

**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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23 December 2024

Subject: Online Workshop on Training Internal Auditors for Quality Management System (QMS) in Climate Services, 10 March 2025-demystified course and 11 to 14 March 2025 – Internal Audit course

Action required: Nomination of one expert from your Service

Dear Sir/Madam,

I wish to inform you that WMO is committed to enabling National Meteorological and Hydrological Services (NMHSs) to implement Quality Management System (QMS) processes and capacity development plans in developing countries by partnering with the International Organization for Standardization (ISO). ISO 9001:2015 certified NMHSs are to apply WMO guidelines on quality management. An online workshop on training Internal Auditors for QMS, based on the ISO 19011:2018 standards is jointly planned by the Climate Services Division of the WMO Secretariat in cooperation with the Bureau of Meteorology of Australia (BoM) and the Intertek SAI Global Company, a registered training organization.

The trainees who pass the course and complete the assessment sheets will be certified as Internal Auditors to monitor the processes that lead to providing high-quality climate products and other services in your organization. The online workshop will be preceded by a half-day demystifying course on 10 March 2025 followed by an Internal Audit course, over four days, with around four hours of training per day, from 11 to 14 March 2025.

The concept note and the daily programme of the workshop and learning materials will be provided through the WMO Education and Training Programme (ETRP) Moodle to the participants of this course. The learning materials and course will be in English. Please ensure that the nominated expert will have a good knowledge of spoken and written English.

I would appreciate it if you could nominate one leading climate expert from your Service to participate in this workshop, at your earliest convenience, but **no later than 17 January 2025**. Due to the compelling training limitation of the online course to maximum 20 participants, priority will be given to nominated experts from least developed and developing countries. The focal points of this activity are Mr Amir Delju (adelju@wmo.int), Senior Scientific Officer, and Ms Xinrui Wu (xwu@wmo.int), Junior Professional Officer in the Climate Services Division.

I wish to thank you for your continued support of the WMO activities.

Yours faithfully,

Ms Ko Barrett
for the Secretary-General

To: Permanent Representatives of Members of Regional Association II (Asia) with WMO