

**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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29 July 2024

Annex: 1 (Available in English only)

Subject: Technical Planning Meeting for Severe Weather Forecasting Programme (SWFP) implementation in Central America, San José, Costa Rica, 21–25 October 2024

Action required: Designate a representative/national SWFP focal point from your Service, and confirm his/her availability to participate in the Technical Planning Meeting on SWFP implementation in Central America in San José, Costa Rica during 21–25 October 2024 and send your response to the WMO Secretariat as soon as possible but preferably no later than **16 September 2024**

Dear Sir/Madam,

The [World Meteorological Organization \(WMO\) Severe Weather Forecasting Programme \(SWFP\)](#) has been implemented in nine subregions of the world (including Eastern Caribbean) to strengthen the capacity of National Meteorological and Hydrological Services (NMHSs) of WMO Members that are developing countries, Least Developed Countries (LDCs), or Small Island Developing States (SIDS). SWFP aims to deliver improved forecast and early warning services related to severe weather in order to reduce the adverse impacts on lives and livelihoods, property and infrastructure. SWFP regional subprogrammes in each subregion are managed and overseen by a Regional Subprogramme Management Team (RSMT) which mainly comprises the designated representatives from the participating NMHSs and the contributing global and regional centres.

With contributions from the most advanced [WMO Integrated Processing and Prediction System \(WIPPS\)](#) Centres, SWFP makes efficient use of the 'Cascading Forecasting Process' to improve availability and accessibility of high value Numerical Weather Prediction (NWP) products from global to regional and national levels. The NWP outputs are made available from the contributing World Meteorological Centres (WMCs) and the daily severe weather forecast guidance product is issued to NMHSs in each subregion by the relevant lead Regional Centre(s) after interpretation of the NWP outputs and satellite information. Severe weather guidance products are generally issued for short- and medium-range forecast for heavy rainfall, strong winds and high waves. These guidance products are useful for NMHSs of participating countries to translate the information into their national/local forecasts and to issue alerts and warnings for severe conditions as needed.

To: Permanent Representatives of Belize, El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Panama (limited distribution)

cc: Permanent Representative of Costa Rica with WMO
President of RA III (South America)
President of RA IV (North America, Central America and the Caribbean)

In support of the [United Nations Early Warnings for All \(EW4All\) initiative](#), SWFP is being scaled up in collaboration with Members and with support from our development partners and donors including for its geographical expansion to more countries and subregions as feasible, in addition to improving severe weather guidance products for existing hazards (i.e. heavy rainfall, strong winds and high waves) and exploring the potential to provide guidance for additional priority hazards (e.g. heat/cold waves, severe storms, forest/wildfires etc.) as appropriate.

Recently, the WMO Secretariat, in collaboration with its Regional Office for the Americas organized an online introductory scoping meeting for SWFP on 25 June 2024 to provide information on the SWFP framework and its potential benefits for NMHSs and share experience from ongoing SWFP regional subprogrammes implemented in various subregions of the world including Regional Association IV (North America, Central America and the Caribbean) with [SWFP-Eastern Caribbean](#). A [concept note](#) for the SWFP-Central America, presentations, and the meeting summary are available on the [scoping meeting website](#).

As a follow-up to the above scoping meeting, and at the kind invitation of the Government of Costa Rica, the WMO Secretariat is organizing a face-to-face technical planning meeting for the SWFP implementation in Central America in San José from 21 to 25 October 2024. The objective of this meeting is to determine the needs and requirements from participating WMO Members to define the scope of the SWFP implementation in the subregion and to agree on the potential implementation plan which will be prepared as per guidelines provided in the [SWFP Guidebook](#). The meeting will also agree on a RSMT to oversee and manage the implementation of the SWFP regional subprogramme in Central America (SWFP-Central America) as feasible.

In this context, you are requested to designate from your Service an expert as a national SWFP focal point to confirm your interest in joining the SWFP implementation in Central America and confirm your expert's availability to attend the technical planning meeting for SWFP implementation in Central America. Preferably, your designated expert should be head/deputy head or a senior forecaster of national forecasting office in your Service.

It is hoped that your Government or Service may cover expenses related to your designated expert's participation in the subject meeting. However, if this is not feasible, the WMO Secretariat upon request can consider providing financial support (air ticket and/or per diem) to your expert for his/her participation in the meeting. Kindly send the designation of your expert using the prescribed nomination form ([annex](#)) to Mr Ata Hussain (ahussain@wmo.int) at the WMO Secretariat headquarters in Geneva, with a copy to Mr Rodney Martínez (rmartinez@wmo.int) and Ms Barbara Tapia (btapia@wmo.int) at the WMO Regional Office for the Americas, as soon as possible but no later than **16 September 2024**. Subsequently, the WMO Secretariat will coordinate with the designated expert directly for his/her participation in the technical planning meeting.

Regarding insurance coverage for non-staff members, I would like to 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.

I would like to express my appreciation for your continuing support to 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

WMO SEVERE WEATHER FORECASTING PROGRAMME (SWFP)**SWFP REGIONAL SUBPROGRAMME FOR CENTRAL AMERICA****NOMINATION FORM
for designating a national SWFP focal point**

Ref.: 12142/2024-1.4.5

Note: Where a National Meteorological and Hydrological Service (NMHSs) is willing to participate in the SWFP please designate an expert from your Service as a national SWFP focal point. Preferably he/she should be head/deputy head of the national forecasting office in your Service.

The Permanent Representative of [Member name] with WMO designates the following expert to serve as a national SWFP focal point.

1. Family name:
2. First name(s):
3. Gender:
4. Academic title (if applicable):
5. Education/Qualification:
6. Present position and responsibilities at NMHS/Centre:
7. Work address:
8. Email address:
9. Telephone and/or mobile phone:
10. Number of years of forecasting experience:
11. Language skills:

It is also confirmed that the above expert/focal point is available for his/her participation in the technical planning meeting for the SWFP implementation in Central America in San José, Costa Rica from 21 to 25 October 2024:

YES ☐ NO ☐

Please indicate if financial assistance is required for:

air ticket:	NO <input type="checkbox"/>	or	YES <input type="checkbox"/>
per diem:	NO <input type="checkbox"/>	or	YES <input type="checkbox"/>

Date:

Name of Permanent Representative: _____

Signature of Permanent Representative: _____

Note: Please complete and submit this nomination form to Mr Ata Hussain (ahussain@wmo.int) at the WMO Secretariat headquarters in Geneva, with a copy to Mr Rodney Martínez (rmartinez@wmo.int) and Ms Barbara Tapia (btapia@wmo.int) at the WMO Regional Office for the Americas at your earliest convenience, but **no later than 16 September 2024**.
