



Our ref.: WMOS-763995582-5895283

21 July 2025

Annex: 1

Subject: Invitation to the WMO ClimSA training workshop on the ClimSOFT Climate Data Management System (CDMS) to be held in Nairobi, Kenya, 29 September –3 October 2025

Action required: Nomination of participant(s) in the above-mentioned workshop at your earliest convenience, and **no later than 30 July 2025**

Dear Sir/Madam,

I am pleased to inform you that the World Meteorological Organization (WMO) will organize and conduct a training workshop on the ClimSOFT Climate Data Management System (CDMS) as part of the ClimSA programme. The workshop will be held in Nairobi, Kenya, at the ICPAC headquarters from 29 September to 3 October 2025. The training will cover the following topics:

- Installation and configuration of ClimSOFT version 4
- Management of climate data workflows (ingestion, data/metadata entry, quality control etc.)
- Generate climate products and reports
- Integrate real time data source
- Perform advanced system administration and troubleshooting

The training is designed to be practical and interactive. Participants are required to work independently as well as in groups. Each participant must have a personal laptop, with administrative rights, to fully participate in the practical sessions. The workshop will be conducted in English, therefore, a good working knowledge of the language is essential.

A similar training session in French is planned for December 2025.

I kindly invite you to nominate two representatives from your Service to attend the training workshop, preferably a database administrator and/or CDMS user. Your nominees should be actively involved in the administration of IT systems, including database systems, or in the management of climate data.

I would be grateful if internal resources could be used to fully or partially support the participation of your nominee. However, WMO will consider, upon request, providing financial support within the limited resources available.

For administrative purposes, I would be grateful if you could kindly confirm your nominees' participation at your earliest convenience, but preferably **not later than 30 July 2025**, and indicate whether financial assistance will be required.

To: Limited distribution (see Annex 1)

In addition, please ensure that participants check with the concerned travel agent about entry visa to Kenya, including any potential transit visas. Should a formal invitation letter be needed in support of a visa application, WMO will be pleased to provide one upon request.

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.*

I sincerely appreciate your continued support of WMO activities and look forward to your valuable contribution to this training workshop.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'C. Saulo', written over a horizontal line.

Prof. Celeste Saulo  
Secretary-General

### ANNEX 1: LIST OF RECIPIENTS

RECIPIENT	NAME	EMAIL(S)	COPY TO	COPY EMAIL(S)
OFFICER-IN-CHARGE, ICPAC FOR RCC IGAD	MR. ABDI FIDAR	<a href="mailto:ABDI.FIDAR@IGAD.INT">ABDI.FIDAR@IGAD.INT</a> ; <a href="mailto:DIRECTOR@ICPAC.NET">DIRECTOR@ICPAC.NET</a>	-	-
EXECUTIVE SECRETARY FOR RCC-SADC	MR. ELIAS M. MAGOSI	<a href="mailto:REGISTRY@SADC.INT">REGISTRY@SADC.INT</a>	MS. SUREKHA RAMESSUR	<a href="mailto:SRAMESSUR@SADC.INT">SRAMESSUR@SADC.INT</a>
Permanent Representative (PR) Of Kenya	DR. DAVID GIKUNGU	<a href="mailto:DGIKUNGU@GMAIL.COM">DGIKUNGU@GMAIL.COM</a>	DR. DAVID ADEGU	<a href="mailto:ADEGUBULUKU@GMAIL.COM">ADEGUBULUKU@GMAIL.COM</a>
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