



Our ref.: 01115/2018/SG/DSG/SPO/WAgMLW-ROK(2018)

31 January 2018

Annexes: 2

Subject: Women's AgroMeteorology Leadership Workshop (14-15 April 2018)

Action required: Nominate participants **by 21 February 2018**

Dear Sir/Madam,

Reference is made to circular letter Ref. No: 44612-2017-SG-LCP-CNF-CAgM-17 to Ministers of Foreign Affairs of Members States of the World Meteorological Organization (WMO) dated 15 January 2018, which announced that the seventeenth session of the Commission for Agricultural Meteorology (CAgM-17) will take place in Incheon, Republic of Korea, from 18 to 20 April 2018. The session will be preceded by a Women's AgroMeteorology Leadership Workshop on 14 and 15 April 2018 and a Technical Conference (TECO) on Future Challenges and Opportunities in Agricultural Meteorology on 16 and 17 April 2018.

I hereby request your assistance in bringing to our attention potential participants from your country for the Women's AgroMeteorology Leadership Workshop, who match 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 CAgM-17. Such an arrangement would directly address Resolution 59 (Cg-17) on Gender Equality and Empowerment of Women which urged Members:

- (a) To increase the representation of women in their delegations to WMO constituent body meetings;
- (b) 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; and

To: Members of the WMO Commission for Agricultural Meteorology

cc: Hydrological Advisers to Permanent Representatives  
President and Vice-president of CAgM

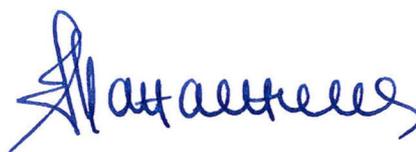
- (c) To nominate more female candidates to other WMO constituent bodies and their working structures as well as to training events and for WMO fellowships, among other things.

By exposing the workshop participants to the workings of WMO, we believe 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,



(E. Manaenkova)  
for the Secretary-General

## Women's AgroMeteorology Leadership Workshop

*14-15 April 2018, Incheon, Republic of Korea*

The workshop will take place prior to the seventeenth session of the WMO Commission for Agricultural Meteorology (CAgM-17) and the related Technical Conference. It is intended for female delegates to CAgM-17 and/or female agricultural meteorologists (both mid-career professionals and researchers) of WMO 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 training 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 (Cg-17) 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)).

Two workshops have been organized so far in conjunction to sessions of WMO technical commissions. The feedback received was extremely positive. The vast majority of workshop participants stayed as delegates at the subsequent session and/or technical conference. At CHy-15, an 11% increase was registered in female representation on delegations. At JCOMM-5, the proportion of female delegates went up by 20% as compared to the previous session.

### Objectives and Expected Results

The Women's AgroMeteorology 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, 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 20-30 female professionals from National Meteorological and Hydrological Services, universities and other institutions of WMO Member states. Participants are expected to:

- Hold an academic degree in agricultural meteorology, meteorology, climatology, applied agriculture 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 a keen interest in international cooperation in agricultural meteorology;
- Have a working knowledge of English.

## Selection Process

Only a limited number of places is available. The Permanent Representatives (PRs) of WMO Members are invited to nominate participants who match the profile described above. They are also encouraged to include the prospective workshop participants in their CAGM-17 delegations. WMO staff could also propose relevant participants subject to the PR's endorsement and subsequent nomination.

Limited financial resources are available to sponsor the travel and per diem of participants. Priority will be given to participants attending CAGM-17.

## Language of Instruction

The workshop will take place in English only. No interpretation will be made available.

## Draft Agenda

Day 1		
<b>Morning</b>	Welcome and introductions	<ul style="list-style-type: none"> <li>• Welcome remarks</li> <li>• Icebreaker: women role model activity</li> <li>• Exploring objectives</li> </ul>
	Cultural introductions	<ul style="list-style-type: none"> <li>• Activity: the cultural and personal impact of early patterning               <ul style="list-style-type: none"> <li>- Dimensions of culture and gender messaging</li> </ul> </li> <li>• Awareness-building: where should we focus?</li> <li>• Gender Messages               <ul style="list-style-type: none"> <li>- Labels (video): the power of micro-messaging and gender bias</li> <li>- Glass ceilings</li> </ul> </li> <li>• Activity: your best advice</li> </ul>
	Women in leadership during VUCA times	<ul style="list-style-type: none"> <li>• Leading in VUCA times: volatile, uncertain, complex, ambiguous</li> <li>• The model of cultural agility and emotional intelligence</li> <li>• Activity: what does a strong female leader look like?</li> <li>• Characteristics of strong women leaders</li> <li>• Skill-building: how can you have an impact?</li> </ul>

Day 1		
<b>Afternoon</b>	Communications	<ul style="list-style-type: none"> <li>• Numbers activity: insider &amp; outsider dynamics</li> <li>• Discussion: addressing self-limiting actions and attitudes               <ul style="list-style-type: none"> <li>- The confidence gap</li> </ul> </li> <li>• Strategies for presenting key messages effectively</li> <li>• Skill building: presenting with confidence</li> <li>• Activity: the elevator pitch               <ul style="list-style-type: none"> <li>- 10-15 minutes to prepare 5-minute presentation</li> <li>- 3-5 volunteers will share their pitch</li> <li>- Participants practice modeling and giving feedback</li> </ul> </li> </ul>
	Consensus-building	<ul style="list-style-type: none"> <li>• From me to we</li> <li>• Skill-building activity: gender dialogues</li> <li>• Building trust and relationships across difference               <ul style="list-style-type: none"> <li>- PAUSE model</li> <li>- He for she</li> </ul> </li> </ul>
	Action-planning	<ul style="list-style-type: none"> <li>• Personal action planning</li> <li>• Group discussion: next steps</li> </ul>
	Wrap-up	<ul style="list-style-type: none"> <li>• Review key take-aways</li> <li>• Close session</li> </ul>

Day 2		
<b>Morning</b>	Leading (Traits and Skills of effective female leaders)	<ul style="list-style-type: none"> <li>• Introduction of Day 2 agenda</li> <li>• Leadership defined</li> <li>• Leadership traits (Masculine &amp; Feminine)</li> <li>• Leadership style, and behaviours               <ul style="list-style-type: none"> <li>- Activity: Over &amp; Under and Development level</li> </ul> </li> <li>• Partnering for Performance               <ul style="list-style-type: none"> <li>- Activity: Partner for performance</li> </ul> </li> <li>• Adaptable, flexible and authentic leadership</li> </ul>
	Focus and Awareness (Purpose focused and people aware)	<ul style="list-style-type: none"> <li>• Non-Leadership</li> <li>• Focus - PPPP Framework</li> <li>• Purpose driven leadership and service               <ul style="list-style-type: none"> <li>- Activity: Your brand</li> </ul> </li> <li>• People first (employees and stakeholders)</li> <li>• Empowerment and Motivation</li> <li>• Group dynamics and Awareness               <ul style="list-style-type: none"> <li>- Activity: Situational Awareness</li> </ul> </li> <li>• Listening               <ul style="list-style-type: none"> <li>- Activity: Impression Improvization</li> </ul> </li> </ul>

Day 2		
<b>Afternoon</b>	Successful Interactions (Crucial Conversations and Situations)	<ul style="list-style-type: none"> <li>• Listening continued               <ul style="list-style-type: none"> <li>- Activity: Listening and Rephrasing</li> </ul> </li> <li>• Being Heard</li> <li>• Building Trust               <ul style="list-style-type: none"> <li>- Activity: Intent statements</li> </ul> </li> <li>• Feedback</li> <li>• Activity: Giving Feedback</li> </ul>
	Interactions (continued)	<ul style="list-style-type: none"> <li>• Negotiation and Consensus</li> <li>• Conflict Management               <ul style="list-style-type: none"> <li>- Activity: conflict styles</li> </ul> </li> <li>• Moment of Choice /Emotions</li> <li>• Session Summary               <ul style="list-style-type: none"> <li>- Activity: Keep, Throw, Recycle</li> </ul> </li> </ul>
	Armchair Discussion	<ul style="list-style-type: none"> <li>• How to succeed as a female leader (in a predominantly male environment)</li> </ul>
	Summary Action Planning Wrap-up	<ul style="list-style-type: none"> <li>• In Summary</li> <li>• Group discussion: key take-aways, moving forward</li> <li>• Personal action planning</li> <li>• Closing remarks</li> </ul>

***Coaching Component (to be confirmed):***

Individual coaching sessions of 30-40 min may be offered on a first-come-first-served basis (pre-registration required) to interested participants on the second day of the workshop. 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**

Ms Assia Alexieva

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**Women's AgroMeteorology Leadership Workshop  
14-15 April 2018  
Incheon, Republic of Korea**

## NOMINATION FORM

**TO BE RETURNED NOT LATER THAN 21 FEBRUARY 2018 TO:**

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

**Email: [aalexieva@wmo.int](mailto:aalexieva@wmo.int) (cc: [agm@wmo.int](mailto:agm@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 CAgM-17:	<input type="checkbox"/> Delegate <input type="checkbox"/> Attending TECO <input type="checkbox"/> Not attending CAgM-17 and TECO

Ref.: 01119/2018-1.2 SPO

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
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 agricultural meteorology	
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

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