

**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**

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Ref.: 24567/2023-L8 S/DPS

Our ref.: 24567/2023/S/DMPS/TCP/RA IV MIAMI-2024

30 November 2023

Annex: 1 (available in English only)

Subject: RA IV Workshop on Hurricane Forecasting and Warning,  
Miami, Florida, USA, 8–12 April 2024

Action required: To nominate an expert and submit the completed Nomination Form to the  
WMO Secretariat on or before **15 December 2023**

Dear Sir/Madam,

I am pleased to inform you that the Government of the United States of America has kindly agreed to host the RA IV Workshop on Hurricane Forecasting and Warning in Miami, Florida, from 8 to 12 April 2024.

The workshop will be conducted with simultaneous interpretation in English and Spanish at the Regional Specialized Meteorological Centre – Hurricane Centre (RSMC-HC) of the National Oceanic and Atmospheric Administration/National Weather Service (NOAA/NWS) in Miami. The Provisional Programme and an Information Note will be provided in due course.

The workshop will provide training for hurricane forecasters from the region, assist RA IV Members in their efforts to improve operational tropical cyclone forecasting and warning, and help participants to understand and communicate better with the stakeholders engaged in the emergency decision-making process. Designed particularly for meteorologists with practical experience in operational tropical cyclone forecasting, the workshop will provide them with refresher training and updated information.

It is my pleasure, therefore, to invite you to nominate an expert on operational hurricane forecasting and warning from your Service to participate in this workshop. To ensure the effectiveness and positive impacts of the workshop on the work of your Service, it is strongly recommended that the nominated expert be a forecaster who is currently engaged in hurricane and associated weather forecasting, has a direct link to the operational tasks of your Service, and meets the following requirements:

- (1) Holds a university qualification or equivalent, preferably in geo-sciences (meteorology, hydrology, geophysics, environmental sciences, etc.);
- (2) Is expected to continue working in your Service for a long period after participation in the workshop.

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

cc: Mr Evan Thompson, President RA IV, Kingston, Jamaica  
Dr Mike Brennan, Chair of RA IV Hurricane Committee, Miami  
Dr R. Pasch, Senior Hurricane Specialist, National Hurricane Centre, Miami

Due to limited funds available for this workshop, it is hoped that your Service could cover the expenses relating to the attendance of your nominated expert. WMO however, upon request, could consider providing financial support (travel and a lump sum in lieu of per diem) for the participation of your expert. If such assistance is required, kindly indicate this in the attached Nomination Form (see [annex](#)).

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

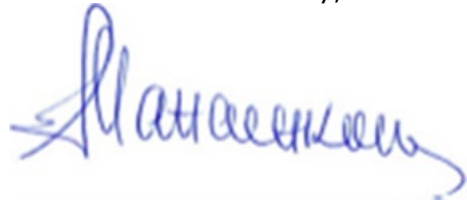
*Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. 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.*

It is hoped that your country will take advantage of this opportunity by nominating a suitable expert.

I should be grateful if the completed Nomination Form could be returned to the WMO Secretariat (Mr Raymund Flores ([rflores@wmo.int](mailto:rflores@wmo.int)), cc: Ms Anne-Claire Fontan ([acfontan@wmo.int](mailto:acfontan@wmo.int)) and Ms Barbara Tapia ([btapia@wmo.int](mailto:btapia@wmo.int))) **on or before 15 December 2023**.

Yours faithfully,



Dr Elena Manaenkova  
for the Secretary-General

RA IV WORKSHOP ON HURRICANE FORECASTING AND WARNINGS

MIAMI, FLORIDA, USA

8-12 APRIL 2024

NOMINATION FORM

The Government of ..... nominates the following candidate as a participant to the above training workshop:

Family Name			Mr/Ms/Dr
First Name			
Address			
City - Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
Email			
Date of Birth			
Passport No.			
Expiry Date			
Primary language*			

**Qualifications** (certificates, diplomas, or degrees): .....  
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**Training in the field of meteorology** (other than as noted above): .....  
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**Present position and brief description of current duties**  
(please include public weather services functions, if any): .....  
.....  
.....  
.....

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**Brief description of past relevant professional/operational experience**

(please include experience in aspects of public weather services  
(e.g. media work, working with disaster management, public outreach and education, etc.)  
if any and/or relevant planned future work/activities):

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.....  
.....

**Name and address of person to be notified in case of emergency:** .....

.....  
.....  
.....

**Please complete if financial assistance is required from WMO:**

Support required:                      YES                      NO

.....  
Date

.....  
Signature of Permanent Representative

To be completed and returned by email, at the latest by **15 December 2023** to:

Mr Raymund Flores ([rflores@wmo.int](mailto:rflores@wmo.int))

cc: Ms Anne-Claire Fontan ([acfontan@wmo.int](mailto:acfontan@wmo.int)) and Ms Barbara Tapia ([btapia@wmo.int](mailto:btapia@wmo.int))

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