



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: ETR/FEL/UK

GENEVA, 25 November 2015

Annexes: 3 (available in English only)

Subject: Fellowship opportunity at the Met Office College

Dear Sir/Madam,

I am pleased to advise you that under the Memorandum of Understanding between WMO and the Met Office of the United Kingdom of Great Britain and Northern Ireland (UK), the Met Office College is offering two (2) places on their Initial Forecaster Course (IFC) outlined in Annex 1 for WMO fellows. The IFC commences on 11 April 2016 and concludes in early September 2016. The Met Office has stipulated that participants need to have English language proficiency to IELTS band 6 or above to be considered for the course.

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. Successful graduates of this course would thus meet the academic qualification requirements for aeronautical meteorological forecasters in the UK but may require further training and assessment in areas such as tropical meteorology to meet qualification requirements to work as an aeronautical meteorological forecaster in their own country. Graduates wishing to work as aeronautical meteorological forecasters will still need to meet the competency requirements of their home country. The IFC will help prepare them for the knowledge and skill requirements of the competency requirements but the assessment will need to be undertaken at home.

As the award will be jointly supported by WMO and the Met Office 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 Ms Fiona Tovey, Met Office, Fitzroy Road, Exeter, EX1 3PB, UK. The deadline for applications is Friday, 8 January 2016. Applications received after this date will not be considered. Successful applicants will be advised in early February 2016 to enable sufficient lead time to obtain visas for the UK.

I hope that you will find this kind offer by the Met Office of interest and use to your staff development plans.

Yours faithfully,

(E. Manaenkova)
for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6877)

cc: Hydrological Advisers to Permanent Representatives

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>

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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 <small>(for use in case of emergency while in UK)</small>	
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
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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.

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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:						
<p>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"/></p> <p>If the answer is "Yes", please provide the following information:</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>International Organization: _____</p> <p>Meteorological Service: _____</p>												
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.