

**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.: 14635/2024.1.2 S/DPS

Our ref.: 14635/2024/S/DPS/TCP/RA-IV-Miami-2025

13 September 2024

Annexes: 2 (available in English only)

Subject: RA IV Workshop on Hurricane Forecasting and Warning  
Miami, Florida, USA, 7–11 April 2025

Action required: To nominate an expert and submit completed Nomination Form to  
WMO Secretariat on or before **4 November 2024**

Dear Sir/Madam,

I am pleased to inform you that the Government of the United States of America has kindly agreed to host the Regional Association (RA) IV (North America, Central America and the Caribbean) Workshop on Hurricane Forecasting and Warning in Miami, Florida, from 7 to 11 April 2025.

The workshop will be conducted with simultaneous interpretation in English and Spanish at the Regional Specialized Meteorological Centre – Hurricane Centre (RSMC-HC) of the National Oceanic and Atmospheric Administration/National Weather Service (NOAA/NWS) in Miami, USA. Please find attached herewith an outline of the Provisional Programme ([Annex II](#)). The Information Note for Participants will be provided in due time.

The workshop will provide training for hurricane forecasters from the region, assist RA IV Members in their efforts to improve operational tropical cyclone forecasting and warning, and help participants to understand and communicate better with the stakeholders engaged in the emergency decision-making process. Designed particularly for meteorologists with practical experience in operational tropical cyclone forecasting, the workshop will provide them with refresher training and updated information.

I am pleased, therefore, to invite you to nominate an expert on operational hurricane forecasting and warning from your Service to participate in this workshop. To ensure the effectiveness and positive impacts of the workshop on the work of your Service, it is strongly recommended that the nominated expert be a forecaster who is currently engaged in hurricane and associated weather forecasting, has a direct link to the operational tasks of your Service, and meets the following requirements:

- (1) Holds a university qualification or equivalent, preferably in geo-sciences (meteorology, hydrology, geophysics, environmental sciences, etc.);
- (2) Is expected to continue working in your Service for a long period after participation in the workshop.

To: Permanent Representatives of Members of the Hurricane Committee with WMO (limited distribution) (Antigua and Barbuda, Bahamas, Barbados, Belize, British Caribbean Territories, Cabo Verde, Colombia, Costa Rica, Cuba, Curaçao and Sint Maarten, Dominica, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, St Lucia, Trinidad and Tobago, Venezuela)

cc: Mr Evan Thompson, President RA IV, Kingston, Jamaica  
Dr Mike Brennan, Chair of RA IV Hurricane Committee, Miami  
Dr R. Pasch, Senior Hurricane Specialist, National Hurricane Centre, Miami

Due to limited funds available for this workshop, it is hoped that your Service could cover the expenses relating to the attendance of your nominated expert. However, WMO upon request could consider providing financial support (travel and a lump sum in lieu of per diem) for the participation of your expert. If such assistance is required, kindly indicate this in the Nomination Form attached herewith ([Annex I](#)).

Before participants undertake travel for the above workshop, they are kindly advised of 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.*

It is hoped that your country will take advantage of this opportunity by nominating a suitable expert.

I should be grateful if the completed Nomination Form ([Annex I](#)) could be returned to the WMO Secretariat (Ms Anne-Claire Fontan ([acfontan@wmo.int](mailto:acfontan@wmo.int)) and Ms Barbara Tapia ([btapia@wmo.int](mailto:btapia@wmo.int))) **on or before 4 November 2024**.

Yours faithfully,



Ms Ko Barrett  
for the Secretary-General

**RA IV (NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN) WORKSHOP  
ON HURRICANE FORECASTING AND WARNINGS**

**MIAMI, FLORIDA, USA**

**7-11 April 2025**

**NOMINATION FORM**

Ref.: 14635/2024-1.2 S/DPS

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

Family Name			Mr/Ms/Dr
First Name			
Address			
City - Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
Email			
Date of birth			
Passport No.			
Expiry date			
Primary language*			

**Qualifications** (certificates, diplomas or degrees): .....  
.....  
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.....

**Training in the field of meteorology** (other than as noted in above): .....  
.....  
.....  
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**Present position and brief description of current duties**  
(please include public weather services functions, if any):  
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.....  
.....

Brief description of past relevant professional/operational experience  
(please include experience in aspects of public weather services  
(e.g. media work, working with disaster management, public outreach and education, etc.)  
if any and/or relevant planned future work/activities):

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.....

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

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.....  
.....

**Please complete if financial assistance is required from**

**WMO:** Support required:                      YES                      NO

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Date

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Signature of Permanent Representative

To be completed and send by mail, at the latest by **4 November 2024** to:  
Ms Anne-Claire Fontan ([acfontan@wmo.int](mailto:acfontan@wmo.int)) and Ms Barbara Tapia ([btapia@wmo.int](mailto:btapia@wmo.int))

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**RA IV (NORTH AMERICA, CENTRAL AMERICA AND THE CARIBBEAN) WORKSHOP  
ON HURRICANE FORECASTING AND WARNINGS**

**MIAMI, FLORIDA, USA**

**7–11 April 2025**

**PROVISIONAL PROGRAMME**

While the workshop will include lectures and presentations, emphasis will be placed on group interactions and practical, hands-on exercises.

The main subject areas to be covered will include:

- \* Tropical analysis and tropical waves
- \* Tropical cyclone genesis and structure
- \* Use of reconnaissance aircraft data
- \* Doppler radar
- \* Satellite applications, including the Dvorak technique, microwave and scatterometer
- \* NWP, ensemble guidance and tropical cyclone track prediction models
- \* Tropical cyclone track and intensity forecasting
- \* Rainfall forecasting
- \* Probabilistic guidance and wind speed probabilities
- \* Marine forecasting and other TPC/TAFB products
- \* Storm surge
- \* Extratropical transition
- \* Interannual and intraseasonal Tropical Cyclone (TC) variability/seasonal forecasting
- \* Operational TC forecasting and advisory preparation
- \* Communication and coordination with emergency managers.  
Messaging:
  - Hurricane Risk
  - Tropical Cyclone Hazards (wind, rain, storm surges, tornadoes, etc.)
  - Uncertainty
  - NHC Advisory Products
  - NHC Wind Speed Probability and Storm Surge Products
- \* Coordination with the media
- \* Quiz for the whole workshop
- \* Conclusions and recommendations

The programme will also include an overview of current research topics and current weather map discussions.

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