

## 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

7 bis, avenue de la Paix – Case postale 2300  
CH 1211 Genève 2 – Suisse  
Tél.: +41 (0) 22 730 81 11  
Fax: +41 (0) 22 730 81 81  
wmo@wmo.int – public.wmo.int

Our ref.: 02920/2019/CPDB-M&E

19 February 2019

Annexes: 2

Subject: Update of Country Profiles in WMO Country Profile Database (CPDB)

Action required: Provide Monitoring and Evaluation (M&E) data required as part of your country/territory's CPDB profile **by 5 March 2019**

Dear Sir/Madam,

You are kindly invited to update the profile of your country/territory in the WMO CPDB as well as provide any new M&E data requested at <https://www.wmo.int/cpdb/login>. The purpose is to measure performance on the WMO Key Performance Indicators for presentation at the Eighteenth World Meteorological Congress (Cg-18) in June 2019.

Based on the information collected in 2017, a [Mid-Term Performance Assessment Report 2016-2017](#) was developed, assessing progress in implementation of the Expected Results and Key Outcomes of the WMO Strategic Plan. A [Summary](#) of the Mid-Term Report was also prepared, highlighting capacity gaps as well as areas where notable progress had been achieved. You will notice the lack of representative data from several WMO Regions, which hampered the data analysis and prevented us from drawing evidence-based regional trends and conclusions. Such region-specific analysis is critical to the development of the WMO Operating Plan 2020-2023, gaps identification, and targeting investment.

I rely on your early action in providing the necessary data for us to be able to (a) prepare an updated performance assessment report for Cg-18 and (b) establish baselines and set targets for the set of monitoring indicators designed for the next financial period.

The ultimate objective is to turn CPDB into a single repository of information accessible to all Members. The existence of such a knowledge hub will facilitate the identification of capacity gaps at the national level, support regional priority settings, and inform the investment decisions of stakeholders involved, including development partners.

While I encourage you to review and update your country/territory's entire profile, I would appreciate if you could give priority to the questions listed in Annex 1. Guidelines on how to update CPDB, including login and password reset, are available in Annex 2. In case you need any technical assistance, please contact [cpdb@wmo.int](mailto:cpdb@wmo.int).

Thank you in advance for your cooperation.

Yours faithfully,

(P. Taalas)  
Secretary-General

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

cc: Hydrological Advisers to Permanent Representatives

Ref.: 02920/2019-19 SPO

## Monitoring and Evaluation (M&E) Data Required<sup>1</sup>

Ref.: 02920/2019-1.9 SPO

- Part I: Mandate and Planning
- Update: Questions 1.9-1.14
  - New: Questions 1.15-1.20
- Part II: NMS Capacity
- Update: Questions 2.11-2.13, 2.21-2.22
- Part III: Quality Management
- New: Questions 3.1-3.9
- Part IV: Disaster Risk Reduction
- New: Question 4.1
  - Update: Questions 4.2-4.16
- Part V: Data and Observations
- New: Question 5.1
  - Update: 5.2-5.11, 5.16-5.17
- Part VI: Services
- New: Questions 6.3, 6.6-6.7
  - Update: Questions 6.1-6.2, 6.4-6.5, 6.8, 6.14
- Part VII: Climate Services
- New: Questions 7.1-7.5
  - Update: 7.6
- Part VIII: Hydrology
- To be updated following the Extraordinary Session of the Commission for Hydrology (CHy-Ext.(2019))

<sup>1</sup> Marked with a 'clock' symbol  in CPDB.

## Guidelines on Updating the WMO Country Profile Database (CPDB)

Ref.: 02920/2019-1.9 SPO

Step 1: Go to <https://www.wmo.int/cpdb/>



Step 2: Click "Login" as shown above.

Step 3(a): Insert your username/email and password.  
(Please see 3(b) and 3(c) below if you do not have or have forgotten your password.)

Please use the same username and password as previously used to access CPDB. At login, use either the ISO-3 letter country code of your country, or use your primary email as communicated to WMO and visible on the profile page under Permanent Representative of your country.

 The image shows the login page of the WMO Country Profile Database. The header is identical to the previous screenshot. Below the navigation bar, there is a search box with 'iWmo' entered. The main heading is 'Please enter your username and password'. There are three input fields: 'Username or Email', 'Password', and 'Find Username For Country' with a dropdown menu showing 'select me'. A blue 'LOGIN' button is positioned below the input fields.

Step 3(b): Reset password (if required). Should you not have a password yet or have forgotten your password, please click on the "forgot your password" or "receive your initial password" links on the login page, as shown below.

**Please enter your username and password**

Username or Email

Password

Find Username For Country

**LOGIN**

[forgot your password?](#) [forgot your username?](#) [receive your initial password!](#)

Step 3(c): Fill out the form with your email and the text visible in the image and click on "reset password." You will then receive an email with a link that allows you to set a new password. Once you have reset your password, you can use it to login to the CPDB.

Step 4: Click on "Edit Institutional Information."

*Note:* Obtaining all the necessary information will require the active involvement of staff from across the NMS/NHS and/or other institutions in your country. You may wish to print out sections of the integrated questionnaire and disseminate to relevant departments/institutions. We also encourage you to involve the designated CPDB and M&E Focal Points in your country in the process.

Step 5: Select the language in which you would like to respond to the questionnaire (Arabic, English, French, Russian or Spanish). Note that your response will be translated into English which is the language in which CPDB is currently available. WMO is working on developing different language versions in the near future.

Step 6: Click on Tab I (NMS Mandate and Planning).

Step 7: Go through each question by (a) updating existing data, as required, and (b) inserting data in the blank fields.

*Note:* While we encourage you to provide all the information at once, we ask that you assign special priority to questions related to Monitoring and Evaluation (M&E), given their time sensitivity. They are marked with a 'clock' symbol 🕒 and aggregate responses will be used in the WMO Updated Performance Assessment Report. **Deadline for responding: 5 March 2019.**

Step 8: Upon completing Tab I, click "Submit."

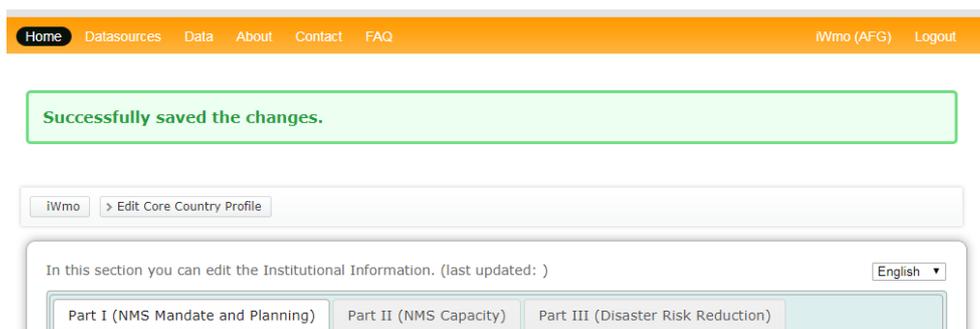


1.14 Please provide reference or a link to drought policy. 🕒 👁

web link

SUBMIT

Step 9: Make sure that the following message appears, indicating that changes have been successfully saved.



Home Datasources Data About Contact FAQ iWmo (AFG) Logout

Successfully saved the changes.

iWmo > Edit Core Country Profile

In this section you can edit the Institutional Information. (last updated: ) English

Part I (NMS Mandate and Planning) Part II (NMS Capacity) Part III (Disaster Risk Reduction)

Step 10: Go to Tab II and repeat Steps 7-9. Do accordingly for each subsequent tab.

*Note:* You can complete the questionnaire in as many sittings as you would like. Just make sure you click "Submit" each time you update your profile.