



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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Our ref.: 16738/2019-DRA

24 June 2019

Annexes: 2 (Available in English only)

Subject: Pacific Small Island Developing States (SIDS) of Regional Association V
 (South-West Pacific) Women Leadership and Communication in Meteorology
 and Hydrology Workshop Apia, Samoa, 2-3 August 2019

Action required: To complete and return the nomination form to the WMO Secretariat as soon
 as possible but no later than **5 July 2019**

Dear Sir/Madam,

I am pleased to inform you that the Government of Samoa together with the World Meteorological Organization (WMO) and the Secretariat of the Pacific Regional Environment Programme (SPREP) is organizing the Fifth Pacific Meteorology Council (PMC-5), from 5 to 9 August 2019 in Apia, Samoa. Prior to this event, WMO, with the funding support from the Environment and Climate Change Canada, the CREWS Initiative and the UK Met Office, is organizing a Women Leadership and Communication in Meteorology and Hydrology Workshop from 2 to 3 August 2019, with the intention of having these women participate in the PMC-5 meeting as well as other meetings including the PMC panels meeting and the roundtable meeting. Detailed information of the PMC-5 and related events will be shared later.

The objective of this Women Leadership and Communication Workshop is to promote gender-sensitive leadership; gender balance; strengthen the leadership and communication skills and capacity of female professionals at the national level; build their experience in participating in international meetings; and increase the number of women on delegations to WMO constituent body meetings and other regional decision-making bodies such as the Pacific Meteorological Council and its panels in the short- to medium-term.

The Workshop is intended for female delegates who will be participating in the PMC-5 as well as for female professionals from the National Meteorological and Hydrological Services (NMHSs) and other relevant institutions in the Pacific SIDS of RA V Members. Please note that priority will be given to female delegates and experts attending the PMC-5 and meet the selection criteria below. The content of the Workshop is oriented towards building a set of practical leadership skills, with a focus on communications, negotiations, and consensus-building. It is intended as an interactive and dynamic training event, with time allocated for feedback, sharing lessons learned and insights. For more information, please see the Provisional Annotated Agenda in Annex I.

To: Permanent Representatives of Cook Islands, Fiji, Kiribati, Micronesia (Federated States of), Niue,
 Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.
 To: Directors of NMHS for Marshall Islands, Nauru, Palau, and Tokelau.
 cc: President of RA V and Hydrological Adviser for RA V (for information).

The workshop will be conducted in English. Participants are expected to:

- Hold an academic degree in meteorology, hydrology, climatology or another related field;
- Hold a senior professional and/or managerial post;
- Maintain a high level of competency in their technical or functional discipline;
- Integrate organizational goals and values with stakeholder and customer needs;
- Demonstrate keen interest in international cooperation in meteorology, hydrology and/or climatology;
- Have good working knowledge of English.

As the Workshop is intended for a small group of 20-30 females, only a limited number of places are available. You are therefore requested to nominate two female participants who match the profile described above with one from the Meteorology sector and the other from the Hydrology/Water sector specifically. Please note that a nomination on your behalf will not automatically translate into an invitation to attend. A Selection Committee will shortlist the most qualified candidates and decide on financial support.

In view of the limited funds allocated for the organization of this Workshop, it is hoped that your Government will meet the expenses related to the participation of its nominees. However, if this is not possible, WMO would be prepared to consider, within the limited funds available, the possibility of meeting the cost of travel and/or daily subsistence allowance for the Workshop for two participants from the stated Services provided that the participants also attend the PMC-5 session and other related events from 5 to 9 August 2019.

I should therefore be grateful if you could return the attached nomination form (Annex II) duly completed and return it to the WMO Secretariat through a scanned copy to Ms Tessa Tafua, Associate Project Support Officer (ttafua@wmo.int) and Mr Henry Taiki, WMO Representative for South-West Pacific (htaiki@wmo.int) as soon as possible, but not later than **5 July 2019**.

An information note will be sent to participants upon their confirmation of acceptance to the workshop.

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

Yours faithfully,



(W. Zhang)
for the Secretary-General

Pacific Small Island Developing States of Regional Association V (South-West Pacific) Women Leadership and Communication in Meteorology and Hydrology Workshop

2nd -3rd August 2019, Apia, Samoa

PROVISIONAL ANNOTATED AGENDA

Day 1, Friday, 2nd August 2019			Facilitators/Moderators
Morning	Welcome and introductions	<ul style="list-style-type: none"> • Welcome remarks • Icebreaker: women role model activity • Exploring objectives 	•
	Cultural introductions	<ul style="list-style-type: none"> • Activity: the cultural and personal impact of early patterning <ul style="list-style-type: none"> - Dimensions of culture and gender messaging • Awareness-building: where should we focus? • Gender Messages <ul style="list-style-type: none"> - Labels (video): the power of micro-messaging and gender bias - Glass ceilings - Recognizing unconscious bias and suppression techniques (making invisible, ridicule, withholding information, double bind, blaming/shaming) • Activity: your best advice 	•
	Women in leadership during VUCA times	<ul style="list-style-type: none"> • Leading in VUCA times: volatile, uncertain, complex, ambiguous • The model of cultural agility and emotional intelligence • Activity: what does a strong female leader look like? • Characteristics of strong women leaders • Skill-building: how can you have an impact? 	•
Afternoon	Communications	<ul style="list-style-type: none"> • Numbers activity: insider & outsider dynamics 	•

		<ul style="list-style-type: none"> • Discussion: addressing self-limiting actions and attitudes <ul style="list-style-type: none"> - The confidence gap - Fear of failure - The ability to opt out • Strategies for presenting key messages effectively • Skill building: presenting with confidence • Activity: the elevator pitch <ul style="list-style-type: none"> - 10-15 minutes to prepare 5-minute presentation - Volunteers will share their pitch - Participants practice modeling and giving feedback 	
	Wrap-up	<ul style="list-style-type: none"> • Review key take-aways • Prepare a list of personal action items • Close session 	•
Day 2, Saturday, 3rd August 2019			
Morning	Welcome and reflection Consensus building Negotiating	<ul style="list-style-type: none"> • Reflections on Day 1 learning and action items • From me to we • Skill-building activity: gender dialogues • Techniques for influence and persuasion • Building trust and relationships across difference <ul style="list-style-type: none"> - PAUSE model - Ally-gathering and appealing to stakeholders - He for she • Lean-in <ul style="list-style-type: none"> - Communication patterns of men and women - Conflict management: listening and responding effectively Role-playing exercise: negotiating to yes	•
	Inclusive management	<ul style="list-style-type: none"> - Creating inclusive teams - Giving and receiving feedback - Inclusive conflict 	-

		- Practicing agility and intentional inclusion	
	Inclusive management case scenarios	<ul style="list-style-type: none"> • Conflict management • Giving feedback • Receiving feedback/ dealing with criticism • Managing change 	•
	Skill building	<ul style="list-style-type: none"> • Scenarios/elevator pitches 	•
	Summary Action Planning Wrap-up	<ul style="list-style-type: none"> • In Summary • Group discussion: key take-aways, moving forward • Personal action planning • Closing remarks 	•
Afternoon	Master Class in Communication for Meteorology and Hydrology - Reaching your audience through social media	<ul style="list-style-type: none"> • Introduction to social media <ul style="list-style-type: none"> - Why we should work in social media - before, now and in the future • Best way to work in social media <ul style="list-style-type: none"> - Social media policy, ground rules up front, road map with targets and plans • Practical tips – do's and don'ts <ul style="list-style-type: none"> - Tips for what information to upload, how best to package it • How things should look <ul style="list-style-type: none"> - Graphic design tips for content uploaded • Crisis management What to do when things go wrong • Open forum discussion 	•

**Pacific Small Island Developing States of Regional Association V
(South-West Pacific) Women Leadership in Meteorology and
Hydrology Workshop
2nd – 3rd August 2019
Apia, Samoa**

Ref.: 16747/2019-1.4 DRA

NOMINATION FORM

TO BE RETURNED NOT LATER THAN 5 JULY 2019 TO:

Email: htaiki@wmo.int, ttafua@wmo.int

I,, Permanent Representative of
with WMO, nominate the following candidates as participants to the Pacific Small Island
Developing States of Regional Association V (South-West Pacific) Women Leadership in
Meteorology and Hydrology Workshop mentioned above:

Title	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr <input type="checkbox"/> Ms
Family name(s):	
First name(s):	
Service / Organization:	
Address:	
Email address:	
Telephone:	
Date of birth:	
Role at PMC-5 and other related events (5 th to 9 th August 2019):	<input type="checkbox"/> Delegate to PMC-5 and other related events (5 th to 9 th August 2019). <input type="checkbox"/> Not a delegate to PMC-5 and other related events (5 th to 9 th August 2019).

Qualifications (academic degrees, diplomas, certificates).	
Present position and brief description of duties.	
Does this post involve managing people?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this post involve managing relations with clients and/or external stakeholders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Interest or experience in international cooperation in agricultural meteorology.	
English proficiency.	<input type="checkbox"/> Mother tongue <input type="checkbox"/> Fluent <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic
Financial assistance requested.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date

Signature of the Permanent Representative