



Our ref.: 22283/2017/SG/DSG/SPO/WMLD-Bali(2017) 29 June 2017

Annexes: 2

Subject: Women's Marine Leadership Workshop (21-22 October 2017)

Action required: Nominate participants **by 22 July 2017**

Dear Sir/Madam,

Reference is made to WMO circular letter (ref. No. 10992/2017/SG/LCP/CNF/IOC/JCOMM-5) to Ministers of Foreign Affairs of Member States of the World Meteorological Organization (WMO) and the coordinating bodies for liaison with the Intergovernmental Oceanographic Commission (IOC) dated 26 April 2017, which announced that a Women's Marine Leadership Workshop will take place in Bali, Indonesia, on 21-22 October 2017, prior to the Fifth session of the WMO-IOC Joint Technical Commission for Oceanography and Marine Meteorology (JCOMM-5) and the Marine Technical Conference.

I hereby request your assistance in bringing to our attention potential participants from your country, matching the criteria described in the attached Concept Note. Please use the Nomination Form attached for this purpose.

Please note that a nomination on your behalf will not automatically translate into an invitation to attend. Given the limited number of places available, a Selection Committee will shortlist the most qualified participants, ensure geographical representation as well as decide on the provision of financial support. It is therefore in the best interest of your candidate(s) to fill in the Nomination Form as thoroughly as possible. Whereas you are welcome to nominate multiple applicants, please note that financial assistance is unlikely to be provided to more than one participant per country. In such cases, you may wish to indicate your priorities or provide your agreement for the Selection Committee to choose the most appropriate candidate.

I would further like to encourage you to consider including the workshop participants in your country's delegation to JCOMM-5 or, alternatively, invite them to attend the session as observers. Such an arrangement would directly address Resolution 59 (Cg-17) on *Gender equality and empowerment of women* which urged Members:

- To increase the representation of women in their delegations to WMO constituent body meetings;

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

cc: Executive Director of IOC/ UNESCO (for information)

- To nominate more female candidates to participate in the work of technical commissions as members of their management groups as well as members of relevant expert teams, working groups and programmes;
- To nominate more female candidates to other WMO constituent bodies and their working structures as well as to training events and for WMO fellowships, among other things.

By exposing the workshop participants to the workings of WMO, we believe that they will build experience in attending international gatherings as well as contribute more actively to international scientific collaboration.

More information on the Workshop will soon be available on the WMO gender website: <http://public.wmo.int/en/resources/gender-equality>.

I thank you in advance for your cooperation and look forward to hearing back from you soon.

Yours faithfully,

A handwritten signature in blue ink, consisting of a large, sweeping loop followed by a smaller, more intricate flourish.

(P. Taalas)
Secretary-General

Women's Marine Leadership Workshop

21-22 October 2017, Bali, Indonesia

Ref.: 22269/2017-1.1 SPO

The Workshop will take place prior to the Fifth session of the WMO-IOC Joint Technical Commission for Oceanography and Marine Meteorology (JCOMM-5) and the Marine Technical Conference. It is intended for female delegates to JCOMM-5 and/or female marine meteorologists and oceanographers (both mid-career professionals and researchers) from WMO and UNESCO-IOC Member/Member States. Its content is oriented towards building a set of practical leadership skills, with a focus on communications, negotiations, and consensus-building. The Workshop is intended as an interactive and dynamic event, with time allocated for feedback, sharing lessons learned and insights.

Background

Increased investment in women through capacity building and increased involvement of women in decision-making were among the main recommendations of the Conference on the Gender Dimensions of Weather and Climate Services (Geneva, 5-7 November 2014). The Seventeenth World Meteorological Congress (Cg-17) further adopted Resolution 59 on *Gender equality and empowerment of women* which noted the need to expand and increase women's participation and leadership in science and policy-making in general, and in meteorology, climatology and hydrology in particular. Congress recognized the positive impact that gender diversity makes on the quality of leadership and decision-making. It further urged Members to provide encouragement and support for an increased number of women to work as professional staff in National Meteorological and Hydrological Services, including at decision-making levels; to increase the representation of women in delegations to WMO constituent body meetings; and to nominate more female candidates to WMO constituent bodies and their working structures as well as to training events, among others.

Lastly, the updated WMO Policy on gender equality calls for equal training opportunity for women and men at local, regional and international levels in a manner that aims to achieve equilibrium in gender representation (paragraph 4.3, Annex, Resolution 59 (Cg-17)).

Objectives and Expected Results

The Women's Marine Leadership Workshop seeks to (1) promote gender-sensitive leadership; (2) strengthen the leadership skills and capacity of female professionals at the national level; (3) build their experience in participating in an international meeting; and (4) increase the number of women on delegations to WMO constituent body meetings in the short- to medium-term.

By exposing the workshop participants to the workings of WMO and UNESCO-IOC, it is expected that the trainees will build confidence in attending such international gatherings and representing their organizations and countries. They are also expected to contribute more actively to international scientific collaboration.

Participants

The Workshop is intended for a small group of 20-25 female professionals from WMO and UNESCO-IOC Member/Member States. Participants are expected to:

- Hold an academic degree in marine sciences, marine meteorology, oceanography or another related field;
- Hold a senior professional and/or managerial post;
- Maintain a high level of competency in their technical or functional discipline;
- Integrate organizational goals and values with stakeholder and customer needs;
- Demonstrate keen interest in international cooperation in marine meteorology and/or oceanography; and
- Have a working knowledge of English.

Selection Process

Only a limited number of places is available. The Permanent Representatives (PRs) of WMO Members and UNESCO-IOC Member State Representatives are invited to nominate participants who match the profile described above. They are also encouraged to include the prospective workshop participants in their JCOMM-5 delegations or to nominate them as invited experts. WMO staff could also propose relevant participants subject to the endorsement and subsequent nomination by the PR.

Limited financial resources are available to sponsor the travel and per diem of participants. Priority will be given to participants attending JCOMM-5.

Language of Instruction

The Workshop will take place in English only. No interpretation will be made available. WMO staff fluent in French and Spanish will be present at the venue to assist with minor language difficulties.

Draft Agenda

Day 1		
Morning	Welcome and introductions	<ul style="list-style-type: none"> • Welcome remarks (WMO) • Icebreaker: women role model activity • Setting the stage: objectives
	Cultural introductions	<ul style="list-style-type: none"> • Activity: the cultural and personal impact of early patterning • Gender Messages <ul style="list-style-type: none"> - The power of micro-messaging - Glass ceilings • Unconscious bias and barriers to inclusion
	Communications	<ul style="list-style-type: none"> • Activity: Addressing self-limiting actions and attitudes (e.g. fear of failure, the ability to opt out) • Strategies for presenting key messages effectively
Afternoon	Communications	<ul style="list-style-type: none"> • Skill-building: Presenting with confidence <ul style="list-style-type: none"> - Maximize the impact of a speech/presentation - Control your emotions and stay calm under pressure - Tips for public speaking (body language, tone, voice) - Managing crises with confidence - Speaking in a predominantly male environment or in a gender biased context • Group work: public speaking activity
	Presentations	Participants give a presentation using communication strategies and receive feedback.
Homework	<ul style="list-style-type: none"> • Reflect on learning from Day 1 • Prepare list of personal action items 	

Day 2		
Morning	Group collaboration and accord	<p>Communications and Groups:</p> <ul style="list-style-type: none"> • Two-way communications (effective listening, giving and receiving feedback, contributing effectively to discussion) • Facilitating effective discussions and meetings • Listening and Feedback Exercise <p>Effective Group Dynamics:</p> <ul style="list-style-type: none"> • Purpose and people first approach (purpose driven, understanding and meeting the needs of all stakeholders, establishing partnerships and relationships) • Building trust • Cooperation and consensus building (breaking big issues into smaller ones, reframing, broadening options, negotiation, finding common ground and getting everyone on the same page) • Conflict management • Partner for performance/Intent Exercise
	Negotiations/ Consensus-building	Activity – role play (consensus building and conflict)
Afternoon	Women in Leadership	<ul style="list-style-type: none"> • Management, supervision and leadership. Key competencies of inclusive leaders. Leadership styles. • Female Leadership: What does a strong female leader look like? • Addressing specific challenges (e.g. how to manage a male team/work in a predominantly male environment; how to manage a team with older and/or male staff members; how to be credible in occupying a post which used to be held by men; developing and mentoring female staff).
	Armchair Discussion	Established leaders from the marine meteorological and oceanographic community to tell their stories and personal experience on the path to leadership. Group discussion.

Day 2		
	Action Planning & Wrap-up	<ul style="list-style-type: none"> • Personal action planning • Group discussion: next steps • Review key take-aways

Coaching Component:

Individual coaching sessions of 45-60 minutes will be offered on a first-come-first-served basis (pre-registration required) to interested participants on the second day of the Workshop (22 October). The sessions will address unique challenges identified in relation to the skills addressed during the Workshop. The trainees will identify the top 2-3 issues they would like to work on in order to enhance their leadership skills and elaborate a personal action plan.

Reference Material

A printed or electronic workbook with slides, tips, strategies, examples and practical applications will be made available to each workshop participant for further reference.

Contact Person

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**Women's Marine Leadership Workshop
21-22 October 2017
Bali, Indonesia**

NOMINATION FORM

Ref.: 22269/2017-1.1 SPO

TO BE RETURNED NOT LATER THAN 22 JULY 2017 TO:

**Strategic Planning Office
World Meteorological Organization
Case Postale No. 2300
CH-1211 Geneva 2
Switzerland**

**Email: aalexieva@wmo.int (cc: tconcepcion@wmo.int)
Fax No.: +41 22 730 8023**

I,,

Permanent Representative of with WMO nominate the following candidate as a participant to the international workshop mentioned above:

Title	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr <input type="checkbox"/> Ms
Family name(s):	
First name(s):	
Service / Organization:	
Address:	

Email address:	
Telephone:	
Date of birth:	
Role at JCOMM-5:	<input type="checkbox"/> Delegate <input type="checkbox"/> Observer <input type="checkbox"/> Not attending JCOMM-5
Qualifications (academic degrees, diplomas, certificates)	
Present position and brief description of duties	
Does this post involve managing people?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Does this post involve managing relations with clients and/or external stakeholders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Interest or experience in international cooperation in marine meteorology and/or oceanography	
English proficiency	<input type="checkbox"/> Mother tongue <input type="checkbox"/> Fluent <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic
Financial assistance requested	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date

Signature of the Permanent Representative
