



Our ref.: ETR/CRS-712

GENEVA, 23 April 2012

Annexes: 2 (available in English only)

Subject: International Training Workshop on “Competence Assessment of Aviation Forecasters and Observers”, RTC Israel, 29 October to 2 November 2012

Action required: For your information and appropriate action, as necessary, not later than
15 July 2012

Dear Sir/Madam,

I have pleasure to inform you that the Regional Training Center (RTC), Bet Dagan in cooperation with Israel's Agency for International Development Cooperation (MASHAV) and with guest lecturers, including lecturers from the UK Met Office, will hold a training workshop on “Competence Assessment of Aviation Forecasters and Observers” in Shefayim, Israel, from 29 October to 2 November 2012.

The objective of the workshop is to provide guidance to Competence Assessment of Aeronautical Meteorological Personnel, in line with the WMO/CAeM Competence Assessment toolkit (CAT) and according to Congress Resolution 53 (Cg-XVI). It is aimed at helping Members to construct Assessment Management System prior to November 2013 (before the standard becomes mandatory). The workshop will be conducted in English.

The Government of Israel will provide scholarships, covering the expenses of lodging and full board (two persons sharing a room) during the duration of the workshop, tuition fees and transportation for applicants from developing countries. The scholarship, however, does not cover airfare expenses to and from Israel or pocket money. A limited number of air travel grants may be available for the participants. Detailed workshop information, including the requirements and the procedures for application, is given in Annex I.

Interested candidates are requested to complete the attached Application Form for the workshop (Annex II) and return it directly to RTC Bet Dagan, Israel Meteorological Service, P.O. Box 25, Bet Dagan 50250, Israel, to rmtc@ims.gov.il and/or gershteing@ims.gov.il not later than **15 July 2012**.

Yours faithfully,

(E. Manaenkova)
for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6637)

cc: Hydrological Advisers to Permanent Representatives



Workshop on Competence Assessment of Aviation Forecasters and Observers

**Shefayim, Israel
29 October – 2 November 2012**

1. Introduction

The IMS/WMO RTC Bet Dagan of the Israel Meteorological Service has provided training at post-graduate level since 1967. Several thousand participants from all over the world, mainly from developing countries, took advantage of the opportunities provided by our RTC to study the application of meteorology to various aspects of economic activity.

2. Competence Assessment Requirements

At its sixteenth session, on May 2011, the World Meteorological Congress approved the inclusion of Competency Standards for Aeronautical Meteorological Personnel into WMO Technical Regulation No. 49, Volume I. The Competency Standards have been developed and endorsed by the WMO Commission for Aeronautical Meteorology (CAeM) in response to the ICAO Annex 3, 2.1.5 requirement.

The Congress Resolution means that all providers of aeronautical meteorological services shall be able to demonstrate by 1 December 2013 that their professional personnel satisfy these Competency Standards. Compliance with the Competency Standards is an integral part of the ICAO Concept of Quality Management System and hence must be documented and recorded.

Thus all meteorological authorities and service providers have to construct and apply (before the December 2013 deadline) competency assessment methodology for their professional personnel providing services to aviation. WMO CAeM Expert Team on Education, Training and Competencies (ET/ETC) (formerly the Task Team for the Development of the Competency Assessment Toolkit, TT-CAT) has developed a best practice guidance on how Members can assess these competencies.

3. Workshop Objectives

The workshop aims at providing guidance to Competence Assessment of Aeronautical Meteorological Personnel, in line with the CAeM Competence Assessment toolkit (CAT) and within the framework of the ICAO Concept of Quality Management System.

4. Main Workshop Content

The workshop's curriculum will include a combination of classroom lectures, discussions, exercises and demonstrations. The following topics will be discussed:

- Competence Assessment as an integral part of the Quality Management System and the Safety Management System.
- Response to failures to perform competently. Restoring and developing competencies.
- The WMO/CAeM Competence Standards.
- Various assessment tools, their pro's and con's.
- Best practices in building and utilizing various assessment tools.
- Assessment during the OJT period.
- Challenges in assessment of experienced staff.
- Routine performance monitoring as part of a Competency Management System.
- The WMO/CAeM Competency Assessment Toolkit.
- Building a national Competence Management System of Aeronautical Meteorological Personnel.

5. Participation cost

- The airfare cost should be covered by the participant, by his/her employer, or by a granting institution.
- The total cost of lodging at full board for single in a double room during the duration of the workshop, including tuition fees and transportation will amount to app. 90\$ per day (inc. insurance). Total for the whole period is 540\$

6. Scholarships

- Scholarships, covering the expenses of lodging at full board (two persons sharing a room) during the duration of the workshop, tuition fees and transportation will be provided by the Government of Israel – MASHAV – Israel's Agency for International Development Cooperation - for applicants from developing countries.
- The above scholarship, however, does not cover airfare expenses to and from Israel or per diem (pocket money).
- A limited number of air travel grants may be available from WMO and from MASHAV.

7. Criteria

The Workshop will be most beneficial to operational aeronautical forecasting managers and trainers and especially to those who are to be appointed as assessors.

8. Language

The workshop will be held in **English**. A working knowledge of English is mandatory.

9. Training Staff

The workshop will be conducted by members of the CAeM/ Expert Team on Education, Training and Competencies (ET/ETC). Invited guest lecturers, including lecturers from the UK Met Office, will also participate in providing and sharing their knowledge and experience in specific fields of expertise.

10. Registration

Interested candidates are requested to complete the attached Participant Application Form for the workshop and return it directly to RTC Bet-Dagan, Israel Meteorological Service, P.O. 25 Bet-Dagan 50250 Israel, to **rmtc@ims.gov.il** or to **gershteing@ims.gov.il** *not later than 15 July 2012*.

WORKSHOP ON
Competence Assessment of Aviation Forecasters and Observers
SHEFAYIM, ISRAEL
29 OCTOBER 2012 – 2 NOVEMBER 2012

APPLICATION FORM

Applicants willing to take part in this workshop are requested to fill this form and send it to:
Mr. Giora. G. Gershtein, IMS/WMO RTC Bet Dagan, Bet Dagan 50250, POB 25, Israel
E-mail: gershteing@ims.gov.ill; rmtc@ims.gov.il

Please print or type

Country _____ Date of Birth _____

Family Name: _____ Given Name: _____

Work Experience _____

Education _____

Academic degree (if available) _____

Place of employment _____

Position held _____

Posting address _____

Telephone: _____ Fax: _____

E-mail: _____

Financial assistance for required travel:

Yes ☐

No ☐

Applicant's signature _____ Date _____

Recommendation of Director of the Service:

Signature _____ Date _____
