



Our ref.: 8578-16/WDS/TCP/RA IV MIAMI-2017

GENEVA, 2 December 2016

Annex: 1 (available in English only)

Subject: RA IV Workshop on Hurricane Forecasting and Warning and Public Weather Services, Miami, Florida, USA, 27 February-10 March 2017

Action required: Completed nomination forms to be submitted to WMO Secretariat on or before **23 December 2016**

Dear Sir/Madam,

I am pleased to inform you that the Government of the United States of America has kindly agreed to host the RA IV Workshop on Hurricane Forecasting and Warning and Public Weather Services, in Miami, Florida, from 27 February to 10 March 2017.

The workshop will be conducted in English only at the Regional Specialized Meteorological Centre (RSMC) Miami–National Hurricane Center of the National Oceanic and Atmospheric Administration/National Weather Service (NOAA/NWS). An outline of the provisional programme and an Information Note for participants will be made available in due course.

The workshop is aimed to train hurricane forecasters from the Region and to assist RA IV Members in their efforts to improve operational tropical cyclone forecasting and warning, and related public weather services. It is designed particularly for meteorologists who have had practical experience in operational tropical cyclone forecasting, through providing them with refreshed training and updating their knowledge.

I am therefore pleased to invite you to nominate an expert on hurricane forecasting and warnings from your Service to participate in this workshop. To ensure the effectiveness and positive impacts of the workshop to the work of your Service, it is strongly recommended that the nominated expert would be a forecaster who is currently engaged in hurricane and associated weather forecasting, with a direct link to the operational tasks of your Service, and should meet the requirements as below:

- University qualification or equivalent preferably in geo-sciences (meteorology, hydrology, geophysics, environmental sciences, etc.);
- Expectation to continue to work in your Service for many years after participation in the workshop;
- For nominees whose primary language is not English, a relevant language proficiency certificate is a necessary condition for acceptance.

To: Permanent Representatives of Members of the RA IV Hurricane Committee (limited distribution)

cc: Mr Juan Carlos Fallas Sojo, president of RA IV)
Dr Richard Knabb, chairperson of the RA IV Hurricane Committee) (for information)
Dr Richard Pasch, Senior Hurricane Specialist, Miami)

Due to the limited funds available for this workshop, it is hoped that your Service could cover the expenses relating to the attendance of your nominated participant. However, WMO upon request could consider providing financial support (travel and a lump sum in lieu of per diem) for the participation of your expert. If such assistance is required, kindly indicate this in the nomination form attached herewith as an Annex.

In order to clarify WMOs insurance coverage for non-staff members, please advise participants in the above workshop, before they undertake travel, as follows:

"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".

It is hoped that your country will take advantage of this opportunity by nominating a suitable expert. In this regard, I would be grateful if the completed nomination form could be returned to the WMO Secretariat on or before **23 December 2016**.

Yours faithfully,



(W. Zhang)

for the Secretary-General

RA IV WORKSHOP ON HURRICANE FORECASTING AND WARNING AND PUBLIC WEATHER SERVICES

Miami, Florida, USA, 27 February–10 March 2017

NOMINATION FORM

The Government of nominates the following candidate as a participant on the above training workshop:

Family Name			Mr / Ms / Dr
First Name			
Address			
City – Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
E-mail			
Date of Birth			
Passport No.			
Expiry Date			
Primary language*			

* For nominees whose primary language is **not** English, this nomination form **must** be accompanied by a relevant language proficiency certificate as a necessary condition for acceptance.

Qualifications (certificates, diplomas or degrees):

.....

Training in the field of meteorology (other than as noted in above):

.....

Present position and brief description of current duties (please include public weather services functions, if any):

.....

Brief description of past relevant professional/operational experience (please include experience in aspects of public weather services (e.g. media work, working with disaster management, public outreach and education, etc.) if any and/or relevant planned future work/activities):

.....
.....
.....

Name and address of person to be notified in case of emergency:

.....
.....
.....

Please complete if financial assistance is required from WMO:

Support required: YES ☐ NO ☐

.....
Date

.....
Signature of Permanent Representative

To be completed and returned by fax + 41 22 730 8021 or by mail, at the latest by **23 December 2016** to:

The Secretary-General
World Meteorological Organization
Case postale 2300
CH-1211 GENEVA 2
Switzerland

Attn: Dr Taoyong Peng (TPeng@wmo.int)
Copy: Ms Anne-Claire Fontan (acfontan@wmo.int)
 Ms Catherine Bihute (cbihute@wmo.int)
TCP/WDS
