



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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13 December 2017

Annex: 1 (available in English only)

Subject: RTC Annual Report for 2017

Action required: Your input by **15 January 2018**

Dear Sir/Madam,

I would like to thank you, and all staff members of your WMO Regional Training Centres (RTCs), 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 EC-66 decision on the roles of RTCs, we have requested that your RTC/Component prepare the annual report for 2017. The report template, which will be also electronically sent to the RTCs/Components, is to be used to collect and submit the RTC information. We request that your RTC carefully describes both their courses and additional accomplishments in 2017 in Annex I, II, III, and IV. We also included some additional reflection questions in Annex V on challenges, opportunities, and strategic initiatives that may help WMO serve the RTCs better.

Finally, you can find the information we have currently on your RTCs/Components at www.wmo.int/pages/prog/dra/etp/rtps.php. Please let us know, by using the Annex VI of the report, if you want us to update our records with any changes/corrections regarding representatives and contact details of your RTCs/Components and/or representative.

We would appreciate your input by **15 January 2018** so that we can begin to prepare our reports for the upcoming Executive Council (EC) papers and for the EC Panel of Experts in Education and Training Meeting.

If you find you have any questions about the report, do not hesitate to ask us at tra@wmo.int.

Best wishes for this 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)