



Our ref.: 10907-12/WDS/AN/AMP-WKSP-ETH

GENEVA, 24 August 2012

Annexes: 2 (available in English only)

Subject: WMO Aeronautical Meteorology Workshop for East and Central Africa,
Addis Ababa, Ethiopia, 8-12 October 2012

Action required: WMO Secretariat to be informed as soon as possible but not later than
10 September 2012, of the expert nominated by you to attend the workshop

Dear Sir/Madam,

I have pleasure in informing you that, at the kind invitation of the Government of Ethiopia, the World Meteorological Organization (WMO), in co-ordination with the National Meteorological Agency of Ethiopia is organizing a workshop on issues of governance in Aeronautical Meteorology for East and Central African countries from 8 to 12 October 2012 to be held in Addis Ababa, Ethiopia. An Information Note for the Participants is attached as Annex I.

The aim of this workshop will be to provide guidance on practical aspects of management and planning for aeronautical meteorology to senior personnel in the aeronautical meteorology departments of NMHS or agencies of Members in the region, affording also a unique opportunity to prepare the formation of regional partnerships for development and implementation of aviation meteorological projects.

Topics to be covered, all directly dealing with services to international air navigation, will include:

1. Quality Management Systems: Perform a Gap analysis and design next implementation steps;
2. SIGMETs and Warnings (TS, VA, TC, and Wind shear, Turbulence and Icing): Training resources, observing and forecasting infrastructure issues, tools and harmonization of methods;
3. Cost Recovery issues - Current guidance and outlook for future SWIM/ASBU-based systems, including best practice examples;
4. Introduction to Competency Assessment Toolkit.

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To: Permanent Representatives of Members of WMO (limited distribution)

The workshop is targeting typically Heads of Forecasting Divisions, Deputy Directors and Operational Managers who are faced with the issues listed above for implementation. The workshop will be held in English only, and participants are expected to provide a description of their role and function within their organization, previous experience and relevant qualifications and competencies.

This workshop is the last international WMO workshop to include QMS implementation because, as you must be aware, according to Amendment 75 of ICAO Annex 3 to the ICAO convention, the mandatory date for its implementation is 15th November, 2012.

Introductory presentations will be delivered by Secretariat experts in the relevant fields. Nominated participants are expected to present implementation steps accomplished to date, and milestones in their implementation plans for the current and next year. Best practice examples from their Services will be highly appreciated to be presented and sent (in electronic form) to the WMO Secretariat by 1 October 2012 for collation and editing.

I am therefore pleased to invite you to nominate the relevant head of aviation forecasting or manager dealing with the above mentioned services in your organization, or, if the aviation meteorological services are provided by another agency, by the equivalent person in this agency, to participate in this workshop.

In view of the very limited financial resources available for this event, and the fact that costs for meteorological services to aviation can be recovered directly from users, it is expected that your Service will bear the expenses relating to the attendance of your participant. However, if this is not possible, consideration will be given by WMO, upon request, to providing financial support in the form of travel and/or an appropriately adjusted Daily Subsistence Allowance (DSA) for your nominated participant to this event. I should be grateful if you would complete the attached nomination form (Annex II), and return it to reach the WMO Secretariat as soon as possible, and by **10 September 2012** at the latest.

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

"The Organization accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services, on behalf of the Organization, by non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at 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,



(J. Lengoasa)
for the Secretary-General

WORLD METEOROLOGICAL ORGANIZATION

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10907-12/WDS/AN/AMP-WKSP-ETH, ANNEX I

WMO AERONAUTICAL METEOROLOGY WORKSHOP FOR EAST AND CENTRAL AFRICA

**ADDIS ABABA, ETHIOPIA
8-12 OCTOBER 2012**

INFORMATION NOTE FOR PARTICIPANTS

1. Date and place of the session

The WMO Aeronautical Meteorology Workshop for East and Central Africa will take place from 8 to 12 October 2012 at Harmony Hotel, Addis Ababa, Ethiopia.

2. Entry formalities

All Ethiopian diplomatic missions overseas provide visa services. However, nationals from more than 30 countries are now allowed to receive their tourist visas upon arrival in Ethiopia at the regular charge. Please consult the nearest Ethiopian embassy to check whether this applies to your country

3. Health requirements

Visitors should obtain a valid yellow fever certificate prior to entry. Vaccination against cholera is also required for visitors who have visited or transited a cholera-infected area within six days prior to arrival to Ethiopia.

4. Currency

The currency used in Ethiopia is the Ethiopian Birr (ETB). The current approximate conversion rates (subject to changes with time) with some of the main currencies are as follows:

- 1 USD - ETB 17
- 1 Euro - ETB 22

5. Arrival and transport arrangements

Transport from and to Addis Ababa Airport will be provided by the host country. The Local Organizing Committee (LOC) will need advance information on the itinerary (date, flight number and time of arrival and departure) in order to operate the transportation arrangement smoothly. There are also government taxis.

To avoid haggling and overpricing use the yellow/cream coloured government taxis parked at the terminal. Taxis are also available outside the terminal building. Expect to pay around ETB 80 to 170 (approximately USD 5 to 10) for a ride to the city centre depending on distance. Make sure you agree on this fee with the driver before starting your journey.

Hotel Name, Address, Telephone, E-mail	Type of Room	Price (Lowest price)
Harmony Hotel (Workshop venue) (close to Medhane Alem Church in the vicinity of Bole International Airport) http://harmonyhotelethiopia.com/index.html Email: info@harmonyhotelethiopia.com Telephone: +251-011-6183100 Fax: +251-011-6182910	Standard room – Single Standard room – Double	USD 143 USD 173 (Incl.: VAT, breakfast, wireless internet, gym and shuttle)
Jupiter Hotel (in the vicinity of Bole International Airport) http://www.jupiterinternationalhotel.com/ Email: info@jupiterinternational.com Telephone: +251-011-6616969 Fax: +251-011-6182910	Standard room – Single Standard room – Double	USD 115 USD 150 (Incl.: VAT, breakfast, wireless internet, gym and shuttle)
Desalegn Hotel (across from the European Delegation) Email: info@desalegnhotel.com Telephone: +251-011-6624524 Fax: +251-011-6623884	Standard room – Single Standard room – Double	USD 80 USD 95 (Incl.: VAT, breakfast, wireless internet and shuttle)
Renaissance Apartement Hotel (in the vicinity of Bole International Airport) Email: info@renaissanceaddis.com Telephone: +251-011-6627055/6633575 Fax: +251-011-6628098	Standard room – Single Standard room – Double	120 USD 200 (Incl.: VAT, breakfast, wireless internet, swimming pool, gym, kitchen and shuttle)
KZ Hotel (in the vicinity of Bole International Airport) http://www.kzfamilyhotel.com/index.html Email: kzhotel08@yahoo.com Telephone: +251-011-6621677/81 Fax: +251-011-6185138	Standard room – Single Standard room – Double	USD 60 USD 75 (Incl.: VAT, breakfast, wireless internet and shuttle)
Lalibela Hotel (in the vicinity of Bole International Airport) http://www.mninternationalhotel.com/lal_ind.ph <p>p</p> Email: lalibelahotelcottonhouse@yahoo.com Telephone: +251-116-615014/19 Fax: +251-116-615522	Standard room – Single Standard room – Double	USD 40 USD 45

7. Addis Ababa climate in October

In Addis Ababa, October is generally a dry month.

Element	Order of Magnitude
Rainfall	Mean rainfall: 41 mm
	Highest rainfall: 27 mm
	Lowest rainfall: 0 mm
	Average number of rainy days: 2
Temperature	Mean maximum temp.: 22°C
	Mean minimum temp.: 10°C
Relative Humidity	Mean RH at 1200 LST: 49%
	Mean RH at 1800 LST: 54%

8. Local Organizing Committee's contact details

Tafesse Regassa Gurmu Director, Aviation Meteorology Directorate National Meteorological Agency P.O. Box 1090, Addis Ababa, Ethiopia	Tel: +251-011-6650652/608949/ 6615779 Cell Phone: +251-09-11856083 Fax: +251-011-6625292/5517066 Email: regassa.gurmu8@gmail.com or tafesseg@yahoo.com
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WORLD METEOROLOGICAL ORGANIZATION

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10907-12/WDS/AN/AMP-WKSP-ETH, ANNEX II

**WMO AERONAUTICAL METEOROLOGY WORKSHOP
FOR EAST AND CENTRAL AFRICA**

**ADDIS ABABA, ETHIOPIA
8-12 OCTOBER 2012**

NOMINATION FORM

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

Family Name *			Gender :
First Name *			Male <input type="checkbox"/>
			Female <input type="checkbox"/>
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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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"/>
For DSA	YES <input type="checkbox"/> or NO <input type="checkbox"/>

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

Name	
Address	
Telephone/Fax/ E-mail	

Date:.....

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Signature of Permanent Representative with WMO

To be completed and returned as soon as possible and in any case not later than **10 September 2012** by e-mail to: Bvuitteney-gelman@wmo.int

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