



Our ref.: WMOS-763995582-6419876

10 July 2025

Annex: 1

Subject: Invitation to the WMO ClimSA Training Workshop on Establishing User Interface Helpdesks, Nairobi, 29–31 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,

The World Meteorological Organization (WMO), in collaboration with the Global Water Partnership (GWP), and with support from the IGAD Climate Prediction and Applications Centre (ICPAC), is pleased to invite your institution to nominate participants to the upcoming Training Workshop on Establishing User Interface Helpdesks, which will take place in Nairobi, Kenya, from 29 to 31 October 2025, under the Intra-ACP ClimSA Programme.

The workshop aims to deliver practical training experience on establishing Climate Services Help Desks (HDs) for representatives and experts from Regional Climate Centres (RCCs). These helpdesks, known as User Interface Helpdesks (UIPs), are essential tools for facilitating co-production processes, enhancing engagement between climate information providers and users, and supporting knowledge sharing on climate services.

Each RCC is invited to nominate two experts, ideally with expertise and experience in user engagement and also possibly including an IT expert among your two participants. Kindly submit the names and CVs of the nominated participants by 30 July 2025 to Mr Saeed Vazifehkhah (svazifehkhah@wmo.int), with a copy to Ms Nakiete Msemo (nmsemo@wmo.int).

It would be helpful if you could secure internal resources to support their participation, either fully or partially. However, if required, WMO can consider providing support within the limited resources available under ClimSA funds.

Regarding insurance coverage for non-staff members of WMO, I would like to 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, 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."

To: Regional Climate Centres (limited distribution)

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

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'J. Stander', with a stylized flourish.

Dr Johan Stander
Senior Director
Services Department

Annex 1

Regional Climate Centres

List of Recipients

RCC Region	Main Recipient	Position	Email(s)	Copy To	Copy Email(s)
RCC Africa	Ousmane Ndiaye	Director General, ACMAD	ousmane.ndiaye@acmad.org	–	–
RCC IGAD	Abdi Fidar	Officer-in-Charge, ICPAC	abdi.fidar@igad.int ; director@icpac.net	–	–
RCC WAS	Issoufou Baoua	Director General, RCC-WAS	administration.agrhy@cilss.int	Abdou Ali	abdou.ali@cilss.int
SWIO RCC-Network	Gina Bonne	Project Officer, Environmental Sustainability and Climate	gina.bonne@coi-ioc.org	–	–
RCC-ECCAS	Joël-Urbain Teteya	Coordinator, UD Centre d'Application et de Prévision Climatologique	juteteya@Yahoo.fr ; teteyajoel@capc-ac.net	Alphonse Kanga	alphonsekanga2012@gmail.com
RCC-SADC	Elias M. Magosi	Executive Secretary, SADC	registry@sadc.int	Surekha Ramessur	sramessur@sadc.int
RCC Caribbean	David Farrell	Principal, CIMH	dfarrell@cimh.edu.bb	Adrian Trotman	atrotman@cimh.edu.bb
Pacific RCC-Network	Simon McGree	Chairman of the Pacific RCC-Network Management Committee	simon.mcgree@bom.gov.au	Naheed Hussein	naheedh@sprep.org