



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: ETR/CRS-214

GENEVA, 6 February 2014

Annexes: 2 (available in English only)

Subject: International Training Course on Short-term Climate Prediction Methods, from 14 to 25 April 2014, Beijing, China

Action required: For information and appropriate action, as necessary

Dear Sir/Madam,

I have the pleasure to inform you that an International Training Course on Short-term Climate Prediction Methods, sponsored by the China Meteorological Administration (CMA), will be held in China from 14 to 25 April 2014 by the WMO Regional Training Centre (RTC) Beijing, China.

The objective of this training course, which is targeted at meteorologists engaged in operational work or research on climate analysis and prediction from developing countries, is to enable trainees to have a good understanding of the primary knowledge and methods of short-term climate prediction.

The training course consists of two parts. In the first part, participants will be briefed about operational and research work of the WMO Beijing Climate Centre and be provided with fundamental knowledge on methods of short-term climate prediction. In the second part, all participants will be invited to attend the 10th Session of the Forum on Regional Climate Monitoring, Assessment and Prediction for Asia, organized by the WMO Beijing Climate Centre. The course will be conducted in English only. For detailed information, please find attached the Enrolment Information (see Annex I).

Please note that all the accepted participants that receive the endorsed Admission Notices by the WMO RTC Beijing, China, will be exempted from tuition fees. The Chinese Government will provide local support to accepted participants from developing countries, including accommodation, meals, and pocket money of 50 Yuan RMB per day. When booking the flight tickets, it should be taken into account that the participants are expected to arrive in Beijing on 13 April 2014 and depart on 26 April 2014. The scholarship covers exclusively from 14 to 25 April 2014, and any liability or expense out of this term shall be entirely at the expense of the participants. Other participants from developed countries shall be responsible for their own expenses.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6743)

cc: Hydrological Advisers to Permanent Representatives

Interested candidates are requested to complete the attached Application Form (see Annex II), which should be endorsed by the Permanent Representative of the respective country with WMO and sent **directly to the RTC Beijing preferably by e-mail, to intcmatc@cma.gov.cn and gaofeng@cma.gov.cn as soon as possible but not later than 14 March 2014.**

Yours faithfully,



(E. Manaenkova)
for the Secretary-General

WORLD METEOROLOGICAL ORGANIZATION
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ETR/CRS-214, ANNEX I

ENROLMENT INFORMATION

International Training Course on Short-term Climate Prediction Methods

The International Training Course on Short-term Climate Prediction Methods will be held in China from 14 to 25 April 2014 by the WMO Regional Training Centre in Beijing (RTC-Beijing), sponsored by Beijing Climate Centre (BCC) and China Meteorological Administration (CMA).

1. Objectives

Through the training, the participants will have a good understanding of the primary knowledge and methods of short-term climate prediction.

2. Dates and Venue

First part: 14-22 April 2014, courses in the RTC-Beijing, China; Second part: 23-25 April 2014, in Beijing, to participate in the 10th Session of the Forum on Regional Climate Monitoring, Assessment and Prediction.

Note: Trainees are expected to arrive in Beijing on 13 April 2014 and depart on 26 April 2014.

3. Course Contents

The Training Course will consist of two parts. The first part will brief participants with operational and research work of the WMO Beijing Climate Centre, and provide participants with fundamental knowledge on methods of short-term climate prediction, which mainly cover the climate system, radiation processes, characteristics of climate system components, the statistical methods for short-term climate prediction including linear regression, nonlinear regression, predictor selection and forecasting with discriminant analysis, climate modelling including basic predictive equations for the atmosphere, and outlook for future developments in climate modelling.

In the second part, all participants will attend the 10th Session of the Forum on Regional Climate Monitoring, Assessment and Prediction, organized by the Beijing Climate Centre.

4. Training Format

Lecture, laboratory practice, group discussion, individual presentation, study tour, etc.

5. Instructors

Climatologists from Beijing Climate Centre and CMA Training Centre.

6. Language of Instruction

The course will be conducted in English only.

7. Targeted Trainees

Meteorologists engaged in operational work or research on climate analysis and prediction from developing countries.

8. Participant's Qualifications for Admission

Participants are required:

- a) To be specialized in meteorology with a minimum of one year's professional experience;
- b) To be in good physical health with no infectious diseases. Physically fit to fulfil all course activities; candidates with limited physical mobility will not be accepted;
- c) To be proficient in English;
- d) To prepare a report on climate prediction of the participants' service and a brief introduction of the participant's professional experiences for the purpose of exchanges;
- e) Not to bring family members to the training course in principle, if bringing a family member, the participant has to pay the extra expenses;
- f) To observe all the laws, rules and regulations of People's Republic of China and respect the Chinese customs during the training period.

9. Application and Admission

- a) The applicants must be meteorologists who are working in the fields of climatology from Meteorological and Hydrological Services of developing countries. The nominated candidates are requested to submit the Application Forms to RTC-Beijing for examination and endorsement. Applications should be submitted to reach RTC-Beijing no later than **14 March 2014** with a copy to the WMO Secretariat;
- b) Admission Notices will be issued to the accepted participants by e-mail by the RTC-Beijing. With the Admission Notices, the participants are requested to go through all the necessary formalities for entering China and bring all the documents (Admission Notices, **Health Document**, Application Forms) to RTC-Beijing on the registration date of **14 April 2014**;
- c) Only accepted applicants that receive the Admission Notices endorsed by RTC-Beijing can participate in the training course.

10. Training Expenses

- a) Tuition is free for all the accepted participants that receive the endorsed Admission Notices by RTC-Beijing;
- b) RTC-Beijing will provide local support to the accepted participants from developing countries, including accommodation, meals, and pocket money (50 Yuan RMB per day). Other participants from developed countries shall be responsible for their own local costs;
- c) The international travel costs including round trip tickets, transit fares and subsistence allowance during the travel are to be covered by the participants;
- d) The expenses of visa, medical care, insurances and domestic salaries for the participants should be borne by the participants;
- e) It should be taken into account when booking the flight tickets that the scholarship covers exclusively from **14 to 25 April 2014**. Any liability or expense out of this term shall be entirely at the expense of the participants.

11. Insurance

The organizer of the Training Course does not hold any responsibility for such risks as loss of life, accidents, illness, and loss of property incurred during the whole period of participation in the training course.

12. Deadline for application

Application shall be submitted and reach RTC-Beijing no later than **14 March 2014**.

13. Liaison Information

Attn: Ms. GAO Feng, Ms. WANG Tingbo
WMO Regional Training Centre in Beijing
China Meteorological Administration Training Centre
46 Zhongguancun Nandajie, Beijing 100081, China

Tel.: +86-10-68408798

E-mail: intcmatc@cma.gov.cn & gaofeng@cma.gov.cn

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ETR/CRS-214, ANNEX II

APPLICATION FORM

INTERNATIONAL TRAINING COURSE ON SHORT-TERM CLIMATE PREDICTION METHODS
(Beijing, China, 14 to 25 April 2014)

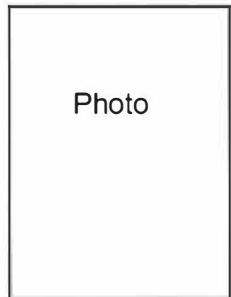
Note: Please complete the form in typed capital letters and get it scanned in PDF version, send directly to RTC-Beijing by e-mail as soon as possible but not later than 14 March 2014.

I. Personal Data

1. Surname _____
Given Name _____
2. Gender _____
3. Date of Birth _____
4. Place of Birth _____
5. Passport Number _____
6. Nationality _____
7. Religion _____
8. Marital Status _____
9. Health Condition _____
10. History of infectious disease: ☐ No ☐ Yes
_____ (Please specify if yes)
11. Address: _____
Mobile phone: _____
Telephone: _____ Fax _____
E-mail Address: _____ @ _____
12. Permanent Address: _____
13. Place of the Chinese Embassy/Consulate/Visa Office where you wish to apply for the visa (if a Chinese visa is required):

14. Contact person in emergency

Name: _____
Address: _____
Mobile phone: _____
Telephone _____ Fax _____
E-mail Address: _____ @ _____
15. Statement of present work
Name of institution _____
Present Position or Occupation _____



Brief description of duties _____

16. Previous employment history

| Date | Institution | Position and Duties |
|------|-------------|---------------------|
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17. Educational and/or professional qualification

| Date | Major and University | Degree/Diploma |
|------|----------------------|----------------|
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18. Language Proficiency

Mother Tongue _____

English Proficiency (Please tick):

Reading: a. excellent b. good c. fair d. poor

Listening: a. excellent b. good c. fair d. poor

Speaking: a. excellent b. good c. fair d. poor

Writing: a. excellent b. good c. fair d. poor

19. State why you wish to attend the course and indicate the practical use of the course to your work in the future.

II. Financial Support

Do you need local support from CMA if you are a participant from developing countries?

Yes ☐ No ☐

III. Insurance

I fully understand that the course organizer does not take any responsibility for risks such as loss of life, accidents, illness, loss of property etc.

IV. Personal Statement

I hereby declare that the information given above is true, correct and complete. I shall bear the responsibility for the above information.

I pledge to observe all the Chinese laws and will respect the local customs and follow the course regulations during my stay in China for the training course.

Signature of Applicant

Date _____

V. Endorsement of the Nominator

1. Name of Organization _____

2. Name and Signature of the Permanent Representative with WMO:

Name _____

Signature _____

Official Seal _____

Date _____

VI. Contact Details

Attn: Ms. GAO Feng, Ms. WANG Tingbo
WMO Regional Training Centre in Beijing
China Meteorological Administration Training Centre
46 Zhongguancun Nandajie, Beijing 100081, China

Tel.: +86-10-68408798

E-mail: intcmatc@cma.gov.cn & gaofeng@cma.gov.cn
