



## WMO OMM

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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24 January 2019

Dear Sir/Madam,

I would like to express my appreciation to you, and to all the staff members of your WMO Regional Training Centres, for your continuing contributions to the WMO Education and Training Programme. Your centres comprise the key component of our success in meeting WMO priorities in serving Members.

In keeping with the Executive Council's decisions on the roles of RTCs, we have requested that your RTCs/Components prepare the annual report for 2018. The report template, which will also be sent electronically to the RTCs/Components, is to be used to collect and submit the RTC information. This can also be downloaded at <http://www.wmo.int/pages/prog/dra/etrp/linkedfiles/2018AnnualReportof.xltx>.

You can let us know by using Annex I of the report, if you want us to update our records regarding representatives, contact details, and deliveries of your RTCs/Components. You can find the information we have currently on your RTCs/Components at <http://www.wmo.int/pages/prog/dra/etrp/rctcs.php>.

We also request that your RTC carefully describes both their courses and additional accomplishments in 2018 in Annex II, III, IV and V. We have also included some additional reflection questions in Annex VI on challenges, opportunities, and strategic initiatives that may help WMO serve the RTCs better.

I should appreciate your input **by 15 February 2019** so that we can begin to prepare our reports for the upcoming Eighteenth World Meteorological Congress and constituent bodies meetings. Please do not hesitate to contact us at [tra@wmo.int](mailto:tra@wmo.int) if you have any questions about the report.

Best wishes for the new year.

Yours faithfully,

(W. Zhang)  
for the Secretary-General

To: Directors of Meteorological or Hydrometeorological Services of Members of WMO hosting Regional Training Centres (RTCs) (limited distribution)

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