

**WMO OMM**

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

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Ref.: 12609/2023-14MS

Our ref.: 12609/2023/MS

07 June 2023

Annex: 1

Subject: Invitation to the fourth Leadership and Management Programme for Senior Management of National Meteorological and Hydrological Services (NMHSs), Singapore, from 4 to 8 September 2023

Action required: Submit application by **17 July 2023**

Dear Sir/Madam,

I am pleased to inform you that the Meteorological Service Singapore (MSS) and the World Meteorological Organization (WMO) will be jointly conducting "the fourth Leadership and Management Programme for Senior Management of National Meteorological and Hydrological Services (NMHSs) of Regional Associations II (Asia) and V (South-West Pacific)", in Singapore from 4 to 8 September 2023.

The Programme targets senior management (Permanent Representatives, Director-Generals, Directors or equivalent) of the NMHSs and aims to develop critical management skills in the leadership of NMHSs in developing and least developed countries in Asia and the South-West Pacific. The Programme will be highly engaging, intensive, experiential, and dynamic, with a strong focus on experience sharing. It will be conducted entirely in English. More information on the Programme can be found in the attached "Enrolment Information and in Appendix A".

I am pleased to invite you or a member of your senior management to apply for the Programme by completing the "Application Form" in Appendix B, which should be completed, signed, and returned to the local organizer, preferably by email to [mss\\_pia@nea.gov.sg](mailto:mss_pia@nea.gov.sg) and copy to [tra@wmo.int](mailto:tra@wmo.int) as soon as possible, but not later than **17 July 2023**.

Please note that priority will be given to individuals from developing country Members who have not participated in the past three Programmes organized in 2018, 2019, and 2021, as the current Programme follows a similar curriculum.

Yours faithfully,

Prof. Petteri Taalas  
Secretary-General

To: Permanent Representatives of Regional Associations II (Asia) and V (South-West Pacific).

cc: Hydrological Advisors of Regional Associations II (Asia) and V (South-West Pacific).

# FOURTH LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES

Singapore, from 4 to 8 September 2023

## Enrolment Information

Leadership and management are important skills for all National Meteorological and Hydrological Services (NMHSs). Development of these skills for Senior Management of NMHSs is critical to the attainment of organizational efficiency, financial prudence, staff motivation and in accomplishment of organizational goals.

The *Leadership and Management Programme for Senior Management of NMHSs* aims to develop successful managers in WMO Member NMHSs. The programme is designed to help participants enhance their leadership and management skills through lectures and group discussions.

The programme is jointly conducted by the Meteorological Service Singapore (MSS) and the World Meteorological Organization (WMO).

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## 1. Programme Content and Format

- 1.1 The programme will be held as an in-person event in Singapore over 5 days from 4 to 8 September 2023. The tentative programme schedule is attached at Appendix A.
- 1.2 The programme covers the following topics:
  - (i) Policy development and strategic management
  - (ii) Institutional development
  - (iii) Communication, partnership, and engagement
  - (iv) Capacity development and human resources
  - (v) Resource mobilization and financing
- 1.3 Participants will have the opportunity to share their leadership and management experiences they face in their respective organisations during the programme.
- 1.4 The programme is conducted entirely in English. No translation service is provided.

## 2. Application Criteria

2.1 Applicants should:

- (i) Hold senior management positions of Director-General, Director or equivalent in their NMHSs.
- (ii) Be proficient in written and spoken English; and
- (iii) In good health.

2.2 The programme can accommodate up to 20 participants. Priority will be given to applicants from Regional Associations (RA) II and V and developing and least developed member countries from other RAs.

## 3. Application Procedure

3.1 Please complete and submit the following documents to [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg), with copy to [tra@wmo.int](mailto:tra@wmo.int):

- (i) Application Form attached at Appendix B; and
- (ii) A 1-page curriculum vitae (CV).

3.2 The closing date for application is **Monday, 17 July 2023**.

## 4. Sponsorship

4.1 Co-sponsorship by MSS and WMO will be available for participants from developing and least developed countries. One participant is eligible for sponsorship from each country. The sponsorship will include the following:

- (i) One Economy Class round-trip air ticket
- (ii) Accommodation for the duration of the programme in Singapore
- (iii) Per diem
- (iv) Airport transfer; and
- (v) Local transport, where necessary.

4.2 Please note that:

- (i) Participants are encouraged to purchase insurance for their own coverage purposes. The organiser will not be responsible for any accident, illness, loss, or damage which may occur during the organisation of the event.
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the per diem.

- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

## **5. Contact Information**

For queries relating to the programme, please contact [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg).

APPENDIX A

TENTATIVE PROGRAMME SCHEDULE OF THE FOURTH LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES

Ref: 12639/2023-12 MS

Date & Time	4 September 2023 Monday	5 September 2023 Tuesday	6 September 2023 Wednesday	7 September 2023 Thursday	8 September 2023 Friday
09:00-10:30	Opening and Introduction	Leading Successful Organisational Transformation: Change Management	Public Communications in a Challenging Landscape	Performance Management Frameworks & Tools	Sustaining Financial Excellence
10:30-11:00	Break				
11:00-12:30	WMO Strategic Planning including WMO's Governance Reform – Key Changes, Benefits, Lessons Learnt, etc.	Leading Successful Organisational Transformation: Change Management (cont.)	Public Communications in a Challenging Landscape (cont.)	Competency Management and Impact on Institution	Public-Private Engagement
12:30-13:30	Lunch				
13:30-15:00	Futures Thinking and Complexity in Practice of Policy Development and Strategic Management	Addressing the Challenge of Psychological, Emotional and Behavioral Aspects of Change	Sharing on Public Communications approaches	Developing a Job Competency Framework	Sharing on Cost Recovery Approaches
15:00-15:30	Break				
15:30-17:00	Futures Thinking and Complexity in Practice of Policy Development and Strategic Management (cont.)	Partnership and Managing Relationships and Coordination with Stakeholders	(TBC)	Participants' Sharing followed by site visit(s)	Participants' Reflection of Course  Closure of Programme
17:00-17:30	Participants' Sharing	Participants' Sharing	Participants' Sharing		

**LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT  
OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES (NMHS)  
SINGAPORE, FROM 4 TO 8 SEPTEMBER 2023**

**APPLICATION FORM**

**SECTION 1: Applicant Information**

*(To be completed by nominee/applicant)*

<b>Title:</b>	Mr/Mrs/Ms/Dr <sup>1</sup>
<b>Surname/Family Name:</b>	
<b>Full name:</b>	
<b>Date of Birth:</b>	
<b>City and Country:</b>	
<b>Organisation:</b>	
<b>Office Address:</b>	
<b>Designation/Position:</b>	
<b>Email address:</b>	
<b>Contact number:</b>	
<b>Brief description of your role in your organisation:</b>	

<sup>1</sup> Delete where appropriate.

## **SECTION 2: Endorsement**

*(To be completed by Director-General/Permanent Representative with WMO or equivalent)*

Ref.: IZ639/2023-1.2 MS

<b>Name:</b>	
<b>Contact number:</b>	
<b>Email address:</b>	
<b>Organisation:</b>	
<b>Designation/Position:</b>	

I nominate Mr/Mrs/Ms/Dr<sup>2</sup> \_\_\_\_\_  
*(Name of applicant)*

to participate in the *Leadership and Management Programme for Senior Management of NMHSs* from 4 to 8 September 2023.

\_\_\_\_\_  
Signature Date

Please submit the completed and signed application form to the following email addresses by **Monday, 17 July 2023**.  
To: [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg)  
Cc: [tra@wmo.int](mailto:tra@wmo.int)

<sup>2</sup> Delete where appropriate.