

**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.: 04206/2024-L6 S/HWR

Our ref.: 04206/2024/S/HWC/WCAFFGS

23 April 2024

Annexes: 2

Subject: West and Central Africa Flash Flood Guidance System (WCAFFGS) project

Action required: To provide WMO with the Letter of Commitment and focal points for the Flash Flood Guidance System (FFGS) project, at your earliest convenience but preferably before **6 May 2024**.

Dear Sir/Madam,

I am writing in reference to the letter dated 8 March 2024, informing you about the United States Agency for International Development/Bureau for Humanitarian Assistance (USAID/BHA) and the Climate Risk and Early Warning System (CREWS) funded project that will provide support for the expansion of the Flash Flood Guidance System (FFGS) in the West and Central Africa regions.

An initial FFGS planning meeting was held online for your country on 14 March 2024 and on 28 March 2024 to introduce you to the objectives and expected outcomes of the two projects. It was agreed during the meeting that the participating countries will provide WMO with a Letter of Commitment along with the nomination of focal points for the projects. A description of the roles and responsibilities of a FFGS National Centre is provided in [Annex 1](#) and a template for the Letter of Commitment is included in Annex 2.

I hereby extend this formal invitation to you to participate in the West and Central Africa Flash Flood Guidance System (WCAFFGS) project by providing your Letter of Commitment with the nomination of your focal points. For the nomination of the focal points, we recommend the following approach:

FFGS focal point and alternate: one from the hydrological service/department and one from the meteorological service/department.

To ensure seamless collaboration and project success, we recommend that these designated focal points and their alternates hold at least mid-management positions within their respective institutions. Active participation in steering committee meetings and effective representation of their departments will be crucial during project design and implementation.

For streamlined communication, we kindly request that you include your nation's designated Hydrological Adviser when sending your correspondence. Please submit your completed Letter of Commitment electronically to Mr Fatih Kaya (fkaya@wmo.int) of the Hydrological Forecasting Unit and Ms Rokhaya Ba (rba@wmo.int), FFGS Project Officer. The deadline for submission of the Letter of Commitment and nomination of focal points is **6 May 2024**.

To: Permanent Representatives of Members with WMO (Angola, Benin, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of Congo, Gabon, Gambia (The), Ghana, Guinea, Guinea-Bissau, Liberia, Mauritania, Nigeria, Rwanda and São Tomé and Príncipe, Senegal, Sierra Leone, Togo) (limited distribution)

cc: Hydrological Advisers

I am looking forward to your positive reply that will help to ensure the success of the WCAFFGS project, thereby helping to save lives, reduce the loss of property and improve livelihoods in the region.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'C. Saulo', written in a cursive style.

Prof. Celeste Saulo
Secretary-General

PROPOSED ROLES AND RESPONSIBILITIES FOR NATIONAL CENTRE(S)

General roles and responsibilities of the National Centre(s) running the West and Central Africa Flash Flood Guidance System (WCAFFGS) project

- (i) Daily monitoring of the WCAFFG system to ensure rainfall data are flowing in a timely manner to WCAFFGS;
- (ii) Cooperation with the Regional Centre(s) and other relevant stakeholders to monitor conditions that may result in flash flooding, notifying the relevant authority accordingly;
- (iii) Work closely with the National Meteorological and Hydrological Services of other countries that are part of WCAFFGS;
- (iv) Quality Assurance/Quality control (QA/QC) of observations/data (rainfall – gauge and/or radar, temperature, etc.)
- (v) Preparation of flash flood watches/warnings/alerts and dissemination to concerned agencies (e.g. disaster management agencies, transport ministry), where and when required;
- (vi) Long-term storage of data and products;
- (vii) Carry out verification of flash flood watches/warnings/alerts and WCAFFG products, as applicable, along with archiving of the events that have occurred and verifications that have been carried out;
- (viii) Prepare case studies of flash flood events and maintain a database of past flash flood events that have occurred within the country;
- (ix) Train and evaluate forecast staff on the use of FFGS on a continuous basis;
- (x) Look for synergies with other institutions and initiatives within the country that may enhance WCAFFGS;
- (xi) Maintain a database of staff trained to ensure forecasters have received necessary training including refresher training, where necessary.

Activities/tasks pertaining to meteorology

- (i) Provide historical and real-time rain gauge station daily reports along with rain gauge data metafiles (location);
- (ii) Provide real-time surface temperature data;
- (iii) Provide real-time numerical weather prediction (NWP) model gridded precipitation forecasts (if available);
- (iv) Provide historical NWP model forecasts and associated gauge observations (if available);
- (v) Provide satellite and weather radar data (if available).

Activities/tasks pertaining to hydrology

- (i) Provide data from digital elevation model (DEM) with resolution greater than 30 m (if available);
 - (ii) Historical data of flash flood events along with their location and time (if available);
 - (iii) Provide soil maps (texture or type) (if available);
 - (iv) Provide land-use and land-cover maps;
 - (v) Provide data on channel cross-section that also covers the bankfull dimensions for streams running within the country along with their coordinates (preferably, as many as possible);
 - (vi) Provide soil moisture observations along with their metafiles (if available).
-

LETTER OF COMMITMENT

(SAMPLE – DRAFT)

Addressed to the Secretary-General of the World Meteorological Organization

Subject: Letter of Commitment regarding the West and Central Africa Flash Flood Guidance System (WCAFFGS) project

Dear Professor Saulo,

Reference is made to the online initial planning meeting on the West and Central Africa Flash Flood Guidance System (WCAFFGS) project (on 14 March or 28 March 2024), which was organized by WMO.

I am pleased to learn about the successful outcomes of this meeting and its conclusions which constitute a milestone in the initiation of this important project.

In this regard, I would like to confirm the commitment of [country] participation in all activities aiming towards the achievement of the projects objectives to the benefit of [country] and the West and Central Africa regions as a whole.

The following institution(s) is(are) identified as the national centre(s) to be responsible for the implementation of the FFGS project together with the focal point and their alternate, who will represent their institutions on the Project Steering Committee meetings.

FFGS National Centre(s)	Focal Point	Alternate
	Name:	Name:
	Function/Role:	Function/Role:
	Address:	Address:
	Phone:	Phone:
	Email:	Email:

I would like to express our appreciation for the efforts so far undertaken by WMO, the National Oceanic and Atmospheric Administration (NOAA), Hydrologic Research Centre (HRC) and the generous support of the United States Agency for International Development/Bureau for Humanitarian Assistance (USAID/BHA) and the Climate Risk and Early Warning Systems (CREWS) as donors.

Let me assure you of our full support and cooperation with the WMO Secretariat and the project partners in the successful implementation of this project.

Yours sincerely,

[Name of Permanent Representative]
