



Our ref.: 6442880/2025/SI/ETR/CRS-4825

30 September 2025

Annex: 1 (available in English only)

Subject: Invitation to the Training on Leadership and Management of National Meteorological and Hydrological Services (NMHSs) in RA III and RA IV from 1 to 5 December 2025, in Port of Spain, Trinidad and Tobago

Action required: To kindly submit your nomination at your earliest convenience but preferably before **27 October 2025**

Dear Sir/Madam,

It is my pleasure to invite you to the **“Training on Leadership and Management of National Meteorological and Hydrological Services (NMHSs) in RA III and RA IV”**, which will take place in collaboration with the Caribbean Meteorological Organization from **1 to 5 December 2025**, in Port of Spain, Trinidad and Tobago.

The event is aimed at senior management (Permanent Representatives, Director-Generals, Directors, or equivalent). It intends to develop vital management and leadership skills among senior managers of NMHSs in the Americas and the Caribbean. The event will be highly engaging, intensive, experiential, and dynamic, with a strong focus on sharing experiences. The training will be conducted solely in English. Further updates, along with logistical and organizational details, will be communicated to confirmed participants in due course.

The proposed training offers a comprehensive approach, addressing a wide range of needs from strategic planning to political and socioeconomic issues through an authentic method. The event will not be available online, so I recommend attending in person.

Please note that although Members are encouraged to cover the expenses for their participants to attend the event, WMO is prepared to support one participant from each NMHS. In cases where meteorological and hydrological activities are conducted by different institutions, WMO will support one participant from each institution.

I am, therefore, pleased to invite you or a member of your senior management to apply for the event by completing the “Nomination Form” included in the [annex](#), which should be returned to the WMO Secretariat at tra@wmo.int at your earliest convenience but preferably before **27 October 2025**.

Participants will receive a Request for Financial Assistance (RFA) form to complete and return to WMO, along with a copy of their passport, no later than **31 October 2025**. Any RFAs received after this date will not be considered.

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

To: Permanent Representatives of Antigua and Barbuda, Bahamas, Barbados, Belize, British Caribbean Territories, Caribbean Meteorological Organization, Canada, Curaçao and Sint Maarten, Dominica, Guyana, Jamaica, Saint Lucia, Suriname, Trinidad and Tobago and the United States of America with WMO (limited distribution)

cc: Hydrological Advisers of the previous Members with WMO (limited distribution)

Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, and accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events.

WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides limited coverage for medical, emergency, and supplementary official travel expenses.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'C. Saulo', written over a horizontal line.

Prof. Celeste Saulo
Secretary-General

**Training on Leadership and Management of National Meteorological
and Hydrological Services (NMHSs) in RA III and RA IV
From 1 to 5 December 2025
Port of Spain, Trinidad and Tobago**

NOMINATION FORM

The Government of _____ nominates the following as
a participant for the above-captioned training:

1. Family Name: _____
2. Given Name: _____
3. Position: _____
4. Gender: (____) Female (____) Male
5. Full Address: _____
6. Tel No: _____
7. Email: _____
8. Please complete if financial assistance is required from WMO:

Support required	Yes	No
Travel		
DSA		

Date

Signature Permanent Representative

**This form is to be completed and returned to WMO Secretariat (Email: tra@wmo.int),
as soon as possible but not later than 27 October 2025**