

**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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Annex: 1 (available in English only)

Subject: Invitation to the Leadership and Management Programme for Senior Management of National Meteorological and Hydrological Services (NMHSs) (Singapore, 10-14 September 2018)

Action required: Submit application online by **30 July 2018**

Dear Sir/Madam,

We are pleased to inform you that the Meteorological Service Singapore (MSS) and the World Meteorological Organization (WMO) will be jointly conducting a Leadership and Management Programme for Senior Management of National Meteorological and Hydrological Services (NMHSs) of Regional Associations II and V in Singapore from 10 to 14 September 2018. The Programme is sponsored by the Singapore Cooperation Programme and MSS.

The Programme aims to develop critical management skills in the leadership of NMHSs of developing and less developed countries in Asia and the South-West Pacific region. This Programme will be highly engaging, intensive, experiential and dynamic, hands-on and with a strong focus on experience sharing. More information on the Programme can be found in the attached Annex.

We cordially invite you or a member of your senior management to apply for the Programme. We would be grateful if you could kindly submit your application online at <https://start.wizvision.com/startpublic/> by **30 July 2018**.

We look forward to receiving your application.

Yours faithfully,

(W. Zhang)
for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (limited distribution)

cc: Hydrological Advisers to Permanent Representatives

LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDRO- METEOROLOGICAL SERVICES IN REGIONAL ASSOCIATIONS II AND V

(Singapore, 10 to 14 September 2018)

ENROLMENT INFORMATION

Leadership and management development is an important issue for all National Meteorological and Hydro-meteorological Services (NMHSs), even more so in today's rapidly changing and broadening roles. Leadership and management skill is critical to the attainment of organizational efficiency, financial prudence, staff motivation and in accomplishment of the goals set through the mandate of the organization. These skills are essential elements that Senior Management of NMHSs need to develop.

The Leadership and Management Programme for Senior Management of NMHSs aims to develop successful managers in WMO Member NMHSs of developing and less developed countries in WMO RA II (Asia) and V (South-West Pacific). The Programme will be conducted in the form of an intensive workshop in which participants learn management skills through lecturers and case discussions, find ways to apply them in their own organizational contexts, and discuss with each other to learn about these applications and contexts. This is a programme jointly conducted by the Meteorological Service Singapore (MSS) and the World Meteorological Organization (WMO).

COURSE CONTENT

The course will cover the following topics:

- Leadership and governance
- Strategic planning
- Fiscal policy and financial systems
- Human capital development
- Effective communications

COURSE FORMAT

This course will be highly engaging, intensive, experiential and dynamic, packed with hands-on and experience sharing. Training will be interspersed with formal lectures by distinguished speakers and includes class activities and group discussions.

WORKING LANGUAGE

The course will be conducted entirely in English.

TARGET AUDIENCE

Senior management of NMHS (Director-Generals/ Director-level participants, or equivalent) in developing and less developed countries

APPLICATION INFORMATION

Applicants shall be:

- (i) Holding senior management positions in NMHSs for at least 2 years, and are involved in the executive management and administration of their respective organisations;
- (ii) Nominated by their respective Governments;
- (iii) Proficient in written and spoken English; and
- (iv) In good health.

APPLICATION PROCEDURE

All nominations are to be submitted through online application available at <https://start.wizvision.com/startpublic/>. Information submitted online must be endorsed by **Monday, 30 July 2018**.

- Please do not hesitate to contact start-support@wizvision.com if you encounter technical issues during application.
- All applications should be completed in full and submitted online. They must also be endorsed by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance, and the respective Permanent Representative of the country with WMO.
- Draft applications which are not endorsed will not be considered.
- Applicants should refrain from making telephone and email inquiries on the status of their applications.
- The system is hosted by a third party service provider. Please avoid providing input with sensitive or confidential information that should not be disclosed or made available online.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The National Focal Point will also be informed directly or through Singapore's diplomatic representations in the nominating country.

DEADLINE FOR APPLICATION

The deadline for application is **Monday, 30 July 2018**.

COSTS

The course is sponsored for participants from developing and less developed countries by the Government of Singapore under the Singapore Cooperation Programme Training Award and through the Meteorological Service Singapore. Selection of candidates for the limited number of training awards will be based on merit. The following expenses will be borne for the participants during their training in Singapore:

- (i) An Economy Class round-trip air ticket between the respective international airports designated and Singapore Changi International Airport;
- (ii) A daily training allowance of Thirty Singapore Dollars (S\$30) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from the first day to one day after the course];
- (iii) Transportation to course venue and site visits;
- (iv) Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- (v) Accommodation for the entire duration of the course.

Please note that:

- (i) Participants are encouraged to purchase additional insurance for their own coverage purposes. The organiser will not be responsible for any accident, illness, loss or damage which may occur during the organisation of the event.
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance.
- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

REGULATIONS

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions.
- (b) Not bring any member of their family and/or aide for the duration of the course.
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or the Government of Singapore with respect to the course.
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore.
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act.
- (f) Return to their respective home countries upon completion of the course.

CONTACT INFORMATION

For queries relating to the course, please contact MSS_PIA@nea.gov.sg.