



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

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14 September 2018

Annexes: 3 (available in English only)

Subject: Training Course on Aeronautical Meteorology for the National Meteorological and Hydrological Services of the South-West Pacific Island States and Territories, Singapore, 29 October - 2 November 2018

Action required: Application form to be sent to the Meteorological Service Singapore not later than **8 October 2018**

Dear Sir/Madam,

The World Meteorological Organization (WMO) has agreed to work with the Meteorological Service Singapore (MSS) to deliver capacity development programmes in the Asia and South-West Pacific region.

As part of this agreement, I have pleasure in informing you that MSS will organize a Training Course on Aeronautical Meteorology for the National Meteorological and Hydrological Services (NMHSs) of the South-West Pacific Island States and Territories in Singapore from 29 October to 2 November 2018.

The purpose of the course is to address the training needs in operational aeronautical meteorology of the South-West Pacific Island States and Territories. The course will focus on the generation of operational products required to meet the regulatory frameworks of the International Civil Aviation Organization (ICAO) and WMO, including in respect of the implementation of a competency framework for aeronautical meteorological personnel and the implementation of quality management systems. Through the course participants will acquire knowledge on the following:

- (1) WMO requirements for competency assessment and training framework,
- (2) Basic meteorological systems,
- (3) Analyzing meteorological observations and reports,
- (4) Meteorological forecast and warnings for aerodromes and en route operations,
- (5) Quality management systems and methodologies for evaluation and verification of forecast products.

To: Permanent Representatives of Cook Islands, Fiji, French Polynesia, Kiribati, Federated States of Micronesia, New Caledonia, Niue, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu (limited distribution)

cc: Permanent Representative of Singapore with WMO

The course will be conducted only in English. It is essential therefore that every delegate has a good understanding of the English language. The course is designed for operational meteorologists with basic experience in the provision of aeronautical meteorological services, and whose job scope requires them to have the knowledge and competencies required for operational aeronautical meteorology and establishing and maintaining a quality management system.

Enrolment information is provided in Annex I while Annexes II and III provide the schedule for the training course and an application form to be used for the nomination of participants.

MSS will kindly offer sponsorship to one participant from each NMHS of a South-West Pacific Island State or Territory. The sponsorship will cover an economy class round-trip air ticket, local accommodation for the duration of the course and a daily allowance. MSS can consider accepting a second participant, provided it is self-sponsored by the NMHS, subject to availability of training places.

When submitting a nomination, the application form (Annex III) should be completed in full, together with an endorsement by the applicant's Permanent Representative with WMO or Director-General, the applicant's curriculum vitae and a scanned copy of the applicant's passport. The application form and supporting material should be sent via e-mail to [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg) or via fax to +65 6545 7192. Please mark correspondence (e-mail or fax) with "To the attention of: PIA/MSS".

The deadline for the submission of applications is **8 October 2018**. Please note that for planning purposes, no applications will be taken into consideration after this date. Those eligible for sponsorship will be advised by MSS following the acceptance of their application.

For all enquiries relating to this course, please contact: [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg).

I look forward to the participation of your Service in this Course.

Yours faithfully,



(W. Zhang)  
for the Secretary-General

## ENROLMENT INFORMATION

### TRAINING COURSE ON AERONAUTICAL METEOROLOGY FOR THE NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES (NMHS) OF THE SOUTH-WEST PACIFIC ISLAND STATES AND TERRITORIES

(Singapore, 29 October to 2 November 2018)

To address the training needs in operational aeronautical meteorology of the South-West Pacific Island States and Territories, a course on aeronautical meteorology will be conducted on 29 October–2 November 2018 in Singapore. The course will focus on the generation of operational products required to meet ICAO Annex 3 standards, and the implementation of a competency framework and quality management system.

The course is organised by the Meteorological Service Singapore (MSS), in cooperation with the World Meteorological Organization (WMO). The training will be provided by the MSS, and the Bureau of Meteorology (BOM), Australia.

#### Course Content

The course will cover the following topics:

- WMO requirements for competency assessment and training framework
- Basic meteorological systems
- Analysing meteorological observations and reports
- Meteorological forecast and warnings for aerodromes and en-route operations
- Quality management systems and methodologies for evaluation and verification of forecast products

#### Course Schedule

The course schedule is included in [Annex II](#).

To enable the trainers and fellow participants to better understand the operations of the respective organisation in the South-West Pacific region, participants will be invited to share on the first day of the course (29 October 2018) a 10 to 15-minute presentation on their organisations' practices and procedures in operational provision of aeronautical meteorological services, training and quality management system. Participants will be required to prepare the presentation materials beforehand.

## **Course Format**

This course will be conducted in workshop-style to facilitate interaction between trainers and participants. Each topic will come with practical exercises for hands-on application.

## **Working Language**

The course will be conducted entirely in English.

## **Target Participants**

Operational meteorologists with basic experience in the provision of aeronautical meteorological services, and whose job scope requires them to have the knowledge and competencies required for operational aeronautical meteorology and in establishing and maintaining a quality management system.

## **Application Information**

Applicants shall meet the following criteria:

- (i) Application is endorsed by the Permanent Representative with WMO or the Director-General (or equivalent) of the NMHS;
- (ii) Proficient in written and spoken English; and
- (iii) In good health.

Please return the fully completed application form (Annex III), together with the endorsement by the Permanent Representative with WMO or the Director-General, applicant's Curriculum Vitae, and a scanned copy of the passport, to [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg) or via fax to +65 6545 7192 (Attention: PIA/MSS).

## **Deadline for Application**

The deadline for application is **Monday, 8 October 2018.**

## **Costs**

Sponsorship will be provided to one participant from each State or Territory. Selection of candidates for the limited number of training awards will be based on merit. The following expenses will be borne for participants during their training in Singapore:

- (i) An Economy Class round-trip air ticket between the respective designated international airports and Singapore Changi International Airport;
- (ii) Accommodation for the duration of the course;

- (iii) 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 in Singapore.  
*[Complimentary breakfast will be provided by the hotel from the first day to one day after the course]*

Participants are encouraged to purchase 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.

### **Contact information**

For queries relating to the course, please contact [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg).

**Schedule for Training Course on Aeronautical Meteorology for the National Meteorological and Hydrological Services (NMHS) of the South-West Pacific Island States and Territories (29 Oct – 2 Nov 2018)**

Date & Time		29 Oct	30 Oct	31 Oct	1 Nov	2 Nov
1	9:00 – 10:00	9:00 – 9:30: Registration, Opening, Group Photo-taking	Basic Systems (Meteorological Sensors for Aviation)	Meteorological Forecast and Warning – For aerodromes	Meteorological Forecast and Warning – For enroute operations	Quality Management System (QMS)
	10:00 – 10:30	9:30 – 10:30 Presentations by Participants	Exercises	Exercises	Exercises	Exercises
	10:30 – 10:45	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
2	10:45 – 11:45	Presentations by Participants	Basic Systems (Meteorological Sensors for Aviation)	Meteorological Forecast and Warning – For aerodromes	Meteorological Forecast and Warning – For enroute operations	Methodologies for Evaluation and Verification of Forecast Products
3	11:45 – 12:45	WMO Requirements on Competency Assessment and Training Framework	Exercises	Exercises	Exercises	Exercises
	12:45 – 13:45	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
	13:45 – 14:15	Recap	Recap	Recap	Recap	Recap
4	14:15 – 15:15	WMO Requirements on Competency Assessment and Training Framework	Meteorological observations and reports – types of information, sensors and standards	Meteorological Forecast and Warning – For enroute operations	Quality Management System (QMS)	Developments in Provision of Aeronautical Meteorological Services (GANP/ASBU)
5	15:15 – 15:45	Exercise	Exercises	Exercises	Exercises	Exercises
	15:45 – 16:00	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
6	16:00 – 17:00	WMO Requirements on Competency Assessment and Training Framework	Meteorological observations and reports – types of information, sensors and standards	Meteorological Forecast and Warning – For enroute operations	Quality Management System (QMS)	Wrap Up, Evaluation and Closing
7	17:00 – 17:30	Exercise	Exercises	Exercises	Exercises	

**APPLICATION FORM**

**TRAINING COURSE ON AERONAUTICAL METEOROLOGY FOR  
THE NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES (NMHS)  
OF THE SOUTH-WEST PACIFIC ISLAND STATES AND TERRITORIES**

**SINGAPORE, 29 OCTOBER – 2 NOVEMBER 2018**

**To be completed by applicant:**

**Title:** Mr/Mrs/Ms/Dr<sup>1</sup>    **Surname / Family Name:** \_\_\_\_\_

**Full name as in  
Passport:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**City and Country:** \_\_\_\_\_

**Passport Number:** \_\_\_\_\_

**Passport Expiry date:** \_\_\_\_\_

**City of Departure:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**Special Needs (e.g. dietary requirements, disability facilities, etc) if any:**

\_\_\_\_\_

\_\_\_\_\_

**Description of your experience in provision of aeronautical meteorological services:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Delete where appropriate.

Details of person to be notified in case of emergency:

Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Relation to nominee: \_\_\_\_\_

To be completed by the Permanent Representative with WMO:

Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

I nominate Mr/Mrs/Ms/Dr<sup>1</sup> \_\_\_\_\_  
to participate in the Training Workshop on Aeronautical Meteorology conducted in  
Singapore from 29 October to 2 November 2018.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return the completed form to the local organiser via Fax or Email **by 8 October 2018.**

Fax Number: +65 6545 7192 (Attn: PIA/MSS) Email: [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg)

For enquiries, please contact: [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg)