



Our ref.: 6462591/2025/S/CS

21 November 2025

Subject: Invitation to the WMO Regional Training Workshop on Climate Science Information for Climate Action, 2–6 February 2026, Lomé, Togo

Action required: To nominate two participants in the above-mentioned workshop at your earliest convenience, but not later than 27 November 2025

Dear Sir/Madam,

In support of developing National Adaptation Plans (NAPs) and Nationally Determined Contribution (NDC) 3.0, the WMO Climate Services Division has designed a training course on climate science information, to be held from 2 to 6 February 2026, in Lomé, Togo.

The training is developed under the *Developing the Climate Science Information for Climate Action* (WMO-No. 1287) activities. The aim is to strengthen the capacity of National Meteorological and Hydrological Services (NMHSs) to access, synthesize and incorporate relevant climate science information into climate action plans and investments – including NDCs.

The Climate Services Division of WMO, with the support of the Climate Services and Related Applications programme (ClimSA) and *Climate Risk and Early Warning Systems (CREWS)* projects, in collaboration with Agence Nationale de la Météorologie du Togo (ANAMET-TOGO) will organize this workshop for several French-speaking countries in Regional Association I (RA I). The workshop will attain the following objectives:

- Develop skills in Climate Data Management and Climate Indices Calculation to analyse past and projected trends, variability and extremes;
- Explore co-relations between climate patterns and sectoral information, integrating climate information into key sectors such as agriculture, water, health, forestry, and energy, among other sectors;
- Enhance the ability to interpret climate indices for socio-economic applications and assess their implications for improved decision-making;
- Strengthen expertise in utilizing climate science information to provide data driven- insights, professional recommendations, and technical support for implementation of NAPs and NDCs.

I would like to invite you to nominate two representatives from your NMHS who are specialized in climate data analysis or climate services and who have experience in the development of NAPs and NDCs, to participate in the workshop. The workshop will be conducted in French; therefore, a good working knowledge of the French language is essential. In line with the WMO commitment to gender equality, we kindly encourage the nomination of qualified female candidates wherever possible.

To: Permanent Representatives of Members of Rwanda, Cameroon, Guinea, Madagascar, Burkina Faso and Togo with WMO (limited distribution)
Mr Said Oikil

I would be grateful if internal resources could be used to fully or partially support the participation of your nominee. However, WMO could consider, upon request, providing financial support within the limited resources available.

For administrative purposes, I would be grateful if you could confirm the participation of your representatives in the training workshop to Ms Xinrui Wu (xwu@wmo.int), Junior Professional Officer in WMO, with a copy to Mr Agnessa Tadouna (tadness115@gmail.com) at your earliest convenience, **but preferably not later than 27 November 2025**, indicating whether financial assistance will be required.

In addition, you are kindly requested to inquire about an entry visa to Togo and to check with the concerned travel agent if a transit visa is required. If necessary, and only upon request, WMO can provide a formal invitation letter in support of a visa application.

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

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.

I sincerely appreciate your continued support to WMO activities and look forward to your valuable contribution to this training workshop.

Yours faithfully,



Ms Ko Barrett
for the Secretary-General