

**WMO OMM**

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

**Secrétariat**

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Our ref.: 00511/2024/MS/ETR

29 January 2024

Annex: 1 (available in English only)

Subject: WMO RTCs Annual Reports for 2023 and Course Offerings for 2024

Action required: Your input by **12 February 2024**

Dear Sir/Madam,

I would like to express my appreciation to you, and to all the staff members of the World Meteorological Organization (WMO) Regional Training Centre (RTC) for your continuing contributions to the WMO Education and Training Programme (ETRP). Your RTC is a key component of the network of WMO RTCs (see the list in the annex) and contributes to our success in meeting WMO priorities in serving Members.

In keeping with the Executive Council decisions on the roles of RTCs, I request your RTC to prepare the Annual Report for 2023 and submit it directly to the Education and Training (ETR) Office. The electronic report template will be sent to all RTCs by email but can also be downloaded from [here](#) or requested from the ETR Office ([tra@wmo.int](mailto:tra@wmo.int)). Please note that if there is more than one component in your RTC, each component should submit a separate report.

Please let us know by using Table I of the annual report if you would like us to update our records regarding the Director/Representative of the RTC or any information about your RTC as presented in the [RTCs Community Webpage](#). I also would like to request your RTC to report on long-term and short-term courses with an indication of delivery modes as requested in Table II and Table III, and other activities in Table IV of the annual report. Table V contains some additional reflection questions on challenges, opportunities, and strategic initiatives that may help WMO serve the RTCs better. I would also be grateful if you could provide me with the list of course offerings planned in your RTC for the year 2024 by using Table VI. As you will realize in the template, the organized and planned activities are expected to be in line with the [WMO Strategic Plan 2024–2027](#) and linked to the Long-term Goals.

In order to increase the visibility of your RTC and its contribution to the Members, I would appreciate receiving your annual report **by 12 February 2024** so that WMO can begin to prepare the reports for the constituent body meetings and plan co-sponsored events. Please do not hesitate to contact the ETR Office ([tra@wmo.int](mailto:tra@wmo.int)), if you have any questions or if further clarification is needed about the report.

My very best wishes for the New Year.

Yours faithfully,

Prof. Celeste Saulo  
Secretary-General

To: Permanent Representatives of Members hosting WMO Regional Training Centres (RTCs)

cc: Directors/Principals/Representatives of Regional Training Centres/Components (RTCs)