

**WMO OMM**

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.: 30920/2021-L4 MS/ETR

Our ref.: 30920/2021/MS/ETR/Leadership&Management

12 January 2022

Annex: 1 (available in English only)

Subject: Invitation to the Leadership and Management Training Webinar Series for Middle and Senior Managers in the National Meteorological and Hydrological Services (NMHSs) in Developing Countries, 2 March to 4 May 2022

Action required: Submit application by **7 February 2022**

Dear Sir/Madam,

I am pleased to inform you that the Met Office (UK) and the World Meteorological Organization (WMO) will be jointly conducting an online Leadership and Management Training Programme for middle and senior managers in the National Meteorological and Hydrological Services (NMHSs) in developing countries, which will comprise a series of four 90 minute webinars between 2 March to 4 May 2022 and will be conducted in English. Please note these dates are provisional and may be subject to change.

The webinar series will focus on providing support and guidance for NMHSs developing project proposals for both government departments and potential development partners. Applicants are expected to have either a live project that they are currently working on, or a project idea that they may wish to develop at some point in the future (large or small).

Participants may also be expected to complete some short pre and post session exercises. Provisional dates and programme content for the four webinars are as follows:

- Webinar 1 (2 March 2022): General introduction to the training course and focus on where and how to look for opportunities.
- Webinar 2 (24 March 2022): Considerations when writing a bid/proposal and presenting information.
- Webinar 3 (13 April 2022): Negotiating and presentation skills.
- Webinar 4 (4 May 2022): Reflection on experiences and discussion around potential proposals. This webinar will also look at the skills needed to develop effective bids/proposals and considerations for addressing any gaps.

Please note that due to the nature of the training, spaces will be limited to 25 people, but hopefully there will be future opportunities for attendance following this initial programme. The accepted nominees will be provided with further details in due course by the organizers.

To: Permanent Representatives of Members with WMO

cc: Hydrological Advisers

I am pleased to invite middle and senior management to apply for the training programme by completing the attached [Application Form](#), which should be endorsed and returned to the local organizer via email to mandy.moore@metoffice.gov.uk with a copy to tra@wmo.int as soon as possible but not later than **7 February 2022**.

Yours faithfully

A handwritten signature in blue ink, consisting of a long horizontal stroke followed by a series of loops and a final upward stroke.

Prof. Petteri Taalas
Secretary-General

Online Leadership and Management Webinar Series

(2 March to 4 May 2022)

APPLICATION FORM

(Please submit the completed and signed application form via email to mandy.moore@metoffice.gov.uk with a copy to tra@wmo.int not later than **7 February 2022**)

Ref.: 30920/2021-1.4 MS/ETR

Title:	Mr/Mrs/Ms/Dr/
Full Name:	
Date of Birth:	
Email address:	
Country:	
Organization:	
Position:	
Brief description of your role in your organization:	
<p>In brief (less than 250 words) is there a current or future project you would like to explore as part of this training programme? *</p> <p><i>*Please note that this can be a current project or a future concept that funding may be sought for and which may benefit from this training. We will not go into detail on individual projects, but participants will be welcome to share as part of the discussion.</i></p>	

I nominate Mr/Mrs/Ms/Dr _____ to participate in the online Leadership and Management Webinar Series for Middle and Senior Managers in the National Meteorological and Hydrological Services (NMHSs) in Developing Countries, 2 March to 4 May 2022.

Ref.: 30920/2021-1.4 MS/ETR

Date

Signature of Permanent Representative
