

**WMO OMM**

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

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Annex: 1

Subject: Online Workshop on Training Internal Auditors for Quality Management System (QMS) in Climate Services, 1-4 November 2022

Action required: Nomination of two experts from your Service (at least one from climate services department - gender balance is encouraged) – **no later than 30 September 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 QMS. 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 4 hours of training per day (09:00 AM - 13:00 PM, Geneva time), from 01 to 4 November 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 at least one leading climate expert from your Service to participate in this workshop. WMO strongly encourages participation of female experts. I will appreciate your response at your earliest convenience, but **no later than 30 September 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](mailto:adelju@wmo.int)) Senior Scientific Officer in the Climate Services Branch.

I would like to take this opportunity to thank you for your continued support to WMO activities.

Yours faithfully,

Dr Elena Manaenkova  
for the Secretary-General

To: Permanent Representatives of Albania, Bosnia, Bulgaria, Croatia, Montenegro, North Macedonia, Serbia and Slovakia with WMO (limited distribution)

cc: Mr Milan Dacic, Ms Natalia Berghi (WMO Regional Office for Europe)