

**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.: 8225-16/WDS/AN/SIGMET-WKSP-TOKYO

GENEVA, 10 May 2016

Annexes: 2 (available in English only)

Subject: WMO/JMA SIGMET Workshop, from 27 to 30 June 2016, Tokyo, Japan

Action required: Nomination Forms to be sent to the Japan Meteorological Agency, before
25 May 2016

Dear Sir/Madam,

I have pleasure in informing you that the Japan Meteorological Agency (JMA) will organize the WMO/JMA SIGMET Workshop, from 27 to 30 June 2016 in Tokyo, Japan. This workshop, which is also coordinated with ICAO, will be a contribution to the international effort to improve the provision of aeronautical meteorological service to international air navigation which is aligned with the WMO priorities for the current financial period.

The aim of the workshop will be to assist aeronautical meteorological service providers in the Asia/Pacific Region, especially those within the coverage of JMA's meteorological satellite Himawari-8, in improving the competency of their aeronautical meteorological forecasters in meeting effectively the international requirements for issuance of SIGMET information. The 4-day workshop will include lectures and exercises on the preparation of SIGMET information and the role of tropical cyclone and volcanic ash advisory systems for SIGMET information. A provisional programme is given in Annex 1.

Interested candidates are requested to complete the attached Nomination Form (Annex 2), which should be endorsed by the Permanent Representative of the respective country with WMO and sent directly to the JMA (e-mail: aero-jma@met.kishou.go.jp) with a copy to WMO (e-mail: bvuitteney-gelman@wmo.int) at your earliest convenience but not later than **25 May 2016**.

Costs for participants' accommodation and travel to this workshop are expected to be borne by their employers. However, WMO would be prepared to consider, within the limited funds available, the possibility of meeting the cost of travel and/or daily subsistence allowance. Priority for WMO financial assistance will be given to the participants from Least Developed Countries (LDCs) and Small Island Developing States (SIDS).

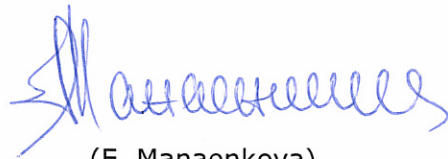
To: Permanent Representatives of Members of WMO RA II and RA V (limited distribution)

cc: Permanent Representative of Japan with WMO, Tokyo

I would like to draw your attention to the following with regard to insurance coverage of your expert while attending a WMO meeting:

"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services on behalf of the Organization. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate."

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'E. Manaenkova', with a stylized flourish at the end.

(E. Manaenkova)
for the Secretary-General

WMO/JMA SIGMET Workshop
27 – 30 June 2016, Tokyo, Japan

Draft Programme

	Time	Agenda	Instructor
Day 1 27 June	09:30-10:00	Registration	
	10:00-10:15	Opening & Orientation	JMA
	10:15-11:15	Introduction of SIGMET workshop	WMO
	11:15-12:15	ICAO SARPs related to SIGMET (ANNEX 3, ICAO Doc. 8896)	ICAO
	12:15-12:30	Group photo	
	Lunch		
	13:30-14:30	Importance of SIGMET (How users utilize SIGMET)	TBD (user)
	14:30-15:00	Guidance Materials for SIGMET (SIGMET Guide, SIGMET Pamphlet etc.)	ICAO
	Break		
	15:15-16:00	SIGMET Test	ICAO
Day 2 28 June	09:30-10:45	Advisory System (TCAC) & Lecture on WC SIGMET	TBD (TCAC) + JMA
	Break		
	11:00-12:15	Advisory System (VAAC) & Lecture on WV SIGMET	TBD (VAAC) + JMA
	Lunch		
	13:15-14:15	WC SIGMET preparation (exercise)	JMA
	Break		
	14:30-15:30	WV SIGMET preparation (exercise)	JMA
	Transportation		
	17:00-18:00	Visiting Operation Room (MWO, TCAC, VAAC)	JMA
	18:30-20:30	Dinner Reception	
Day 3 29 June	09:30-10:30	Lecture on WS SIGMET	JMA
	Break		
	10:45-12:30	Lecture and Exercise on Satellite Analysis (necessary technique for WS SIGMET preparation)	JMA
	Lunch		
	13:30-14:30	Satellite Analysis Exercise (cont'd)	JMA
	14:30-15:30	Lecture on NWP products	JMA
	Break		
	15:45-16:15	Lecture on Special Air Report	JMA
	16:15-16:45	SIGMET Verification	JMA
	16:45-17:00		
Day 4 30 June	09:30-10:40	WS SIGMET preparation (exercise) - TS	JMA
	Break		
	10:55-12:00	WS SIGMET preparation (exercise) - TURB, ICE etc.	JMA
	Lunch		
	13:00-14:00	Future Plan (GANP, Regional SIGMET Advisory System, cross boundary coordination)	ICAO
	Break		
	14:15-15:00	Discussion (Challenges for SIGMET issuance)	Participants
	Break		
	15:15-16:00	Discussion (cont'd)	Participants
	16:00-16:30	Summary of the discussion	Participants
	16:30-16:35	Closing	JMA

WMO/JMA SIGMET Workshop
27 – 30 June 2016, Tokyo, Japan

NOMINATION FORM

Country:	
Service or Organization:	
Nominee:	
Surname (Dr/Mr/Ms):	
First name:	
Title/Position:	
E-mail:	
Telephone:	

If financial assistance is required, please indicate whether for:

Travel: ☐ Yes ☐ No

Per diem: ☐ Yes ☐ No

Date:

Permanent Representative's signature:

To be returned not later than 25 May 2016 to:

Mr Jun Ryuzaki
Aeronautical Meteorology Division
Japan Meteorological Agency
1-3-4 Otemachi, Chiyoda-ku
Tokyo, Japan

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With a copy to:

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