

**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.: 02757/2024.1.10 S/ACS

Our ref.: 02757/2024/S/ACS

5 March 2024

Annex: 1 (available in English only)

Subject: Invitation to nominate experts to attend the FOCUS-Africa capacity-building programme

Dear Sir/Madam,

I am pleased to inform you that the World Meteorological Organization (WMO), along with a consortium of 15 partners is planning to hold a series of training sessions for the Full-value chain Optimized Climate User-centric Services (FOCUS-Africa) project knowledge products and tools between **1 April and 30 September 2024**. The FOCUS-Africa project aims to develop sustainable tailored climate services in the Southern African Development Community (SADC) region for four sectors: agriculture and food security, water, energy, and infrastructure. More information about the FOCUS-Africa project can be found at: <http://focus-africaproject.eu>.

The training sessions will be delivered in three stages and structured according to the WMO competency framework for climate services which include: (i) data analysis and data management; (ii) climate data processing and derived products; (iii) climate model outputs and forecasts interpretation; (iv) climate services quality assurance; and (v) climate services communication (user interface). The working language of the workshop will be English.

- **Stage 1** will be delivered online between **1 April and 30 June 2024** and will focus on providing Trainer of Trainees (ToT) fundamental knowledge on FOCUS-Africa knowledge products and tools. The sessions are planned for up to a maximum of four hours per week.
- **Stage 2** will be an in-person training between **1 and 6 July 2024**, where ToT will interact with FOCUS-Africa knowledge products and tools through practical demonstration and testing.
- **Stage 3** will be an in-person training during the Southern Africa Regional Climate Outlook Forum (SARCOF-29) and Climate Expert Meeting (CEM-30) in **August 2024** and it will focus on the practical application of FOCUS-Africa tools and the results presented during the SARCOF-29 User Interface Platform (UIP).

The training sessions for the National Meteorological and Hydrological Services (NMHSs), will be led by the FOCUS-Africa consortium partners. It is expected that the training workshop will gather around 20 participants from NMHSs in the SADC region.

Consequently, we are requesting you to nominate a relevant climate services expert to participate in the training workshop. We would be grateful if you provide the details of the nominee to Mr Joshua Ngaina ([jngaina@wmo.int](mailto:jngaina@wmo.int)) **by 15 March 2024**.

To: Permanent Representatives of Angola, Botswana, Comoros, the Democratic Republic of Congo, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, the United Republic of Tanzania, Zambia, and Zimbabwe with WMO (limited distribution)

cc: Hydrological Advisers

Nominees in need of financial support to participate in the in-person component of the capacity-building programme will be covered by WMO according to internal travel policies.

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.*

The participation of your nominee will contribute to the climate services capacity of the region in line with the FOCUS-Africa capacity-building plan. Should you have any questions about the workshop, please contact Mr Joshua Ngaina ([jngaina@wmo.int](mailto:jngaina@wmo.int)) and copy Ms Roberta Boscolo ([rboscolo@wmo.int](mailto:rboscolo@wmo.int)) and Mr Hamid Bastani ([hbastani@wmo.int](mailto:hbastani@wmo.int)).

I would like to express my appreciation for your continued support in promoting the activities of WMO.

Yours faithfully,



Prof. Celeste Saulo  
Secretary-General

**FOCUS-AFRICA CAPACITY-BUILDING PROGRAMME**  
**NOMINATION FORM**

Ref.: 02757/2024.1.10 S/ACS

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

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Family Name Mr / Ms / Dr

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First Name

.....

Address

.....

City – Country

.....

Telephone	Office +	Home +
.....	.....	.....
Fax	Office +	Home +
.....	.....	.....

Email

.....

Date of birth

.....

Passport No.

.....

Expiry date

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Primary language\*

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**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:** .....  
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**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 March 2024** to:

Mr Joshua Ngaina ([jngaina@wmo.int](mailto:jngaina@wmo.int))

cc: Ms Roberta Boscolo ([rboscolo@wmo.int](mailto:rboscolo@wmo.int)) and Mr Hamid Bastani ([hbastani@wmo.int](mailto:hbastani@wmo.int))

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