



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.: 28331/2018/DRA/AFLDC

27 November 2018

Annexes: 2 (Annex I available in English only)

Subject: Regional Association I (Africa) Women Leadership Workshop
 Cairo, Egypt, 16 - 17 February 2019

Action required: To complete and return the nomination form to the WMO Secretariat as soon as possible but no later than **11 December 2018**

Dear Sir/Madam,

I am pleased to inform you that, at the kind invitation of the Government of Egypt, the World Meteorological Organization (WMO) will be organizing a Regional Association I (Africa) Women Leadership Workshop to be held in Cairo, Egypt, on 16 and 17 February 2019 which will be followed by the Regional Technical Conference (RECO) in Regional Association I (Africa) on 18 and 19 February 2019. The two other meetings following are: the Fourth African Conference for Meteorology (AMCOMET-4) session on 20 and 21 February 2019 and the seventeenth session of RA I (RA I-17) on 22 and 23 February 2019.

The objective of this Workshop is to promote gender-sensitive leadership; strengthen the leadership skills and capacity of female professionals at the national level; build their experience in participating in international meetings; and increase the number of women on delegations to WMO constituent body meetings and other regional decision-making bodies in the short- to medium-term.

The workshop is intended for female delegates who will be participating in the RECO, AMCOMET and RA I-17 sessions as well as for female professionals from the National Meteorological and Hydrological Services (NMHS) and other relevant institutions of RA I member states. **Please note that priority will be given to delegates and experts attending the above sessions.** The content of the Workshop is oriented towards building a set of practical leadership skills, with a focus on communications, negotiations, and consensus-building. It is intended as an interactive and dynamic training event, with time allocated for feedback, sharing lessons learned and insights. For more information, please see the Provisional Annotated Agenda in Annex I (available in English only).

The workshop will be conducted in English. Participants are expected to:

- Hold an academic degree in meteorology, hydrology, climatology or another related field;
- Hold a senior professional and/or managerial post;
- Maintain a high level of competency in their technical or functional discipline;
- Integrate organizational goals and values with stakeholder and customer needs;
- Demonstrate keen interest in international cooperation in meteorology, hydrology and/or climatology;
- Have working knowledge of English.

To: Permanent Representatives of Members of Regional Association I
 cc: Acting President of RA I (for information)

As the workshop is intended for a small group of 20-30 females, only a limited number of places is available. You are therefore requested to nominate participants who match the profile described above. Please note that a nomination on your behalf will not automatically translate into an invitation to attend. A Selection Committee will shortlist the most qualified candidates and decide on financial support.

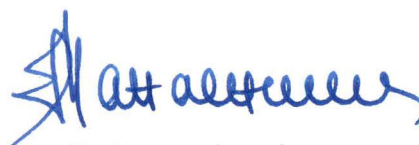
In view of the limited funds allocated for the organization of this Workshop, it is hoped that your Government will meet the expenses related to the participation of its nominee. However, if this is not possible, WMO would be prepared to consider, within the limited funds available, the possibility of meeting the cost of travel and/or daily subsistence allowance for the Workshop for one participant from your Service provided that the participant also attends the sessions of RA I. Priority for WMO financial assistance will be given to participants from Least Developed Countries (LDCs).

I should therefore be grateful if you could return the attached nomination form (Annex II) duly completed and communicated to the WMO Secretariat through a scanned copy to Ms Assia Alexieva (aalexieva@wmo.int) with a copy to Ms Susan Musandu (smusandu@wmo.int) **as soon as possible, but not later than 11 December 2018**.

An information note will be sent to participants upon their confirmation of acceptance to the workshop.

I look forward to the participation of your Services in this important conference.

Yours faithfully,



(E. Manaenkova)
for the Secretary-General

Regional Association I (Africa) Women Leadership Workshop

16-17 February 2019, Cairo, Egypt

PROVISIONAL ANNOTATED AGENDA

Day 1		
Morning	Welcome and introductions	<ul style="list-style-type: none"> Welcome remarks Icebreaker: women role model activity Exploring objectives
	Cultural introductions	<ul style="list-style-type: none"> Activity: the cultural and personal impact of early patterning <ul style="list-style-type: none"> Dimensions of culture and gender messaging Awareness-building: where should we focus? Gender Messages <ul style="list-style-type: none"> Labels (video): the power of micro-messaging and gender bias Glass ceilings Recognizing unconscious bias and suppression techniques (making invisible, ridicule, withholding information, double bind, blaming/shaming) Activity: your best advice
	Women in leadership during VUCA times	<ul style="list-style-type: none"> Leading in VUCA times: volatile, uncertain, complex, ambiguous The model of cultural agility and emotional intelligence Activity: what does a strong female leader look like? Characteristics of strong women leaders Skill-building: how can you have an impact?
Afternoon	Communications	<ul style="list-style-type: none"> Numbers activity: insider & outsider dynamics Discussion: addressing self-limiting actions and attitudes <ul style="list-style-type: none"> The confidence gap Fear of failure The ability to opt out Strategies for presenting key messages effectively Skill building: presenting with confidence Activity: the elevator pitch <ul style="list-style-type: none"> 10-15 minutes to prepare 5-minute presentation Volunteers will share their pitch Participants practice modeling and giving feedback
	Wrap-up	<ul style="list-style-type: none"> Review key take-aways Prepare a list of personal action items Close session

Day 2		
Morning	Welcome and reflection	<ul style="list-style-type: none"> • Reflections on Day 1 learning and action items
	Consensus building	<ul style="list-style-type: none"> • From me to we • Skill-building activity: gender dialogues • Techniques for influence and persuasion • Building trust and relationships across difference <ul style="list-style-type: none"> - PAUSE model - Ally-gathering and appealing to stakeholders - He for she
	Negotiating	<ul style="list-style-type: none"> • Lean-in <ul style="list-style-type: none"> - Communication patterns of men and women - Conflict management: listening and responding effectively Role-playing exercise: negotiating to yes
	Inclusive management	<ul style="list-style-type: none"> - Creating inclusive teams - Giving and receiving feedback - Inclusive conflict - Practicing agility and intentional inclusion
Afternoon	Inclusive management case scenarios	<ul style="list-style-type: none"> • Conflict management • Giving feedback • Receiving feedback/ dealing with criticism • Managing change
	Skill building	<ul style="list-style-type: none"> • Scenarios/elevator pitches
	Armchair Discussion	<ul style="list-style-type: none"> • How to succeed as a female leader (in a predominantly male environment)
	Summary Action Planning Wrap-up	<ul style="list-style-type: none"> • In Summary • Group discussion: key take-aways, moving forward • Personal action planning • Closing remarks

**Regional Association I (Africa) Women's Leadership Workshop
16-17 February 2019
Cairo, Egypt**

Ref.: 28343/2018-10 DRA/AF/DC

NOMINATION FORM

TO BE RETURNED NOT LATER THAN 11 DECEMBER 2018 TO:

**Strategic Planning Office
World Meteorological Organization
Case Postale No. 2300
CH-1211 Geneva 2
Switzerland**

**Email: aalexieva@wmo.int (cc: smusandu@wmo.int)
Fax No.: +41 22 730 8037**

I,, Permanent Representative of, with WMO, nominate the following candidate as a participant to the international workshop mentioned above:

Title	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr <input type="checkbox"/> Ms
Family name(s):	
First name(s):	
Service / Organization:	
Address:	
Email address:	
Telephone:	
Date of birth:	
Role at RA I-17 and AMCOMET-4:	<input type="checkbox"/> Delegate to RA I-17 <input type="checkbox"/> Technical expert at AMCOMET-4 <input type="checkbox"/> Attending RECO <input type="checkbox"/> Not attending any of the above

Ref.: 28343/2018-10 DRA/AFIDC

Qualifications (academic degrees, diplomas, certificates)	
Present position and brief description of duties	
Does this post involve managing people?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this post involve managing relations with clients and/or external stakeholders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Interest or experience in international cooperation in agricultural meteorology	
English proficiency	<input type="checkbox"/> Mother tongue <input type="checkbox"/> Fluent <input type="checkbox"/> Very good <input type="checkbox"/> Good <input type="checkbox"/> Basic
Financial assistance requested	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date

Signature of the Permanent Representative