



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.: 32201/2019/DRA/TRA/RTC

18 December 2019

Annexes: 7 (available in English only)

Subject: WMO RTCs Annual Reports for 2019 and Course Offerings for 2020

Action required: Your input by **24 January 2020**

Dear Sir/Madam,

I would like to express my appreciation to you, and to all the staff members of the World Meteorological Organization (WMO) Regional Training Centre (RTC), for your continuing contributions to the WMO Education and Training Programme. Your Centre is a key component of our success in meeting WMO priorities in serving Members.

In keeping with the Executive Council decisions on the roles of RTCs, I request your RTC to prepare the Annual Report for 2019 and submit it directly to the Education and Training Office (ETR) of WMO (tra@wmo.int). The report template will be sent to all RTCs and their components electronically and can also be requested from the ETR Office. Please note that if there is more than one component in your RTC, each component should submit a separate report.

Please let me know by using Annex I of the report if you would like us to update our records regarding the representative, contact details, and deliveries of your RTC. I also would like to request that your RTC carefully describes both their courses and additional accomplishments in 2019 in Annexes II, III, IV, and V. Annex VI contains some additional reflective questions on challenges, opportunities, and strategic initiatives that may help WMO serve the RTCs better.

I should also be grateful if you could provide us with the list of course offerings planned in your RTC for the year 2020 by using Annex VII. Please note that you will always have a chance to update any changes you may have in those plans.

I should appreciate your input by **24 January 2020** so that we can begin to prepare our reports for the constituent bodies meetings and plan our co-sponsored events. Please do not hesitate to contact the ETR Office (tra@wmo.int), if you have any questions or clarifications about the report.

My very 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/Representatives of Regional Training Centres (RTCs)