



Our ref.: 00856/2025/ETR/CRS-0325

7 February 2025

Annexes: 3 (available in English only)

Subject: WMO Marine Services Course for Southeast Asian Member States/Territories of Regional Associations II and V, 28 April to 4 August 2025 – Online Course

Action required: For information and appropriate action, as necessary
Nominations to be received by **20 March 2025**

Dear Sir/Madam,

I have the pleasure of informing you that a course designed to strengthen marine meteorological service delivery will be offered to the World Meteorological Organization (WMO) Southeast Asian Member States and Territories of Regional Associations II and V. The Course will include the use of blended learning modalities: Phase 1 will be online, and Phase 2 will be a blend of the online and classroom (dates to be confirmed, but likely to be offered approximately a year after the completion of Phase 1). Phase 1, online format, will be offered over a period of 14 weeks, from 28 April to 4 August 2025, requiring participants to dedicate a total of about 60–70 hours of effort.

[This Course](#) has been developed in response to the Eighteenth World Meteorological Congress [Resolution 73](#) "Strengthening the Capacity of Members in Service Delivery".

The goal of the Phase 1 (online) is to promote best practices for Impact-Based Forecasting for marine customers, with a focus on familiarization and effective implementation of the regulations for the provision and continuous improvement of marine meteorological services. The purpose is to help WMO Members to improve marine meteorological service delivery by:

- (a) Increasing their understanding of the needs of clients (e.g. at sea or along coasts) who use marine weather information for the protection of property and safety of life at sea;
- (b) Raising awareness and understanding of the regulations outlined in WMO documents relevant to marine and coastal services, especially the [Manual on Marine Meteorological Services, Volume I -Global Aspects](#) (WMO-No. 558) to effect successful implementation of WMO requirements for marine meteorological services; and,
- (c) Guiding the use and implementation of the WMO Regulations and service delivery framework outlined in WMO documents relevant to marine and coastal services, especially the [Guide to Marine Meteorological Services](#) (WMO-No. 471).

To: Permanent Representatives of Cambodia, Myanmar, Thailand, Viet Nam, Brunei Darussalam, Indonesia, Malaysia, Nauru, Philippines, Singapore and Timor-Leste (limited distribution)

Phase 1 of this WMO Course is designed to be practical and highly interactive (see Programme in [Annex I](#)). It will include many short readings, but even more opportunities for interaction with facilitators and fellow participants. During the Course, participants will work on activities to complete a Marine Service Delivery Context Analysis for their National Meteorological and Hydrological Services (NMHSs). Participants will be expected to work independently (or in groups belonging to the same NMHS) on these and other activities. Course work will include interviews and other interactions with management, marine customers, and other stakeholders, as well as an examination of current service delivery practices.

Course participants working for the same NMHS will be expected to coordinate their work and complete a single Marine Service Delivery Context Analysis. Some NMHSs may also be teamed up with other NMHSs with similar needs and capabilities. This will ensure that the course work is relevant, and of ongoing utility, to their NMHS through the collective efforts of the participants working as a team.

All participants will be expected to dedicate a minimum of five (5 hours each week to enable completion of learning and projects tasks (in English). It is critical to the success of this course that this time is made available to participants apart from their weekly work responsibilities. For this reason, all nominations from Permanent Representatives will require acknowledgment of this time requirement.

Participants of the WMO Marine Services Course will be required to complete all activities and readings for certification of achievements in each Phase of the Course. [Annex II](#) describes the requirements for Phase 1.

To ensure effective facilitation, you are encouraged to nominate at least two (2) but no more than three (3) participants from your NMHS. A Nomination Form for participants in the online course (Phase 1) is attached ([Annex III](#)).

When completing the Nomination Form, you are kindly requested to provide information on how the participation of your candidate will benefit your Service; how your candidate will utilize the skills and knowledge upon completion of the course; and that you have agreed to allow your nominated candidate the time to complete the Course. A note containing general information for participants, as well as the provisional programme schedule, will be distributed to the selected candidates at a later date.

The Nomination Form should be completed and returned to WMO Secretariat Education and Training Office (tra@wmo.int) as soon as possible but not later than **20 March 2025**.

I wish to thank you for the ongoing support to WMO and its Members.

Yours faithfully,



Prof. Celeste Saulo
Secretary-General

**WMO Marine Services Course
for Southeast Asian Member States/Territories of Regional Associations II and V
28 April to 4 August 2025 – Online Course**

Preliminary Course Programme, Expected Outcomes and Impacts

Ref.: 00856/2025-1.6 MS/ETR

<p>Course Overview and Introductions (28th April – 4th May 2025) - 1 week <i>Course Guide, Assessment Guide, Using the course site, update profile, introductions forum and participant profile questionnaire, Case Study</i></p>
<p>Lesson 1 (5th May to 18th May 2025) – 2 weeks The WMO Strategy for Service Delivery <i>Strategy on Service Delivery WMO-No.1129, organizational charts, national marine services focal points, assessment of service delivery progress model, defining your customers and customer needs survey</i></p>
<p>Lesson 2 (19th May to 1st June 2025) – 2 weeks The WMO Strategy for Service Delivery <i>(Marine services management interviews)</i> General functions and Organization of Marine Met Services <i>Guide and Manual on Marine Meteorological Services, WMO-No.558 and WMO-No.471 and assessment of organizational elements and definition of customers</i></p>
<p>Lesson 3 (2nd June to 8th June 2025) – 1 week Service Design Considerations <i>Forecast and warnings dissemination options, Multi-Hazards Early Warning System</i></p>
<p>Lesson 4 (9th June to 29th June 2025) – 3 weeks Requirements for Service Elements, Users and Applications <i>Marine stakeholders and forecasters, customer survey results, marine forecast products inventory, exemplary marine forecast and warning products</i></p>
<p>Week 5 (30th June to 6th July 2025) – 1 week International Coordination Worldwide Met-Ocean Information and Warning Service and World-Wide Navigation Warning Service <i>METAREA and NAVAREA coordinators roles and responsibilities</i></p>
<p>Capstone Project (7th July to 20th July 2025) – 2 weeks Capstone project: Marine Service Delivery Context Analysis <i>Compile, revise and expand course assignments to produce a Marine Service Delivery Context Analysis</i></p>
<p>Wrap-up Week (21st July to 4th August 2025) – 2 weeks Course conclusion <i>Final review and feedback on assignments</i></p>

Expected Impacts

The purpose of the Phase One course is to help WMO Members improve marine meteorological service delivery by:

- Increasing understanding of the needs of clients (e.g. at sea or at coasts) who use marine weather information for protection of property and safety of life at sea;
- Guiding the use and implementation of the WMO Regulations and service delivery framework outlined in WMO documents relevant to marine and coastal service, especially in the *Guide to Marine Meteorological Services* (WMO-No. 471); and
- Raising awareness and understanding of the regulations outlined in WMO documents relevant to marine and coastal service, especially in the *Manual on Marine Meteorological Services, Volume I – Global Aspects* (WMO-No. 558) to effect successful implementation of WMO requirements for marine meteorological services.
- Improving the capacity of the NMHS to deliver marine services, which directly contributes to the *Early Warnings for All* initiative (EW4ALL), and the United Nations Decade of Ocean Science for Sustainable Development.

Expected Learning Outcomes

The outcomes of the course will adhere to the tenets referenced in the *WMO Strategy for Service Delivery and Its Implementation Plan* (WMO-No. 1129) and align with the WMO Marine Weather Forecasters competency framework, which is part of the *Compendium of WMO Competency Frameworks* (WMO-No. 1209).

1. Assess current marine forecast services' adherence to WMO guidelines;
2. Assess marine customer needs;
3. Align marine forecast services with customer needs and WMO guidelines;
4. Apply the WMO marine service delivery framework to foster continuous improvement of marine services;
5. Identify differences between and hierarchy of international and national regulations that govern the provision and broadcast of marine services;
6. Describe the end-to-end service delivery processes within the marine multi-hazard forecast and early warning system, including the roles and responsibilities of METAREA Coordinators, National Marine Services Focal Points, marine weather forecasters, and NAVAREA Coordinators.

Develop a portfolio of documents, a **Marine Service Delivery Context Analysis**, for creating the basis for a **Service Delivery Action Plan** (as prescribed in *WMO-No. 1129: WMO Strategy for Service Delivery and Its Implementation Plan*)

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Course requirements for Certificate of Completion

General activities required of all participants

1. Viewing all required instructional resources;
2. Contributing to the course online discussion forums;
3. Contributing to all learning activities.

To receive Certificates of Completion, participants will be assessed on their contributions to a variety of activities and completion of several projects. The coursework is designed to fit the scope of 5 hours per week expected for participation.

During the course, the participants will create a portfolio of documents, comprising a **Marine Service Delivery Context Analysis**, which can be used as the basis for creating a **Service Delivery Action Plan** (as prescribed in the [WMO Strategy for Service Delivery and its implementation Plan, Appendix 7: Action Plan Outline \(WMO-No.1129\)](#) to add new services or improve existing services.

Participants from the same NMHSs will work together in the creation of a Marine Service Delivery Context Analysis that applies to their service. Some NMHSs may also be teamed up with other NMHSs with similar needs and capabilities. This will ensure that the coursework is relevant and of ongoing utility to their NMHS through the collective efforts of the participants working as a team.

It is expected that the key stakeholders of the participant's NMHSs are engaged in this process. Engagement by the WMO Permanent Representatives and managers will assure that the outcomes of this training initiative contribute to the improvement of marine services.

Participants will be assessed on the quality of their completed Marine Service Delivery Context Analysis as well as completion of the units of the course, and those who successfully complete the course will receive a Certificate of Completion and a transcript identifying the competencies addressed in the course

**WMO Marine Services Course
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Participant Nomination Form

To be completed and returned to the ETR Office via email: tra@wmo.int as soon as possible and in any case, to reach WMO **not later than 20 March 2025**.

Section A: Personal Details

1. Country : _____
2. Title: Mr/Ms/Miss/Dr/Prof/ : _____
3. First Name (Given) : _____
4. FAMILY NAME (SURNAME) : _____
5. Email : _____
6. Telephone No : _____
7. Fax No : _____
8. Official Address : _____
- _____
- _____
9. Nationality : _____
10. Gender : Female Male Prefer not to mention

Section B: Qualification

11. Qualification (Certificates, diplomas, degrees, etc.):
- _____
- _____
- _____
- _____

12. Please indicate your English language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

13. What other WMO courses have you attended in the last 5 years?

Section C: Work experience

14. Present work:

National Meteorological and/or Hydrological Service (NMHS) _____

Other (Please specify): _____

15. What is your job title? _____

16. How long have you been in this position? _____

17. Your qualification:

Meteorologist

Hydrologist

Oceanographer

Other (Please specify): _____

18. Do you have experience on?

- Marine service delivery YES NO
- Marine weather forecasting YES NO
- Coastal early warning services YES NO
- Oceanography YES NO
- Hydrology YES NO
- Meteorology YES NO

Section D: Rationale for Applying

19. How are you involved in marine weather forecasting services in your position?

20. Why do you want to attend this course? Be specific about how it will help you in your work

21. Provide a statement on how you anticipate using the knowledge and skills from this course in your work:

22. Provide a brief description of the present activities related to this course you are developed:

Section D: Endorsement of Permanent Representative

23. Statement by the Permanent Representative on how the participation of this candidate will benefit the education and training provided by the NMHS:

24. Will the participant be granted the required 5 hours per week release time to complete the learning activities of the course?

- Yes, based on agreement with direct supervisor
- Yes, based on agreement with NMHS director.
- No, formal agreement is still being sought

Place: _____ Date: _____

Signature of the Permanent Representative: _____

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