

**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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4 September 2024

Annexes: 3 (available in English only)

Subject: WMO and PAGASA Hands-on Training on Competency Approach  
Implementation, Manila, Philippines, 2–6 December 2024

Action required: For information and appropriate action, as necessary  
Nomination to be received by **4 November 2024**

Dear Sir/Madam,

In continuing WMO's support to capacity development, the WMO Education and Training (ETR) Office has designed a training course on the implementation of the competency approach. To bridge the gap between theory and practice, the course will focus on the principles of Competency, including On-the-Job Training and Competency Assessment by following the outlines in the Guide to Competency ([WMO-No. 1205](#)) and Compendium of WMO Competency Frameworks ([WMO-No. 1209](#)). With the kind support of the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), it will be take place at the WMO Regional Training Center of the Philippines (RTC-Philippines), in Manila, from 2 to 6 December 2024.

The target is to host up to 25 experts from the WMO Regional Association V (South-West Pacific) Member countries developing skills, applying and adapting the specific tools to any operational activity in National Meteorological and Hydrological Services (NMHSs) to support implementation of the competency approach in their NMHSs by:

- Raising awareness and understanding of the WMO Basic Instruction Package (WMO 1083) and Competency Frameworks, as presented in the Compendium of WMO Competency Frameworks [WMO-No. 1209](#).
- Assisting the implementation of the WMO Competency Frameworks.

The course will be conducted in-person, for a duration of one week, from 2 to 6 December 2024. [Annexes I](#) and [II](#) to this circular letter briefly describe the course, its format, expected learning outcomes, and qualifications to be attained.

Any interested candidate from countries within RA V should first apply by sending a duly completed application form ([Annex III](#)) with the relevant attachments to the WMO Education and Training Office ([tra@wmo.int](mailto:tra@wmo.int)) no later than **4 November 2024**. Any applications received after this date will not be considered. All applications will be reviewed by the WMO Education and Training Office and selection for attendance will be made on a competitive basis.

To: Permanent Representatives of RA V Members with WMO (English-speaking countries – Limited distribution)

cc: Hydrological Advisers

Please note that while we encourage Members to cover the expenses of their participants to attend the course, WMO is prepared to support one participant from NMHS Members of RA V with priority to those working in the operation of capacity development-related areas in particular competency implementation. The selected successful participants will be notified and contacted by WMO for the preparation of travel logistics. Thereafter, the selected candidates will receive a Request for Financial Assistance (RFA) form to complete and send back to WMO along with the admission letter and a copy of the selected candidate's passport, no later than **6 November 2024**. Any RFAs received after this date will not be considered.

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.*

May I take this opportunity to assure you of my unwavering commitment to capacity development-related activities in support of competency approach implementation and to thank you for your continued cooperation in this endeavour.

Yours faithfully,



Prof. Celeste Saulo  
Secretary-General

**WMO hands-on Training on Competency Approach Implementation  
The Philippine Atmospheric, Geophysical and Astronomical Services Administration  
(PAGASA)  
Philippines**

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1	Host Member	Philippines
2	Host institution(s)	The Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) WMO Regional Training Center of Philippines (RTC Philippines)
3	Website	<a href="http://www.bagong.pagasa.dost.gov.ph">www.bagong.pagasa.dost.gov.ph</a>
4	Location(city) of Institution(s)	Manila, Philippines
5	Address of Institution	WMO Regional Training Center of Philippines (RTC-Philippines) Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) PAGASA Science Garden Compound Sen. Miriam Defensor-Santiago Avenue Quezon City Philippines
7	Course type	In person
8	Main course content	<ol style="list-style-type: none"> <li>1. The competency approach (job description, staff selection and performance criteria, competency management and cycle)</li> <li>2. WMO regulation about the competency</li> <li>3. On the Job Training (the objective, planning, organizing and evaluating the OJT, coaching – mentoring)</li> <li>4. Competency assessment (goals, tools, methods, planning and evaluating the competency assessment)</li> <li>5. Organization Impact of On-the-Job Training and Competency (QMS, training needs, strategic planning)</li> </ol>
9	Duration of study	5 days
10	Course dates	2 to 6 December 2024
11	Target Region and Members	English speaking countries in RA V

12	Basic Requirements	<ul style="list-style-type: none"> <li>Staff responsible for or working in capacity development including human resources, training, and education</li> </ul> <p>Prerequisite Knowledge and Skills:</p> <ul style="list-style-type: none"> <li>Foundational understanding of meteorology, climatology, hydrology, or related fields</li> <li>General professional skills: critical thinking, problem-solving, and effective communication</li> <li>Good skills in English reading, written and spoken (language comprehension)</li> <li>Operational working Experience of minimum 5 years</li> <li>Familiarity with the principles of competency-based training and assessment (either through formal education or professional experience). Basic knowledge of competency frameworks and their importance in organizational settings, is preferably</li> </ul> <p>Other requirements:</p> <ul style="list-style-type: none"> <li>Relevant roles to competency framework implementation OR potential to influence capacity-building initiatives their organizations</li> <li>Willingness to learn and adapt to new methodologies and frameworks</li> <li>Collaborative mindset for discussion and working in team</li> </ul>
13	Language	English
14	Number of awards	Up to 25 participants
15	Application form	Mandatory
16	Admission from institution	Mandatory
17	Applications closing date	4 November 2024
19	Contact info	<ul style="list-style-type: none"> <li>Michael S. Bala Training and Public Information Section PAGASA/ RTC Philippines <a href="mailto:msbala@pagasa.dost.gov.ph">msbala@pagasa.dost.gov.ph</a></li> <li>Yuliana Purwanti Education and Training Office WMO <a href="mailto:ypurwanti@wmo.com">ypurwanti@wmo.com</a></li> </ul>

**The Philippine Atmospheric, Geophysical and Astronomical Services Administration  
(PAGASA)  
Philippines  
The WMO Hands-on Training on Competency Approach Implementation**

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**Course description**

The WMO hands-on Training on Competency Approach Implementation is a short course that is organized by the WMO Education and Training Office in collaboration with the kind support of the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA). The course will take place in Manila, in the Philippines. The in-person course is organized to raise awareness and understanding of the WMO Competency Frameworks as well as to support its implementation in WMO Regional Association V. The course will allow the participants to familiarize themselves with the competency approach and implementation, particularly the competency assessment. Participants will also be provided with the opportunity to apply the principles of competency approach into real environment for the benefit of their organizations.

**Course Format**

The WMO hands-on Training on Competency Approach Implementation will be an in-person course which will run from 2 to 6 December 2024.

The trainees must show satisfactory attendance, progress and timely and satisfactory completion of tasks and activities. They are recommended to bring their own laptop.

**Expected Learning outcomes**

By the end of the course, the trainees will have successfully achieved the following outcomes:

1. Apply the principles of the competency approach and implementation as defined by WMO
2. Understand the stages of competency assessment
3. Understand the challenges and benefits of competency assessment
4. Apply the stages of competency approach in developing a competency management approach for the organization

**Competencies attained and certificates issued**

After successful completion of the course, participants will receive a certificate stating the underpinning skills that support the WMO Competency Framework implementation.

**Target Audience**

Staff with relevant roles in competency framework implementation OR with potential to influence capacity-building initiatives in their organizations including roles in human resources, training and education from WMO Regional Association V NMHSs.

**Instructors**

A trainer from WMO will be the instructor of the course. Additional content experts will be brought in for specific portions/subjects of the course.

**Working language**

The course will be conducted in English. No translation in other languages is offered.

**Entry requirements**

- Involvement in human resources and capacity development.
- Good skills in English reading, written and spoken (language comprehension).
- All this needs to be verified by proof of CV and qualifications.

Work experience: relevant work experience in operational and services in climate, weather and water is preferred.

### **Useful resources in preparing for the course**

A laptop or desktop computer with Microsoft Office or equivalent (Word processor, PowerPoint Presentation, etc) good memory capacity and storage (an external storage is advised). A laptop would be preferable as it can be used during in the interactive learning activities in the face-to-face phase.

### **Procedure for application**

The applications must include:

- A letter of motivation in English limited to 200 words:
- A CV.
- Relevant certified qualifications.
- A nomination letter from the relevant Permanent Representative (PR).

All applications will be handled according to the protection of private information requirements.

Application for consideration should be sent to [tra@wmo.int](mailto:tra@wmo.int)

Clearly marked as subject of the email: **CRS 3624**

Deadline for applications: **4 November 2024**

Only successful applications will be notified by email by WMO.

## APPLICATION FORM

**The WMO and PAGASA Hands-on Training on Competency Approach Implementation**  
**Manila, Philippines**  
**2-6 December 2024**

**To be sent to WMO before 4 November 2024**

Note: Please read the Notes and Instructions on the last page before completing this application form

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<b>A. PERSONAL</b>	
1. First name	
2. Family name	
3. Country	
4. Date of birth ( <i>DD/MM/YYYY</i> )	
5. Gender	M / F
6. Passport number	
7. Passport validity	
8. Do you have a disability	Yes / No
If yes, please specify	
9. Permanent home address	
( <i>number, street, postal code, town</i> )	
10. Telephone ( <i>mobile</i> )	
11. Email	
12. Professional contact	
Name	
Telephone ( <i>office</i> )	
Professional links	
13. Would you request financial assistance to participate in the course? Yes / No	

<b>B. GENERAL</b>			
1. Give details of working experience (both in technical operation and capacity development related experiences)			
Name of organization	Starting and end date	Brief description of role and responsibilities	Reason for leaving
2. Write a brief statement setting out clearly why you have chosen this course and how you intend to use it after graduation			

**I declare that to the best of my knowledge all the information in this form is true and correct.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>C. PERMANENT REPRESENTATIVE ENDORSEMENT</b>
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### Notes and Instructions:

Please read these notes and instructions carefully before completing this application form. Be sure to read every section and that the information you provide is accurate.

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1. **Applications received after the date of 4 November 2024 will not be considered**
2. **Applications received without the endorsement of the Permanent Representative will not be considered**
3. Incomplete application forms will not be considered.
4. Closing dates for the application dates are published and will be strictly adhered to.
5. A copy of the passport document must be included in the application.
6. Successful candidates will be contacted by email. Make sure that your contact details are correct and clearly written.