

**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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24 July 2024

Annexes: 2 (available in English only)

Subject: Seminar on Management of WMO Regional Training Centres (RTCs) in Regional Associations (RA) I (Africa), RA II (Asia), and RA V (South-West Pacific)  
Abu Dhabi, United Arab Emirates, 1-3 October 2024

Action required: For information and appropriate action, as necessary  
Nominations to be received by **23 September 2024**

Dear Sir/Madam,

I am writing to advise you of a seminar on management of WMO Regional Training Centres (RTCs) in Regional Associations (RA) I (Africa), RA II (Asia) and RA V (South-West Pacific) that is relevant to the WMO RTC hosted in your country. At the kind invitation of the Permanent Representative of United Arab Emirates (UAE) with WMO, this seminar is scheduled to be held at the National Centre of Meteorology (NCM) of UAE, the newly designated WMO RTC in Abu Dhabi, UAE, as an inaugural activity, from 1–3 October 2024.

The seminar is designed for participants who are directors/managers/representatives of WMO RTCs in RA I (Africa), RA II (Asia) and RA V (South-West Pacific) and the objectives of the seminar are: (i) to improve the effectiveness of the RTCs through better coordination with WMO Education and Training (ETR) Offices; (ii) to identify training policies, processes and procedures to address regional and global needs; (iii) to further develop cooperation and coordination between the WMO Secretariat and RTCs; and (iv) to improve professional relationships and community collaboration between the RTCs. Please see the Seminar Information in [Annex I](#).

As the seminar will be conducted in English, the participants must also have an adequate working knowledge of English as they will be expected to actively participate in the plenary and small group discussions on the strengths, offerings, challenges, barriers, solutions, and recommendations of the RTCs. The acceptance of participants will be based on these requirements. The participants will also be requested to give a 10 minute presentation on their RTCs, for which a template will also be provided in due course to the selected participants.

One selected participant from each RTC component will be provided with full board accommodation during the seminar in Abu Dhabi, including hotel, breakfast, lunch, dinner, and local transportation between airport and hotel as well as hotel and seminar venue. Participants or their institutions are expected to cover the international air tickets between home countries and Abu Dhabi. However, if this would not be possible, and if it is requested by the Permanent Representative (PR) of the country with WMO, a most direct and economic return ticket could be issued by WMO to the accepted participants. If that would be the case, a signed request from the PR of the country with WMO must be received by WMO Secretariat not later than **5 September 2024**.

To: Permanent Representatives with WMO (or Directors of Meteorological or Hydrometeorological Services) of WMO RTC hosting Members in Regional Associations I, II and V (limited distribution) (Algeria, Angola, Cameroon, China, Egypt, India, Indonesia, Iran, Iraq, Kenya, Madagascar, Niger, Nigeria, Philippines, Qatar, Republic of Korea, South Africa, United Arab Emirates, Uzbekistan)

cc: Directors/Managers of RTCs in Regional Associations I, II and V

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, and 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 limited coverage for medical, emergency, and supplementary official travel expenses.*

A participant nomination form is attached as [Annex II](#), and I would be grateful if you could arrange for its completion and return to the WMO Secretariat, as soon as possible but not later than **23 September 2024**, if not any additional financial support is requested.

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

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Prof. Celeste Saulo', written in a cursive style.

Prof. Celeste Saulo  
Secretary-General

## SEMINAR ON MANAGEMENT OF WMO REGIONAL TRAINING CENTRES (RTCS) IN RA I (AFRICA), RA II (ASIA), AND RA V (SOUTH-WEST PACIFIC)

Abu Dhabi, United Arab Emirates, 1–3 October 2024

### Seminar Information

#### 1. Introduction

The rapid change in technologies and work organization compels the National Meteorological and Hydrological Services (NMHSs) and WMO Regional Training Centres (RTCs) to continuously update and adapt their processes and structures to support newly emerging service requirements. The RTCs have increased responsibility to respond to regional as well as global needs in their education and training activities and approaches. The RTC involvements in supporting the EW4All initiative needs to be extended by providing authentic training, focused on specific needs.

In this respect, at the kind invitation of the Permanent Representative (PR) of the United Arab Emirates (UAE) with WMO, the seminar is scheduled to be hosted at the National Centre of Meteorology (NCM) of UAE, the newly designated WMO RTC in Abu Dhabi, from 1 to 3 October 2024.

#### 2. Objectives

The objectives of the seminar are: (i) to improve the effectiveness of the RTCs through better coordination with the WMO ETR Office; (ii) to identify training policies, processes and procedures to address regional and global needs; (iii) to further develop cooperation and coordination between the WMO Secretariat and the RTCs; and (iv) to improve professional relationships and community collaboration between the RTCs.

#### 3. Programme Overview

Topics to be covered and debated during the three-day seminar are as follows:

- Opening: Registration, Introduction, and Seminar Objectives
- WMO Governance
- Capacity Development Programme (CDP) and Education and Training Programme (ETRP)
- Capacity Development through Education and Training
- Competency approach and support in implementation
- Organizing and managing short-term training courses, follow ups, impacts
- Fellows and fellowships
- Expansion of role of RTCs
- External reviews of RTCs
- Annual reporting of RTCs
- Resource mobilization
- EW4All initiative
- WMO Global Campus initiative
- Consortium of WMO Education and Training Collaborating Partners – CONECT

- Updates on publications
- Achievements/Developments and Barriers/Challenges of RTCs
- Visit to the NCM facilities, the new WMO RTC in Abu Dhabi, UAE
- Closure: Outcomes and Conclusions

The final programme will be made available through the WMO ETRP Moodle Platform before the start of the seminar.

#### **4. Participants**

The seminar is designed for the directors, heads, principles, senior managers of the RTCs in the Regional Associations I, II, and V. The content, organization and methodology require the participants to be senior personnel with qualifications and experience commensurate with this level of post. As the seminar will be conducted in English, they must also have an adequate working knowledge of English as they will be expected to actively participate in the plenary and small group discussions. The acceptance of participants will be based on these requirements.

In addition, preparatory work to be undertaken by the participants within their own organizations before attending the seminar includes:

- Complete the Nomination Form (Annex II)
- Coordinate with other RTC components in the country if they exist
- To prepare a 10 minute presentation on each RTC/component.

A template presentation will be provided to the accepted participants, which will be due one week before the seminar begins.

The participants will also be requested to complete an evaluation questionnaire at the end of the seminar. This provides participants with an opportunity to make suggestions for the improvement of future seminars.

#### ***Regional Association I (Africa)***

1. Algeria: Institut Hydrométéorologique de Formation et de Recherches (IHFR)
2. Angola: Instituto Nacional de Meteorologia e Geofísica (INAMET)
3. Cameroon: National Higher Polytechnic School of Yaoundé (NHPSY)
4. Egypt: Egyptian Meteorological Authority (EMA)
5. Kenya: Institute for Meteorological Training and Research (IMTR)
6. Kenya: University of Nairobi (UON)
7. Madagascar: Ecole Nationale d'Enseignement de l'Aéronautique et de la Météorologie (ENEAM)
8. Madagascar: Ecole Supérieure Polytechnique à Antananarivo (ESPA)
9. Niger: Centre Régional Agrhymet (AGRHYMET)
10. Niger: Ecole Africaine de la Météorologie et de l'Aviation Civile (EAMAC)
11. Nigeria: Federal University of Technology, Akure (FUTA)
12. Nigeria: Meteorological Research and Training Institute (MRTI)
13. South Africa: South Africa Weather Service (SAWS)

**Regional Association II (Asia)**

14. China: China Meteorological Administration Training Centre (CMATC)
15. China: Nanjing University of Information, Science and Technology (NUIST)
16. China: Nanjing Research Institute of Hydrology and Water Conservation Automation (NIHWA) and Yangzhou University (YZU)
17. India: India Meteorological Department Training Centre (IMDTC)
18. India: Indian Institute of Technology Roorkee (IITR)
19. Meteorological Training Institute (MTI)
20. National Water Academy (NWA)
21. Iran: Islamic Republic of Iran Meteorological Organization (IRIMO)
22. Iraq: Iraqi Meteorological Organization (IMO)
23. Qatar: Qatar Aeronautical College (QAC)
24. Republic of Korea: KMA Meteorological Human Resources Development Institute (MHRDI)
25. United Arab Emirates: National Centre of Meteorology Training Centre (NCMTC)
26. Uzbekistan: Tashkent Hydrometeorological Professional College (THMPC)

**Regional Association V (South-West Pacific)**

27. Indonesia: Agency for Meteorology, Climatology and Geophysics (BMKG)
28. Indonesia: Centre for Water Resources and Settlements Competency Development (CWRSCD)
29. Philippines: Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
30. Philippines: University of the Philippines (UP)

**5. Financial Support**

The NCM, RTC in UAE, will cover full board accommodation expenses of one selected participant from each RTC/component, including bed, breakfast, lunch, dinner and transfers between airport, hotel and venue. If requested, WMO will also pay, a reduced lumpsum DSA for incidental expenses according to the financial regulations of WMO.

Participants or their institutions are expected to cover the international air tickets between home countries and Abu Dhabi. However, if this would not be possible, and if requested by the PR of the country with WMO before **5 September 2024**, a most direct and economic return ticket could be issued by WMO.

**6. Language**

The seminar will be conducted in English.

**7. Visa Support**

Participants who need entry visa to the United Arab Emirates are requested to contact [int.affairs@ncm.gov.ae](mailto:int.affairs@ncm.gov.ae) with a copy to [tra@wmo.int](mailto:tra@wmo.int), as soon as possible.

## 8. Nominations

A participant nomination form is attached as [Annex II](#), which should be completed and returned to the WMO Secretariat, as soon as possible but not later than **23 September 2024**, if not any additional financial support is requested.

For more information, please contact the Education and Training Office of WMO at [tra@wmo.int](mailto:tra@wmo.int).

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APPLICATION FORM

SEMINAR ON MANAGEMENT OF WMO REGIONAL TRAINING CENTRES (RTCS)  
IN RA I (AFRICA), RA II (ASIA), AND RA V (SOUTH-WEST PACIFIC)

Abu Dhabi, United Arab Emirates

1–3 October 2024

To be completed and returned to [tra@wmo.int](mailto:tra@wmo.int) as soon as possible and not later than  
**23 September 2024**

1. Country	
2. RTC/Component	
3. Title	Mr / Ms / Dr / Prof
4. First name	
5. Family name	
6. Date of birth	dd/mm/yyyy
7. Gender	M / F
8. Passport number	
9. Passport validity	
10. Email	
11. Telephone ( <i>mobile</i> )	
12. Official address	
13. Emergency contact	
a. Name	
b. Email	
c. Telephone	
14. Do you need an entry visa for UAE? Yes / No	
If yes, <a href="mailto:int.affairs@ncm.gov.ae">int.affairs@ncm.gov.ae</a> with a copy to <a href="mailto:tra@wmo.int">tra@wmo.int</a> , as soon as possible	

**Financial Support**

Full board accommodation, including hotel, breakfast, lunch, dinner and local transportation between airport and hotel as well as hotel and venue will be provided to one director/manager/representative from each of the RTC components.

Participants or their institutions are also expected to cover the international air tickets between home countries and Abu Dhabi.

However, if this would not be possible, and if it is requested formally by the PR of the country with WMO **before 5 September 2024**, a most direct and economic return ticket could be issued by WMO to the accepted participants.

15. Do you need additional support?

- (a) ☐ No further support is requested
- (b) ☐ Yes, International Air Ticket  
(Formal request to be submitted before **5 September 2024**)
- (c) ☐ Yes, Lump Sum (a reduced DSA of USD 70 per day)  
(Formal PR request to be submitted before **5 September 2024**)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Permanent Representative Endorsement**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To be completed and returned to [tra@wmo.int](mailto:tra@wmo.int) as soon as possible and not later than **23 September 2024**

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