



Our ref.: WMOI-559158197-5897787/2025/I/WIS

21 July 2025

Subject: WIS 2.0 Training Workshop, in Nairobi, Kenya, from 13 to 17 October 2025

Action required: To nominate a representative from your service and inform the WMO Secretariat at your earliest convenience, but preferably not later than **15 August 2025**

Dear Sir/Madam,

I am pleased to inform you that WMO plans to organize a training workshop on the WMO Information System (WIS) 2.0 in Nairobi, Kenya, from 13 to 17 October 2025.

This workshop will address the capacity-building needs of staff from National Meteorological and Hydrological Services (NMHSs) involved in the implementation of WIS 2.0. The purpose of this training is to help WMO Members in building capacity by:

- (1) Raising understanding of the WIS 2.0 architecture;
- (2) Developing skills to install and configure the WIS 2.0 box software;
- (3) Developing skills to operate a WIS 2.0 node.

The training is designed to be practical and highly interactive, and participants are required to bring their own laptop to work independently and in groups. The workshop will be conducted in English.

You are kindly invited to nominate one representative from your service, preferably an IT engineer involved in software development and computer programming, to attend the training workshop.

I should be grateful if internal resources could be used to fully or partially support the participation of your expert. However, if required, WMO may consider providing financial assistance within the limited resources available.

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.

To: Permanent Representatives of The Gambia, Ghana, Ethiopia, Morocco, Rwanda, South Sudan, Sudan, Tanzania, Uganda, Malawi, South Africa, Somalia with WMO

African Centre of Meteorological Applications for Development (ACMAD)

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.

I kindly request confirmation of your nominee's participation, including their full name and email address to be sent to wis@wmo.int, at your earliest convenience, but preferably not later than **15 August 2025**. Please indicate whether any financial assistance will be required.

I would like to take this opportunity to thank you for your continued support of WMO activities.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ko Barrett', with a stylized flourish extending to the right.

Ms Ko Barrett
for the Secretary-General