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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

7 bis, avenue de la Paix – Case postale 2300
CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11
Fax: +41 (0) 22 730 81 81
wmo@wmo.int – public.wmo.int

Our ref.: 00865/2019/OBS/WIGOS/RAII

17 January 2019

Annexes: 3

Subject: RA II WIGOS Workshop – Regional WIGOS Centres (RWCs) and its services for Members, JMA headquarters, Tokyo, Japan, 6-9 March 2019

Action required: To complete and return the nomination form to the Local Coordinator at your earliest convenience, but not later than **24 January 2019**

Dear Sir/Madam,

I am pleased to inform you that the Japan Meteorological Agency (JMA), in collaboration with the World Meteorological Organization (WMO), will hold the Regional Association II (RA II) WIGOS Workshop – Regional WIGOS Centres (RWCs) and its services for Members, at the JMA headquarters in Tokyo, Japan from 6 to 9 March 2019.

With the prospect that WIGOS will become operational in 2020, I would like to draw your attention that China, India, Japan, Russian Federation and Saudi Arabia are preparing for the RWC services for Members in RA II. Against this background, it is required for the future RWCs and Members to discuss services and functions of RWCs in a harmonized way to maximize benefits in the Region.

The purposes of the workshop are: (i) to foster shared understanding on WIGOS key issues including OSCAR/Surface and the WIGOS Data Quality Monitoring System (WDQMS); (ii) to make practical discussion on collaboration between the RWCs and Members to improve availability and quality of observation; and (iii) to share RWCs' services with Members in line with user requirements. The general information including the provisional agenda is given in Annex I.

In this regard, I would like to invite you to nominate a responsible expert of surface observation, who is highly experienced in observation operations with in-depth understandings of the observation systems in your Service, to attend this workshop as a representative of your country. JMA is prepared to provide in-kind support covering economy-class air tickets of a round trip, transportations in Japan, accommodations and meals during his/her stay in Japan.

It would be appreciated if you could return the attached Participation Nomination Form (Annex II) duly completed and scanned copies of passport (the inside pages with photo) to the Local Coordinator of the Workshop at your earliest convenience, **but not later than 24 January 2019**.

I would also like to inform you that the participant who needs to apply for an entry visa to Japan with an invitation letter from JMA with other necessary documents to the Embassy or Consulate of Japan is requested to send the completed Visa Application

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO in RA II (Bangladesh, Bhutan, Cambodia, Lao PDR, Myanmar, Maldives, Nepal, Pakistan, Sri Lanka, Thailand and Viet Nam)

cc: Hydrological Advisers to Permanent Representatives
Mr Kohei Matsuda, JMA Local Coordinator of the Workshop

Ref.: 00865/2019_15 OBS-WIGOS/WIGOS

Information Form (Annex III) to the Local Coordinator of JMA, **not later than 28 January 2019.**

I look forward to the participation of an expert of your Service in this important Workshop, and thank you for your continued support in promoting the WMO Programmes and activities.

Yours faithfully,



(W. Zhang)
for the Secretary-General

RA II WIGOS Workshop
– Regional WIGOS Centres (RWCs) and its services for Members
Tokyo, Japan, 6-9 March 2019

General Information

Dates and venue

The RA II WIGOS Workshop – Regional WIGOS Centres (RWCs) and its services for Members will be conducted at the Japan Meteorological Agency (JMA) headquarters, Tokyo, Japan, from 6 to 9 March 2019.

Purposes

- (i) To foster shared understanding on WIGOS key issues including OSCAR/Surface and the WIGOS Data Quality Monitoring System (WDQMS)
- (ii) To make practical discussion on collaboration between the RWCs and Members to improve availability and quality of observation
- (iii) To share RWCs' services with Members based in line with user requirement

Expected participants

- Responsible experts of surface observation from Members
- Responsible experts of their own services/functions from future RWCs, Regional Instrument Centres (RICs) and relevant organizations

Application

Participation Nomination form(s) (Annex II) duly completed and scanned copies of a passport (the inside pages with photo) needs to be submitted to the Local Coordinator of this workshop at your earliest convenience, but **not later than 24 January 2019**.

Visa requirement

Participants who need to apply for an entry visa to Japan with an invitation letter from JMA with other necessary documents to the Embassy or Consulate of Japan are requested to send the completed Visa Application Information Form (Annex III) and scanned copies of a passport (the inside pages with photo) to the Local Coordinator of

JMA, **not later than 28 January 2019.**

Contact point of Local Coordinator

Mr Kohei MATSUDA

Telephone: +81 3 3211 6018

Fascimile: +81 3 3211 7084

E-mail: rwc-tokyo@met.kishou.go.jp

Provisional Program

Wednesday, 6 March 2019

Opening

Session 1: Observation, quality management and data application in WIGOS era (open session)

- Introduction of WIGOS
- Presentation on integration, quality management/classifications and data application of observation ranging from surface to satellite, including new data sources by innovative measurements and low-cost instruments

Thursday, 7 March 2019

Session 2: Operation of RWC mandatory functions

- Introduction of RWC mandatory functions
- Country report and follow-up discussions
- Review of the results of the questionnaire on Members' expectations for RWCs
- Discussion on RWC mandatory functions

Friday, 8 March 2019

Session 3: Technical support as RWC optional functions

- Introduction of technical support activities as RWC optional functions including the Tokyo Action Plan 2018 formulated at the RA II WIGOS Project's workshop (Tokyo, March 2018)
- Discussion on expected RWC optional functions including

collaborative activities with relevant WMO regional centres

Saturday, 9 March 2019

Session 4: Wrap up of the workshop

- Future operation and activities of RWCs
- Outcomes of the workshop

Closure

RA II WIGOS Workshop
- Regional WIGOS Centres (RWCs) and its services for Members
Tokyo, Japan, 6-9 March 2019

PARTICIPATION NOMINATION FORM

1. Country: _____

2. Service or Organization: _____

3. Nominee:

Surname (Dr/Mr/Ms): _____

First name: _____

Position and Job title: _____

Address: _____

Telephone: _____

Telefax: _____

E-mail: _____

Date:

Permanent Representative's signature:

**To be returned not later than 24 January
2019 to:**

Local Coordinator of the Workshop
 Mr Kohei MATSUDA
 Japan Meteorological Agency
 Telephone: +81 3 3211 6018
 Facsimile: +81 3 3211 7084
 E-mail: rwc-tokyo@met.kishou.go.jp

Also send a copy to:

Observing and Information Systems
 Department
 World Meteorological Organization
 Attention: Ms Yingchu Chu
 Telephone: +41 22 730 xxxx
 Facsimile: +41 22 730 xxxx
 E-mail: YChu@wmo.int

RA II WIGOS Workshop
– Regional WIGOS Centres (RWCs) and its services for Members
Tokyo, Japan, 6-9 March 2019

VISA SUPPORT FORM

Participants who need an entry visa to Japan will be requested to submit an invitation letter from JMA with other necessary documents to the Embassy or Consulate of Japan. Those participants are kindly requested to send the completed form and scanned copy of a passport (the inside pages with photo) to the Local Coordinator of JMA via the following e-mail with annotating "WIGOS Workshop" in the subject line, **not later than 28 January 2019**.

Local Coordinator of the workshop
 Mr Kohei MATSUDA
 Japan Meteorological Agency
 E-mail: rwc-tokyo@met.kishou.go.jp

Country of residence				
Position, Job title and Affiliation				
Surname (as shown in passport)				
Given and middle names (as shown in passport)				
E-mail				
Telephone				
Nationality				
Date of Birth (Day/Mon/Year)				
Age				
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female			
Passport	<input type="checkbox"/> Diplomatic <input type="checkbox"/> Official <input type="checkbox"/> Ordinary	No.:	Date of issue:	Date of Expiry:
Place to apply visa	<input type="checkbox"/> Embassy of Japan in () <input type="checkbox"/> Consulate of Japan in ()			
Date and flight of arrival in Japan (Day/Mon/Year Flight No.)				
Date and flight of departure from Japan (Day/Mon/Year Flight No.)				
Name(s) of hotel(s) staying in Japan				
Shipping address of invitation letter				