



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: ETR/SYM-113

GENEVA, 27 March 2013

Annexes: 3 (available in English only)

Subject: The Twelfth WMO Symposium on Education and Training (SYMET-XII) Météo-France, Toulouse, France, 2-6 September 2013

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 more than 100 educational experts and managers, professors, directors of WMO Regional Training Centres (RTCs), instructors from training units of National Meteorological and Hydrological Services (NMHSs), and other institutes involved in meteorological, hydrological and climatological education and training. Following the recommendation of the Sixteenth WMO Congress (Geneva, May 2011) to organize one such symposium during the current financial period, I am pleased to inform you that at the kind invitation of the Government of France, the Twelfth WMO Symposium on Education and Training (SYMET-XII) will be held from 2 to 6 September 2013 in Météo-France, Toulouse, France. The theme of the symposium is *Training with a Purpose*.

The general goals of SYMET-XII 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. We will do this 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. Our key objectives will be: to identify and analyze current and upcoming education and training needs for critical service areas; to review progress on clarifying the roles of Regional Training Centres; to examine WMO qualifications and competency strategies; to review progress made in the expansion of e-Learning opportunities and create strategies for future expansion; to review and discuss the new WMO training competencies and guidelines; and, to plan for training management development and training capability frameworks.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6695)

cc: Hydrological Advisers to Permanent Representatives

The ultimate aim of this symposium is to assist WMO Members, in particular the National Meteorological and Hydrological Services, to meet current meteorological and hydrological education and training challenges and those that will arise over the next five to ten years. The WMO education and training community are being tasked to improve the skills, knowledge and behaviours 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 socio-economic development of WMO Member countries.

The draft symposium outline (see Annex I), proposed by the International Planning Committee, 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 and related discussions will be conducted in any of the following languages English, French, Russian or Spanish, with simultaneous interpretation in the other three languages.

Participants and/or their institutions or governments are expected to meet their visa, travel and per diem expenses. The host country is offering access to low cost accommodation and meals in its training facility 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 living expenses by presenters or paper/poster contributors. Such requests may be indicated on the "Participant nomination form" which is attached as Annex II. Participants who wish to present contributed papers for one of the theme sessions are also requested to complete and return the "Contributed paper/poster" form in Annex III 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. Details of the actual location of the symposium at the Météo-France Building at Toulouse, France, and of accommodation arrangements will be provided on the symposium Website and to the participants in an information note at a later date.

I should be grateful if you would give this symposium the widest possible publicity to eligible participants in your country, and I invite you to forward completed forms to reach WMO before **13 July 2013**.

Yours faithfully,



(J. Lengoasa)
for the Secretary-General

WORLD METEOROLOGICAL ORGANIZATION

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ETR/SYM-113, ANNEX I

THE TWELFTH WMO SYMPOSIUM ON EDUCATION AND TRAINING (SYMET-XII) TRAINING WITH A PURPOSE

PRELIMINARY AGENDA

Toulouse, France, 2 to 6 September 2013

Monday, 2 September

Registration

Opening by the hosts and distinguished guests

Keynote from EC Panel of Experts Chair or D/ETR

Current demands for Education and Training Programme (ETRP)

Identifying user and training needs

Tuesday, 3 September

Update on Regional Training Center (RTC) reviews

Progress on WMO job competency strategies

Certification of institutions

Identifying future ETRP challenges

E-Learning progress and examples

Wednesday, 4 September

Trainer competencies and guidelines for trainers

Roles and responsibilities of RTCs

Excursion arranged by local host

Thursday, 5 September

Management development and training capability frameworks

Open time for additional topics of concern

Working discussions on setting priorities for 1-3 years

Friday, 6 September

Reflections and statements on future directions for ETRP coming from the symposium

SYMET Closing

COCOM Meeting

RTC Directors Meeting

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 ☐ Hydrologist
☐ Technician (Observer) ☐ Technician (Other)
☐ 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 Forecasting
☐ 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:

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DATE OF BIRTH:

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

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

EUR

☐

Subsistence

☐

Not requested

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

SECTION FIVE - SUPPORTING STATEMENT BY PERMANENT REPRESENTATIVE

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: _____

The completed form to be returned at the latest by **13 July 2013** to:

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

WORLD METEOROLOGICAL ORGANIZATION

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ETR/SYM-113, ANNEX III

THE TWELFTH WMO SYMPOSIUM ON EDUCATION AND TRAINING MÉTÉO-FRANCE, TOULOUSE, FRANCE, 2-6 SEPTEMBER 2013

CONTRIBUTED PAPER/POSTER

We will be accepting a limited number of proposals for presentations on the key seminar topics, and we will be offering poster sessions during the week. We encourage you to contribute.

Key topics include:

- Identifying education and training needs for critical service areas
- Future roles and operations of regional training centers
- WMO qualifications and competency strategies
- Expanding e-Learning opportunities
- Implementing the new WMO training competencies and guidelines
- Trainer and training management development frameworks

I wish to contribute a paper/poster on the following topic (attach an abstract of no more than one page*):

Topic –

1. TITLE: 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 PAPER:

8. MAILING ADDRESS:

Telephone:
Telefax:
E-mail:

Date and place:

Author's Signature:

(*) Please join ABSTRACT and specify whether this is intended as a contributed paper for ORAL presentation (in plenary session), or for POSTER presentation; see CONDITIONS overleaf.

CONDITIONS FOR PAPER PRESENTATION

1. This form is **not**, and will **not** serve as a participant nomination form for which Annex II must be used.
2. We want to stress that due to a busy agenda, only a limited number of papers can be accommodated for plenary presentation. However, many posters can be accommodated.
3. This completed form must reach WMO by **13 June 2013** attached to Annex II, and accompanied by an Abstract of not more than one page in length; candidates will be informed shortly afterwards as to whether their paper has been accepted for presentation - oral or traditional/electronic poster.
4. If accepted for plenary presentation, the text of the paper should reach WMO Secretariat by **13 July 2013** to enable its reproduction and distribution to participants as far in advance of the symposium as possible. Papers are to be typed in single spacing and of a maximum of seven pages in length, including "Abstract", "Introduction", "Methods", "Results" and "Conclusions".
5. Papers should be prepared bearing in mind the key topics of the symposium. The plenary presentations will be allowed a maximum of 15 minutes each.
6. Abstracts and papers should be prepared and typed using a standard word processor, preferably Microsoft Word.

POSTERS PREPARATION

The board surface area available for each traditional poster will be of *Format A0* (i.e. 16 sheets A4, totalling 84 X 118.8 cm). For electronic posters, presenters are expected to bring a computer on which the presentation can be shown to small audiences. Additional requirements will be considered upon request. The abstract of the paper should be submitted according to the above recommendations. If accepted, the abstract will be included in the Symposium Proceedings.

Do not mail the poster in advance. The authors will need to hand-carry it to the meeting, and may utilize handouts to supplement their poster. Facilities for duplication of posters may not be available at the symposium. Poster presentations may be on display for all or parts of the symposium.
