



Our ref.: 00128/2025/ETR/CRS-0425

30 January 2025

Annexes: 2 (available in English only)

Subject: Seminar on Management of WMO Regional Training Centres in Regional Associations III (South America) and Regional Association IV (North America, Central America and the Caribbean) Brasília, Brazil, 8–10 April 2025

Action required: For information and appropriate action, as necessary
Nominations to be received by **14 March 2025**

Dear Sir/Madam,

I am pleased to inform you about an upcoming seminar on the management of WMO Regional Training Centres (RTCs) Components in Regional Associations (RA) III (South America) and RA IV (North America, Central America and the Caribbean), which is relevant to the WMO RTC hosted in your country. This event, graciously hosted by the Permanent Representative of Brazil with WMO, will be held at the Instituto Nacional de Meteorologia (INMET) in Brasília, Brazil, from 8 to 10 April 2025.

The seminar is specifically designed for directors, managers, and representatives of WMO RTCs Components in RA III and RA IV.

Its primary objectives are: to enhance the effectiveness of RTCs through improved coordination with the WMO Education and Training (ETR) Office; to establish training policies, processes, and procedures to address both regional and global needs; to strengthen cooperation and coordination between the WMO Secretariat and RTCs; and to foster professional relationships and collaboration within the RTC community.

The seminar will cover a range of topics critical to the effective management and development of WMO RTCs. Discussions will include WMO governance, capacity development, and education and training programmes, with a focus on competency frameworks and their implementation. Participants will explore strategies for organizing short-term training courses, assessing their impacts, and managing fellows and fellowships.

Additional sessions will address expanding the roles of RTCs, conducting external reviews, annual reporting, and resource mobilization. Key initiatives such as Early Warning for All (EW4All), the WMO Global Campus, and the Consortium of WMO Education and Training Collaborating Partners (CONNECT) will be highlighted. Updates on publications, as well as RTC achievements, challenges, and barriers, will also be discussed, culminating in actionable outcomes and conclusions to guide future efforts. The final agenda will be made available on the WMO ETRP Moodle Platform before the seminar begins.

To: Permanent Representatives of Argentina, Barbados, Brazil, Costa Rica, Peru and Venezuela with WMO of WMO RTC hosting Members in Regional Associations III and IV (limited distribution)

cc: Directors/Managers of RTCs in Regional Associations III and IV
Presidents of Regional Associations III and IV

The seminar will be conducted in English, and participants must possess adequate working proficiency in the language to actively engage in plenary and group discussions. These discussions will explore the strengths, challenges, solutions, and recommendations of RTCs.

Participants will also be required to deliver a 10 minute presentation on their respective RTCs or components. A presentation template will be provided to selected participants in due course.

Participants or their institutions are expected to cover their own expenses, including international airfare to Brazil. However, if necessary and upon request of the country's Permanent Representative, WMO may support only one participant from each RTC Component.

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, and accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events.

WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides limited coverage for medical, emergency, and supplementary official travel expenses.

A participant nomination form is attached as [Annex I](#). Kindly arrange for its completion by each RTC Component listed in [Annex II](#) and return it to the WMO Secretariat at tra@wmo.int by **14 March 2025**.

I appreciate your ongoing support in advancing WMO activities.

Yours faithfully,



Prof. Celeste Saulo
Secretary-General

**SEMINAR ON MANAGEMENT OF WMO REGIONAL TRAINING CENTRES
IN RA III AND RA IV**

Brasília, Brazil, 8–10 April 2025

PARTICIPANT NOMINATION FORM

To be completed and returned to tra@wmo.int as soon as possible to reach WMO not later than **14 March 2025**

1. Country	
2. RTC Component	
3. Title	Mr / Ms / Dr / Prof. /
4. First name	
5. Family name	
6. Date of birth/...../..... (dd/mm/yyyy)
7. Gender	M / F
8. Email address	
9. Telephone (mobile)	
10. Official address	
11. Do you need an entry visa for Brazil?	Yes / No
12. Do you need financial support from WMO?	
	<input type="checkbox"/> No
	<input type="checkbox"/> Yes, for travel to Brazil (international participants only)
	<input type="checkbox"/> Yes, for Daily Subsistence Allowance (DSA)* (international participants only)

*50% of DSA will be recovered by the Organization if no accommodation invoice is provided.

Signature of Nominee

Date

Signature and Endorsement of Permanent Representative

Date

**SEMINAR ON MANAGEMENT OF WMO REGIONAL TRAINING CENTRES
IN RA III AND RA IV**

Brasília, Brazil, 8–10 April 2025

LIST OF INVITED WMO RTCS COMPONENTS

Argentina	Servicio Meteorológico Nacional (SMN)
Argentina	Universidad de Buenos Aires (UBA)
Argentina	Facultad de Ingeniería y Ciencias Hídricas, UNL (FICH-UNL)
Barbados	Caribbean Institute for Meteorology and Hydrology (CIMH)
Brazil (Hosting the Seminar)	Centro Virtual de Ensino e Treinamento em Meteorologia (CVEM)
Costa Rica	Universidad de Costa Rica (UCR)
Costa Rica	Instituto Meteorológico Nacional (IMN)
Peru	Universidad Nacional Agraria La Molina (UNALM)
Peru	Servicio Nacional de Meteorología e Hidrología (SENAMHI)
Venezuela, Bolivarian Republic of	Universidad Central de Venezuela (UCV)