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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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5 December 2017

Our ref.: 42294/2017/WDS/TCP/RA IV MIAMI-2018

Annexes: 3 (available in English only)

Subject: RA IV Workshop on Hurricane Forecasting and Warning Miami, Florida, USA,
26 February-9 March 2018.

Action required: To complete and submit nomination form to WMO Secretariat **on or before 20 December 2017**

Dear Sir/Madam,

I am pleased to inform you that the Government of the United States of America has kindly agreed to host the RA IV Workshop on Hurricane Forecasting and Warning in Miami, Florida, from 26 February to 9 March 2018. Eight working days will be allocated to the hurricane forecasting and warning component (26 February-7 March 2018) and two working days for a training to understand and communicate better with the emergency managers.

The workshop will be conducted in English only at the Regional Specialized Meteorological Centre–National Hurricane Center (RSMC-NHC) of the National Oceanic and Atmospheric Administration/National Weather Service (NOAA/NWS) in Miami.

Please find attached herewith an outline of the Provisional Programme (Annex II) and an Information Note for Participants (Annex III) .

The workshop is aimed to train hurricane forecasters from the region, to assist RA IV Members in their efforts to improve operational tropical cyclone forecasting and warning, and to enable participants to understand and communicate better with the stakeholders engaged in the emergency decision-making process. It is designed particularly for meteorologists who have had practical experience in operational tropical cyclone forecasting, through providing them with refreshed training and updating their knowledge.

I am therefore pleased to invite you to nominate an expert on hurricane forecasting and warnings from your Service to participate in this workshop. To ensure the effectiveness and positive impacts of the workshop to the work of your Service, it is strongly recommended that the nominated expert would be a forecaster who is currently engaged in hurricane and associated weather forecasting, with a direct link to the operational tasks of your Service, and should meet the following requirements below:

- University qualification or equivalent preferably in geo-sciences (meteorology, hydrology, geophysics, environmental sciences, etc.);
- Expectation to continue to work in your Services for many years after participation in the workshop;

To: Permanent Representatives of Members of RA IV Hurricane Committee (limited distribution)

cc: Mr Juan Carlos Fallas Sojo, President of RA IV
Dr Edward Rappaport, National Hurricane Center, Miami
Dr Richard Pasch, Senior Hurricane Specialist, Miami

Ref.: 42294/2017-1.12 WDS/TCP

- For nominees whose primary language is not English, a relevant language proficiency certificate is a necessary condition for acceptance.

Due to limited funds available for this workshop, it is hoped that your Service could cover the expenses relating to the attendance of your nominated expert. However, WMO upon request could consider providing financial support (travel and a lump sum in lieu of per diem) for the participation of your expert. If such assistance is required, kindly indicate this in the nomination form attached herewith (annex I).

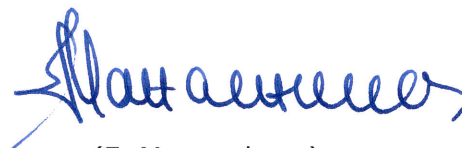
In order to clarify WMO's insurance coverage for non-staff members, please advise participants in the above workshop, before they undertake travel, as follows:

"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services on behalf of the Organization. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate".

It is hoped that your country will take advantage of this opportunity by nominating a suitable expert.

I would be grateful if the completed nomination (annex I) form could be returned to the WMO Secretariat **on or before 20 December 2017**.

Yours faithfully,



(E. Manaenkova)
for the Secretary-General

42294/2017/WDS/TCP/RA IV MIAMI-2018, ANNEX I

RA IV WORKSHOP ON HURRICANE FORECASTING

Miami, Florida, USA, 26 February–9 March 2017

NOMINATION FORM

The Government of nominates the following candidate as a participant on the above training workshop:

Family Name			Mr / Ms / Dr
First Name			
Address			
City – Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
E-mail			
Date of Birth			
Passport No.			
Expiry Date			
Primary language*			

* For nominees whose primary language is **not** English, this nomination form **must** be accompanied by a relevant language proficiency certificate as a necessary condition for acceptance.

Qualifications (certificates, diplomas or degrees):

.....

Training in the field of meteorology (other than as noted in above):

.....

Present position and brief description of current duties (please include public weather services functions, if any):

.....

Brief description of past relevant professional/operational experience (please include experience in aspects of public weather services (e.g. media work, working with disaster management, public outreach and education, etc.) if any and/or relevant planned future work/activities):

.....

.....

.....

Name and address of person to be notified in case of emergency:

.....

.....

.....

Please complete if financial assistance is required from WMO:

Support required: YES ☐ NO ☐

.....
Date

.....
Signature of Permanent Representative

To be completed and returned by fax + 41 22 730 8021 or by mail, at the latest by **20 December 2017** to:

The Secretary-General
World Meteorological Organization
Case postale 2300
CH-1211 GENEVA 2
Switzerland

Attn: Dr Taoyong Peng (TPeng@wmo.int)
Copy: Ms Anne-Claire Fontan (acfontan@wmo.int)
 Ms Catherine Bihute (cbihute@wmo.int)

TCP/WDS

RA IV WORKSHOP ON HURRICANE FORECASTING AND WARNING, ANNEX II

Miami, Florida, USA, 26 February – 9 March 2018

PROVISIONAL PROGRAMME

While the workshop will include lectures and presentations, emphasis will be placed on group interactions and practical, hands-on exercises. The main subject areas to be covered will include:

- The large-scale tropics - an overview
- An overview of hurricane research
- Tropical analysis and tropical waves
- Marine forecasting and other TPC/TAFB products
- Satellite applications, including rainfall, the Dvorak technique, microwave and scatterometer
- Tropical cyclone genesis and structure
- NWP, ensemble forecasting, and TC track prediction models
- Developing a user focus
- Doppler radar
- Storm surge
- Extratropical transition
- Interannual and intraseasonal TC variability/Seasonal forecasting
- Best track, CLIPER and wind radii CLIPER/Wind speed probabilities
- TC track and intensity forecasting
- Operational TC forecasting and advisory preparation
- Communication and coordination with emergency managers. Messaging:
 - Hurricane Risk
 - Tropical Cyclone Hazards (wind, rain, storm surges, tornadoes ...)
 - Uncertainty
 - NHC Advisory Products
 - NHC Wind Speed Probability and Storm Surge Products
- The Hurricane Liaison Team (Department of Homeland Security's Federal Emergency Management Agency)
- Coordination with the media
- Quiz for the whole workshop
- Conclusions and recommendations

The programme will also include current weather map discussions.

Note: 8 working days allocated to the hurricane forecasting and warning component and 2 working days specifically dedicated to a training to understand and communicate better with the emergency managers. A total of 12 days including weekend.

RA IV WORKSHOP ON HURRICANE FORECASTING AND WARNING

Miami, Florida, USA, 26 February – 9 March 2018

INFORMATION NOTE FOR PARTICIPANTS

1. Date and place of the workshop

The RA IV Workshop on Hurricane Forecasting and Warning will be held at the RSMC Miami – National Hurricane Center (NHC) from 26 February to 9 March 2018. As in the past, eight days (26 February to 7 March) will be allocated to the hurricane forecasting and warning component, and two days (8-9 March) will be specifically dedicated to a training tailored to enable participants to understand and communicate better with the emergency managers.

The NHC full address is:

National Hurricane Center (NHC)
11691 SW 17th Street
MIAMI, FL 33165-2149
USA

Fax: (+1-305) 553-1901

Tel: (+1-305) 229-4402

The Center is in the University Park Campus of Florida International University.

The workshop will open at 08:30 a.m. on Monday, 26 February 2018.

2. Working languages: English

3. Immigration and health requirements

Information on visa requirements and on requirements, if any, for health certificates is available from airlines and travel agents. Those needing and not already holding appropriate visas should apply **as soon as possible** at the nearest US Embassy.

Please note that there have been changes to visa requirements/procedures and additional procedures which have increased the length of time required to obtain a visa.

4. Currency

In the USA the unit of currency is the US dollar. US dollar traveller's cheques and credit cards (American Express, Diners Club, Master Card, Visa, etc.) are accepted in most of the major outlets.

Very important information

Participants **MUST** bring with them US dollars, travellers cheques and/or cash for the length of their stay. There are **NO BANKS** in Miami that will cash a cheque, even United States Federal Government cheques unless the person has an account in the bank.

5. Accommodation

WMO has negotiated a group rate of **US\$ 118.00** per person per suite per night, plus 13% government tax with the "Candlewood Suite" hotel. To secure the negotiated group rate, **all participants who will be funded by WMO are requested to stay in the "Candlewood Suites" hotel.** Other participants funded by their own governments are encouraged to stay in the same hotel. However, all participants will be responsible for booking their own hotel rooms and for payment of hotel bills. The address of the hotel is:

Candlewood Suites
8855 NW 27th St.
MIAMI, FL 33172
USA

Tel: (+1-305) 591-9099
Fax: (+1-305) 591-4117
Email: haydee.letto@ihg.com (Ms Haydee Leto)
yoan.nieves@ihg.com (Mr Yoan Nieves)
Web-site: <http://www.candlewoodsuites.com>

You may send an email to Mr Yoan Nieves (yoan.nieves@ihg.com) for reservation.

The focal point for NHC is:

Mr Christopher A. Burr
National Hurricane Center (NHC)
11691 SW 17th Street
MIAMI, Florida (FL) 33165-2149
USA

E-mail: christopher.a.burr@noaa.gov
Fax: (+1-305) 229 4430
Tel.: (+1-305) 229 4410

6. Transportation

Free transportation will be provided on workshop days between the Candlewood Suites and the NHC. On the morning of Monday, 26 February 2018, the bus will leave the hotel at **7:50 a.m.**

The two choices for transportation from the airport are:

Super Shuttle Service: This service has uniformed representatives outside the baggage claim area at the airport. They are dressed in dark pants and yellow shirts that say "Super Shuttle". Participants will need to give them the zip code number of their destination (e.g. zip code for the Candlewood Suites is 33172) so that the shuttle employee may give them an exact price. If they cannot find a representative at the airport they may call 871-2000 to make the necessary arrangements.

Taxi Service: The number to call for taxi service is 888-8888 or there are always plenty of taxis at the airport. Taxis may cost significantly more than the Super Shuttle.

7. Other information

The Director, NHC, and his staff will make every effort to assist participants upon their arrival in the United States, although no special arrangements can be made to facilitate personal entry and customs clearance or transportation from or to the airport.