

**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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Ref.: 04207/2024.13 S/HWR

Our ref.: 04207-24/2024/HWR/WCAFFGS

12 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 to join the Flash Flood Guidance System project, before 30 April 2024

Dear Sir,

I refer to the letter dated 8 March 2024, informing you about the USAID/BHA and CREWS funded project that will support with the expansion of FFGS in the West and Central Africa regions.

Initial FFGS Planning Meetings were held online on 14 and 28 March 2024, to introduce the objectives and expected outcomes of the two projects. It was agreed during the meeting that the participating countries will provide the World Meteorological Organization (WMO) with a **Letter of Commitment** along with the nomination of focal points for the projects. A template for the Letter of Commitment is included in Annex-1 of this letter. A description of the roles and responsibilities of a FFGS National Centre is provided 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 in 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.

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 **30 April 2024**.

To: Mr Gabriel Ngua Ayecaba, Primary Director-General, Department of Environment, Equatorial Guinea, gnguaayecaba@gmail.com
Per Antonio Micha Ondo, Director-General de INCOMA, Equatorial Guinea ammicha025@gmail.com
Sr Abaga Maye, Equatorial Guinea, hmayeobono@gmail.com

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 property losses and loss of livelihood in the region.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'J. Stander', with a stylized flourish at the end.

Dr Johan Stander
Director of the Services Department

LETTER OF COMMITMENT
(SAMPLE – DRAFT)

Ref.: 04207/2024.13 S/HWR

Addressed to the Secretary-General of WMO

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

Dear Prof. Saulo,

Reference is made to the online Initial Planning Meetings on the WCAFFGS project on 14 and 28 March 2024, which were organized by the World Meteorological Organization (WMO).

I am pleased to learn about the successful outcomes of these meetings and their 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 Center(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: Function/Role: Address: Phone: E-mail:	Name: Function/Role: Address: Phone: E-mail:

I would like to express our appreciation for the efforts so far undertaken by WMO, NOAA, HRC and the generous support of the US Agency for International Development/Bureau for Humanitarian Assistance (USAID/BHA) and 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 PR

Proposed roles and responsibilities for National Centre(s)**General roles and responsibilities of the National Centre(s) running the WCAFFGS**

- (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 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 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)