



## 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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Our ref.: 17290/2019/WDS/AN/WTRA/COSP-UK

5 July 2019

Annexes: 2 (available in English only)

Subject: WMO/UK Met Office Aviation Seminar, 28 October-1 November 2019, Bucharest, Romania

Action required: Nomination form to be submitted **no later than 23 August 2019** to: UK Seminar Coordinator, UK Met Office (Attn: Mr Darren Hardy / [darren.hardy@metoffice.gov.uk](mailto:darren.hardy@metoffice.gov.uk))

Dear Sir/Madam,

I am pleased to inform you that the United Kingdom of Great Britain and Northern Ireland (UK) will once again organize the WMO/UK Met Office Aviation Seminar which will be hosted by the Romanian Air Traffic Services Administration (ROMATSA) in Bucharest, from 28 October to 1 November 2019.

The Permanent Representative of the United Kingdom with WMO, has called upon WMO to support the event and to invite Members, on her behalf, to nominate potential participants in this seminar.

The aim of the seminar is to provide participants with training, guidance and practical examples of several key aspects of meteorology and forecasting for aviation, to support forecasters in this specialized area. The seminar will focus on the topics of aviation hazards and SIGMETs. Please find attached herewith the Provisional Programme (Annex 1) and Nomination Form (Annex 2) for this seminar.

The seminar is being organized in close collaboration with the WMO Commission for Aeronautical Meteorology (CAeM) Expert Team on Education, Training and Competency (ET-ETC) and will be of greatest benefit to operational aeronautical forecasters and trainers. The seminar will be open to Members within the World Area Forecast Centre (WAFC) London/World Area Forecast System (WAFS) data footprint, which includes Africa, the Middle East, Asia and Europe.

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

The working language of the seminar will be English. It is therefore essential that nominated participants have a good understanding of the English language. Accommodation will be reserved for some 25 participants. An information note will be sent to the selected participants in due course.

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 with WMO  
 President and vice-president of CAeM

It is hoped that the cost of nominated participants' accommodation and travel to this seminar will be borne by your Service. However, the UK Met Office could consider funding requests for a limited number of cases with priority given to applicants that meet the following criteria:

- The applicant is from a least developed country (LDC);
- A financial contribution to the overall cost of their attendance is offered by their home National Meteorological and Hydrological Service (NMHS) or employer;
- A brief résumé is provided describing how the applicant would expect to benefit from the topics described in the seminar's provisional programme.

Nominated participants eligible for assistance will be notified by the UK Met Office following the acceptance of their application.

The nomination form should be completed and submitted to the attention of Mr Darren Hardy, UK Met Office, via e-mail ([darren.hardy@metoffice.gov.uk](mailto:darren.hardy@metoffice.gov.uk)) with a copy to WMO/AEM Division ([aviation@wmo.int](mailto:aviation@wmo.int) and [hcbenitez@wmo.int](mailto:hcbenitez@wmo.int)), on or before **23 August 2019**. Please note that for planning purposes **no applications will be taken into consideration after this date**.

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

*"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO 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. 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,



(W. Zhang)  
for the Secretary-General

**WMO/UK Met Office Aviation Seminar  
Bucharest, Romania  
28 October to 1 November 2019**

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**PROVISIONAL PROGRAMME**

Topics to be covered will include:

1. Aviation hazards;
2. SIGMETs;
3. Requirements of the Basic Instruction Package - Meteorologists (BIP-M) for Aeronautical Meteorological Forecasters as determined by the area and airspace of responsibility;
4. Open forum on training priorities;
5. Best practice in competence assessment and links to quality management systems (QMSs).

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

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**WMO/UK Met Office Aviation Seminar  
Bucharest, Romania  
28 October to 1 November 2019**

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**NOMINATION FORM**

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

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

\* As shown in passport

**Current position at NMHS and description of duties:**

**How do you intend to use what you learn at this seminar to benefit your NMHS?:**

Ref.: I7290/2019-1.8 WDS/AEM

Working Language: .....

**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.

**Financial Assistance:**

Financial support required:	
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 least developed countries (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	

*I understand that the personal data provided on this Nomination Form will be used by the Met Office only for the purposes of administrating the Aviation Seminar. For further information regarding the Met Office's privacy policy please go to the following link: <https://www.metoffice.gov.uk/about-us/legal/privacy>.*

Date:.....

**Signature of Permanent Representative with WMO**

To be completed and returned as soon as possible and in any case not later than **23 August 2019** to the following e-mail address: [darren.hardy@metoffice.gov.uk](mailto:darren.hardy@metoffice.gov.uk)

with copy to WMO: [aviation@wmo.int](mailto:aviation@wmo.int) and [hcbenitez@wmo.int](mailto:hcbenitez@wmo.int)

or by Fax "For the attention of Helena Campos Benitez" to + 41.22.730.81.28