

**WMO OMM**

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

**Secrétariat**

7 bis, avenue de la Paix – Case postale 2300  
CH 1211 Genève 2 – Suisse  
Tél.: +41 (0) 22 730 81 11  
Fax: +41 (0) 22 730 81 81  
wmo@wmo.int – public.wmo.int

Ref.: 09030/2024.15 S/AVI

Our ref.: 09030/2024/S/AVI/WMO-UKMO aviation seminar

4 June 2024

Annex: 1 (available in English only)

Subject: WMO/UK Met Office Aviation Meteorology Training Seminar in Pretoria, South Africa, from 30 September to 4 October 2024.

Action required: The following actions are to be completed not later than **5 July 2024**:

- (1) Nomination form to be completed and submitted online by each nominee;
- (2) Nomination letter endorsing each nominee (or group of nominees) to be sent to WMO by the Permanent Representative;
- (3) Where applicable, copy of certificate of English language proficiency to be emailed to WMO by each nominee.

Dear Sir/Madam,

I am pleased to inform you that the UK Met Office in collaboration with WMO and the South African Weather Service will organize an Aviation Meteorology Training Seminar in Pretoria, South Africa, from 30 September to 4 October 2024.

The Permanent Representative (PR) of the United Kingdom of Great Britain and Northern Ireland with WMO has called upon WMO to support the event and to invite Members, on her behalf, to nominate potential participants to this seminar, which is an in-person only event.

The aim of the seminar is to provide participants, in particular aeronautical meteorological forecasters, from Regional Associations I (Africa), II (Asia) and VI (Europe) with training, guidance and practical examples of several key aspects of meteorology and forecasting for aviation. The seminar will focus on the topics of aviation hazards and Significant Meteorological Information (SIGMETs). Please find attached the Provisional Programme ([Annex](#)) for this seminar.

Training will be delivered by experts from the UK Met Office in relevant fields using the latest delivery methods. Participants will be encouraged to discuss the topics presented and to actively participate in the seminar's practical sessions.

It is desirable that the cost of selected participants' accommodation and travel to attend this seminar will be borne by the nominating country. However, the UK Met Office and WMO will consider funding requests for a limited number of cases, with priority given to applicants that meet the following criteria:

To: Permanent Representatives of Members of Regional Association I  
Permanent Representatives of Members of Regional Association II  
Permanent Representatives of Members of Regional Association VI

cc: Permanent Representative of the United Kingdom of Great Britain and Northern Ireland with WMO

- The applicant is from a least developed country (LDC); and
- A financial contribution to the overall cost of their attendance is offered by their National Meteorological and Hydrological Service (NMHS) or employer.

Nominated participants eligible to receive such financial assistance will be notified by the UK Met Office and WMO following the acceptance of their application.

A nomination form (in English only) is available online using [Microsoft Forms](#). This online nomination form should be completed in English and submitted by each nominee not later than **5 July 2024**. In addition, a letter endorsing each nominee (or group of nominees) should be sent by the PR with WMO to [wmo@wmo.int](mailto:wmo@wmo.int) with a copy to [aviation@wmo.int](mailto:aviation@wmo.int) not later than **5 July 2024**. Note, a nomination form submitted online without a support letter from the PR will not be considered, and vice versa.

Please ensure that **no more than three (3) nominations** are submitted from each country. Please also note that, for planning purposes, no nominations will be considered after 5 July 2024. Nominees selected from amongst the nominations received will be notified by 19 July 2024.

The working language of the seminar will be English. It is therefore essential that nominated participants have a good understanding of and fluency in the English language. Nominees whose first language is not English should email a copy of their certificate of English language proficiency to WMO ([aviation@wmo.int](mailto:aviation@wmo.int)) not later than **5 July 2024**.

In order to clarify WMO insurance coverage for non-staff members, please inform your nominee(s), before they undertake travel, of the following:

*Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events.*

*WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses.*

If you have any questions, please do not hesitate to contact the WMO Secretariat, Services for Aviation Division ([aviation@wmo.int](mailto:aviation@wmo.int)).

Yours faithfully,



Ms Ko Barrett  
for the Secretary-General

**WMO/UK MET OFFICE AVIATION METEOROLOGY TRAINING SEMINAR**

**SOUTH AFRICAN WEATHER SERVICE**

**Pretoria, South Africa**

**30 September to 4 October 2024**

**PROVISIONAL PROGRAMME**

Topics to be covered will include:

1. Aviation hazards – techniques for forecasting thunderstorms, severe convection, tropical cyclones, volcanic ash, fog, turbulence and icing;
2. Significant Meteorological Information (SIGMETs) – the creation of accurate and compliant SIGMET messages for airspace users;
3. Competency – good practices in personnel competency assessments;
4. Open forum on training priorities – the most pressing training needs for aeronautical meteorological service providers;
5. Practical sessions – ample opportunities for participants to take part in practical sessions and to share knowledge and experience.

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