



# 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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Ref.: 06774/2023-Z.6 S/HWR

Our ref.: 06753/2023/S/HWR/CAFFGS/HDRFFGS

12 April 2023

Annex: 1 (available in English only)

Subject: Invitation to the Joint Steering Committee Meeting, Refresher and Step 5 training, of Central America Flash Flood Guidance System (CAFFGS), Haiti and Dominican Republic Flash Flood Guidance System (HDRFFGS) and Northwest South America Flash Flood Guidance System (NWSAFFGS) in Panama City, Republic of Panama, 24 to 28 April 2023

Dear Sir/Madam,

As you may be aware, the Central America Flash Flood Guidance System (CAFFGS), Haiti and Dominican Republic Flash Flood Guidance System (HDRFFGS) and Northwest South America Flash Flood Guidance System (NWSAFFGS) are currently operational and various major activities have been successfully completed.

At the kind invitation of the Instituto Meteorológico Hidrológico de Panamá (IMHPA), the Joint Steering Committee Meeting, Refresher and Step 5 training, of CAFFGS, HDRFFGS and NWSAFFGS in Panama City, Republic of Panama, will be held from 24 to 28 April 2023.

The objectives of these events are to review project status, review the fundamental concepts and products; illustrate the use of FFGS products and FFGS enhancements; provide feedback on the system's operational use in the region, and to discuss the future goals, the development, and implementation of the CAFFGS, HDRFFGS and NWSAFFGS enhancements in the region, provide capacity-building for the provision of flash flood early warnings. This meeting will be attended by the Permanent Representatives, the Hydrological Advisers, and the FFGS Focal Points of all country members.

In this regard, I am pleased to invite the following participants for different events as listed below:

- The Permanent Representative, Hydrological Adviser, FFGS Focal Point, and alternate focal point of your country are invited to attend this Steering Committee Meeting held from 24 to 25 April 2023 (2 days). We would like you to also nominate a Representative from your National Disaster Risk Management Agency to attend this meeting. The purpose of his/her attendance would be to suggest how to optimize the use of FFGS in your country, adapting it to the current framework of disaster risk management.
- Three operational forecasters (FFGS Focal point, alternate focal point and one newcomer with meteorology and hydrology backgrounds using the FFGS in your country), to attend the training meeting from 26 to 28 April 2023 (3 days).

To: Permanent Representatives of Members with WMO Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, Panama, Dominican Republic, and Haiti (Limited Distribution)

cc: Hydrological Advisers

Kindly be informed that during the Steering Committee Meeting, each country is required to provide a PowerPoint presentation that should focus on the operational status of their respected FFGS region, case study, future goals, flash flood forecasting, and early warning capabilities in their country.

Please note that each participant is required to take the introductory FFGS online courses as a prerequisite to this training (the links are in the [annex](#)). During the refresher training courses, participants are required to have their laptops in order to do the exercises, quizzes, and preparing case studies by using the system.

The World Meteorological Organization (WMO) will cover the travel-related expenses and provide full-board accommodation.

To allow the WMO Secretariat and Instituto Meteorológico Hidrológico de Panamá (IMHPA) to complete the administrative process for providing participants travel tickets, your confirmation of the attendance of participants, including the scanned copies of the passports, are requested **as soon as possible** by email to Ms Julissa Mabel Rivera Miranda ([jriveram@hidromet.com.pa](mailto:jriveram@hidromet.com.pa)) and Mr Marcos Quirós ([mquiros@hidromet.com.pa](mailto:mquiros@hidromet.com.pa)) with a copy to Petra Mutic ([pmutic@wmo.int](mailto:pmutic@wmo.int)) and FFGS mail ([ffgs@wmo.int](mailto:ffgs@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, 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 a limited coverage for medical, emergency, and supplementary official travel expenses.*

I take this opportunity to thank you for your continued cooperation and support to the WMO activities.

Yours faithfully,



Dr Elena Manaenkova  
for the Secretary-General

**LINKS TO INTRODUCTORY FLASH FLOOD GUIDANCE SYSTEM ONLINE COURSES**

(to be reviewed prior to the refresher training course)

Each of these training modules contains reading materials, videos, games and a quiz.

Modules
<a href="#">FFGS Products</a>
<a href="#">Hydrology</a>
<a href="#">Meteorology</a>
<a href="#">Remote Sensing</a>