

# WMO OMM

WEATHER CLIMATE WATER  
TEMPS CLIMAT EAU



World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

## Secrétariat

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Ref.: 11542/2017-15 DRA/ETR

Our ref.: 11542/2017/ETR/SYM-117

18 April 2017

Annexes: 3

Subject: (a) The Thirteenth WMO Symposium on Education and Training (SYMET-XIII), Bridgetown, Barbados, 30 October–1 November 2017  
(b) Quadrennial Meeting of Directors of WMO Regional Training Centres (RTCs), Bridgetown, Barbados, 2 November 2017

Action required: For information and action, as appropriate

Dear Sir/Madam,

As a part of its Education and Training Programme, WMO organizes, once every four years, a worldwide Symposium on Education and Training (SYMET), which is normally attended by educational and training experts from WMO Regional Training Centres (RTCs), National Meteorological and Hydrological Services (NMHSs), development partners and other institutes involved in meteorological, hydrological and climatological education and training. Following the recommendation of the sixty-eighth session of the WMO Executive Council (EC-68) (Geneva, June 2016) to organize one such Symposium during the current financial period, I am pleased to inform you that at the kind invitation of the Caribbean Meteorological Organization (CMO), the Thirteenth WMO Symposium on Education and Training (SYMET-XIII) will be held from Monday, 30 October to Wednesday, 1 November 2017 in Bridgetown, Barbados. The main theme of the Symposium is Education and Training for Human Resource Development in Meteorological and Hydrological Services.

The WMO education and training community are being tasked to improve the skills, knowledge and working methods of personnel, who through improved observing networks and a better use of meteorological and hydrological information and data, are required to produce forecasts and services that will result in greater safety of life and property and contribute to sustainable socioeconomic development. Consequently, the ultimate aim of SYMET is to assist the international community as a whole, in particular the National Meteorological and Hydrological Services, to meet current meteorological and hydrological education and training challenges and those that are foreseen to arise over the next five to ten years.

The general goals of SYMET-XIII are to stimulate and facilitate the development of a vibrant and robust education and training capacity within the worldwide meteorological and hydrological community and to recommend possible new avenues for development. Our key objectives will be: enhancing service-specific education and training needs; increasing education and training capacity; and focusing on partnership and resource mobilization. We intend to achieve these objectives by engaging the heads of meteorological/hydrological training institutions in discussions that address key education and training topics aimed at helping WMO Members enhance their capacity to meet needs for weather, climate, water and related environmental services and information in order to manage environmental risks.

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

cc: Hydrological Advisers to Permanent Representatives )  
Directors of WMO Regional Training Centres ) (for information)

The draft symposium outline (see Annex 1), proposed after extensive consultation, illustrates the key topics. A number of suitably qualified lecturers are being invited to present keynote papers, and additional contributed papers are sought. Panel, round-table and working group discussions will be encouraged to allow as many participants as possible to share their expertise on the critical issues. Electronic or traditional poster presentations, particularly for case-study papers, are encouraged. Plenary presentations are expected to be accompanied by simultaneous interpretation, but English will be the working language in many breakout group interactions. Due to the limited time available for discussion during the Symposium, three thematic papers will be available for online discussions on the Symposium website prior to the Symposium. The online forum will also give additional opportunity for inputs from those who are not able to attend.

Participants and/or their institutions or governments are expected to meet their visa, travel and per diem expenses. The host country will be suggesting accommodation options to assist participants on limited budgets. Where an institution cannot fully meet the costs of participation in the Symposium, WMO will consider requests for financial assistance with priority consideration being given to requests for local expenses by RTC representatives and poster contributors. Such requests may be indicated on the "Participant Nomination Form" which is attached as Annex 2. Participants who wish to make a poster presentation for one of the theme sessions are also requested to complete and return the "Presentation of Contributed Poster" form in Annex 3 in accordance with the conditions indicated on the form. The Symposium website will be available from <http://www.wmo.int/pages/prog/dra/etrp.php> and will have updated information on the programme, papers and local arrangements for accommodation, and travel. Other details, such as on the actual location of the Symposium in Barbados and on accommodation arrangements will be provided to the participants in an information note, and on the Symposium website at a later date.

May I also take this opportunity to inform you that in conjunction with SYMET-XIII, a one-day WMO RTC Directors Meeting will be held on 2 November. This meeting will focus on the business of RTCs, development goals specific to the WMO RTC network, and other work and decisions for increasing the visibility and capacity of this network. RTC Directors are expected to be key participants in SYMET, and, therefore, most should already be on-site for this additional meeting. This meeting will be designed to build upon the results of SYMET by developing actions specifically for the RTC network. Attendance at the RTC Directors meeting can include, by invitation, non-RTC participants of SYMET. Other special interest groups may also meet during this period.

I should be grateful if you would give this Symposium the widest possible publicity to eligible participants in your country. Taking into account the fact that limited funding is available to support representatives of the RTCs, I nevertheless invite all prospective participants to forward completed forms to reach WMO before **31 July 2017**.

Yours faithfully,



(W. Zhang)

for the Secretary-General

**THIRTEENTH WMO SYMPOSIUM ON EDUCATION AND TRAINING  
(SYMET-XIII)**

**(Barbados, 30 October–1 November 2017)**

**Symposium theme:** Education and Training For Human Resource Development in Meteorological and Hydrological Services

***Programme outline***

**Theme I: Service-specific Education and Training Needs**

*Focus areas:*

- (a) Education and training needs in the context of WMO priority areas up to 2019;
- (b) Capacity development on climate services, DRR, WIGOS, aviation, polar and high mountain, urban and other WMO priority areas;
- (c) Continuous education to keep pace with developments in science and technology;
- (d) Enhancement of research capability, building research competencies, and bringing science into curricula;
- (e) Development and implementation of appropriate competency frameworks and updating expected learning outcomes appropriately.

**Theme II: Increasing Education and Training Capacity**

*Focus areas:*

- (a) Enhancing the capacity of WMO RTCs to offer learning opportunities that meet regional education and training needs;
- (b) Requirements for the institutional and global infrastructure to support education and training, including WMO Regional Training Centres and WMO Global Campus;
- (c) Exchange of experience and competencies through exchange of human resources and dissemination of good practices promoting stronger connections to WMO technical and research programmes;
- (d) Development of increased opportunities for cooperation, coordination, and sharing via the WMO Global Campus;
- (e) New approaches to training delivery.

**Theme III: Partnership and Resource Mobilization**

*Focus areas:*

- (a) Collaboration with international organizations and partners in the implementation of multilateral agreements and initiatives, especially in the context of Article 12 of COP 21 Paris Agreement, and UN 2030 Agenda for Sustainable Development;
  - (b) Broadening partnerships and international collaboration for initial and continuous education;
  - (c) Resource mobilization in support of national education and training needs, and institutional development;
  - (d) Collaboration with governments and other stakeholders in fostering career development and in shaping the future role of meteorologists and hydrologists;
  - (e) Public education and outreach.
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**Section Two: Participant position and duties**

My main role(s) are

- Lecturer / trainer
- Manager
- Course Developer

By education and training, I am also a :

- Meteorologist
- Technician (Observer)
- Other \_\_\_\_\_
- Hydrologist
- Technician (Other)

Job title? \_\_\_\_\_

How long have you been in this position? \_\_\_\_\_

I work in a

- National Met and/or Hydro Service Training institute
- National Met and/or Hydro Service
- University
- Regional Training Center (RTC)
- Other (Please specify) \_\_\_\_\_

**IF YOU ARE FROM A TRAINING INSTITUTION, IN WHICH AREAS ARE COURSES OFFERED?**

- Meteorology
- Aviation Meteorology
- Agrometeorology
- Climatology/Climate Services
- Marine Meteorology
- Public Weather Services
- Severe Weather Services
- Meteorological Observations
- Hydrology
- Hydrological Forecasting
- Hydrological Observations
- Other

**WHY DO YOU WANT TO ATTEND THIS SYMPOSIUM?**

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**HOW WILL ATTENDING THIS SYMPOSIUM MAKE A DIFFERENCE TO YOUR TRAINING INSTITUTION?**

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**Section Three: Details for entry visa purposes**

NATIONALITY:

DATE OF BIRTH:

Day	Month	Year
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 PASSPORT NUMBER,  
 PLACE &  
 DATE OF ISSUE:

No.
Place of Issue
Date (dd/mm/yyyy)

VALID UNTIL:

Day	Month	Year
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 PLACE WHERE YOU  
 WILL APPLY FOR  
 SCHENGEN VISA:

City
Country

**Section Four: Financial assistance\***

In view of the limited available funds, your Service is expected to fund the participation of your nominee. However, if this is not possible, a request for limited financial assistance can be indicated on the participant nomination form. These requests will be considered within the limited funds available for the seminar.

Travel\*\*

Cost of ticket:

USD

Subsistence

Not requested

\* If financial assistance is requested, this nomination form has to be completed and endorsed by the Permanent Representative of your country with WMO. Although it would be good, it is not a requirement for self-supported participants.

\*\* If travel is requested, please indicate the estimated cost of cheapest return air ticket.

**STATEMENT BY PERMANENT REPRESENTATIVE OF YOUR COUNTRY WITH WMO ON HOW THE SKILLS AND KNOWLEDGE GAINED THROUGH ATTENDING THE SYMPOSIUM WILL BE APPLIED WITHIN THE NMHS OR INSTITUTION**

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.....  
.....  
.....

**Date and place:** \_\_\_\_\_

**Signature of the Permanent Representative with WMO:** \_\_\_\_\_

**Section Five: (For RTC representatives only)**

**Are you going to attend the Quadrennial Meeting of Directors of WMO Regional Training Centres (RTCs) and Meetings of other Special Interest Groups on 2 November 2017?**

YES  
 NO

**Date and place:** \_\_\_\_\_

**Signature of the Permanent Representative with WMO:** \_\_\_\_\_

The completed form to be returned at the latest by **31 July 2017**

The Secretary-General  
World Meteorological Organization  
Case postale No. 2300  
CH-1211 GENEVA 2 Switzerland  
Fax No: (+41 22) 730 80 41

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**THIRTEENTH WMO SYMPOSIUM ON EDUCATION AND TRAINING  
(SYMET-XIII)**

**(Barbados, 30 October–1 November 2017)**

**PRESENTATION OF CONTRIBUTED POSTER**

I wish to present a contributed poster on the following topic (See Programme Outline, Annex 1):

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- 1. **TITLE:** **PROFESSOR/DR/MR/MRS/MS/MISS**
- 2. **FAMILY NAME:**
- 3. **FIRST NAME:**
- 4. **COUNTRY:**
- 5. **QUALIFICATIONS (DEGREES, DIPLOMAS, CERTIFICATES):**
- 6. **SERVICE OR INSTITUTION:**
- 7. **LANGUAGE OF POSTER:**
- 8. **MAILING ADDRESS:**

Telephone:  
Telefax:  
E-mail:

*Date and place:* .....

*Author's Signature:* .....

Please also attach an ABSTRACT for POSTER presentation; see CONDITIONS overleaf.

### CONDITIONS FOR POSTER PRESENTATION

1. This form is **not**, and will **not** serve as a participant nomination form for which Annex 2 must be used.
2. This completed form must reach WMO by **31 July 2017** attached to Annex 2, and, accompanied by an abstract of not more than one page in length; the candidate will be informed shortly afterwards as to whether his/her poster has been accepted for presentation.

Posters should be prepared bearing in mind the title and objectives of the Symposium and the titles of the sessions on the programme.

### POSTERS PREPARATION

The board surface area available for each poster will be of *Format A0* (i.e. 16 sheets A4, totaling 84 X 118.8 cm), and all posters should also be submitted in electronic format to the Symposium website. The abstract of the paper should be submitted according to the above recommendations. If accepted, the abstract will be included in the Symposium Proceedings.

There is no need to mail the poster in advance, although we ask for electronic format posters to be submitted in advance. The authors will hand-carry the actual poster to the meeting, and may utilize handouts to supplement their poster. Facilities for duplication of posters may not be available at the Symposium. Further guidance on will be given on poster presentations in due course.

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