



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: ETR/PANEL

GENEVA, 5 December 2014

Annex: 1 (available in English only)

Subject: Nominations for the WMO Executive Council Panel of Experts on Education and Training for the 2016 to 2019 financial period

Action required: Nominations must be received at detr@wmo.int by **30 January 2015**

Dear Sir/Madam,

I am pleased to inform you that the sixty-sixth session of the WMO Executive Council (EC) held in Geneva, Switzerland from 18 to 27 June 2014 approved new Terms of Reference for its Panel of Experts on Education and Training (ETR Panel), including formalizing a nomination and selection process for ETR Panel members. EC will select new members of the ETR Panel in June 2015. The appointment of the members of the ETR Panel will be through advertisement of the vacancy positions to Permanent Representatives of Members with WMO (PRs) and the presidents of regional associations (RAs) and technical commissions (TCs). This process is designed to provide a more transparent method of selection and to attract applications from a wide population of individuals with skills and expertise in development, delivery, evaluation, oversight and governance of higher degree education and vocational training matters, including knowledge of the operational and strategic direction of the WMO.

The ETR Panel will be composed of twelve members and a Chair, traditionally the President of WMO. The ETR Panel members will sit in a personal capacity. The ETR Panel sessions and documents are in English only, thus a high level of fluency in written and oral English is required. The members of the ETR Panel will be appointed by the EC for an initial period of four years that can be renewed only once for another period of four years. To provide continuity as we move to the new system, EC-66 agreed that current ETR Panel members who had already served eight years could be considered for the next ETR Panel as an exceptional measure.

The members of the ETR Panel shall not receive any remuneration from WMO for their services. However, if required, WMO will meet the travel and subsistence costs involving their attendance to the meetings of the ETR Panel, in accordance with WMO travel rules. Sessions of the ETR Panel are normally held every two years, usually at one of the WMO Regional Training

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6805)

cc: Hydrological Advisers to Permanent Representatives

Centres or at a WMO related training partner institution. The next scheduled ETR Panel session is in the first quarter of 2016. ETR Panel members will be expected to lead reviews of WMO Regional Training Centres and, on an intersessional basis, actively contribute to any working groups or task teams the ETR Panel could create to further its work. A copy of the ETR Panel terms of reference can be found at https://www.wmo.int/pages/prog/dra/etrp/EC_Panel.ph.

I would be grateful if you could bring this call for applications for the membership of the ETR Panel to individuals in your country with the appropriate skills and experience. Interested applicants can apply by providing the following documents to the e-mail address, detr@wmo.int, to be received no later than **30 January 2015**.

The required documents are:

1. The applicants most recent curriculum vitae;
2. The WMO Personal History Form for the ETR Panel which can be downloaded from: https://www.wmo.int/pages/prog/dra/etrp/EC_Panel.ph;
3. A cover letter in English stating why they are interested in this position and any particular aspects of their experience or current position that they believe will make good contribution to the work of the ETR Panel;
4. A letter from the Permanent Representative of their country with WMO endorsing their nomination for the ETR Panel.

I thank you for your ongoing support to WMO and its Programmes.

Yours faithfully,



(M. Jarraud)
Secretary-General

9. **EMPLOYMENT RECORD:** Starting with your present post, list ***in reverse order*** every employment you have had and any significant experience which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required.

| Present or most recent post | | Description of your work |
|--|--------------------|--------------------------|
| From (month/year) | To (month/year) | |
| Exact title of your post and grade | | |
| Name of employer | | |
| Type of business/activity | | |
| Address of employer + tel. number | | |
| | | |
| Name of supervisor | | |
| Number and kind of employees supervised by you | | |
| Reason for leaving | | |
| | | |
| From (month/year) | To (month/year) | Description of your work |
| Exact title of your post and grade | | |
| Name of employer | | |
| Type of business/activity | | |
| Address of employer + tel. number | | |
| | | |
| Name of supervisor | | |
| Number and kind of employees supervised by you | | |
| Reason for leaving | | |
| | | |
| | | |
| From (month/year) | To (month/year) | Description of your work |
| Exact title of your post and grade | | |
| Name of employer | | |
| Type of business/activity | | |
| Address of employer + tel. number | | |
| | | |
| Name of supervisor | | |
| Number and kind of employees supervised by you | | |
| Reason for leaving | | |
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| | | |

| From (month/year) | To (month/year) | Description of your work |
|--|--------------------|--------------------------|
| Exact title of your post and grade | | |
| Name of employer | | |
| Type of business/activity | | |
| Address of employer + tel. number | | |
| | | |
| Name of supervisor | | |
| Number and kind of employees supervised by you | | |
| Reason for leaving | | |
| 10. Have you any objections to our making enquiries with your present employer ? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| 11. Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations) ? Yes <input type="checkbox"/> No <input type="checkbox"/> If answer is "Yes", give full particulars of each case in an attached statement. | | |
| 12. State any other facts which, in your opinion, might help in evaluating your application (e.g. professional expertise in development, delivery, evaluation, oversight and governance of higher degree education and vocational training matters, including knowledge of the operational and strategic direction of the WMO). | | |
| I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentations or material omission made on a Personal History Form or other document requested by WMO renders a member of the EC Panel of Experts on Education and Training liable to termination of membership. | | |
| Place and date | | Signature |
| Please attach a list of referees and their contact details Please submit this form to the Education and Training Office by email or fax: E-mail: detr@wmo.int Fax: (+41-22) 730 80 41 | | |