

**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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Our ref.: 08856/2023/S/DMPS/CREWS/SWFP-Eastern Africa

18 April 2023

Annexes: 2 (available in English only)

Subject: CREWS/SWFP- Eastern Africa Training Workshop on Severe Weather and Impact-based Forecast and Warning Services, from 13-23 June 2023, in Kigali, Rwanda

Action required: To return the completed prescribed forms preferably by **5 May 2023** to convey:

- (1) designation of a national SWFP focal point from your Service; and
- (2) nomination of two operational forecasters for the above captioned training workshop

Dear Sir/Madam,

As you might be aware the [WMO Severe Weather Forecasting Programme \(SWFP\)](#) has been implemented in various sub-regions of the world including Eastern Africa to strengthen capacity of the National Meteorological and Hydrological Services (NMHSs) in developing countries, least developed countries (LDCs) and Small Island Developing Countries (SIDS) to deliver improved forecasts and warnings of severe weather to save lives and livelihoods, and protect property and infrastructure. SWFP makes efficient use of the "cascading forecasting process" with contributions from the [Global Data Processing and Forecasting System \(GDPFS\)](#) Centres. Numerical weather prediction (NWP) outputs are made available from the contributing World Meteorological Centres (WMCs) and the daily severe weather forecast guidance product is issued to the NMHSs by the relevant Regional Centre(s) in each sub-region. Within the framework of [SWFP-Eastern Africa](#), the daily severe weather forecasting guidance products are issued by the Regional Specialized Meteorological Centres (RSMCs) in Nairobi and Dar Es Salaam towards the NMHSs of participating countries. The participating countries of SWFP-Eastern Africa currently includes Burundi, Ethiopia, Kenya, Rwanda, South Sudan, United Republic of Tanzania, and Uganda.

SWFP aims to contribute to the [UN Early Warnings for All \(EW4ALL\) initiative](#) through expansion of its geographical coverage to more countries and sub-regions, in addition to improving severe weather guidance products for existing hazards (e.g. heavy rainfall, strong winds and high waves) and exploring the potential to provide guidance for additional hazards (e.g. heat/cold waves, severe storms, forest/wildfires etc.) as appropriate and feasible. In view of EW4ALL initiative, SWFP-Eastern Africa may potentially be expanded to include Djibouti, Eritrea, Somalia, and Sudan. You are, therefore, requested to kindly designate a representative from your Service to act as a national SWFP focal point (**Annex I**). Preferably, he/she should be a senior forecaster and head/deputy head of your national forecasting office.

Further, the World Meteorological Organization (WMO) in collaboration with the Finnish Meteorological Institute (FMI) through [FINKERAT project \(funded by the Government of Finland\)](#), and at the kind invitation of the Government of Rwanda, is organizing a

To: Permanent Representatives of Djibouti, Eritrea, Somalia, and Sudan with WMO

cc: Mr David Koros, Co-chair of RSMT of SWFP-Eastern Africa, RSMC Nairobi, email: [korosdav@gmail.com](mailto:korosdav@gmail.com)

Dr Hamza Kabelwa, Co-chair of RSMT of SWFP-Eastern Africa, RSMC Dar Es Salaam, email: [hamza.kabelwa@meteo.go.tz](mailto:hamza.kabelwa@meteo.go.tz)

CREWS/SWFP-Eastern Africa Training Workshop on Severe Weather and Impact-based Forecast and Warning Services in Kigali, Rwanda, from 13 to 23 June 2023. Both RSMC Nairobi and RSMC Dar Es Salaam are also collaborating for the training workshop which is also supported by the [Climate Risk and Early Warning Systems \(CREWS\) initiative funded projects for East Africa and Horn of Africa](#).

The training workshop will comprise following two components: Week 1 (from 13 to 17 June 2023) will mainly focus on interpretation and use of NWP including ensemble outputs and nowcasting products in severe weather forecasting, and Week 2 (from 19 to 23 June 2023) will cover topics related to impact-based forecast and warning services (IBFWS), engagement with users, communication of warnings, and dissemination protocols including Common Alerting Protocol (CAP). The workshop will include several practical and hands-on sessions. Operational forecasters from the NMHSs of invited countries will attend both weeks of the training workshop, while representatives of stakeholder organizations (e.g., disaster management and civil protection authorities, local governments, and media etc.) from the host country Rwanda will participate in Week 2 of the workshop only. The workshop will be conducted in English. An Information Note as well as training program and relevant documents will be made available on WMO Community Platform in due course of time through the following workshop webpage: [CREWS/SWFP – Eastern Africa- Training Workshop on Severe Weather and Impact-based Forecast and Warning Services \(Kigali, Rwanda, 13-23 June 2023\) | World Meteorological Organization \(wmo.int\)](#)

Participants will be expected to complete selected pre-requisite online self-study modules related to the training topics prior to the workshop dates. They will also be requested to carry out severe weather case studies in their home countries as post course exercise to apply their knowledge gained from the workshop. In addition, they are expected to spread the information and skills acquired during the workshop with their fellow forecasters in the NMHSs upon return to their home countries.

You are, therefore, also requested to kindly nominate from your Service, two operational forecasters (preferably those currently involved in, or with recent experience in, the delivery of public weather services) to attend the subject CREWS/SWFP training workshop in Kigali, Rwanda from 13 to 23 June 2023. WMO upon request can provide complete financial travel support to the participation of two operational forecasters from your Service. It will include air-ticket and Per diem to cover hotel accommodation, meals, and incidental expenses during the workshop period. A prescribed nomination form is attached as **Annex II**. Its electronic copy is available on the [workshop webpage](#).

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."*

Both prescribed forms should be completed and returned to the relevant email addresses at your earliest convenience, but preferably **no later than 5 May 2023**.

I would like to express my appreciation for your continuing support to the WMO activities.

Yours faithfully,



Dr Elena Manaenkova  
for the Secretary-General

WMO Severe Weather Forecasting Programme (SWFP)  
SWFP Regional Subprogramme for Eastern Africa (SWFP-Eastern Africa)

## DESIGNATION FORM FOR SWFP FOCAL POINT

**Note:** Please designate an expert from your Service as national focal point for SWFP. Preferably he/she should be head/deputy head of national forecasting office in your Service

The Permanent Representative of \_\_\_\_\_ with WMO designate the following expert to serve as national SWFP focal point.

Mr/Ms/Dr:

Family name:

First name(s):

Date of birth:

Present position and responsibilities at NMHS:

Work address:

Telephone:

Fax:

Mobile phone:

Email address:

Education/Qualification:

Experience:

Language skills: English (Yes/No):

Other languages:

Date:

Signature of Permanent Representative: \_\_\_\_\_

Name of Permanent Representative:

**Note:** Please complete and submit this form by email to Mr Ata Hussain, email: [AHussain@wmo.int](mailto:AHussain@wmo.int), at WMO Secretariat as soon as possible, preferably by **5 May 2023**

**08856/2023/S/DMPS/CREWS/SWFP-EASTERN AFRICA, ANNEX II**

CREWS/SWFP- Eastern Africa Training Workshop on Severe Weather and Impact-based Forecast and Warning Services, Rwanda, 13-23 June 2023

**PARTICIPANT NOMINATION FORM**

**Note:** Please consider nomination of operational forecasters with at least 2 years of experience

The following two operational forecasters are nominated from (name of country): \_\_\_\_\_ to attend the above captioned CREWS/SWFP- Eastern Africa Training Workshop in Rwanda from 13 to 23 June 2023:

Sr. #	Particulars of the nominees	Contact detail
1.	Name: Date of birth: Address: Gender (Male/Female): Title/Designation: Responsibilities: Qualification: Experience as forecaster: _____ years Passport Number: _____ (please attach scanned copy of the passport) Expiry date: _____	Email:  Tel:  Mobile:
2.	Name: Date of birth: Address: Gender (Male/Female): Title/Designation: Responsibilities: Qualification: Experience as forecaster: _____ years Passport Number: _____ (please attach scanned copy of the passport) Expiry date: _____	Email:  Tel:  Mobile:
<p>WMO through CREWS-East Africa project may provide complete financial support to the nominated operational forecasters.</p> <p>Please indicate if any financial assistance is required for your nominees (Yes/No):</p> <p>Air-ticket (the most economical &amp; direct) (Yes/No):</p> <p>Per diem to cover for hotel accommodation, meals, and incidental expenses (Yes/No):</p>		

Date: \_\_\_\_\_ Nominating NMHS: \_\_\_\_\_

Signature of Director of NMHS (or Permanent Representative): \_\_\_\_\_

**Note:** Please complete and submit this nomination form to Ata Hussain, email: [ahussain@wmo.int](mailto:ahussain@wmo.int), at WMO Secretariat at your earliest convenience, but preferably **no later than 5 May 2023**.