



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
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Our ref.: ETR/CRS-1214

GENEVA, 30 June 2014

Annexes: 2 (available in English only)

Subject: International Training Seminar on Meteorological Disasters Management for Officials from Developing Countries, Beijing, China, 15 to 26 September 2014

Action required: For information and appropriate action, as necessary

Dear Sir/Madam,

I have the pleasure to inform you that the People's Republic of China will host an International Training Seminar on Meteorological Disasters Management for officials from developing countries, from 15 to 26 September 2014, at the China Meteorological Administration Training Centre (CMATC), Beijing Component of the WMO Regional Training Center in China.

The seminar is designed for the officials in meteorological departments engaged in operational and management work, especially those from developing countries. The seminar will be conducted in English. Please find the Enrolment Information (Annex I) for detailed information on this seminar.

Interested candidates are requested to complete the attached Application Form (Annex II), which should be endorsed by the Permanent Representative of the respective country with WMO, and sent directly to the CMATC, preferably by e-mail to intcmatc@cma.gov.cn as soon as possible but not later than **1 August 2014**.

Yours faithfully,

(E. Manaenkova)
for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6777)

cc: Hydrological Advisers to Permanent Representatives

WORLD METEOROLOGICAL ORGANIZATION

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ETR/CRS-1214, ANNEX I

ENROLMENT INFORMATION

The International Training Seminar on Meteorological Disasters Management for Officials from Developing Countries will be held in Beijing, China from 15 to 26 September 2014 by the WMO Regional Training Centre Beijing (RTC-Beijing), sponsored by the China Meteorological Administration (CMA) and RTC-Beijing.

1. Dates and Venue

15 to 26 September 2014, Beijing, China.

Note: Trainees are expected to arrive in Beijing on 14 September 2014 and depart on 27 September 2014 or in the evening of 26 September 2014.

2. Course Contents

The lectures cover various meteorological disasters management topics, the application of public administration in meteorological operations, introduction to the World Meteorological Organization and its Disaster Risk Reduction (DRR) Programme, management mechanism of the China Meteorological Administration (CMA), development strategies, emergency response of natural disasters and public meteorological service of CMA, meteorological service for big events, Shanghai Multi-hazard Early Warning System, climate change and its impact on society and economy, hydrological management, weather risk management, assessment of economic and social benefits of meteorological services, research and development of new technologies in meteorology and hydrology. Meteorological practice and study tours are also included.

3. Training Format

Lecture, laboratory practice, group discussion, individual presentation, study tour, etc.

4. Instructors

Related experts with CMA and WMO

5. Language of Instruction

The Seminar will be conducted in English only.

6. Targeted Trainees

Officials in meteorological departments engaged in operational and management work, especially those from developing countries.

7. Participants' Qualifications for Admission

Requirements for the Participants:

- (a) Health: In good health with health certificate issued by the local public hospitals; without diseases with which entry to China is disallowed by China's laws and regulations; without severe chronic diseases such as serious high blood pressure, cardiovascular/cerebrovascular diseases and diabetes; without mental diseases or epidemic diseases that are likely to cause serious threat to public health; not in the process of recovering after a major operation or in the process of acute diseases; not seriously disabled or pregnant;

- (b) Language: To be proficient in English;
- (c) To prepare a report on meteorological management of the participants' service and a brief introduction of the participant's professional experiences for the purpose of exchange;
- (d) Not to bring family members to the training course;
- (e) To observe all the laws, rules and regulations of People's Republic of China and respect the Chinese customs during the training period.

8. Application and Admission

- (a) The applicants must be meteorologists who are working in the National Meteorological and Hydrological Services of developing countries. The nominated candidates are requested to submit the Application Forms to RTC-Beijing for examination and endorsement. Application shall be submitted and reach RTC-Beijing no later than **1 August 2014**;
- (b) Admission Notices will be issued to the accepted participants by e-mail by the RTC-Beijing. With the Admission Notices, the participants are requested to go through all the necessary formalities for entering China and bring all the documents (Admission Notices, Health Document, Application Forms) to RTC-Beijing on the registration date of **15 September 2014**;
- (c) Only accepted applicants that receive the Admission Notices endorsed by RTC-Beijing can participate in the Seminar.

9. Training Expenses

- (a) Tuition is free for all the accepted participants that receive the endorsed Admission Notices by RTC-Beijing;
- (b) RTC-Beijing will provide local support to the accepted participants from developing countries, including accommodation, meals, and pocket money (60 Yuan RMB per day). Other participants from developed countries shall be responsible for their own local cost;
- (c) The international travel costs including round trip tickets, transit fares and subsistence allowance during the travel are to be covered by the participants;
- (d) The expenses of visa, medical care, insurances and domestic salaries for the participants should be borne by the participants.
- (e) It should be taken into account when booking the flight tickets that the scholarship covers exclusively from 14 to 27 September. Any liability or expense out of this term shall be entirely at the expense of the participants.

10. Insurance

The organizer of the Seminar does not hold any responsibility for such risks as loss of life, accidents, illness, and loss of property incurred during the whole period of participation in the Seminar.

11. Deadline for application

Application shall be submitted with a passport copy and reach RTC-Beijing no later than **1 August 2014**.

12. Liaison Information

Attn: Ms. CHEN Jinyang, Ms. GAO Feng
WMO Regional Training Centre in Beijing
China Meteorological Administration Training Centre
46 Zhongguancun Nandajie, Beijing 100081, China
Tel: +86-10-68408798
E-mail: intcmatc@cma.gov.cn

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ETR/CRS-1214, ANNEX II

APPLICATION FORM
Seminar on Meteorological Disasters Management for
Officials from Developing Countries
(Beijing, China, 15 to 26 September 2014)

Note: Please complete the form in **typed capital letters** and get it scanned in PDF version, send directly to RTC-Beijing by e-mail with a passport copy **not later than 1 August 2014**.

I. Personal Data

1. Surname _____
Given Name _____
2. Gender _____
3. Date of Birth _____
4. Place of Birth _____
5. Passport Number _____
6. Nationality _____
7. Marital Status _____
8. Health Condition _____
9. History of infectious disease: ☐ No ☐ Yes

(Please specify if yes)
10. Address: _____
Mobile phone: _____
Telephone _____ Fax _____
E-mail Address: _____ @ _____
11. Permanent Address: _____
12. Place of the Chinese Embassy/Consulate/Visa Office where you wish to apply for the visa(if a Chinese visa is required):

13. Contact person in emergency
Name: _____
Address: _____
Mobile phone: _____
Telephone _____ Fax _____
E-mail Address: _____ @ _____
14. Statement of present work
Name of institution _____
Present Position or Occupation _____

Brief description of duties _____

15. Previous employment history

Date	Institution	Position and Duties
_____	_____	_____
_____	_____	_____
_____	_____	_____

16. Educational and/or professional qualification

Date	Major and University	Degree/Diploma
_____	_____	_____
_____	_____	_____
_____	_____	_____

17. Language Proficiency

Mother Tongue _____

English Proficiency (Please tick):

Reading: a. excellent b. good c. fair d. poor

Listening: a. excellent b. good c. fair d. poor

Speaking: a. excellent b. good c. fair d. poor

Writing: a. excellent b. good c. fair d. poor

18. State why you wish to attend the course and indicate the practical use of the course to your work in the future.

II. Financial Support

Do you need local support from CMA if you are a participant from developing countries?

Yes ☐ No ☐

III. Insurance

I fully understand that the course organizer does not take any responsibility for risks such as loss of life, accidents, illness, loss of property etc.

IV. Personal Statement

I hereby declare that the information given above is true, correct and complete. I shall bear the responsibility for the above information.

I pledge to observe all the Chinese laws and will respect the local customs and follow the course regulations during my stay in China for the training course.

Signature of Applicant

Date _____

V. Endorsement of the Nominator

1. Name of Organization _____

2. Name and Signature of the Permanent Representative of WMO in your country:

Name _____

Signature _____

Official Seal _____

Date _____

VI. Contact Details

Contact Person: Ms. CHEN Jinyang, Ms.GAO Feng
Address: WMO Regional Training Centre in Beijing
China Meteorological Administration Training Centre
46 Zhongguancun Nandajie, Beijing 100081, China
Telephone: +86-10-68408798
E-mail: intcmatc@cma.gov.cn
