

**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.: 23094/2023-15 MS/ETR

Our ref.: 23094/2023/MS/ETR/FEL

3 November 2023

Annexes: 3 (available in English only)

Subject: WMO Development of Competency in Weather Forecasting course to support the Early Warnings for All initiative

Action required: For information and action as appropriate

Dear Sir/Madam,

In support of capacity development and implementation of the Early Warnings for All (EW4All) initiative in National Meteorological and Hydrological Services (NMHSs), the Nigerian Meteorological Agency (NiMet) has designed, in collaboration with the World Meteorological Organization (WMO) a training course for the development of competency in weather forecasting. The training course will enable current forecasters from Western and Central Africa to follow tested forecast procedures, in line with the required WMO competencies, in support of the implementation of the EW4All initiative.

The training will run for a duration of two weeks from 11 to 22 December 2023. [Annexes I](#) and [II](#) to this circular letter contain a brief description of the course, its format, expected learning outcomes, and qualifications to be attained.

You are invited to submit an application of an interested and qualified candidate for consideration. All applications will be reviewed by WMO in collaboration with NiMet. Selection for this course will be made on a competitive basis.

Any interested candidate from the WMO Regional Association (RA) I should first apply to the Nigerian Meteorological Agency (NiMet) and forward a duly completed application form ([Annex III](#)) with the relevant attachments to rtc.nigeria@nimet.gov.ng with a copy to fel@wmo.int no later than **10 November 2023**. Selected candidates will be notified by NiMet and will be contacted by WMO for the preparation of the travel logistics. 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 from selected Members. When completing the Nomination Form ([Annex II](#)), you are requested to provide information on how the participation of your candidate will benefit your service. Thereafter, selected candidates will receive a Request for Financial Assistance (RFA) form to complete and send back to WMO along with the admission letter and a copy of the selected candidate's passport no later than **14 November 2023**.

To: Permanent Representatives of Members of WMO Regional Association I (limited distribution)

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 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.

I wish to take this opportunity to assure you of my unwavering commitment to capacity development-related activities in support of the EW4All initiative and thank you for your continued cooperation in this endeavour.

Yours faithfully,



Prof. Petteri Taalas
Secretary-General

THE NIGERIAN METEOROLOGICAL AGENCY (NiMet)
ABUJA, NIGERIA

Ref.: 23094/2023-15 MS/ETR

1	Host Member	Nigeria
2	Host institution(s)	Nigerian Meteorological Agency (NiMet)
3	Website	www.nimet.gov.ng
4	Location(city) of Institution(s)	Abuja, Nigeria
5	Address of Institution	National Weather Forecasting and Climate Research Centre, Nigerian Meteorological Agency (NiMet), Bill Clinton Drive, Nnamdi Azikiwe International Airport, Abuja, Nigeria.
7	Course type	Face-to-face at WMO Regional Training Centre, Oshodi, Lagos
8	Main course content	The training course will cover the following areas: <ul style="list-style-type: none"> • Weather observation and observation techniques: focusing on peculiarities of weather phenomena within the region • Forecasting techniques • Nowcasting techniques • Stakeholders' engagement • Forecast dissemination/communication • Hands-on training activities
9	Duration of study	Two weeks
10	Course start date	11 to 22 December 2023
11	Target Region and Members	English-Speaking Countries Regional Association I
12	Basic Requirements	Relevant qualification in Meteorology related to BIP-M
13	Language	English
14	Number of awards	Up to 20 participants
15	Institution application	Mandatory
16	Admission from Institution	Mandatory
17	Applications close date	NiMet: 10 November 2023 WMO: After selection process, 14 November 2023
18	Document to send to WMO after selection process	1. Pre-admission letter from host institution 2. Request for Financial Assistance (RFA)
19	Contact info	rtc.nigeria@nimet.gov.ng copy to fel@wmo.int

THE NIGERIAN METEOROLOGICAL AGENCY (NIMET)

ABUJA, NIGERIA

11 – 22 December 2023

Ref.: 23094/2023-15 MS/ETR

Course description

This Regional Workshop on Multi-Hazard Early Warning Systems course at the Nigerian Meteorological Agency (NiMet) – WMO RTC, Lagos, is a face-to-face course.

The participants will be taught relevant theory, data observations/applications and techniques used in producing and communicating early warning. It will provide the foundations, knowledge and skills required to produce multi-hazard early warning.

Participants will have sufficient time to practise the production and effective communication of multi-hazard early warnings. Case studies will be adopted in a practical module during the course.

Course Format

This will be a face-to-face course. It will run from 11 to 22 December 2023 and will be delivered in the classrooms at WMO RTC, Lagos, Nigeria.

Participants must show satisfactory attendance, active participation in activities and timely and satisfactory completion of tasks/quizzes during the course.

Expected Learning Outcomes

By the end of the course, participants will have successfully learned the following:

- (i) To detect and monitor potential hazards in real time and provide timely warnings to vulnerable populations;
- (ii) To develop accurate and timely forecasting models and innovative technologies for early warning and risk assessment, that provide decision-makers with actionable information;
- (iii) To effectively transmit warning/alert messages and actionable advice to at-risk populations and stakeholders via appropriate communication channels;
- (iv) To enhance preparedness and response capacities (at various levels, including individuals, communities, and governments) through a better understanding of hazards, timely forecasting and efficient information dissemination;
- (v) Encourage coordination and collaboration among various stakeholders involved in disaster management in order to strengthen early warning systems and optimize their effectiveness.

Competencies attained and certificates issued

After successful completion of the course, the participants will receive a certificate of satisfactory participation at the Regional Workshop on Multi-Hazard Early Warning Systems course.

Target Audience

Officials, specialists, and experts working in relevant fields at National Hydrological and Meteorological Services (NMHSs) or equivalent institutions who can work as competent weather forecasters in their NMHS.

Instructors

Instructors will be drawn from experts and experienced staff of NiMet as well as lecturers from universities that are part of the RTC component in Nigeria. This will ensure that the course is a thorough blend of theory and practical. Additional experts may be brought in for specific portions/subjects of the course if needed.

Working language

The course will be conducted in English. Thus, good skills in English reading, written and spoken (language comprehension) is essential to be successful in the course.

Entry requirements

- Academic qualifications: Relevant qualification in Meteorology related to BIP-M
- Good Skills in reading, written and spoken English (language comprehension)
- Good computer literacy for online training
- All this needs to be verified by proof of CV and qualification certificates

Forecaster work experience: Relevant work experience in weather forecasting will be an added advantage but is not essential.

Material for the course

- A laptop or desktop computer with Microsoft Office or equivalent (Word processor, PowerPoint Presentation, Excel Worksheet, etc.) with good memory capacity and storage (external storage is advised) as well as internet connectivity. A laptop would be preferable as it can be used during the face-to-face and at the participants' convenience.

Procedure for application

The applications thus must include:

- Application form
- A letter of motivation in English limited to 200 words
- A CV
- Relevant certified qualifications
- Nomination letter from relevant Permanent Representative

All application forms and data will be handled according to the protection of private information requirements.

Application for consideration should be forwarded to:

Director-General/CEO and Permanent Representative of Nigeria with WMO
National Weather Forecasting and Climate Research Centre,
Nigerian Meteorological Agency (NiMet),
Bill Clinton Drive, Nnamdi Azikiwe International Airport,
Abuja,
Nigeria.

Email: rtc.nigeria@nimet.gov.ng

Clearly marked as the subject of the email: NiMet – Regional Workshop on Multi-Hazard Early Warning Systems course 2023.

Copy to: Education and Training Office, WMO, fel@wmo.int

Deadlines for application: **10 November 2023** to RTC, Lagos, Nigeria and after selection process, deadline submission of Request for Financial Assistance (RFA) form with a copy of the admission letter and passport **14 November 2023**.

Only successful applications will be notified by email by NiMet and WMO.

APPLICATION FORM**REGIONAL WORKSHOP ON MULTI-HAZARD EARLY WARNING SYSTEMS****NIGERIAN METEOROLOGICAL AGENCY (NIMET) – RTC LAGOS****11 - 22 DECEMBER 2023****LAGOS, NIGERIA**

Ref.: 23094/2023-15 MS/ETR

Note: Please read the notes and instructions on the last page before completing this application form

A. PERSONAL	
1. First name	
2. Surname	
3. Country	
4. Date of birth (<i>DD/MM/YYYY</i>)	
5. Gender	M/F
6. Passport number	
7. Do you have a disability?	Yes/No
8. If yes, please specify	
9. Permanent home address	
<i>(number, street, postal code, town)</i>	
10. Telephone (<i>mobile</i>)	
11. Email	
12. Professional contact	
Name	
Telephone (<i>office</i>)	
Professional links	
13. Would you request financial assistance to participate at the course? Yes/No	
B. EDUCATION	
Have you completed the Basic Instruction Package for Meteorologists (BIP-M)?	Yes/No

C. GENERAL			
1. Give details of working experience in meteorology			
Name of organization	Starting and end date	Brief description of role and responsibilities	Reason for leaving
2. Write a brief statement setting out clearly why you have chosen this course and how you intend to use it after graduation			

I declare that to the best of my knowledge all the information on this form is true and correct.

Signature

Date

D. PERMANENT REPRESENTATIVE ENDORSEMENT
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Signature

Date

Notes and Instructions:

Please read these notes and instructions carefully before completing this application form. Be sure to read every section and that the information you provide is accurate.

1. Incomplete application forms will not be considered.
2. Closing dates for the application dates are published and will be strictly adhered to.
3. You must supply all the information requested, or explain why you cannot provide it
4. A certified copy of the passport document must be included in the application.
5. Successful candidates will be contacted by phone or email. Make sure that your contact details are correct.
