

**Status 25 August 2014**  
**Operational Guidelines of the**  
**WMO/GWP Integrated Drought Management Programme (IDMP)**

The Integrated Drought Management Programme (IDMP) was launched in March 2013 as a joint initiative of WMO and GWP on the occasion of the High Level Meeting on Drought Policies (HMNDP) in Geneva. The IDMP consists of a Technical Support Unit, Support Base Partners/Partners, Financial Partners and a governance structure consisting of an Advisory Committee and a Management Committee, whose functions are detailed below.

**Technical Support Unit (TSU)**

The Technical Support Unit of the IDMP is based in the WMO Climate Prediction and Adaptation (CLPA) Branch of the Climate and Water Department (CLW). The TSU is composed of the seconded professional staff from WMO, GWP, and other potential partners as agreed by the Management Committee. Overall responsibility for the operation of the IDMP is assigned at the level of the Director of the Climate and Water Department (CLW) through the Director of the Climate Prediction and Adaptation (CLPA) Branch at WMO. The Chief of the Agricultural Meteorology Division is the head of the Technical Support Unit. In particular, the Technical Support Unit has the following functions:

- (i) Ensures implementation of the annual work plan, as proposed by the Advisory Committee and approved by the Management Committee referred to below, and formulates its yearly work plan timetable to meet the expected results;
- (ii) Serves as the point of contact for incoming requests to the IDMP and its HelpDesk functions;
- (iii) Routes incoming requests to the IDMP Support Base Partners and coordinates follow up;
- (iv) Provides strategic advice concerning drought management policy, strategy and institutional arrangement in response to requests;
- (v) Provides technical backstopping and project management, for the implementation of projects developed under the IDMP;
- (vi) Maintains, updates and upgrades the IDMP website and related information and develops new components (especially drought management guidelines/tools) as required;
- (vii) Develops and maintains, as a basis for the continuous improvement of the IDMP Services, a registry of received requests and follow up actions taken;
- (viii) Strengthens the IDMP Support Base and maintains linkages and regular communication with Support Base Partners (see below) and Financial Partners (see below), amongst others, by keeping track of available competencies and areas of interest;
- (ix) Develops and implements an IDMP information/outreach strategy;
- (x) Develops an IDMP community of practices tailored to different User Groups as and when recommended by the Advisory and Management Committees;
- (xi) Provides advocacy for Integrated Drought Management (IDM) concepts in appropriate international and national initiatives;
- (xii) Provides coordination and secretarial support for the activities under the IDMP, as well as to the Advisory Committee and Management Committee;
- (xiii) Provides logistical and technical support for capacity building activities as part of the IDMP; and

- (xiv) Liaises regularly with the TSU of the APFM to harmonize activities between the two related programs and exchange knowledge and know-how.

### **Support Base Partners**

Given the multi-disciplinary nature of drought management issues, the IDMP aims to bring together organizations working on drought issues from different perspectives in order to engage them in the activities of the IDMP and to support their drought related initiatives.

The main areas of activity where support base partners may engage include:

- (i) Advice and high-level advocacy for drought management policy and strategy formulation, especially in the context of Integrated Drought Management;
- (ii) Development, input and review of technical documents and guidelines related to drought management;
- (iii) Facilitation of workshops and training in support of Integrated Drought Management;
- (iv) Development, review and provision of drought management tools and e-learning options for capacity building; and
- (v) Formulation of high-level objectives/scoping for drought management proposals with parties requesting IDMP Services.
- (vi) Advice and high-level advocacy for drought management policy and strategy formulation, especially in the context of Integrated Drought Management;

Institutions interested in promoting the implementation of integrated approaches to drought management, and willing to work together with the IDMP can become a support base partner to the IDMP by expressing their interest to be engaged in the IDMP in a letter and designating a focal point within their organization. The focal points of these organizations will be invited to the Advisory Committee of the IDMP (see below).

Partnership with the IDMP is open to all institutions that subscribe to the basic concepts and aims of Integrated Drought Management, and which are willing to work together to fulfil the objectives of integrated drought management. Contributions by organizations will be acknowledged on the IDMP website and in the activities to which they contribute.

Once the HelpDesk is established, support from institutions will be sought to respond to HelpDesk requests. At this point this section of the Operational Guidelines will be reformulated. It is foreseen to officialise the agreement through a Letter of Engagement, that will be signed to indicate the Support Base Partner's readiness to dedicate a pre-set amount of in-kind human resources capacity on a voluntary basis to ensure timely response to the requests received under the IDMP, for example in the form of an exploratory visit, initial introductory workshops/training, or inputs to formulation of project proposals or other possible services in accordance with the specialized capacity of the respective Support Base Partner.

Neither the Partners nor WMO and GWP and its Staff shall be held institutionally or personally liable for the advice, guidance and professional opinion generated by the IDMP. A clear disclaimer to this effect will be provided on the website.

### **Financial Partners**

Institutions providing financial support to the IDMP are known as Financial Partners of the IDMP. They contribute to the WMO through the IDMP Trust Fund and to the GWP through its Water and Climate Programme.

## **Governance**

### **A. Advisory Committee**

The Advisory Committee (AC) will serve as a resource to make recommendations to the Management Committee on guiding the development and implementation of the IDMP,, providing indications about the latest scientific and technical advances in drought-related issues, and reviewing and assessing the IDMP TSU activities. With the support of the TSU as Secretariat, the AC will consist of the following:

- (i) The Chairperson: Nominated jointly by GWP and WMO
- (ii) Two representatives from GWP
- (iii) Two representatives from WMO
- (iv) One representative from each of the three following WMO Commissions: Commission for Agricultural Meteorology (CAgM), Commission for Climatology (CCI) and the Commission for Hydrology (CHy)
- (v) One representative from each of the Support Base Partners (SBPs)
- (vi) One representative from each of the Financial Partners
- (vii) One representative from the APFM

the Terms of Reference of the Advisory Committee are as follows:

- (i) Guides the implementation of the IDMP and its HelpDesk activities, making proposals for the annual work plan to be considered by the Management Committee.
- (ii) Ensures, by advising the TSU, that the IDMP develops and maintains an adequate service spectrum, an effective and efficient working arrangements vis-à-vis beneficiaries, Support Base Partners and Financial Partners.
- (iii) Ensures multidisciplinary inputs into the activities of the IDMP and suggest approaches to implement Integrated Drought Management (IDM) concepts in the field.
- (iv) Proposes guidelines for prioritizing, at a general level, activities and requests received by the HelpDesk.
- (v) Ensures, through yearly revision of TSU activities, quality assurance of IDMP functions and services.
- (vi) Guides and supports the advocacy and dissemination process of IDM and the activities of the programme, including the HelpDesk
- (vii) Proposes to the Management Committee policies for internal and external communication.

### **B. Management Committee**

The Management Committee will review the progress of work, monitor implementation of the programme and decide on the budget plan. With the support of the TSU as Secretariat, the Management Committee will consist of:

- (i) The Chairperson: To be nominated jointly by GWP and WMO, who is also the chairperson of the Advisory Committee
- (ii) Two representatives from GWP
- (iii) Two representatives from WMO
- (iv) One representative from each of the Financial Partners

- (v) Two members from the Support Base Partners, as decided by the Advisory Committee. In cooperation with the Chairperson, the TSU might invite additional participants on an ad-hoc basis.

The Terms of Reference of the Management Committee are as follows:

- (i) Provides oversight to the IDMP and its TSU and HelpDesk, monitoring the progress of implementation of activities and the Advisory Committee recommendations
- (ii) Determines the level of financial support required for the IDMP including the TSU and HelpDesk, as well as the corresponding resource mobilization strategy
- (iii) Approves the IDMP annual work plan and budget
- (iv) Adopts modifications to the governance framework of the IDMP
- (v) Sets criteria of eligibility for Support Base Partners as well as the threshold to qualify as a substantive financial contributor
- (vi) Establishes its own modus operandi and procedural rules, as well as those of the Advisory Committee

The Advisory Committee and the Management Committee will at least meet once a year and shall meet, as far as possible, in conjunction.

## **Resources**

The IDMP activities are carried out using resources consisting of core in-kind and financial contributions from WMO and GWP, voluntary in-kind contributions from Support Base Partners and financial contributions by the Financial Partners to the IDMP Trust Fund. Outputs from IDMP activities also include information and expertise in support of HelpDesk functions.

The in-kind and financial contributions from WMO include:

- (i) the provision of professional and general service staff support from the Climate and Water Department of WMO to the Technical Support Unit;
- (ii) the provision of logistics in the form of office space and utilities for the IDMP Technical Support Unit;
- (iii) provision of technical inputs from the Climate and Water Department of WMO and the APFM

GWP is supporting the IDMP under core funding from its Water and Climate Programme. The in-kind and financial contributions from GWP include:

- (i) the provision of a seconded staff support to the TSU from its Water and Climate Programme
- (ii) web hosting for relevant parts of the IDMP;
- (iii) provision of technical inputs from the Water and Climate Programme of GWP and relevant Regional and National Water Partnerships

The level and extent of in-kind contributions from Support Base Partners is determined in the Letter of Engagement signed by each of them and would be reported on an annual basis to the Management Committee.

WMO will set up a dedicated budget line within the IDMP Trust Fund to receive the contributions necessary for the operation of the IDMP.

**IDMP Overview**

