



WMO OMM

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

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5 March 2020

Annexes: 2 (available in English only)

Subject: International Workshop on Aviation Meteorology for Forecasters, Doha, Qatar, from 31 May to 4 June 2020

Action required: For information and appropriate action, no later than **16 April 2020**

Dear Sir/Madam,

I have the pleasure to inform you that the WMO Regional Training Centre (RTC) in Qatar, Qatar Aeronautical College (QAC), will host an international workshop on "Aviation Meteorology for Forecasters", from 31 May to 4 June 2020, at the facilities of the QAC in Doha, Qatar.

The workshop targets the aeronautical meteorological forecasters in Regional Associations I and II, focuses on various aspects and issues related with aviation weather forecasting and competency requirement for Aeronautical Meteorological Forecasters (AMF), and will be conducted in English. The RTC Qatar will waive off tuition fees for all accepted participants and would extend partial local support in terms of working lunch and local transportation. International round trip transportation and remaining local expenses will be borne by the governments or sponsors of the accepted participants. Please find attached the Enrollment Information (Annex I) for admission procedure and more information about the workshop.

Interested candidates are requested to complete the attached Application Form (Annex II), which should be endorsed by the Permanent Representative of the respective country with WMO, and sent directly to the RTC Qatar, as soon as possible but not later than **16 April 2020**.

Yours faithfully,

(W. Zhang)

for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO of Regional Associations I and II

cc: Hydrological Advisers to Permanent Representatives of Regional Associations I and II

ENROLMENT INFORMATION

Workshop on Aviation Meteorology for Forecasters (Doha, Qatar, from 31 May to 4 June 2020)

1. Date and Venue

The Qatar Aeronautical College (QAC), WMO Regional Training Centre (RTC) in Qatar, will organize a workshop on “Aviation Meteorology for Forecasters” at the facilities of the QAC in Doha, Qatar, from 31 May to 4 June 2020.

2. Objectives and Outcome

The main focus of the workshop is to discuss about various aspects and issues related with aviation weather forecasting and competency requirement for AMF. Competency assessment tools, assessment process, how competency is ascertained, the issues related with the application of forecast and warnings for international air navigation, and production of TAF will also be discussed. Aviation weather hazards, forecasting and warning will be emphasized in the workshop, besides Quality Management System (QMS) and competency assessment in the field.

After attending the workshop the participants will be able to:

- 1) Describe the ways in which the WMO AMF Competency Framework guides the effective provision of meteorological services and the development of competency,
- 2) Produce well-constructed TAF for aerodrome flight planning,
- 3) Write and demonstrate METAR, SPECI, TAF and amendments according to international standards as per AMF Competency 1 and 2 using the correct format as prescribed by ICAO,
- 4) Produce Local and Routine Special Reports and Co-ordination with MET and ATC, communication issues deals with AMF Competency 5,
- 5) Issue SIGMET/AIRMET warnings for aviation weather hazards, including thunderstorms, dust storms, turbulence, etc. according to AMF Competency 1 and 3,
- 6) Describe competency assessment tools and processes as appropriate for local aeronautical services in the region, and
- 7) Describe principles of QMS and why it is important including the relationship between competency assessment and QMS, AMF Competency 4.

3. Topics for Discussion:

The following topics will be discussed in the workshop:

- 1) The AMF competency framework and the need for providing competence
- 2) The use of TAF in aerodrome flight planning
- 3) METAR, SPECI and TAF production and amendments
- 4) Local, routine and special reports and coordination with MET and ATC
- 5) Aviation weather hazards-identification and forecasting
- 6) Issue of warning messages like SIGMET/AIRMET
- 7) Competency assessment tools and process
- 8) QMS and competency assessment

4. Training Format

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

5. Language of Instruction

The course will be conducted in **English**.

6. Targeted Trainees

Aeronautical Meteorological Forecasters of Regional Associations II (Asia) and I (Africa).

7. Instructors and Qualification

Instructions will be given by:

- 1) Mr. Paul Bugeac, MSc
Head of Training (Aeronautical Met) ROMATSA, Romania, and WMO Expert Team Member (CAeM)
- 2) Mr. Jannie Stander, MSc
Qualification Manager, Meteorological Forecaster Training, WMO RTC in South Africa, and WMO Expert Team Member (CAeM)
- 3) Dr. Revi Kumar, MSc, PhD
Training Manager (Meteorology), Qatar Aeronautical College (QAC) Doha

8. Participant's Qualification for Admission

Participants are required:

- 1) To be weather forecaster on airport or working in aviation field with a minimum of 3 years professional experiences
- 2) 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;
- 3) To be proficient in English
- 4) Not to bring family members to the training seminar in principle
- 5) Observe all the laws, rules and regulations of the state of Qatar and respect the Qatari customs during the training period.

7. Application and Admission

- 1) The applicants must be meteorologists who are working in the field of weather forecast and must be from a country of RA-II or RA-I.
- 2) The nominated candidates are requested to submit the attached Nomination Forms together with evidence of English proficiency to the WMO RTC Qatar.
- 3) Last day for receiving the application is **16 April 2020**.
- 4) Admission Notices will be issued to the accepted participants by e-mail by the WMO RTC Qatar. With the Admission Notices, the participants are requested to go through all the necessary formalities for entering Qatar and bring all the documents (Admission Notices, Application Forms) to the WMO RTC Qatar on the registration date of 31 May 2020.
- 5) Only accepted applicants that receive the Admission Notices endorsed by the WMO RTC Qatar can participate in the workshop.

8. Training Expenses

- 1) Tuition fee is free for all the accepted participants that receive the endorsed Admission Notices by the WMO RTC Qatar.
- 2) The WMO RTC Qatar can provide local support such as local transportation facility from the place of stay to the workshop venue, breakfast and working lunch for up to 15 participants only.
- 3) 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.
- 4) The expenses of visa, medical care, insurances and domestic salaries for the participants should be borne by the participants' employers.

9. Insurance

The organizer of the Training Course on Aviation Meteorology 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.



Annex I

10. Contact Address

Ms. Haya Al Naimi

Head of Meteorology Department
Qatar Aeronautical College (QAC)

P.O. Box 4050

Doha, Qatar

Tel: +974 44408878

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Ref.: 04326/2020-1.0 DRA/ETR

NOMINATION FORM

Workshop on Aviation Meteorology for Forecasters (Doha, Qatar, from 31 May to 4 June 2020)

Ref.: 04327/2020-1.0 DRA/ETR

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1. Personal information:		
Title: (Mr./Ms./Dr. etc.)	Family name/surname:	First/given name(s):
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Place of birth:	Date of birth: (day/month/year)
Country of birth: (as in passport)	Nationality: (as in passport)	
Passport number:	Place of issue: (city, country)	
Date of issue: (day/month/year)	Valid until: (day/month/year)	
2. Contact information:		
Street address:		
Post/Zip code:	City:	
State(If applicable)	Country:	
Telephone: (Country code-area code-#)	Fax: (Country code-area code-#)	
E-mail address:		
3. Statement of present work:		
Name of Institution:		Position held:
A brief description of duties:		

4. Educational qualification and experience:**5. State why you wish to attend the course and indicate the practical use of the course to your work in the future:****6. 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 fully understand that the seminar organizer does not take any responsibility for such risks as loss of life, accidents, illness, loss of property etc.

I pledge to observe all the Qatari laws and will respect the local customs and follow the seminar regulations during my stay in Qatar for the training seminar.

Date

Signature of the Applicant

7. Endorsement of the nominator

1. Name of the Organization: _____

2. Name and signature of the Permanent Representative:

Name: _____

Signature: _____ Date: _____

8. Contact details

Completed form should be sent directly to given address of the WMO RTC in Qatar as soon as possible and in any case no later than **16 April 2020**.

Attention to: **Ms. Haya Al Naimi**
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