



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse

Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81

wmo@wmo.int – www.wmo.int

Weather • Climate • Water
Temps • Climat • Eau

جنيف، 25 تشرين الثاني/نوفمبر 2015

الرسالة رقم: ETR/FEL/UK

عدد المرفقات: 3 (متوافرة بالإنكليزية فقط)

الموضوع: فرصة الحصول على منحة دراسية في الكلية التابعة لدائرة الأرصاد الجوية في المملكة المتحدة (Met Office College)

تحية طيبة وبعد،

يسرني أن أبلغكم أنه في إطار مذكرة التفاهم القائمة بين المنظمة العالمية للأرصاد الجوية (WMO) ودائرة الأرصاد الجوية في المملكة المتحدة لبريطانيا العظمى وأيرلندا الشمالية (Met Office)، توفر الكلية التابعة لدائرة الأرصاد الجوية لشخصين من الحاصلين على المنح الدراسية التي تقدمها المنظمة (WMO)، فرصة لمتابعة الدورة الدراسية الأولية للمتنبئين، على النحو المبين في المرفق ألف. وستبدأ الدورة الدراسية في 11 نيسان/أبريل 2016 لتنتهي في أوائل أيلول/سبتمبر 2016. وقد اشترطت دائرة الأرصاد الجوية (Met Office) أن يكون المشاركون قد حصلوا على درجات قدرها 6 أو أكثر في النظام الدولي لاختبار اللغة الإنكليزية (IELTS) لكي يُنظر في طلبهم.

وقد أُعدت الدورة الدراسية الأولية للمتنبئين للموظفين الجدد في مجال التنبؤ، وهي تغطي المعارف المتصلة بالأرصاد الجوية المطلوبة في مجموعة برامج التعليم الأساسي في مجال الأرصاد الجوية (BIP-M) ومهارات التنبؤ الأساسية المطلوبة للتنبؤ بالطقس في إطار المسؤولية عن المجال الجوي في المملكة المتحدة. والخريجون الناجحون في هذه الدورة سيستوفون من ثم المؤهلات الأكاديمية المطلوبة من المتنبئين بالأرصاد الجوية للطيران في المملكة المتحدة، ولكن قد يحتاجون إلى تدريب وتقييم إضافيين في مجالات من قبيل الأرصاد الجوية المدارية من أجل استيفاء متطلبات التأهيل للعمل كمتنبئين في الأرصاد الجوية للطيران في بلدانهم. وعلى الخريجين الذي يرغبون في العمل كمتنبئين في الأرصاد الجوية للطيران أن يستوفوا متطلبات التأهيل في بلدانهم الأصلي. فالدورة الدراسية ستساعد على إعدادهم لكسب المعارف والمهارات واستيفاء متطلبات الكفاءة، لكن لا بد من إجراء التقييم في البلد الأصلي.

وبما أن المنحة الدراسية ستقدم بالاشتراك بين المنظمة (WMO) ودائرة الأرصاد الجوية (Met Office)، يرجى من مقدمي الطلب استيفاء استمارة الترشيح الخاصة بالدائرة (المرفق باء) واستمارة الترشيح للحصول على منحة دراسية من المنظمة (WMO) (المرفق جيم) وإرسالهما إلى دائرة الأرصاد الجوية (Met Office) عبر البريد الإلكتروني

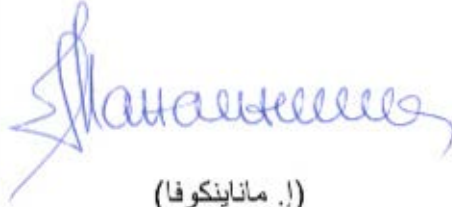
إلى: الممثلين الدائمين لأعضاء المنظمة (أو مديري مرافق الأرصاد الجوية أو الأرصاد الجوية الهيدرولوجية التابعة لأعضاء المنظمة) (PR-6877)

صورة إلى: المستشارين الهيدرولوجيين للممثلين الدائمين

على العنوان UKPR@metoffice.gov.uk، وإرسال النسخة الأصلية إلى السيدة Fiona Tovey، بدائرة الأرصاد الجوية على العنوان التالي، Met Office, Fitzroy Road, Exeter, EX1 3PB, UK. وسيكون آخر موعد لتقديم الطلبات يوم الجمعة الموافق 8 كانون الثاني/ يناير 2016. ولن يُنظر في الطلبات الواردة بعد هذا الموعد. وسيجري إبلاغ مقدمي الطلبات اللذين يقع عليهما الاختيار في أوائل شباط/ فبراير 2016 ليكون لديهما متسع من الوقت للحصول على تأشيرة للمملكة المتحدة.

ويحدوني الأمل أن يكون هذا العرض النسخي الذي قدمته دائرة الأرصاد الجوية (Met Office) مفيداً لخطتكم لتطوير قدرات الموظفين.

وتفضلوا بقبول فائق الاحترام،



(إ. ماناينكوفا)

عن الأمين العام

WORLD METEOROLOGICAL ORGANIZATION

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ETR/FEL/UK, ANNEX 1

Initial Forecasting Course (IFC)

Place: Met Office College, Exeter, United Kingdom of Great Britain and Northern Ireland
Start date: 11 April 2016
End date: 26 August or 2 September 2016 (20-21 weeks depending on course results)

The IFC is designed for staff new to forecasting and covers the requisite meteorological knowledge in the WMO Basic Instruction Package for Meteorologists (BIP-M) and the fundamental forecasting skills required to forecast the weather in the UK's area of airspace responsibility.

After completing this course students will be able to:

- Make weather reports to the standard necessary to ensure the safety of aircraft;
- Meet the mandatory minimum standards of 'theoretical knowledge' for aeronautical observers required by ICAO/WMO/CAA policy;
- Demonstrate an acceptable level of knowledge of meteorological theory for the UK's area of airspace responsibility;
- Employ guidance effectively as the basis of the forecast;
- Interpret actual and forecast data correctly and identify the most relevant data for any given situation;
- Produce weather forecasts consistent with the guidance and other relevant data;
- Present forecast products to an acceptable standard and in the style required by customers;
- Monitor the latest data - amending forecasts and issuing warnings when appropriate;
- Be an effective member of an operational forecasting team.

Prerequisites for the course include:

1. An undergraduate science or engineering degree taught in English with at least 2 years of mathematics and physics studies;
2. English language proficiency of IELTS (<http://www.ieltsbuddy.com/ielts-scores.html>) band 6 or above. Applicants may also be required to participate in a telephone or video chat.

Please note that as this course is primarily tailored to the requirements of the Met Office there may not be as much focus on tropical meteorology as required for certain countries. Students need to be sure that this course will fulfil their met service needs.

Applicants are requested to e-mail the Met Office nomination form (Annex 2) and the WMO Fellowship nomination form (Annex 3) to UKPR@metoffice.gov.uk with the original sent by mail to Fiona Tovey, Met Office, Fitzroy Road, Exeter, EX1 3PB, UK. Deadline for applications is Friday, **8 January 2016**. Applications received after this date will not be considered.

Further information can be found here:

<http://www.metoffice.gov.uk/training/met-service/forecaster/foundation/ifc>

WORLD METEOROLOGICAL ORGANIZATION

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ETR/FEL/UK, ANNEX 2

COLLEGE COURSE EXTERNAL APPLICATION FORM



| | | |
|--|---------------------------------|-----------------------------------|
| COURSE | | |
| Course title | Introductory Forecasting Course | Course dates 11 April 2016 |
| What training needs will this course satisfy? | | |
| | | |

| | | | |
|---|----------------|--|----------------------|
| PERSONAL DETAILS | | | |
| Family name | | | Male / Female |
| Given names in full | | | |
| Nationality | | | |
| Date and place of birth | | Passport No. | |
| Name and address of your place of work | | Home address <i>(for use in case of emergency while in UK)</i> | |
| | | | |
| Tel No. | Fax No. | Tel No. | |
| e-mail | | | |

| | |
|--|-----------------|
| COURSE | |
| WMO Permanent Representative nominating this applicant: | |
| Name | Position |
| Address | Tel No. |
| | Fax No. |
| Signature | Date |
| | |

CURRICULUM VITAE

State your:

- (1) Ability in English speaking, writing and reading; preference will be given to applicants who attach an English language proficiency certificate at IELTS band 6 or above;
- (2) Academic qualifications, their grades and where and when you studied;
- (3) Professional training and work experience.

Attach copies of certificates and documents that support your statements including ability in English

Please return this form either by e-mail to: UKPR@metoffice.gov.uk by **8 January 2016**

or by mail to: Fiona Tovey, Deputy WMO Manager,
Met Office, Fitzroy Road, Exeter, EX1 3PB, UK.

Deadline for the Met Office to be in receipt of applications is Friday, 8 January 2016

WORLD METEOROLOGICAL
ORGANIZATION

FELLOWSHIP NOMINATION FORM

REQUEST FOR A WMO FELLOWSHIP**Issued by the Permanent Representative of the nominating Member with WMO**

(Instructions for the completion and submission of this form are given under Section VII)

I. PROPOSAL, REQUIREMENTS and OBLIGATIONS (to be completed by the Permanent Representative)**1. The Government of** (WMO Member country/territory): _____**nominates** candidate Mr ☐/Ms ☐ _____ (family name in capital letters), _____ (first name)**for a fellowship in** _____ (host country) for duration of _____ months**to study** (Field(s) of study requested): _____**2. The Permanent Representative of the Recipient WMO Member certifies that:**

- ☐ The information provided by the nominee is complete and correct; Yes ☐ No ☐
- ☐ The nominee satisfies the entry requirements in terms of academic qualifications and experience for the programme of study; Yes ☐ No ☐
- ☐ The nominee has adequate knowledge, appropriately tested, of a language that can be used for working purposes in the proposed host country; Yes ☐ No ☐
- ☐ The nominee has the commitment, adaptability and capability to successfully complete the proposed programme of study; Yes ☐ No ☐
- ☐ The criteria for the award of a WMO fellowship approved by the WMO Executive Council are satisfied; Yes ☐ No ☐
- ☐ A plan will be put in place to ensure that his/her Service gains the planned benefits of the fellowship; Yes ☐ No ☐
- ☐ The required post-fellowship reports will be provided; Yes ☐ No ☐
- ☐ The absence of the nominee during his/her studies abroad will not have any adverse effects on his/her status, seniority, salary, pension and similar rights. Yes ☐ No ☐

II. EXPECTED BENEFITS (to be completed by the Permanent Representative)**1. In what way will your Service benefit from the fellowship?** (Identify the way in which the fellowship fits in with the human resources development plan of your service and its strategic aims, and the specific benefits coming from the fellowship).**2. How will the fellow be employed at the end of the fellowship?** (Be as specific as possible in terms of the title of the post and the associated responsibilities).**3. How will the expertise gained from the fellowship be spread within your Service?** (Identify ways in which others within your service will benefit from the fellowship).

Place and date:

Signature of the Permanent Representative
 (Specimen signature of the PR should be available in WMO.
 For signature on behalf of PR, "delegation of authority to sign"
 should also be available in WMO).

(#) The WMO reserves the right to propose an alternative host country if in its judgment the desired facilities are equally or more satisfactory in such a country; or if the desired facilities are unavailable in the country proposed by the candidate. The length of time required for study may also be adjusted by WMO in accordance with its own judgment and the available budget.

ANNEX 3, p. 2

| III. CANDIDATE INFORMATION (to be completed by the candidate) | | | | | | | | | | | | |
|---|-------|------|------|---------------------------|------|-----------------------|---|------|------|---|---------|---------|
| Family name (use capital letters): | | | | | | | Country of birth: | | | | | |
| First and other names: | | | | | | | Date of birth: | | | | | |
| Mailing address: | | | | | | | Nationality: | | | | | |
| Home address: | | | | | | | Marital status: | | | | | |
| Telephone: | | | | | | | Gender (M/F): | | | | | |
| Email address: | | | | | | | Name and address of person to be notified in case of emergency: | | | | | |
| Have you any *near relatives employed in WMO, another public international organization or in the Meteorological Service of your own country? Yes <input type="checkbox"/> No <input type="checkbox"/> If the answer is "Yes", please provide the following information: Name: _____ Relationship: _____ International Organization: _____ Meteorological Service: _____ | | | | | | | | | | | | |
| Languages | Read | | | Write | | | Speak | | | Residence in foreign countries in relation to the applicant's study or professional interests | | |
| | Excel | Good | Fair | Excel | Good | Fair | Excel | Good | Fair | | | |
| Mother tongue | | | | | | | | | | | Year(s) | Country |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Education (start with last attended institution and work backwards) | | | | | | | | | | | | |
| Name of institution and place of study | | | | Years of study: from – to | | Major fields of study | | | | Degrees/ Diplomas | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Employment record (Give complete information, details of your duties and responsibilities for each post you have occupied). | | | | | | | | | | | | |
| 1. Present or most recent post: | | | | | | | Description of your work, including responsibility: | | | | | |
| Years of service: from _____ to _____ | | | | | | | | | | | | |
| Title of your post: | | | | | | | | | | | | |
| Name and address of employer: | | | | | | | | | | | | |
| Name of supervisor: | | | | | | | | | | | | |
| 2. Previous post: | | | | | | | Description of your work, including responsibility: | | | | | |
| Years of service: from _____ to _____ | | | | | | | | | | | | |
| Title of your post: | | | | | | | | | | | | |
| Name and address of employer: | | | | | | | | | | | | |
| Name of supervisor: | | | | | | | | | | | | |

*Near relative means the spouse, parents, brothers, or sisters of the applicant.

| | |
|---|--|
| IV. PROPOSED STUDY PROGRAMME (to be completed by the candidate) | |
| 1. What is the training need for which a programme of study is required? | Indicate why your programme of study is required to meet the training needs of you and your Service. |
| 2. What are the key components of a training programme required to satisfy the training need? | Give as much detail as possible about the main components of the required training programme |
| 3. What training programme would meet your requirements in a cost-effective way? | Indicate the country of study, institution, and content and length of the training programme. Give two options in order of preference. |
| 4. What are the entry requirements for the proposed programme of study? Do you get an admission letter from the universities/institutions you apply? If yes, please attach it. | Specify the entry requirements and explain the extent to which you satisfy them. |
| 5. What practical uses you will make of this study on your return home? | Indicate how you and your Service will benefit from the programme of study. |
| 6. What fellowships or scholarships have you been awarded? | Indicate any fellowships or scholarships that you have held in the past or hold at present, and any for which you are presently a candidate. |
| 7. What have you done to gain information about the training programmes available to meet your needs? | Indicate how you have gone about identifying the proposed training programme. |
| 8. Any other matters you consider relevant | (e.g. if you are awarded a fellowship, are there any periods when you cannot be absent from your home country). |
| V. CERTIFICATION (to be completed by the candidate) | |
| I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. If selected as a WMO Fellow, I undertake to: | |
| <ul style="list-style-type: none"> (a) Conduct myself at all times in a manner compatible with my status as holder of the WMO Fellowship; (b) Spend full time during the period of the award on the study programme as directed by the agency in the country of study and by the WMO; (c) Refrain from engaging in political, commercial, or any other activities other than those covered by my work programme; (d) Submit reports in accordance with the arrangements made by the WMO; (e) Return to my home country at the end of the Fellowship. | |
| Place and date: | Signature of the candidate |

VI. RECOMMENDATIONS OF THE SELECTION COMMITTEE (To be completed by the Chairman of the Committee)

1. Comments on the education and qualifications of the candidate, and his experience (if any) in the subject to be studied:

2. Comments on the linguistics ability in the language of the course, age, personality and motivation of the candidate:

3. Comments on proposed country of study, preferred institution(s) in that country and duration of fellowship:

4. Comments on use to which Fellow's training will be put on his return home, in the context of national plans for human resources development:

Place and date:

Signature of the Chairman of the Committee:

Official position and address:

VII. INSTRUCTIONS on the COMPLETION and SUBMISSION of this FELLOWSHIP NOMINATION FORM**1. This Fellowship Nomination Form (FNF) will be completed as follows:**

- Sections I and II by the Permanent Representative of the nominating Member with WMO
- Sections III, IV and V by the Candidate
- Section VI by the Chairman of the Selection Committee
- In case of requests for attendance at WMO training events of less than one-month duration another (simpler) form is to be used.

2. Selection Committee

- This is a generic name for a body, which oversees, directly or indirectly, the human resources development planning for meteorology and hydrology.
- In the absence of such body, the authority supervising the NMHS may designate a local Selection Committee to this effect.

3. Submission of FNF:

- The Permanent Representative will forward by post the ORIGINAL of this FNF to the WMO, Geneva.
- Advanced copies may be submitted to WMO by fax, in order to launch the FNF processing. However no implementation action will be taken until the signed ORIGINAL version of the FNF is received in WMO.
- Specimen signature of the Permanent Representative and/or of the person authorized by the PR to sign on his behalf must be (made) available to WMO prior to the posting of the FNF.

4. Additional documents required:

- Medical Clearance Certificate
- Copies of relevant diplomas, certificates.
- Admission letter from the University/Institution you apply.

5. Note:

- Following the receipt of FNF completed, WMO approaches relevant training institutions in order to tentatively identify cost-effective options for the delivery of the requested training.
- Upon the receipt of replies from the concerned institutions, the FNF and the potential training offers, are submitted to the Fellowships Committee, which meets once every three months in order to screen every candidature versus the EC Criteria for the Award of WMO Fellowships. The Committee thoroughly examines the FNF' information, in particular the arguments related to the training needs of the Candidate in the context of the human resources development plans of his Service.
- The Chairman of the Fellowships Committee submits all the candidature recommendations made by the Committee to the WMO Secretary-General, for his review and approval.
- It is only after the approval by the Secretary General that will start the actual processing for any fellowship award. Accordingly, the time lapse from the FNF submission to the actual implementation of the fellowship may require 5-8 months.