

**WMO OMM**

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

Secrétariat

7 bis, avenue de la Paix – Case postale 2300
CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11
Fax: +41 (0) 22 730 81 81
wmo@wmo.int – public.wmo.int

Ref.: 17885/2023-1.24 MS/ETR

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28 August 2023

Annex: 1 (available in English only)

Subject: Invitation to the Executive Training Programme on Leadership and Management of National Meteorological and Hydrological Services (NMHSs), from 23 to 27 October 2023, in Sandton, Johannesburg, South Africa

Action required: Submit application by **15 September 2023**

Dear Sir/Madam,

I have the pleasure of inviting you to the Executive Training Programme on Leadership and Management of National Meteorological and Hydrological Services (NMHSs), which will be held in collaboration with the South African Weather Service (SAWS), from 23 to 27 October 2023, in Sandton, Johannesburg, South Africa.

The Programme targets senior management (Permanent Representatives, Director-Generals, Directors or equivalent) and aims to develop critical management skills in the leadership of NMHSs. The Programme will be highly engaging, intensive, experiential, and dynamic, with a strong focus on experience sharing. During this Executive Training, simultaneous interpretation in two World Meteorological Organization (WMO) official languages, English and French, will be provided in the main room. Additional meeting rooms without interpretation facilities will also be available. Further updates, along with logistical and organizational details, will be sent to the confirmed participants in due course.

The occasion of the proposed Executive Training Programme presents an opportunity to address [Resolution 6](#) (Cg-18) – WMO Regional Associations, which, inter alia decides that the Regional Associations should meet as often as possible with the aim of reviewing the role and functions of the association. In this connection, I would advise that you attend in person. It is hoped that the expenses of your participation in the Programme will be borne by your country.

However, if this is not possible, WMO will consider providing, upon request and within the limited available budget, the possibility of meeting the cost of travel and/or daily subsistence allowance (DSA) for one participant from developing countries.

If WMO meets the travel costs, the travel arrangements will be made by the Secretariat and details will be communicated later.

Logistic information will be provided directly to the participants.

To: Permanent Representatives of Members with WMO (limited distribution)

cc: Hydrological Advisers

Regarding WMO's insurance coverage for non-staff members, I would like to 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 am, therefore, pleased to invite you or a member of your senior management to apply for the Programme by completing the Nomination Form provided in the [annex](#), which should be completed, signed and returned to the WMO Secretariat, preferably by email to (tra@wmo.int), as soon as possible but not later than **15 September 2023**.

I take this opportunity to thank you for your continued support of WMO Programmes and activities.

Yours faithfully,



Prof. Petteri Taalas
Secretary-General



WORLD
METEOROLOGICAL
ORGANIZATION



17885/2023/MS/ETR, ANNEX

Ref.: 17885/2023-1.24 MS/ETR

**Executive Training Programme on Leadership and Management
of National Meteorological and Hydrological Services (NMHSs)
23–27 October 2023, Sandton, Johannesburg, South Africa**

NOMINATION FORM

The Government of _____ nominates the following as
a participant for the above-captioned Executive Training:

1. FAMILY NAME : _____
2. Given Name : _____
3. Position : _____
4. Gender : () Female () Male
5. Full Address : _____
6. Tel. No. : _____
7. Email : _____

8. Please complete if financial assistance is required from WMO:

Travel support : () YES () NO

DSA support : () YES () NO

Date

Signature of Permanent Representative

This form is to be completed, signed, and returned to WMO Secretariat (email: tra@wmo.int),
as soon as possible but not later than **15 September 2023**.
