



## 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

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.: 16759/2019-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<sup>nd</sup> – 3<sup>rd</sup> 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 (available in English only).

To: Permanent Representatives of Australia, French Polynesia, New Caledonia, New Zealand, Papua New Guinea, United States of America, and United Kingdom of Great Britain and Northern Island.

To: Development and Collaborating Partners.

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.

Accordingly, we wish to extend an invitation to the Secretariat of the Pacific Regional Environment Programme (SPREP) and the Secretariat of the Pacific Community (SPC). If you are able to attend, kindly arrange to complete and return the attached nomination form 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**.

As the Workshop is intended for a small group of 20-30 females, only a limited number of places is available. 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.

Unfortunately, due to the limited funding availability WMO will not be able to financially support the participation of your service but we do hope that this will not hinder your participation.

An information note will be sent to participants upon their confirmation of acceptance to the workshop prior to the commencement of 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 -3<sup>rd</sup> August 2019, Apia, Samoa*

**PROVISIONAL ANNOTATED AGENDA**

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

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

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

**Pacific Small Island Developing States of Regional Association V  
(South-West Pacific) Women Leadership in Meteorology and  
Hydrology Workshop  
2<sup>nd</sup> – 3<sup>rd</sup> 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](mailto:htaiki@wmo.int), [ttafua@wmo.int](mailto: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 <sup>th</sup> to 9 <sup>th</sup> August 2019):	<input type="checkbox"/> Delegate to PMC-5 and other related events (5 <sup>th</sup> to 9 <sup>th</sup> August 2019).  <input type="checkbox"/> Not a delegate to PMC-5 and other related events (5 <sup>th</sup> to 9 <sup>th</sup> 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