

**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.: 04021/2022-L6 S/CS

Our ref.: 04021/2022/SSO/CS/QMS

2 March 2022

Annex: 1 (available in English only)

Subject: Online Workshop on Training Internal Auditors for Quality Management System (QMS) in Climate Services (28-31 March 2022)

Action required: Nomination of one or two experts from the climate services department of your Service **no later than 7 March 2022**

Dear Sir/Madam,

I wish to inform you that the World Meteorological Organization (WMO) is committed to enabling developing countries National Meteorological and Hydrological Services (NMHSs) to implement the Quality Management System (QMS) processes and capacity development plans by partnering with ISO 9001-2015 certified NMHSs to apply WMO guidelines on quality management. An online workshop on training Internal Auditors for Quality Management System (QMS) in climate services is jointly planned by the Climate Services Branch (CS) and the Education and Training Programme (ETRP) of the WMO Secretariat in cooperation with the Bureau of Meteorology of Australia (BoM) and Gray Management Systems, a registered training organization on QMS in Australia.

The trainees who pass the course and complete the assessment sheets will receive a Statement of Attainment as Internal Auditors to monitor the processes that lead to providing high-quality climate products. The online workshop will take place over 4 days, with 3 hours of training per day (09:00 AM - 12:00 PM, Geneva time), from 28 to 31 March 2022.

A daily programme of the workshop and learning materials will be provided through ETRP Moodle to the participants of this course. The learning materials and course will be in English.

As the focus of the workshop will be on quality management and the delivery of climate services, it would be appreciated if you could nominate one or two leading climate experts from your Service to participate in this workshop, at your earliest convenience, but **no later than 7 March 2022**. The nominated expert(s) are also requested to fill in and return the attached questionnaire in conjunction with your nomination letter. The focal point on this activity is Mr Amir Delju (adelju@wmo.int) Senior Scientific Officer in Climate Services Branch.

I wish to thank you for your continued support of the WMO activities.

Yours faithfully,

Dr Elena Manaenkova
for the Secretary-General

To: Permanent Representatives of Armenia, Botswana, Georgia, Greece, Nigeria, Poland, Romania and Tanzania with WMO

Quality Management Role and Profile

To help us understand your level of English and experience in quality management, kindly fill in this form:

Name:	
Organization	
Job Title:	
What is your level of English?	<i>On a scale of 0 -10 (0 = low 10 = High)</i>
What is your level of knowledge and experience in quality management:	<i>On a scale of 0 -10 (0 = no knowledge 10 = very good knowledge)</i>
Do you perform quality management activities in your current role and if so, what are they?	
What would you like to achieve from this training?	