

**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.: 20214/2021/MS/ETR

8 September 2021

Annexes: 2

Subject: Invitation to the Leadership and Management Programme for Senior Management of Ibero-American National Meteorological and Hydrological Services (NMHSs) – Online Course: from 2 November to 16 December 2021

Action required: Submit application by **20 September 2021**

Dear Sir/Madam,

I am pleased to inform you that the WMO Regional Training Centre of Spain and the World Meteorological Organization (WMO) will be jointly conducting the Leadership and Management Programme for Senior Management of Ibero-American National Meteorological and Hydrological Services (NMHSs). The course will be delivered online in Spanish over a six-week period from 2 November to 16 December 2021.

The Programme targets senior management (Permanent Representatives, Director-Generals, Directors or equivalent) of the National Meteorological and Hydrological Services (NMHSs) and aims to develop critical management skills in the leadership of NMHSs. The Programme will be highly engaging, intensive, experiential and dynamic, with a strong focus on experience sharing, and conducted entirely in Spanish. More information on the Programme can be found in the attached "Programme Information Brochure" in [Annex 1](#).

It is my pleasure to invite you or a member of your senior management to apply for the Programme by completing the "Application Form" in [Annex 2](#), which should be endorsed and returned to the local organizer via email to Francisco García (internacional@aemet.es) with a copy to tra@wmo.int as soon as possible but not later than **20 September 2021**.

Yours faithfully,

Prof. Petteri Taalas
Secretary-General

To: Permanent Representatives of Members with WMO (limited distribution)

cc: Hydrological Advisers

LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF IBERO-AMERICAN NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES

2 November to 16 December 2021

Programme Information Brochure

Leadership and management are important skills for all National Meteorological and Hydrological Services (NMHSs). Development of these skills for Senior Management of NMHSs is critical to the attainment of organizational efficiency, financial prudence, staff motivation and in accomplishment of organizational goals.

The *Leadership and Management Programme for Senior Management of Ibero-American NMHSs* aims to develop successful managers in WMO Member NMHSs. Due to the prevailing COVID-19 situation, this programme will be conducted online over a period of approximately six weeks. The programme is designed to help participants enhance their leadership and management skills through live lectures and group discussions, as well as activities to apply what they have learnt in their own organizational context.

The programme is jointly conducted by the Meteorological Service Spain (AEMET) and the World Meteorological Organization (WMO).

1. Programme Content and Format

- 1.1 The programme aims to be engaging and intensive, with formal lectures by expert speakers, practical activities and discussions, and sharing of experience.

Pre-programme exercise

Participants are requested to complete a survey one month prior to the start of the programme, with the aim of analyzing the current situation of their NMHSs.

Virtual Programme

- 1.2 The programme will be conducted online via the Zoom platform in 12 days spread over six weeks, and the tentative programme schedule is attached.
- 1.3 The programme covers the following topics:

BLOCK A: GENERAL SKILLS

- Management skills: Leadership, emotional intelligence, people management, effective meetings, communication, project management, development of project proposals
- Digital administration
- Strategic planning
- Quality management system
- Communication. Public outreach of meteorological information and climate change
- Public ethics and public service. Transparency and good governance

BLOCK B: RUNNING A NMHS

- Running a NMHS
- Strategic Planning and relationship with users
- Services supply and design and implementation of meteorological infrastructures
- Financial Management and Human Resources

BLOCK C: INTERNATIONAL ORGANIZATIONS

- Role of the Permanent Representatives of Members with the WMO: relevant procedures and practices of the Organization
- European Organizations: ECMWF, EUMETSAT, EUMETNET
- Organizations in the Americas

BLOCK D: INTERNATIONAL COOPERATION AND COLLABORATION

- Conference of Directors of Ibero-American NMHSs (CIMHET)
- Spanish Cooperation in Ibero-America
- Public-Private Partnership
- Training and capacity building. WMO RTC's in the Region.

- 1.4 All participants are requested to share a five-minute presentation about their organization, the leadership and management challenges they face, and their expected outcomes from the programme.

Post-programme exercise

Participants are requested to complete again a survey one month after the conclusion of the online programme, with the aim of analyzing the current situation of their NMHSs, but in this case applying the knowledge acquired during the course.

2. Working Language

- 2.1 The programme is conducted entirely in Spanish. No translation service is provided.

3. Application Criteria

- 3.1 Applicants should:
- (i) Hold senior management positions of Director-General, Director or equivalent in their NMHSs; and
 - (ii) Be proficient in written and spoken Spanish.
- 3.2 The programme can accommodate up to 60 participants. A maximum of three applicants per country is available.

4. Application Procedure

- 4.1 Please complete and submit the following documents to Francisco García (internacional@aemet.es) with copy to tra@wmo.int.
- (i) Application Form attached at Annex 2; and
 - (ii) A one-page curriculum vitae (CV).
- 4.2 The closing date for application is **20 September 2021**.

5. Costs and Sponsorship

- 5.1 There are no fees associated with participation in the programme. As the programme will be delivered totally online, no sponsorship is provided.
- 5.2 Please note that:
 - (i) Participants should ensure that they have access to a computer with reliable internet connection.
 - (ii) Participants should commit to the entire duration of the programme.

6. Contact Information

For queries relating to the programme, please contact Francisco García (internacional@aemet.es).

**TENTATIVE PROGRAMME SCHEDULE OF THE THIRD LEADERSHIP AND
MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL
METEOROLOGICAL AND HYDROLOGICAL SERVICES**

Ref.: 2021/4/2021-TLJ MS/ETR

WEEK 1	BLOCK A: GENERAL SKILLS	
	2 November 2021, Tuesday	4 November 2021, Thursday
1500–1600 UTC	Course overview and Introduction by participants	Management skills
1600–1700 UTC	Management skills	Management skills

WEEK 2	BLOCK A: GENERAL SKILLS	
	9 November 2021, Tuesday	11 November 2021, Thursday
1500–1600 UTC	Management skills	Strategic planning
1600–1700 UTC	Digital administration	Strategic planning

WEEK 3	BLOCK A: GENERAL SKILLS	
	16 November 2021, Tuesday	18 November 2021, Thursday
1500–1600 UTC	Quality management system	Communication. Public outreach of meteorological information and climate change
1600–1700 UTC	Public ethics and public service. Transparency and good governance	Communication. Public outreach of meteorological information and climate change

WEEK 4	BLOCK B: RUNNING A NMHS	
	23 November 2021, Tuesday	25 November 2021, Thursday
1500–1600 UTC	Running a NMHS	Services supply and design and implementation of meteorological infrastructures
1600–1700 UTC	Strategic Planning and relationship with users	Services supply and design and implementation of meteorological infrastructures
1700–1800 UTC	Strategic Planning and relationship with users	Financial Management and Human Resources
1800–1900 UTC		Financial Management and Human Resources

WEEK 5	BLOCK C: INTERNATIONAL ORGANIZATIONS	
	30 November 2021, Tuesday	2 December 2021, Thursday
1500–1600 UTC	Role of the Permanent Representatives of Members with the WMO: relevant procedures and practices of the Organization	European Organizations: ECMWF, EUMETSAT, EUMETNET
1600–1700 UTC	Role of the Permanent Representatives of Members with the WMO: relevant procedures and practices of the Organization	Organizations in the Americas
1700–1800 UTC		Organizations in the Americas

WEEK 6	BLOCK D: INTERNATIONAL COOPERATION AND COLLABORATION	
	14 December 2021, Tuesday	16 December 2021, Thursday
1500–1600 UTC	Conference of Directors of Ibero-American NMHSs (CIMHET)	Public-Private Partnership
1600–1700 UTC	Spanish Cooperation in Ibero-America	Training and capacity building. WMO RTC's in the Region.
1700–1800 UTC	Public-Private Partnership	Closing remarks

**LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF
IBERO-AMERICAN NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES
(NMHS) – Online course: 2 November to 16 December 2021**

APPLICATION FORM

SECTION 1: Applicant Information

(To be completed by nominee/applicant)

Title:	Mr/Mrs/Ms/Dr
Surname/ Family Name:	
Full name:	
Date of Birth:	
City and Country:	
Organization:	
Office Address:	
Designation/ Position:	
Email address:	
Telephone number:	
Brief description of your role in your organization:	

SECTION 2: Endorsement

(To be completed by Director-General/Permanent Representative with WMO or equivalent)

Ref.: 2021/2021-LII MS/EIR

Name: _____

Contact Number: _____

Email address: _____

Organization: _____

Designation/Position: _____

I nominate Mr/Mrs/Ms/Dr _____

(name of applicant)

to participate in the *Leadership and Management Programme for Senior Management of Ibero-American National Meteorological and Hydrological Services (NMHSs) – Online Course: from 2 November to 16 December 2021.*

Signature

Date

Please submit the completed and signed application form via email to the following email addresses **20 September 2021**.

To: Francisco García (internacional@aemet.es)

Cc: tra@wmo.int