



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  
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Our ref.: ETR/EC-Panel

GENEVA, 25 November 2013

Annex: 1

Subject: Inclusion of trainer competencies in the WMO Technical Regulations

Dear Sir/Madam,

In accordance with the procedure for including new material in the WMO Technical Regulations, and following discussion at the sixty-fifth session of the WMO Executive Council (EC) in May 2013, I am pleased to attach herewith in the Annex draft text for inclusion in Part II, Chapter 5 of Volume I of the WMO Technical Regulations.

At its sixty-fifth session the WMO Executive Council was advised that the EC Panel of Experts on Education and Training had developed a set of draft *"Guidance on Competency Requirements for Education and Training Providers for Meteorological, Hydrological and Climate Services"*. The competency requirements were developed and revised through widespread consultation in the WMO education and training community. The Council noted that adoption of these requirements would be consistent with the WMO approach to quality management. The Council further noted that Members could nationally impose higher level requirements.

The Council agreed that the *"Guidance on Competency Requirements for Education and Training Providers for Meteorological, Hydrological and Climate Services"*, as shown in the Annex to this letter, should be submitted to Members for final review prior to approval by EC of this amendment to the WMO Technical Regulations (WMO-No. 49 Vol. I). The companion *Guidelines for Trainers in Meteorological, Hydrological and Climate Services* provides the associated descriptions, performance criteria and knowledge requirements (<http://www.wmo.int/pages/prog/dra/etrp.php>).

If you have any comments on these draft competency requirements, I would be grateful if you could designate a focal point responsible to discuss these comments with the EC Panel of Experts on Education and Training. Please note that those WMO Members having not replied within the two months following the dispatch of this letter are implicitly considered as having agreed with the draft requirements.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6728)

cc: Hydrological Advisers to Permanent Representatives

The competency requirements (assuming approval) would be included in the next version of the Technical Regulations and made available to Members via [http://library.wmo.int/opac/index.php?lvl=notice\\_display&id=14073](http://library.wmo.int/opac/index.php?lvl=notice_display&id=14073)

Yours faithfully,

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke extending to the right.

(J. Lengoasa)  
for the Secretary-General

**“GUIDANCE ON COMPETENCY REQUIREMENTS FOR EDUCATION AND TRAINING PROVIDERS FOR METEOROLOGICAL, HYDROLOGICAL AND CLIMATE SERVICES”**

Draft text for inclusion in WMO–No. 49 Vol. I of the Technical Regulations, Part II, Chapter 5

**5.2 Guidance on Competency Requirements for Education and Training Providers for Meteorological, Hydrological and Climate Services**

Notes:

1. The Competency Requirements for Education and Training Providers for Meteorological, Hydrological and Climate Services are maintained by the WMO Executive Council Panel of Experts on Education and Training.
2. Information on the competence requirements is given in Guidelines for Trainers in Meteorological, Hydrological and Climate Services (in preparation)
3. The organizational training function within a National Meteorological and Hydrological Service (NMHS) or related service may be accomplished by a variety of skilled personnel, including training managers, trainers, training developers, and training support staff. Depending upon national and institutional circumstances it may not be necessary that each person has the full set of competencies.

**5.2.1 Members should ensure that education and training personnel are able to:**

- (a) Analyse the organizational context and manage the training processes;
- (b) Identify learning needs and specify learning outcomes;
- (c) Determine a learning solution;
- (d) Design learning activities and produce learning resources;
- (e) Deliver training and manage the learning experience; and
- (f) Assess learning and evaluate the training process;

for the organizational priorities and stakeholder requirements, in consideration of the use of internal and external training providers, and in compliance with national legislation and institutional procedures and priorities.

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