



Our ref.: 6462792/I/DAPS/WIPPS/SC-WIPPS

14 November 2025

Subject: Invitation to an ad-hoc expert meeting to develop the Skills and Knowledge Framework for NWP in Jakarta, Indonesia, from 27 to 29 January 2026

Action required: Kindly confirm your participation, with or without funding at your earliest convenience no later than **28 November 2025**.

Dear Sir/Madam,

I am pleased to invite you to the meeting on developing the Skills and Knowledge Frameworks for Numerical Weather prediction (NWP), which will be held in Jakarta, Indonesia, from 27 to 29 January 2026.

In line with the WMO Competency Framework ([Resolution 36 \(Cg-19\)](#)), which aims to develop and sustain the core competencies and expertise required for effective service delivery through education and training programmes aligned with WMO standards and recommendations, the Standing Committee on WMO Integrated Processing and Prediction System (SC-WIPPS), under the Commission for Observation, Infrastructure, and Information Systems (INFCOM), initiated the development of Skills and Knowledge Framework for NWP for the utilization of Numerical Weather Prediction (NWP) products from WIPPS Centres.

This Framework describes capabilities of operational forecasters of National Meteorological and Hydrological Services in the effective use of NWP products. This work is fundamental to improving the quality, reliability, and consistency of forecasting services, directly supporting the Early Warnings for All (EW4A) initiative through enhanced national capacities to deliver timely and accurate life-saving warnings.

To achieve this goal, SC-WIPPS is developing the Skills and Knowledge Framework for NWP in collaboration with the WMO Regional Training Centres and the WMO Expert Team on Operational Weather Forecasting System. The meeting aims to finalize the Framework through in-depth discussions to address complex technical aspects. The meeting will also discuss the follow-up plan to establish the training site on the WMO Education and Training Programme (ETRP) Moodle platform based on this Framework. Your participation will be critical in providing a detailed technical review, ensuring alignment with the WMO standards, and shaping a final Framework that is both comprehensive and practically applicable across all NMHSs.

It is highly recommended that the participation cost will be borne by your organization. If, however, it is not possible, WMO is prepared to consider, upon request, providing financial support which may consist of travel cost (most economic air fare according to the most direct route) and/or per diem.

To: Ms Cynthia Matsudo, Mr Mick Pope, Mr Amin Erfani, Ms Qi Zhou, Ms Anni Arumsari Fitriany, Mr Hamidou Zerbo, Mr Hamza Kabelwa (limited distribution)

cc: Permanent Representatives of Argentina, Australia, Canada, China, Indonesia, Niger and United Republic of Tanzania with WMO (limited distribution)

For administrative purposes, I should be grateful if you could kindly confirm your participation at WIPPS@wmo.int at your earliest convenience, but preferably no later than **28 November 2025**, and indicate whether any financial and/or travel assistance will be required. If so, the Secretariat will send the Request for Financial Assistance (RFA) form to you, which should be completed, signed, and returned to the Secretariat at mrequests@wmo.int. If WMO meets the travel costs, the travel arrangements will be made by the Secretariat, and details will be sent in due course.

In addition, you are kindly requested to inquire about an entry visa to Indonesia and check with the concerned travel agent if a transit visa is required. If necessary, WMO can provide a formal invitation letter in support of a visa application; for this purpose, and upon request, the Secretariat will send the Request for Travel Visa Support form, which should then be completed and returned to the Secretariat at registration@wmo.int.

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.

The WMO Secretariat is available to assist you with any questions and technical support. Please do not hesitate to contact the Secretariat at WIPPS@wmo.int.

I would also like to take this opportunity to express my sincere thanks to your continued support to the WMO activities.

Yours faithfully,



Mr Nir Stav
Director
Infrastructure Department