

**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

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Ref.: 15855/2022-1.6 MS/ETR

Our ref.: 15855/2022/MS/ETR/SEM/OJT-South Africa

18 July 2022

Annexes: 2 (available in English only)

Subject: WMO course for on-the-job trainers and competency assessors for
- English Speakers, 29 August – 2 September 2022, Pretoria, South Africa
- French Speakers, 21 – 25 November 2022, Niamey, Niger

Action required: Completed participant nomination forms to be received by the
WMO Secretariat not later than **29 July 2022 for the English Language
session** in RTC South Africa, and **30 September 2022 for the French
Language session** in RTC Niger.

Dear Sir/Madam,

I have the pleasure of informing you that the World Meteorological Organization (WMO) course for on-the-job trainers (OJT) and competency assessors (CA) will be offered in English by WMO and hosted by the WMO Regional Training Centre (RTC) South Africa, between 29 August and 2 September 2022. The same event will take place between 21 and 25 November 2022 hosted by WMO RTC Niger, offered in French.

The course will focus on capacity development through competency implementation, using on-the-job training and competency assessment tools. It will provide the necessary information and skills to apply and adapt these tools to any operational activity in National Meteorological and Hydrological Services (NMHSs). As part of the overall objective of WMO to augment capacity development in NMHSs, WMO is putting in place the programme-activity on OJT and CA. The goal is to, inter alia, contribute to bridging the gap between theory and practice, to ensure appropriate and sustainable real-life application of needed skills. More information on the course content can be found in [Annex 1](#), (attached). A note containing general information for participants and the provisional programme schedule will be distributed to selected candidates in due course.

Please note that while we encourage Members to cover the expenses of their participants to attend the course, WMO is prepared to support one participant each from selected Members.

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a daily subsistence allowance (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.

To: Permanent Representatives of Members of Regional Association I with WMO

cc: Presidents of RA I

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

When completing the Nomination Form ([Annex 2](#)), you are requested to provide information on how the participation of your candidate will benefit your service. The Nomination Form should be completed and returned to reach the WMO Secretariat as soon as possible and **not later than 29 July 2022** for the course hosted by RTC South Africa (English) and **30 September 2022** for the course hosted by RTC Niger (French).

Yours faithfully,



Dr Wenjian Zhang
for the Secretary-General

WMO Course for On-the-Job Trainers and Competency Assessors
29 August – 2 September 2022, Pretoria, South Africa (English session)
21 – 25 November 2022, Niamey, Niger (French Session)

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COURSE INFORMATION

Overview

The WMO course for on-the-job trainers (OJT) and competency assessors (CA) will be offered by the World Meteorological Organization (WMO) and hosted by WMO Regional Training Centre South Africa between 29 August and 2 September 2022.

The concept of competency is directly connected to the activities of individuals and must be well understood and correctly implemented. Hence, as a result of the need to improve the situation, the issue arose during the Fourteenth WMO Symposium on Education and Training (SYMET-14), following which the participants emphasized the need to fill the gap between theory and practice, especially concerning the real-life application.

The course will focus primarily on examples of how OJT and CA are utilized in the operational environment. A premise of the course is that training is enriched by practical applications, and the achieved skills can be adapted to create coherence in the approach to competency implementation not only in different operational activities in National Meteorological and Hydrological Services (NMHSs) but also between NMHSs in the Region.

Objectives

After participating in this course, participants will have enhanced their skills to contribute to the development of the competencies identified in the WMO Competency Requirements for Education and Training Providers for Meteorological, Hydrological, and Climate Services, as approved by the Executive Council at its sixty-fifth session (EC-65) and as described in the 2016 revision to WMO *Technical Regulations, Volume 1* (WMO-No. 49).

Course Content

The WMO course for OJT and CA is designed to be practical and highly active. It will include many short readings and more opportunities for interaction with facilitators and fellow participants. A note containing general information for participants and the provisional programme schedule will be distributed to selected candidates in due course.

Learning Outcomes

At the end of the course, trainees will be able to:

- Deliver training on implementation of OJT and CA, as a general approach, at the organization level as a component of capacity development and advise on adaptation to different fields of activity in NMHSs;
- Guide and support NMHSs in competency implementation regarding OJT and CA for various fields of activity;
- Apply OJT techniques to specific activities in NMHSs by adapting the acquired competencies;
- Apply competency assessment.

Since the proposed training programme is focused on the principles of OJT and CA and not on a specific specialization, the outcomes of the training programme are wide enough to cover all sections of a NMHS and adaptation to different fields of activity can be facilitated.

Using the described concept, therefore, the following benefits will emerge:

- More coherent competency approach among Members considering similar OJT and CA implementation;
- Opportunity to create a broad image in the NMHSs on the level of competencies of staff and individual and group development needs;
- Quicker delivery of information and a more structured way of sharing experiences;
- More efficient use of human and financial resources;
- Enhancement of the capacity of WMO RTC and NMHS training institutions to support capacity development endeavours;
- Support implementation of WMO reform at the regional level with an attending benefit to Members.

Profile of Participants

The profile of the participants should be deeply connected with the operational environment and is proposed as follows:

- Willingness to share skills, knowledge, and expertise
- Availability of deployment to deliver courses in OJT and CA
- Versatility and enthusiasm in providing information
- Originating from an operational environment and with strong operational experience
- Some experience in delivering on-the-job training and previous attendance to a Train-the-Trainers course will be an advantage
- Good English/French language skills

Financial Assistance

Please note that while we encourage WMO Members to cover the expenses of their participants to attend the course, WMO is prepared to support one participant from each selected WMO Members if requested by the Permanent Representative.

Deadline for Nominations

The Nomination Form ([Annex 2](#)) should be completed and returned to reach the WMO Secretariat as soon as possible and **not later than 29 July 2022** for the course hosted by RTC South Africa (English session) and **30 September 2022** for the course hosted by RTC Niger (French session).

Contact Details

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**WMO Course for On-the-Job Trainers and Competency Assessors
29 August – 2 September 2022, Pretoria, South Africa (English session)
21 – 25 November 2022, Niamey, Niger (French Session)**

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NOMINATION FORM

Section A: Personal Details of Candidate

- 1. Country _____
- 2. Title Mr/Ms/Miss/Dr/Prof/ _____
- 3. First Name (Given) _____
- 4. Family Name (SURNAME) _____
- 5. Nationality _____
- 6. Date of Birth _____
- 7. Gender Female Male
- 8. Telephone No. _____
- 9. Email _____
- 10. Official Address _____

- 11. What is your job title? _____
- 12. How long have you been in this position? _____
- 13. Why do you want to attend the WMO course for on-the job trainers and competency assessors?

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Section B: Endorsement of Permanent Representative

14. Statement by the Permanent Representative on how the participation of this candidate will benefit the education and training provided by the NMHS:

15. Please note that while we encourage WMO Members to cover the expenses of their participants to attend the course, WMO is prepared to support one participant each from selected WMO Members. Do you need financial assistance for your candidate in case he/she is selected?

- No, thank you
- Yes, travel support only
- Yes, daily subsistence allowance only
- Yes, full support is required

Place: _____

Date: _____

Signature of the Permanent Representative: _____

To be completed and returned to reach the WMO Secretariat as soon as possible and **not later than 29 July 2022** for the course hosted by RTC South Africa (English session) and not later than **30 September 2022** for the session in RTC Niger (French session).

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