



Our ref.: 6463197/2025/S/TCG

18 November 2025

Annexes: 2 (available in English only)

Subject: Participation in the first meeting of the WMO Youth Focal Point Coordination Group, to be held in Tokyo, Japan, from 26 to 29 January 2026

Action required: To confirm whether your expert will attend the meeting and, if so, whether any financial assistance is required at your earliest convenience, but preferably not later than **30 November 2025**

Dear Sir/Madam,

I have the pleasure to inform you that at the kind offer of Japan Meteorological Agency (JMA), the first WMO Youth Focal Point Coordination Meeting will be hosted in Tokyo, Japan, from 26 to 29 January 2026.

The WMO Youth Focal Point Coordination Meeting will focus on operationalizing and implementing the recently approved [WMO Youth Action Plan \(2025–2027\)](#), including establishing the governance structure of the WMO Youth Network, developing the implementation roadmap, and finalizing Terms of Reference for Youth Focal Points at regional and national levels. Further information on the objectives, structure, and expected outcomes of the meeting is provided in the [Annex 1](#).

The membership of this Youth Focal Point Group ([Annex 2](#)) includes an expert from your country or organization who has been nominated with your approval to serve as a Youth Focal Point. I should, therefore, be grateful if you would kindly consider the possibility of your expert attending the meeting.

In accordance with the WMO General Regulation 31, the “expenses of attendance of members of subsidiary bodies of constituent and additional bodies at sessions of these bodies shall normally be borne by the Members or the international organization to which those members belong”. It is, therefore, hoped that these expenses will be borne by your government, should your expert be able to attend.

If it is not possible for your government to meet the expenses for the attendance of your expert, WMO is prepared to consider providing financial support for this purpose. However, due to the current financial situation, WMO is currently unable to fully fund your travel for this mission. However, if you require financial support, we may be able to offer limited assistance upon request. Kindly note that the JMA will be arranging and covering accommodation for all participants.

I would be grateful if you could kindly notify the WMO Staff member Mr Theophilus Wellington at twellington@wmo.int at your earliest convenience, but preferably not later than **30 November 2025** whether your expert will be able to attend the above-mentioned meeting and whether any financial assistance will be required, and to indicate the details of the assistance required, travel costs or per diem, or both. Should your expert’s travel costs be borne by WMO, then travel arrangements will be made by the WMO Secretariat and details will be sent to your expert in due course.

To: Permanent Representatives of Argentina, Australia, British Caribbean Territories, Czech Republic, Ethiopia, Indonesia, Japan, Romania, Singapore, South Africa, Switzerland, Switzerland, United Republic of Tanzania and Uruguay with WMO (Limited distribution)

In addition, you are kindly requested to inquire about an entry visa to Japan and check with the concerned travel agent if a transit visa is required. For assistance with visa applications or other logistic arrangements, please contact Ms Maho Sugawara at either maho.sugawara@met.kishou.go.jp or iao-jma@met.kishou.go.jp, and Ms Mayuko Higuchi at m-higuchi@met.kishou.go.jp, if necessary, JMA will issue invitation letters to the participants for visa application upon receipt of your passport copy. Participants are strongly advised to submit them on time to Ms Sugawara.

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

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Ko Barrett', with a stylized flourish at the end.

Ms Ko Barrett
for the Secretary-General

Youth Focal Point Coordination Meeting

Background

In October 2025, at the extraordinary session of the World Meteorological Congress (Cg-Ext (2025)) the WMO first ever Youth Action Plan 2025-2027 was adopted. This Youth Action Plan was developed in response to EC-78's call for enhanced youth engagement, and it lays out a framework to institutionalize youth involvement in WMO activities.

Notably, the Plan invites all WMO Members to nominate a Youth Focal Point to drive its implementation and encourages these focal points to take the lead in executing youth-related actions. The Plan also emphasizes establishing a formal WMO Youth Network as a structured platform for ongoing youth engagement, where Youth Focal Points across WMO drive advocacy and ensure youth mainstreaming and representation in decision-making forums. The Secretary-General has been requested to facilitate the Plan's implementation and report on progress to the 2027 Congress, underscoring the need to rapidly operationalize the Plan's goals.

With the Youth Action Plan endorsed, there is a clear need to operationalize the Plan by convening the newly designated Youth Focal Points from each WMO Regional Association. Bringing these regional Youth Focal Points together with the Secretariat Focal Points will enable a coordinated approach to implementation, ensuring consistency and knowledge-sharing. Many of these Focal Points are first-of-their-kind roles; in fact, some have already sought additional guidance on their mandate. This highlights the urgency of providing structured guidance, governance mechanisms, and support to the Focal Points. A dedicated coordination meeting from 26 to 29 January 2026, following the extraordinary Congress session in October will address this need by uniting regional Youth Focal Points to develop a roadmap for effective implementation of the Youth Action Plan in the short two-year span.

Objectives

The Youth Focal Point Coordination Meeting will focus on the following key objectives, aligning with the Youth Action Plan's directives and responding to the needs expressed by the Focal Points:

- **Establish a Youth Network Governance Structure:** Design and agree on a governance model for the emerging WMO Youth Network, defining how Youth Focal Points from all Regions (and constituent bodies) will collaborate and be represented. Develop and agree on working instructions to guide coordination, communication, and collaboration between the youth network, WMO Members, and the Secretariat.
- **Develop a roadmap for implementation:** Define priorities for each of the pillars and propose a timeline for implementation, including clearly delineated responsibilities, plans for monitoring and reporting progress.
- **Finalize Terms of Reference (ToRs):** Develop and finalize clear Terms of Reference for the Youth Focal Points (at both regional and national levels). These ToRs will delineate the role, functions, and expectations of Youth Focal Points, providing much-needed clarity on their mandate.
- **Define Secretariat Support Framework:** Outline how the WMO Secretariat will support the Youth Focal Points and the broader youth engagement network. This framework will detail the Secretariat's role in providing resources, technical and administrative support, mentorship opportunities, and continuity for youth initiatives.

Proposed Agenda (4-Day Working Meeting)

Day 1: Strategic Orientation and Youth Network Design

The opening day will provide a shared strategic understanding of the WMO Youth Action Plan 2025–2027, including its key pillars, implementation timeline, and expectations for Youth Focal Points. Participants will then engage in interactive workshops and trust-building exercises to co-design the governance structure of the WMO Youth Network. *Deliverables:* a joint strategic vision statement, a draft governance framework.

Day 2: Roadmap Development of Governance and Capacity Development

This day will focus on translating Pillars 1 and 2 of the Youth Action Plan into an actionable roadmap. Participants will define how to implement the governance model of the WMO Youth Network, including coordination mechanisms with WMO Regional Associations, integration of national Youth Focal Points, and engagement in technical bodies. They will also identify priority actions for capacity development, such as training pathways, youth participation in scientific and policy processes, and Secretariat support. *Deliverable:* A draft roadmap outlining concrete steps, responsibilities, and timelines for implementing the governance structure and capacity development priorities of the Youth Action Plan.

Day 3: Roadmap Development of Human Resources, Communication and Outreach and Partnerships

Building on the previous day, Day 3 will address Pillars 3 and 4 of the Youth Action Plan. Participants will outline how to enhance youth recruitment, recognition, and retention across WMO activities and propose actions for onboarding, mentorship, and inclusion in leadership pipelines. The day will also focus on outreach and partnerships, defining communication strategies, key collaborators, and how youth-led initiatives can be amplified globally. *Deliverable:* A draft roadmap outlining concrete steps, responsibilities, and timelines for advancing human resources, communication, and partnership objectives under the Youth Action Plan.

Day 4: Operational Frameworks and Youth Focal Point Presentations

On the final day, the focus is on equipping the Youth Network with the tools and practices needed for effective coordination and long-term impact. In the morning, participants will finalize a set of working instructions to guide collaboration across regions and with WMO structures. This will include agreed ToRs, reporting lines, and coordination pathways with WMO Members, Regional Associations, and technical bodies. The group will also co-develop an “Onboarding and Support Toolkit”, featuring orientation materials and practical guidance for outreach. In the afternoon, Regional Focal Points will present national-level youth initiatives, lessons learned, and their further proposed strategies for enhancing youth engagement. These showcases will ensure that diverse experiences inform the final roadmap. *Deliverables:* Working Instructions manual, Onboarding and Support Toolkit, and a summary of country and regional youth engagement contributions.

Expected Outcomes

By the conclusion of the meeting, the following outcomes are expected to be achieved, providing a solid foundation for youth engagement implementation going forward:

- **Youth Network Governance Model:** An agreed-upon governance structure for the WMO Youth Network, clearly defining how Youth Focal Points from all regions and WMO bodies will coordinate and be represented.
- **Implementation Roadmap (2025–2027):** A clear and time-bound roadmap for implementing the WMO Youth Action Plan over 2025–2027, aligned with WMO

governance cycle. This roadmap will list key activities, deliverables, and checkpoints – for example, interim progress reviews at relevant WMO meetings and a target to have the WMO Youth Network fully operational by the twentieth World Meteorological Congress in 2027. The roadmap will guide all stakeholders (Youth Focal Points, WMO Secretariat, and Members) in coordinated action and ensure accountability for delivering on the Youth Action Plan ahead of **Cg-2027**.

- **ToRs and Working Instructions:** A finalized set of **ToRs** for WMO Youth Focal Points (delineating their role, duties, and reporting lines), along with **Working Instructions** for the network's functioning. These documents will give Youth Focal Points the clarity and guidance needed to perform their roles effectively, directly addressing the calls for guidance from current focal points.
- **Secretariat Support Plan:** A defined plan or framework for ongoing **Secretariat support** to the Youth Focal Point network. This includes commitments or recommendations for resources (human and financial), coordination support (for example a dedicated Secretariat youth liaison), and capacity-building measures (such as mentorship and training programmes) that the WMO Secretariat will provide to sustain the youth engagement efforts.

The successful execution of this coordination meeting will mark a critical step in translating the WMO Youth Action Plan from vision to action. The meeting's results will position the WMO community to move forward with a unified youth network and concrete plan, ensuring that by the time of Congress 2027, youth are fully integrated into WMO mission and activities as valued partners in weather, climate, and water services.

List of Participants for the First WMO Youth Focal Point Coordination Meeting – Tokyo, Japan (from 26 to 29 January 2026)

Body	Region	Country	First Name	Last Name	Affiliation
SERCOM	RA V	Indonesia	Ardhasena	Sopaheluwakan	Indonesian Agency for Meteorology, Climatology and Geophysics (BMKG)
INFCOM	RA I	United Republic of Tanzania	Pascal	Waniha	Tanzania Meteorological Agency (TMA)
INFCOM	RA VI	Czech Republic	Jan	Danhelka	Czech Hydrometeorological Institute (CHMI)
Research Board	RA I	South Africa	Faten	Attig-Bahar	Future Earth Africa Hub Leadership Center
RA I	RA I	Ethiopia	Asaminew	Teshome	Ethiopian Meteorological Institute (Ethiomet)
RA II	RA II	Japan	Ken	Yamada	RA II Expert Team on Climate Services, Japan Meteorological Agency (JMA)
RA III	RA III	Argentina	Valentina	Rabanal	Servicio Meteorológico Nacional (SMN) Argentina
RA III	RA III	Uruguay	Claudio	Porrini	Universidad de la República (Udelar)
RA IV	RA IV	British Caribbean Territories	Nardia	Magloire	British Virgin Islands Airports Authority
RA V	RA V	Australia	Afreen	Hussain	Australian Bureau of Meteorology (BoM)
RA VI	RA VI	Romania	Giorgiana	Lüftner	National Meteorological Administration of Romania
Secretariat	WMO	Switzerland	Theophilus	Wellington	World Meteorological Organization (WMO Secretariat)
Secretariat	WMO	Switzerland	Claire	Ransom	World Meteorological Organization (WMO Secretariat)
RA II	RA II	Singapore	Li-Na	Koh	Meteorological Service Singapore (MSS)