

**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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Ref.: 13767/2021-19 MS/ETR

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17 June 2021

Annex: 1 (available in English only)

Subject: Invitation to attend the Third Leadership and Management Programme for Senior Management of National Meteorological and Hydrological Services (NMHSs), held virtually, from 3 to 6 August and from 10 to 13 August 2021

Action required: Submit application by **6 July 2021**

Dear Sir/Madam,

I am pleased to inform you that the Meteorological Service Singapore (MSS) and the World Meteorological Organization (WMO) will be jointly conducting the third series of the *Leadership and Management Programme for Senior Management of National Meteorological and Hydrological Services (NMHSs)* virtually over a two-week period from 3 to 6 and from 10 to 13 August 2021.

The Programme targets senior management (Permanent Representatives, Director-Generals, Directors or equivalent) of the NMHSs and aims to develop critical management skills in the leadership of NMHSs, with priority given to Members of RA II (Asia) and RA V (South-West Pacific), and developing and least developed Members from other regional associations. The Programme will be highly engaging, intensive, experiential and dynamic, with a strong focus on experience sharing, and will be conducted entirely in English. More information on the Programme can be found in the attached [Programme Information Brochure](#).

I am pleased to invite you or a member of your senior management to apply for the Programme by completing the Application Form in [Appendix B](#), which should be endorsed and returned to the local organizer via Fax (+65 6545 7192, Attn: PIA/MSS) or preferably by email (MSS_PIA@nea.gov.sg with a copy to tra@wmo.int) as soon as possible but not later than **6 July 2021**.

I would like to express my appreciation for your continued support to the WMO activities.

Yours faithfully,

Prof. Petteri Taalas
Secretary-General

To: Permanent Representatives of Members with WMO

cc: Hydrological Advisers

THIRD LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES

From 3 to 6 and from 10 to 13 August 2021 (via Zoom platform)

Programme Information Brochure

Leadership and management are important skills for all National Meteorological and Hydrological Services (NMHSs). Development of these skills for Senior Management of NMHSs is critical to the attainment of organizational efficiency, financial prudence, staff motivation and in the accomplishment of organizational goals.

The *Leadership and Management Programme for Senior Management of NMHSs* aims to develop successful managers in WMO Member NMHSs. Due to the prevailing COVID-19 situation, the third run of the programme is conducted virtually over two weeks in August of this year. The programme is designed to help participants enhance their leadership and management skills through live lectures and group discussions, as well as activities to apply what they have learnt in their own organizational context.

The programme is jointly conducted by the Meteorological Service Singapore (MSS) and WMO.

1. Programme Content and Format

1.1 The programme aims to be engaging and intensive, with formal lectures by expert speakers, group activities and discussions, and sharing of experience.

Pre-programme Survey

1.2 Participants are requested to complete a simple survey two weeks prior to the start of the programme, to give the trainers a better understanding of participants' training needs and expectations. The link to the survey will be sent to successful applicants.

Virtual Programme

1.3 The programme will be conducted online via the Zoom platform in eight half-days (between 0530 UTC and 1000 UTC) spread over two weeks. The tentative programme schedule is attached at [Appendix A](#).

1.4 The programme covers the following topics:

- (i) Leadership and governance
- (ii) Strategic foresight and planning
- (iii) Financial management
- (iv) Human resources development
- (v) Strategies in communications, negotiations and international relations

1.5 All participants are requested to share a 5-minute presentation about their organization, the leadership and management challenges they face, and their expected outcomes from the programme.

Post-programme Activity

1.6 At the conclusion of the online programme, participants will work with the lead programme facilitator to apply the skills learnt to a leadership or management challenge they face in their organizations.

2. Working Language

2.1 The programme is conducted entirely in English. No translation service is provided.

3. Application Criteria

3.1 Applicants should:

- (i) Hold senior management positions of Director-General, Director or equivalent in their NMHSs; and
- (ii) Be proficient in written and spoken English.

3.2 The programme can accommodate up to 25 participants. Priority is given to applicants from Regional Associations II and V, and developing and least developed Members from other regional associations.

4. Application Procedure

4.1 Please complete and submit the following documents to: MSS_PIA@nea.gov.sg, with a copy to tra@wmo.int:

- (i) Application Form attached as [Appendix B](#); and
- (ii) A one-page curriculum vitae (CV).

4.2 The closing date for application is **Tuesday, 6 July 2021**.

5. Costs and Sponsorship

5.1 There are no fees associated with the participation in the programme. As the programme is held virtually, no sponsorship is provided.

5.2 Please note that:

- (i) Participants should ensure that they have access to a computer with reliable internet connection.
- (ii) Participants should commit to the entire duration of the programme, including participating in the post-programme activities.

6. Contact Information

For queries related to the programme, please contact MSS_PIA@nea.gov.sg.

APPENDIX A

**TENTATIVE PROGRAMME SCHEDULE OF THE THIRD LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR
MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES**

Ref.: 13767/2021-1.9 MS/EFR

Date and Time (UTC)	Date and Time (SGT)	3 August 2021 Day 1	4 August 2021 Day 2	5 August 2021 Day 3	6 August 2021 Day 4
0530 – 0600	1330 – 1400	Opening Addresses	Sharing by Participants	Sharing by Participants	Sharing by Participants
0600 – 0730	1400 – 1530	Course Overview and Post-programme Delivery Introduction by Participants	Results-Based Management at WMO, Part I	Sharing by Meteorological Service Singapore (MSS)	Leadership Challenges in the 21st Century
0730 – 0800	1530 – 1600	Break			
0800 – 0930	1600 – 1730	Managing COVID-19 as a SuperWicked Problem: Lessons from, and for, the Climate Crisis	Results-Based Management at WMO, Part II	Managing in Complexity	Concept and Tools for Performance Management
0930 – 0950	1730 – 1750	Daily Reflection			

Date and Time (UTC)	Date and Time (SGT)	10 August 2021 Day 5	11 August 2021 Day 6	12 August 2021 Day 7	13 August 2021 Day 8
0530 – 0600	1330 – 1400	Sharing by Participants	Sharing by Participants	Sharing by National Environment Agency (NEA)	Final Reflections and Sharing of Action Plans by Individual Participants
0600 – 0730	1400 – 1530	Adaptive Leadership	Case Study Discussion on Complexity, Infrastructure and Decision Making	Effective Communications Strategies	
0730 – 0800	1530 – 1600	Break			
0800 – 0930	1600 – 1730	Managing the New Work (Force)	Negotiation: Strategies and Techniques - Applications	Financial Management	
0930 – 0950	1730 – 1750	Daily Reflection			Closing Ceremony

**LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR
MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL
SERVICES (NMHS) VIRTUAL**

3 to 6 AUGUST and 10 to 13 AUGUST 2021

APPLICATION FORM

SECTION 1: Applicant Information

(To be completed by nominee/applicant)

Title	Mr/Mrs/Ms/Dr*
Surname/Family Name	
Full name	
Date of Birth	
City and country	
Organization	
Office Address	
Brief description of your role in your organization	

SECTION 2: Endorsement

(To be completed by Director-General/Permanent Representative with WMO or equivalent)

Name	
Contact Number	
Email address	
Organization	
Designation/Position	

I nominate Mr/Mrs/Ms/Dr* _____
(name of applicant)

to participate in the *Leadership and Management Programme for Senior Management of NMHSs* from 3 to 6 and 10 to 13 August 2021.

Rd.: 13767/2021.19 MS/ETR

Signature

Date

Please submit the completed and signed application form via email to:
MSS_PIA@nea.gov.sg cc: tra@wmo.int **by 6 July 2021.**

* Delete where appropriate