

**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**

7 bis, avenue de la Paix – Case postale 2300  
CH 1211 Genève 2 – Suisse  
Tél.: +41 (0) 22 730 81 11  
Fax: +41 (0) 22 730 81 81  
wmo@wmo.int – public.wmo.int

Ref.: 29757/2021-14 MS/ETR

Our ref.: 29757/2021/MS/ETR/SEM-122

17 December 2021

Annexes: 3

Subject: WMO Course on Marine Weather Forecasting Services for English Speaking Caribbean Nations, 14 March – 17 June 2022

Action required: For information and appropriate action, as necessary, **no later than 11 February 2022**

Dear Sir/Madam,

I have the pleasure of informing you that a course designed to strengthen marine meteorology service delivery will be offered in English, for the World Meteorological Organization (WMO) Regional Association IV and Regional Association III Members in the Caribbean, during 2022. The course will include the use of blended learning modalities: Phase 1 will be online, and Phase 2 will be a blend of the online and classroom (to be offered when travel restrictions are lifted). Phase 1, online format, will be offered over a period of 14 weeks, from 14 March to 17 June 2022, requiring a total of about 60-70 hours effort.

This Course has been developed in response to the Eighteenth World Meteorological Congress Resolution 73 “Strengthening the Capacity of Members in Service Delivery”.

The goal of the online course (Phase 1) is to promote best practices for Impact-Based Forecasting for marine customers, with a focus on familiarization and effective implementation of the regulations for the provision and continuous improvement of marine meteorological services. The purpose is to help WMO Members to improve marine meteorological service delivery by:

- a) Increasing their understanding of the needs of clients (e.g. at sea or along coasts) who use marine weather information for the protection of property and safety of life at sea;
- b) Raising awareness and understanding of the regulations outlined in WMO documents relevant to marine and coastal service, especially WMO-No. 558: Manual on Marine Meteorological Services to effect successful implementation of WMO requirements for marine meteorological services; and
- c) Guiding the use and implementation of the WMO regulations and service delivery framework outlined in WMO documents relevant to marine and coastal service, especially WMO-No. 471: Guide to Marine Meteorological Services.

The First Phase of this WMO Course is designed to be practical and highly interactive (see Programme in Annex I). It will include many short readings, but even more opportunities for interaction with facilitators and fellow participants. During the course, participants will work on activities to complete a Marine Service Delivery Context Analysis for their National Meteorological and Hydrological Services (NMHSs). Participants will be expected to work independently (or in groups belonging to the same NMHS) on these and other activities. Course work will include interviews and other interactions with management, marine

To: Permanent Representatives of Antigua and Barbuda, Bahamas, Barbados, Belize, British Caribbean Territories, Curaçao and Sint Maarten, Dominica, Jamaica, Guyana, Saint Lucia, Suriname and Trinidad and Tobago with WMO

customers, and other stakeholders, as well as an examination of current service delivery practices.

Course participants working for the same NMHS will be expected to coordinate their work and complete a single Marine Service Delivery Context Analysis. Some NMHSs may also be teamed up with other NMHSs with similar needs and capabilities. This will ensure that the coursework is relevant and of ongoing utility to their NMHS through the collective efforts of the participants working as a team.

All participants will be expected to dedicate a minimum of five hours each week during the 14-week course to enable completion of learning and projects tasks. It is critical to the success of this course that this time is made available to participants apart from their weekly work responsibilities. For this reason, all nominations from Permanent Representatives will require acknowledgment of this time requirement.

Participants of the WMO Course on Marine Weather Forecasting Services will be required to complete all course activities and readings for certification of each Phase (Annex II describes Phase 1 requirements).

To ensure effective facilitation, you are encouraged to nominate at least two (2) but no more than five (5) participants from your NMHS. A Nomination Form for participants in the online course (Phase 1) is attached (Annex III).

When completing the Nomination Form, you are kindly requested to provide information on how the participation of your candidate will benefit your Service; how your candidate will utilize the skills and knowledge upon completion of the course; and that you have agreed to provide the time for your nominated candidate to complete the course. A note containing general information for participants, as well as the provisional programme schedule, will be distributed to selected candidates at a later date.

The Nomination Form should be completed and returned to reach the WMO Secretariat ETR Office ([tra@wmo.int](mailto:tra@wmo.int)) as soon as possible and not later than **11 February 2022**.

I wish to thank you for the ongoing support to WMO and its Members.

Yours faithfully,



Prof. Petteri Taalas  
Secretary-General

**WMO Course on Marine Weather Forecasting Services  
for English Speaking Caribbean Nations  
14 March to 17 June 2022**

**Preliminary Course Programme, Expected Outcomes and Impacts**

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<p><b>Course Overview and Introductions (14 to 20 March) - 1 week</b> <i>Course Guide, Assessment Guide, Using the course site, update profile, introductions forum and participant profile questionnaire, 1<sup>st</sup> Case Study</i></p>
<p><b>Lesson 1 (21 March to 3 April) – 2 weeks</b> <b>The WMO Strategy for Service Delivery</b> <i>Strategy on Service Delivery WMO No.1129, organizational charts, national marine services focal points, assessment of service delivery progress model, defining your customers and customer needs survey</i></p>
<p><b>Lesson 2 (4 to 17 April) – 2 weeks</b> <b>The WMO Strategy for Service Delivery</b> <i>(Marine services management interviews)</i> <b>General functions and Organization of Marine Met Services</b> <i>Guide and Manual on Marine Meteorological Services, WMO No.558 and WMO No.471 and assessment of organizational elements and definition of customers</i></p>
<p><b>Lesson 3 (18 to 24 April) – 1 week</b> <b>Service Design Considerations</b> <i>Forecast and warnings dissemination options, Multi-Hazards Early Warning System</i></p>
<p><b>Lesson 4 (25 April to 15 May) – 3 weeks</b> <b>Requirements for Service Elements, Users and Applications</b> <i>Marine stakeholders and forecasters, customer survey results, marine forecast products inventory, exemplary marine forecast and warning products</i></p>
<p><b>Week 5 (16 to 22 May) – 1 week</b> <b>International Coordination WorldWide Met-Ocean Information and Warning Service</b> <i>METAREA and NAVAREA coordinators roles and responsibilities</i></p>
<p><b>Capstone Project (23 May to 5 June) – 2 weeks</b> <b>Capstone project: Marine Service Delivery Context Analysis</b> <i>Compile, revise and expand course assignments to produce a Marine Service Delivery Context Analysis</i></p>
<p><b>Wrap-up Week (6 to 17 June) – 2 weeks</b> <b>Course conclusion</b> <i>Final review and feedback on assignments</i></p>

### Expected Impacts

The purpose of the Phase One course is to help WMO Members improve marine meteorological service delivery by:

- Increasing understanding of the needs of clients (e.g. at sea or at coasts) who use marine weather information for protection of property and safety of life at sea;
- Guiding the use and implementation of the WMO regulations and service delivery framework outlined in WMO documents relevant to marine and coastal service, especially WMO-No. 471: Guide to Marine Meteorological Services; and
- Raising awareness and understanding of the regulations outlined in WMO documents relevant to marine and coastal service, especially WMO-No. 558: Manual on Marine Meteorological Services to effect successful implementation of WMO requirements for marine meteorological services.

### Expected Learning Outcomes

The outcomes of the course will adhere to the tenets referenced in [WMO-No. 1129: WMO Strategy for Service Delivery and Its Implementation Plan](#) and align with the WMO Marine Weather Forecasters competency framework, which is part of the [WMO-No. 1209: Compendium of WMO Competency Frameworks](#).

1. Assess current marine forecast services' adherence to WMO guidelines.
2. Assess marine customer needs.
3. Align marine forecast services with customer needs and WMO guidelines.
4. Apply the WMO marine service delivery framework to foster continuous improvement of marine services.
5. Identify differences between and hierarchy of international and national regulations that govern the provision and broadcast of marine services.
6. Describe the end-to-end service delivery processes within the marine multi-hazard forecast and early warning system, including the roles and responsibilities of METAREA Coordinators, National Marine Services Focal Points, marine weather forecasters, and NAVAREA Coordinators.
7. Develop a portfolio of documents, a **Marine Service Delivery Context Analysis**, for creating the basis for a **Service Delivery Action Plan** (as prescribed in *WMO-No. 1129: WMO Strategy for Service Delivery and Its Implementation Plan*)

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**Course Activities and Certificates**

**General activities required of all participants**

1. Viewing all required instructional resources
2. Contributing to the course online discussion forums
3. Contributing to all learning activities

To receive Certificates of Completion, participants will be assessed on their contributions to a variety of activities and completion of several projects. The coursework is designed to fit the scope of the 5 hours per week expected for participation.

During the course, the participants will create a portfolio of documents, comprising a **Marine Service Delivery Context Analysis**, which can be used as the basis for creating a **Service Delivery Action Plan** (as prescribed in WMO-No.1129: *WMO Strategy for Service Delivery and its implementation Plan, Appendix 7: Action Plan Outline*) to add new services or improve existing services.

Participants from the same NMHSs will work together in the creation of a Marine Service Delivery Context Analysis that applies to their service. Some NMHSs may also be teamed up with other NMHSs with similar needs and capabilities. This will ensure that the coursework is relevant and of ongoing utility to their NMHS through the collective efforts of the participants working as a team.

It is expected that the key stakeholders of the participant's NMHSs are engaged in this process. Engagement by the WMO Permanent Representatives and managers will assure that the outcomes of this training initiative contribute to the improvement of marine services.

Participants will be assessed on the quality of their completed Marine Service Delivery Context Analysis as well as completion of the units of the course, and those who successfully complete the course will receive a Certificate of Completion and a transcript identifying the competencies addressed in the course.

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**Participant Nomination Form**

***Section A: Personal Details***

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- 1. Country : \_\_\_\_\_
- 2. Title: Mr/Ms/Miss/Dr/Prof/ : \_\_\_\_\_
- 3. First Name (Given) : \_\_\_\_\_
- 4. FAMILY NAME (SURNAME) : \_\_\_\_\_
- 5. E-mail : \_\_\_\_\_
- 6. Telephone No : \_\_\_\_\_
- 7. Fax No : \_\_\_\_\_
- 8. Official Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9. Date of Birth : \_\_\_\_\_
- 10. Nationality : \_\_\_\_\_
- 11. Gender :  Female  Male

***Section B: Qualification***

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- 12. Qualification (Certificates, diplomas, degrees, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

13. Please indicate your English language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

14. What other WMO courses have you attended in the last 5 years?

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**Section C: Work experience**

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15. Present work:

National Meteorological and/or Hydrological Service (NMHS) \_\_\_\_\_

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Other (Please specify): \_\_\_\_\_

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16. What is your job title? \_\_\_\_\_

17. How long have you been in this position? \_\_\_\_\_

18. Your qualification:

- Meteorologist
- Hydrologist
- Oceanographer
- Other (Please specify): \_\_\_\_\_

19. Do you have experience on?

- Marine service delivery  YES  NO
- Marine weather forecasting  YES  NO
- Coastal early warning services  YES  NO
- Oceanography  YES  NO
- Hydrology  YES  NO
- Meteorology  YES  NO

**Section D: Rationale for Applying**

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20. How are you involved in marine weather forecasting services in your position?

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21. Why do you want to attend this course? Be specific about how it will help you in your work

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22. Provide a statement on how you anticipate using the knowledge and skills from this course in your work:

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23. Provide a brief description of the present activities related to this course you are developed:

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***Section D: Endorsement of Permanent Representative***

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24. Statement by the Permanent Representative on how the participation of this candidate will benefit the education and training provided by the NMHS:

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25. Will the participant be granted the required 5 hours per week release time to complete the learning activities of the course?

- Yes, based on agreement with direct supervisor
- Yes, based on agreement with NMHS director.
- No, formal agreement is still being sought

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Place: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Permanent Representative: \_\_\_\_\_

To be completed and returned as soon as possible and in any case to reach WMO **not later than 11 February 2022** to:

Secretary-General  
World Meteorological Organization  
Case postale No. 2300,

CH-1211 Geneva 2  
SWITZERLAND  
Fax No: +41 22 730 80 41 or +41 22 730 81 81  
E-mail: [tra@wmo.int](mailto:tra@wmo.int)