

**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.: 09235/2024-1.4.5

Our ref.: 09235/2024/S/DPMS

31 May 2024

Annexes: 2 (available in English only)

Subject: The sixteenth RA V Training Course on Tropical Cyclones and the Advanced Training Course on Tropical Cyclones (to be held in Nadi, Fiji, respectively from 14 to 18 and from 21 to 25 October 2024)

Action required: To complete the nomination forms and submit them at your earliest convenience but preferably by **17 June 2024**

Dear Sir/Madam,

The Regional Association V (RA V) Tropical Cyclone Committee, at its twenty-first session held in Tonga in July 2023 recognized that the RA V Training Course on Tropical Cyclones has been an excellent vehicle to enhance the capacity building in Tropical Cyclone forecasting in the region, and therefore recommended its organization in 2024. In addition, it was acknowledged that an advanced training on tropical cyclones should be organized for relevant countries of the Committee.

In this regard, I am pleased to inform you that, at the kind invitation of the Government of Fiji, the sixteenth RA V Training Course on Tropical Cyclones and the Advanced Training Course on Tropical Cyclones will be held in Nadi, Fiji, from 14 to 18 October and from 21 to 25 October 2024, respectively.

It is my pleasure to invite you to nominate an expert to participate in the two above-mentioned training courses, and to nominate another expert who has previously attended the regular training course and tropical cyclones, to participate in the advanced training course. The nomination forms are enclosed herewith (respectively [Annex I](#) and [Annex II](#)). The information note for participants and an outline of the provisional programmes will be made available in due course. The training events will be conducted in English only.

Due to the limited funds available for this event, it is hoped that your Service could consider covering the expenses relating to the attendance of your nominated expert. However, upon request, WMO could consider providing financial support (travel (most economical route) and a lump sum in lieu of per diem) for the participation of your nominated experts. If such assistance is required, kindly indicate this in the nomination form.

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,

To: Permanent Representatives of Members of Regional Association V – Samoa, Tonga, Vanuatu (limited distribution)

cc: Mr 'Ofa Fa'Anunu, President of Regional Association V (South-West Pacific)

Mr Chris Noble, Chairperson of the Regional Association V Tropical Cyclone Committee

Mr Misaela Funaki, FSM Director, email: misaeli.funaki@met.gov.fj

Mr Amit Singh, Fiji Meteorological Service, email: amit.singh@met.gov.fj

Ref.: 09235/2024-145

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”.

For administrative purposes, I would be grateful if you could notify the WMO Secretariat at your earliest convenience, but preferably **by 17 June 2024**, whether the experts from your Service will be able to participate and whether financial assistance would be required.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Ko Barrett', with a long, sweeping horizontal stroke extending to the right.

Ms Ko Barrett
for the Secretary-General

THE SIXTEENTH RA V TRAINING COURSE ON TROPICAL CYCLONES
AND THE ADVANCED TRAINING COURSE ON TROPICAL CYCLONES
(NADI, FIJI, FROM 14 TO 18 AND FROM 21 TO 25 OCTOBER 2024)

NOMINATION FORM

Ref.: 09235/2024.1.4.5

The Government of.....nominates the following
candidate as a participant on the **two** above training courses:

Family Name *			Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
First Name *			
Address (Office)			
City – Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
Email			
Date and Place of Birth		Nationality	
Passport No.		Expiry Date	

(*) **Note:** For nominees whose primary language is not English, this nomination form **must** be accompanied by a relevant language proficiency certificate as a necessary condition for acceptance.

Mother tongue

(*):.....

Qualifications:

.....

.....

.....

Ref.: 09235/2024-145

.....

Training in the field of meteorology (other than as noted above):

.....

.....

Present position and brief description of duties:

.....

.....

Brief description of past relevant professional/operational experience:

.....

.....

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

Name	
Address	
Telephone / Email	

Financial assistance:

Financial support required	YES <input type="checkbox"/> or NO <input type="checkbox"/>
----------------------------	---

.....

Date

.....

Signature of Permanent Representative

Ref.: 09235/2024-145

To be completed and returned by mail, at your earliest convenience, but preferably by **17 June 2024** to Anne-Claire Fontan at acfontan@wmo.int

THE ADVANCED TRAINING COURSE ON TROPICAL CYCLONES
(NADI, FIJI, FROM 21 TO 25 OCTOBER 2024)

NOMINATION FORM

Ref.: 09235/2024.145

The Government of.....nominates the following candidate as a participant on the above training course:

Family Name *			Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
First Name *			
Address (Office)			
City – Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
Email			
Date and Place of Birth		Nationality	
Passport No.		Expiry Date	

(*) **Note:** For nominees whose primary language is not English, this nomination form **must** be accompanied by a relevant language proficiency certificate as a necessary condition for acceptance.

Mother tongue

(*):.....

Qualifications:

.....

.....

.....

Ref.: 09235/2024-145

.....

Training in the field of meteorology (other than as noted above):

.....

.....

Present position and brief description of duties:

.....

.....

Brief description of past relevant professional/operational experience:

.....

.....

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

Name	
Address	
Telephone / Email	

Financial assistance:

Financial support required	YES <input type="checkbox"/> or NO <input type="checkbox"/>
----------------------------	---

.....

Date

.....

Signature of Permanent Representative

Ref.: 09235/2024-145

To be completed and returned by mail, at your earliest convenience, but preferably by **17 June 2024** to Anne-Claire Fontan at acfontan@wmo.int