



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
Temps • Climat • Eau

Our ref.: ETR/CRS-514

GENEVA, 6 March 2014

Annexes: 2 (available in English only)

Subject: International Training Course on Use of Meteorological Instruments, from 5 to 16 June 2014, Nanjing, China

Action required: For information and appropriate action, as necessary

Dear Sir/Madam,

I have pleasure to inform you that the People's Republic of China will host an International Training Course on Use of Meteorological Instruments from 5 to 16 June 2014 at the WMO Regional Training Centre (RTC) in Nanjing, China.

The course is designed for meteorological observers mainly from developing countries who are working in the field of meteorological observation, and other related fields. The course will be conducted in English, and it will mainly cover the basic principles and skills for use of conventional meteorological instruments. This will be helpful to improve participants' ability to use conventional meteorological instruments in scientific research as well as management and operations.

The Chinese Government will waive the tuition fee, and can provide local support for the accepted participants, upon request. For detailed information, please find attached the Enrolment Information and the Application Form.

The nominated candidates are requested to complete the attached Application Form, which should be endorsed by the Permanent Representative of their respective countries, and returned **directly to the RTC in Nanjing, China** at the address provided on the Application Form **not later than 25 April 2014**.

Yours faithfully,

(E. Manaenkova)  
for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6753)

cc: Hydrological Advisers to Permanent Representatives

## ENROLMENT INFORMATION

### International Training Course on Use of Meteorological Instruments

The International Training Course on Use of Meteorological Instruments is organized by the WMO Regional Training Centre (RTC) Nanjing, sponsored by the China Meteorological Administration (CMA).

#### 1. Objectives

Through theoretical study and practice, participants will be able to master the principles and skills of use of conventional meteorological instruments. This will be helpful to improve participants' ability in use of conventional meteorological instruments, scientific research as well as management.

#### 2. Date and Venue

5-16 June 2014, WMO Regional Training Centre (RTC) Nanjing China.

#### 3. Course Contents

The training course will mainly cover lectures on measurement of meteorological elements including temperature, atmospheric humidity, atmospheric pressure, surface wind, precipitation, sunshine duration, evaporation, radiation, upper wind, upper pressure, temperature and humidity; observational routine; clouds; visibility; hardware and software structure, and operation of Automatic Weather Station; use of the conventional meteorological instruments; calibration of the conventional meteorological instruments; and study tour to the Meteorological Instruments Corporation, and so on.

#### 4. Training Format

Lectures, practical sessions, seminar on special topics, study tour, discussion, presentation etc.

#### 5. Language of Instruction

The course will be conducted in English.

#### 6. Targeted Trainees

Meteorological observers who are working in the field of meteorological observation, use of the meteorological instruments and other related fields from developing countries.

#### 7. Participant's Qualifications for Admission

Participants are required:

- a) To be specialized in meteorological observation and use of the meteorological instruments with a minimum of one years professional experience;
- b) To be in good physical health with no infectious diseases. Physically fit to fulfill all course activities; candidates with limited physical mobility will not be accepted;
- c) To be proficient in English;
- d) To prepare a report on meteorological observation and use of the meteorological

- instruments 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.

## 8. Application and Admission

- 1) The applicants must be meteorological observers who are working in the field of meteorological observation and use of the meteorological instruments from Meteorological and Hydrological Services of developing countries. The nominated candidates are requested to submit the Application Forms together with evidence of English proficiency to the WMO RTC Nanjing China for examination and endorsement;
- 2) Admission Notices will be issued to the accepted participants by e-mail by the RTC Nanjing. 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, Application Forms) to the WMO RTC Nanjing China on the registration date of 5 June 2014;
- 3) **Only accepted applicants** that receive the Admission Notices endorsed by the WMO RTC Nanjing China can participate in the training course.

## 9. Training Expenses

- 1) Tuition fee is free for all the accepted participants that receive the endorsed Admission Notices by the WMO RTC Nanjing China;
- 2) Due to limited funds, the WMO RTC Nanjing China can provide local support such as accommodation, meals, and pocket money (50 Yuan RMB per day) etc. for 20 participants only. Normally one applicant from each developing country or two applicants from each Least Developed Country are endorsed by the WMO RTC Nanjing China for the local support;
- 3) Other accepted applicants or their respective governments need cover their accommodation (50 USD per day per person) and meals (20 USD per day per person) during the training period;
- 4) The international travel costs including round trip tickets, transit fares and subsistence allowance during the travel are to be covered by the participants or their employers;
- 5) The expenses of visa, medical care, insurances and domestic salaries for the participants should be borne by the participants' employers.

## 10. Insurance

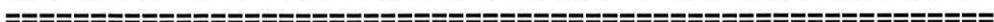
The organizer of the Training Course on Use of Meteorological Instruments does not hold any responsibility for such risks as loss of life, accidents, illness, and loss of property incurred during the whole period of participation in the training course.

## 11. Liaison Information

Attn: Prof. Zheng Youfei, Executive Deputy Director  
WMO Nanjing Regional Training Centre  
Nanjing University of Information Science & Technology  
Nanjing, Jiangsu Province, 210044, P. R. China  
Tel: (86 25) 58731404  
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WORLD METEOROLOGICAL ORGANIZATION



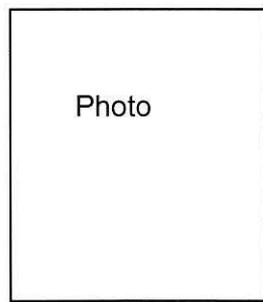
ETR/CRS-514, ANNEX II

APPLICATION FORM  
INTERNATIONAL TRAINING COURSE ON USE OF METEOROLOGICAL INSTRUMENTS  
(Nanjing, China, 5-16 June 2014)

**Note:** Please send the completed form directly to the WMO RTC Nanjing China as soon as possible and in any case **no later than 25 April 2014.**

I. Personal Data

- 1. Surname: \_\_\_\_\_  
First 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address: \_\_\_\_\_@\_\_\_\_\_

- 12. Permanent Address: \_\_\_\_\_

- 13. Contact person in emergency  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address: \_\_\_\_\_@\_\_\_\_\_

- 14. Statement of present work  
Name of institution \_\_\_\_\_  
Position held \_\_\_\_\_

A brief description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Previous employment history

Date	Institution	Position and Duties

16. Educational and/or professional qualification

Date	Major and University	Degree/Diploma

17. 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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Insurance**

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

**III. 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Applicant

**IV.** Please indicate whether local support is required and if so, whether in the form of accommodation, meals during the training period at the WMO RTC Nanjing China (Please tick):

Apply for local support of:

Accommodation	<input type="checkbox"/> yes	<input type="checkbox"/> no
Meals	<input type="checkbox"/> yes	<input type="checkbox"/> no

If you cannot get local support from the organizer, will you or your government pay for the above expenses?  yes  no

**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**

Focal Point: Prof. Zheng Youfei, Executive Deputy Director,  
WMO Regional Training Centre Nanjing

Address: WMO Regional Training Centre Nanjing,  
Nanjing University of Information Science and Technology  
219 Ningliu Road, Pukou District  
Nanjing, Jiangsu Province, 210044  
People's Republic of China

Telephone: +86-25-58731404

Fax: +86-25-57010085

E-mail: [rtc@nuist.edu.cn](mailto:rtc@nuist.edu.cn)

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