



Our ref.: WDS/AN/WTRA/COSP-UK

GENEVA, 31 May 2012

Annexes: 3 (available in English only)

Subject: "The Met Office Aviation Seminar"

Action required: Nomination forms to be sent to: WMO Seminar Coordinator, Met Office, Aviation Branch, Fitzroy Road, Exeter, Devon EX1 3PB, UK, before **20 July 2012**

Dear Sir/Madam,

I have pleasure in informing you that the United Kingdom of Great Britain and Northern Ireland (UK) will once again organize "The Met Office Aviation Seminar," hosted this year by the South African Weather Service at the WMO Regional Training Centre in Pretoria, South Africa, from 1 to 5 October 2012. As has been the case for previous aviation seminars, the Permanent Representative of the UK with WMO (Mr J. Hirst) has kindly invited WMO to co-sponsor this important training event and to issue on his behalf an invitation to Members to designate potential participants.

The aim of the seminar will be to **'Provide guidance and practical examples of best practice implementation and assessment of the new Aeronautical Meteorological Personnel (AMP) Competence Standards.'** The AMP Competence Standards are due to come into force in December 2013. A provisional programme is included as Annex I.

The seminar is being developed in close collaboration with the WMO CAeM 'Expert Team for Education, Training and Competencies' (ET-ETC) and will be of most benefit to operational aeronautical forecasting managers and trainers. The seminar will be open to Members within the WAFC London WAFS data footprint, including Africa, the Middle East, Asia, Eastern Europe and other Member States from Europe and the Mediterranean.

Presentations will be made by experts in relevant fields utilizing the latest training delivery media and a supporting interactive e-learning website. Delegates will be encouraged to discuss the topics presented and to actively participate in the seminar's practical sessions.

To: Permanent Representatives of Members of Regional Association I (AFR-765)
Permanent Representatives of Members of Regional Association II (ASE-609)
Permanent Representatives of Members of Regional Association VI (EUR-721)

cc: Permanent Representative of the UK with WMO)
President and vice-president of CAeM) (by e-mail for information)

The working language of the seminar will be English; it is therefore essential that every delegate has a good understanding of the English language. Residential accommodation will be arranged at a guesthouse, close to the Regional Training Centre, for around 20 participants. An information note is attached as Annex II.

A form for the nomination of participants to attend the seminar is attached as Annex III to this letter. Costs for participants' accommodation and travel to this seminar are expected to be borne by their employers. However, the Met Office will consider funding requests for a limited number of cases with priority given to applications that fulfil the following criteria:

- The application is from a Least Developed Country (LDC);
- A financial contribution is offered by their home NMS or employer to the overall cost of their attendance;
- A brief résumé describing how the applicant would expect to benefit from the topics described in the seminar's provisional programme.

Those eligible for assistance will be advised by the UK following the acceptance of their application.

Nomination forms should be completed and **e-mailed** (Darren.hardy@metoffice.gov.uk) or **faxed 'For the attention of Darren Hardy'** (+ 44 1392 886 513) to the Met Office, with a copy to WMO, as soon as possible, but not later than **20 July 2012**. Please note that for planning purposes, **no applications will be taken into consideration after that date**.

In order to clarify WMO's insurance coverage for non-staff members, please advise your nominee to the above seminar before they undertake travel, as follows:

"The Organization accepts limited responsibility for compensation in the event of death, illness or injury attributable to the attendance at meetings or the performance on behalf of the Organization of services by persons not belonging to the staff of the Organization but authorized to travel at its expense and/or receiving a daily subsistence allowance from it. These persons remain therefore fully responsible for any expenses incurred as a result of events which are **not** attributable to the attendance of meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate."

Yours faithfully,



(M. Jarraud)
Secretary-General

MET OFFICE/WORLD METEOROLOGICAL ORGANIZATION

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WDS/AN/WTRA/COSP-UK, ANNEX I

**“The Met Office Aviation Seminar”
Pretoria, South Africa
1-5 October 2012**

PROVISIONAL PROGRAMME

Topics to be covered will include:

1. National implementation of the Aeronautical Meteorological Personnel competence Standards
2. Competence assessment tools and methods
3. Competence assessors selection and responsibilities
4. Documentation, records and communication plans
5. Links to QMS best practice
6. WMO CAeM guidance material

There will also be ample opportunities for participants to take part in practical sessions, and to share knowledge and experience.

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WDS/AN/WTRA/COSP-UK, ANNEX II

**“The Met Office Aviation Seminar”
Pretoria, South Africa
1-5 October 2012**

INFORMATION NOTE FOR PARTICIPANTS

1. VENUE OF THE SEMINAR

The Seminar will be held in Pretoria, South Africa from 1 to 5 October 2012 at the following venue:

Training Room, Ground Floor
South African Weather Service (SAWS)
442 Rigel Avenue South Erasmusrand
Pretoria,
South Africa

2. WORKING LANGUAGE

The working language will be **English only**.

3. ACCOMMODATION

Residential accommodation will be arranged for all participants at **Schoongezich Guesthouse**:

369 Schoongezicht st.Erasmusrand,
Pretoria 0181, South Africa
Tel: 012 347-2233 / Fax: 012 347-7455
E-mail:guesthouse@schoongezich.co.za
Website : www.schoongezich.co.za

Schoongezich lies in the green outskirts of Pretoria. It is a quiet and tranquil place in the direct vicinity of SAWS which is at 5 minutes walk. Credit card facilities, safety deposit boxes, info desk, secure parking and a delicious breakfast are available. In-room wireless internet is also available.

Price: 600 ZAR per night.

All communication concerning accommodation should be directed via Winifred Jordaan or Jannie Stander.

4. LOCAL TRANSPORTATION

Local transportation from Johannesburg airport and residential accommodation will be provided by the local organizers.

You will be welcomed by a shuttle service with your name on a board in the big circular arrival hall of the airport in Johannesburg. Please do not exit the arrival hall without the shuttle service.

5. ENTRY VISA REQUIREMENTS

Detailed Visa information for foreign visitors can be found at the following links:

Exemptions from South African visas

<http://www.home-affairs.gov.za/Counties%20Exemptions%20from%20SA%20Visas.html>

Requirements for South African Visas

<http://www.home-affairs.gov.za/Applying%20for%20a%20South%20African%20visa.html>

These requirements may change and you are advised to contact your local South African embassy or consulate before travelling to South Africa.

Nationals not requiring visas for South Africa:

Botswana, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Zambia, Zimbabwe. Passport stamped upon arrival but needs to be valid for at least 6 months after entry.

Nationals requiring visas for South Africa:

Nigerian and Angolan citizens need a Visa.

Visa applications may be obtained from South African Embassies.

6. CURRENCY EXCHANGE

The currency in South Africa is the Rand (ZAR). Please consult the following link for the latest exchange rates:

<http://www.xe.com>

No foreign currency is used / accepted in South Africa and you can exchange foreign currency at Banks and in foreign exchange offices.

Multiple ATMs are available at the airport. Turn left in the arrival hall, and walk for 100m. You'll find many ATMs on your left side. Other ATMs are commonly available in Pretoria (in the banks, in the major malls). Getting cash with an international VISA card at an ATM machine is often the most convenient option.

VISA / Mastercard

All ATMs accept VISA credit cards. VISA is widely used in supermarkets, shops, hotels.

Tip: Take care to have some South African Rand's in hand after arrival, or withdraw them from an ATM at the airport.

7. LOCAL CLIMATE IN OCTOBER

The mean weather conditions in Pretoria in October are as follows:

Climate information for October

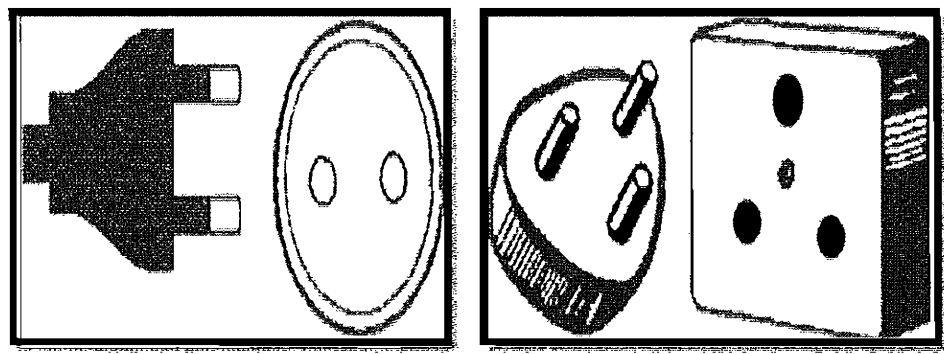
City	Position	Height (m)	Temperature (C)				Rainfall		
			Average Max	Highest Max	Average Min	Lowest Min	Average monthly (mm)	Number of days with rain	Highest in 24 hrs
Pretoria	25°44'S 28°11'E	1330	27	36	14	4	71	9	108

8. USEFUL INFORMATION

Local time in Pretoria is GMT +2 hours.

Electricity:

We use 220-240V/50HZ in South-Africa:



Food/Beverages:

Food (lunches) and beverages will be provided during the seminar. Dinner needs to be organized by the participants.

SIM-cards:

- The major telecommunication players are MTN, Vodacom and Cell C.
- Pre-paid SIM cards can be bought for 10ZAR. They need to be registered before they are activated.
- Air-time (scratch cards) can be bought in Malls.

9. USEFUL LINKS

<http://www.airports.co.za/home.asp?pid=3230>

Voortrekker Monument Heritage Site

<http://www.voortrekkermon.org.za/> Freedom Park

<http://www.freedompark.co.za/> Union Buildings

http://en.wikipedia.org/wiki/Union_Buildings The Pretoria Art Museum

<http://www.pretoriaartmuseum.co.za/> President Paul Kruger House

<http://www.sa-venues.com/attractionsga/kruger-house.htm> Church Square
<http://www.visitpretoria.co.za/What-to-Do/church-square> Sammy Marks House
<http://www.places.co.za/html/marksmuseum.html> Transvaal Museum (Natural History Museum)
<http://www.gauteng.com/content.php?page=Transvaal%20Museum> Melrose House
<http://www.melrosehouse.co.za/> Museum Mall
<http://www.planetware.com/pretoria/museum-mall-saf-gp-mall.htm> Smuts House Museum
<http://www.nileguide.com/destination/pretoria/things-to-do/coert-steynberg-museum/723132> National Cultural History Museum
<http://www.gauteng.com/content.php?page=National%20Cultural%20History%20Museum> Pioneer Museum Silverton
<http://www.tripwolf.com/en/guide/show/659301/South-Africa/Gauteng/Tshwane-Pretoria/Tshwane-Pretorias-suburbs/Miriammen-Temple> Fort KlapperKop Military Museum and Fort Schanskop
<http://www.lonelyplanet.com/south-africa/gauteng/sights/other/fort-klapperkop-military>

For further assistance, you may contact:

Dr Winifred Jordaan

Email: winifred.jordaan@weathersa.co.za

Tel: +27 (0) 123676016

Mr Jannie Stander

Email: jannie.stander@weathersa.co.za

Tel: +27 (0) 123676018

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**“The Met Office Aviation Seminar”
Pretoria, South Africa
1-5 October 2012**

WDS/AN/WTRA/COSP-UK, ANNEX III

NOMINATION FORM

The Government of nominates the following candidate as a participant in the above seminar:

Family Name *			Gender : Male <input type="checkbox"/> Female <input type="checkbox"/>
First Name *			
Address (Office)			
City – Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
E-mail			
Date and Place of Birth		Nationality:	
Passport No.		Expiry Date	

* As shown in passport

Present position and brief description of duties:

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Brief work history:

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Mother tongue:

Note: For applicants whose working language is not ENGLISH, this Nomination Form must be accompanied by relevant language proficiency certification to prevent delays in processing.

Name and address of person to be notified in case of emergency:

Name	
Address	
Telephone / Email	

Financial Assistance:

Financial support required	YES <input type="checkbox"/> or NO <input type="checkbox"/>
For Air Ticket	YES <input type="checkbox"/> or NO <input type="checkbox"/>
Food & Accommodation	YES <input type="checkbox"/> or NO <input type="checkbox"/>

Note: Funding support will only be considered for applications from LDCs with priority given to cases where a financial contribution is offered to the overall cost of attendance AND a brief résumé is included describing the potential strengths/weaknesses of a competence-based Standard for aeronautical meteorological personnel.

Name, address, E-mail, tel./fax of Permanent Representative with WMO:

Name	
Address	
Telephone/Fax/ E-mail	

Date:

.....
Signature of Permanent Representative with WMO

To be completed and returned as soon as possible and in any case not later than **20 July 2012** to the following e-mail address: **Darren.hardy@metoffice.gov.uk**

or by Fax '**For the attention of Darren Hardy**' to + 44.1392.885.681

with copy to WMO: **Bvuitteney-gelman@wmo.int**

or by Fax '**For the attention of Brigitte Vuitteney-Gelman**' to + 41.22.730.81.28