programme Officer will report to the Director, Development Partnership Office (D/DPO), Cabinet and External Relations Department (CER) at the World Meteorological Organization (WMO).

Functional responsibilities:

Within delegated authority, and in close liaison with the three Implementing Partners, the Senior Programme Officer will be responsible for the following duties:

- Effectively plan and manage the CREWS Secretariat; manage and monitor the CREWS Secretariat budget; ensure activities are carried out in a timely fashion, with good internal coordination; manage and train staff under his/her supervision; foster teamwork and communication within the CREWS Secretariat and across organizational boundaries;
- Service the CREWS Steering Committee and in particular (i) coordinate and oversees the reception and consolidation of project proposals and funding requests from the implementing entities for submission and review by the Steering Committee; (ii) coordinate and oversee the meetings of the Steering Committee; (iii) oversee the drafting and circulating minutes of Steering Committee discussions; and (iv) notifying the Trustee of funding requests approved by the Steering Committee;
- Support and provide guidance to the CREWS implementing entities on the processes and requirements as laid out by the Steering Committee;
- Report regularly to the Steering Committee and Donors with periodic financial reports submitted by the implementing entities;
- Receive and consolidate annual reports on implementation results for submission and approval by the Steering Committee;
- Work closely with the Trustee to ensure that the Trustee has all the information necessary to carry out its responsibilities;
- Coordinate and facilitate fund raising efforts of CREWS and manage relationship with donors, including answering queries from donors and partner countries on non-financial issues (financial issues will be handled by the Trustee);
- Convene the CREWS community (i.e. implementing entities, Steering Committee members, and other stakeholders) and represent the CREWS Secretariat at meetings, seminars etc. and related partnership initiatives; participate in international, regional and national meetings and hold discussions with representatives of other institutions regarding the CREWS Initiative;
- Align CREWS programmes with international frameworks and partnerships on early warning, such as the Climate Change agreements under UNFCCC, the Global Framework for Climate Services, the Sendai Framework and the 2030 sustainable development agenda;
- Perform any other functions assigned to him/her by a decision of the Steering Committee and the D/DPO.

Programme Officer – CREWS Secretariat – P3

Under the overall guidance of the Director of the WMO Development Partnerships Office and under the direct supervision of the Head of the CREWS Secretariat the incumbent will perform the following duties:

Functional responsibilities:

The incumbent will perform the following duties:

- Assist the Head of the CREWS Secretariat in his/her interaction with the WBG, WMO, UNISDR and project teams on the issues related to support for preparation and implementation of CREWS projects. This will include the development of operational procedures, facilitation of technical reviews, monitoring and performance evaluation of CREWS portfolio and ensuring other CREWS requirements are met;
- Assist the Head of the CREWS Secretariat on the preparation of progress reports, briefs and other communication material;
- Support the Secretariat's overall coordination with the CREWS Trustee (World Bank, Dfi) on financial issues as required;
- Participate in knowledge management activities, including communication, development of analytical papers and guidance notes on good practices emerging from CREWS operations;
- Promote and facilitate knowledge exchange and dissemination aimed at improvement of CREWS and early warning systems in general;
- Interact with Implementing Partners, Steering Committee members and other development partners as requested by the Head of the CREWS Secretariat;
- Perform other duties and functions as assigned by the Head of the CREWS Secretariat.

Assistant – CREWS Secretariat – G5

The Assistant will report to the Head of the CREWS Secretariat.

Functional responsibilities:

Under the overall guidance of the Director of the WMO Development Partnerships Office and under the direct supervision of the Head of the CREWS Secretariat the incumbent will perform the following duties:

- Provide administrative and secretarial support to ensure the efficient and smooth running of the CREWS Secretariat and monitor the budget;
- Be responsible for administrative and secretarial preparations and follow-up relating to CREWS meetings and missions;
- Handle, register, route, monitor and follow-up all incoming and outgoing mail with a view to establishing deadlines and coordinating inputs for the Manager’s signature;
- Organize and maintain the filing system and mailing lists and keep them updated, including maintaining the appropriate databases;
- Draft, edit, proofread and finalize correspondence and documents following standard procedures and formats within the time limit prescribed for the tasks;
- Produce correspondence, documents, presentations, spread-sheets, meeting forms, travel authorizations, reports, etc., within established deadlines;
- Keep the CREWS web pages and databases updated regularly;
- Carry out other relevant duties, as required.

Annex 3 - Table for staff cost comparison*

Actual CREWS Secretariat Staff Costs as reported for FY 2018, in USD **		CREWS Secretariat Staff Costs under proposed simplified appointment FY 2019 in USD	
Head of Secretariat on loan from UNISDR	248,590	Senior Programme Officer	237,300
Disaster Risk Management Specialist on secondment from World Bank***	202,500	Programme Officer	165,600
Assistant	100,400	Assistant	100,400
Total	551,490	Total	503,300

* Staffing costs are compared between Fiscal Year 2018 (actual costs) and Fiscal Year 2019 (calculated costs under proposed simplified appointment procedures). Staffing costs include all benefits and overheads.

** As per communication to the Steering Committee, dated 9 January 2019, on Final Administrative Costs FY17 and FY18 for the CREWS Secretariat.

*** As of 1 November 2017