**CLIMSOFT STEERING GROUP**

**Draft Terms of Reference**

In order to promote and monitor the development and use of CLIMSOFT (a free Climate Database Management System (CDMS) ) and make judicious use of the financial resources available, a Steering Group is established. The Group is made up of high level stakeholders and/or experts who provide guidance on key issues such stakeholder needs, project direction, objectives, budgetary control, promotion strategy, resource allocation, and decisions involving expenditures. In designating the representative from each participating country on the Steering Group, consideration will be given as far as possible to provide for both continuity and appropriate linkages between stakeholders, especially the National Meteorological and Hydrological Services which are the principal users, the World Meteorological Organization as the authority specifying functionality, the Contributors and the Technical Advisory Group, especially the Development Lead.

In order to guide the CLIMSOFT development and upgrade, the Steering Committee has the following functions:

* Oversee the development of Climsoft, including assessing the user requirements and stakeholder priorities, with consideration of emerging technologies and data management standards;
* Guide and advise on all aspects of project implementation and propose necessary changes to achieve the intended outputs through the project Coordinator;
* Annual review of project progress, make recommendations and adopt the annual project work plan and budget;
* Endorse any changes to the work plan or budget as proposed by the project Coordinator, and be responsible for ensuring that the project remains on target with respect to its outputs;
* Make decisions on major issues including review and endorsement of status reports from the project and any reports from project experts and consultants;
* Liaise with WMO, GFCS and other agencies on funding opportunities and collaboration on related initiatives and projects that could benefit from CLIMSOFT implementation,
* Guide and promote the capacity building and training strategy, including face to face and e-training.
* Guide the development and implementation of the communication strategy
* Approve membership of the Technical Advisory Group
* Address any other business brought before the Steering Group brought by one of its members related to the implementation of the project;

Steering Group & meetings: To meet in person at least once a year (if possible, attached to other meetings to reduce costs). This Committee is proposed to include ACMAD, WMO, Met Office, PRs supporting CLIMSOFT e.g. Kenya & Zimbabwe, other Regional Centres, and others as relevant. An MOU is proposed to formalise contribution to the project and for the purposes of coordination.

Document control:

Version: 0.1 28/07/2014 S Palmer For discussion at Steering Group meeting.

Version: 0.2 27/10/2014 S Palmer Added suggestions

Version: 0.3 02/02/2015 S Palmer Incorporate suggestions and remove duplicates.