



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
Temps • Climat • Eau

Our ref.: DRA-AP/RAII-RS

GENEVA, 20 September 2012

Annexes: 3 (available in English only)

Subject: WMO Regional Seminar on Strategic Capacity Development of National Meteorological and Hydrological Services (NMHSs) in Regional Association II (Asia), Doha, Qatar, 11-12 December 2012

Action required: To complete and return the nomination form to the WMO Secretariat preferably by **12 October 2012**

Dear Sir/Madam,

I am pleased to inform you that, at the kind invitation of the Government of the State of Qatar, the WMO Regional Seminar on Strategic Capacity Development of National Meteorological and Hydrological Services (NMHSs) in Regional Association II (Asia) will be held in Doha, Qatar, from 11 to 12 December 2012 prior to the fifteenth session of RA II (13 to 19 December 2012). The purpose of the Regional Seminar is to provide a forum for NMHSs Directors and senior officials to exchange views on strategic planning for developing capacity and capability of NMHSs for enhanced delivery of weather, climate and water services in RA II.

The Seminar will be conducted in English. The methodology is presentation of keynote lectures and case studies, followed by participatory and interactive discussions with the assistance of facilitators. In this respect, the participants are encouraged to make presentations and actively participate in the discussions and some work of the Seminar, such as Chair or Rapporteur of topic sessions.

Following the decisions at the fifth session of the RA II Management Group (Geneva, 29 and 30 June 2012), the Regional Seminar will discuss, among others, the topics as given in Annex I. The provisional programme of the Seminar will be posted on the WMO web page at: <http://www.wmo.int/pages/prog/dra/rap/meetingsRAII.php>.

In view of the limited funds allocated for the organization of this Seminar, it is hoped that your Government will meet the expenses related to the participation of its nominee(s). 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 Seminar period for one participant from your Service provided that the participant attends the fifteenth session of RA II. Priority for WMO financial assistance will be given to the participants from Least Developed Countries (LDCs).

To: Permanent Representatives of Members of Regional Association II (ASE-615)

cc: President and vice-president of RA II (for information)

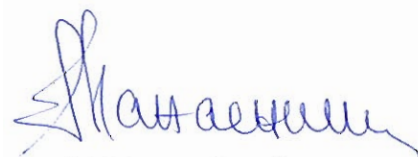
It is to be noted that "The Organization accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services, on behalf of the Organization, by non-staff members of the Organization, who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance. 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."

I should therefore be grateful if you could return the attached nomination form (Annex II) duly completed, and communicate your decision to the WMO Secretariat as soon as possible, preferably by **12 October 2012**.

An information note for the participants is given in Annex III. It is highly recommended that hotel reservations be made as early as possible, as indicated in Annex III.

I look forward to the participation of your Service in this important Seminar.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'E. Manaenkova', is written over a light blue rectangular background.

(E. Manaenkova)  
for the Secretary-General

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DRA-AP/RAII-RS, ANNEX I

## WMO REGIONAL SEMINAR ON STRATEGIC CAPACITY DEVELOPMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES (NMHSs) IN REGIONAL ASSOCIATION II (ASIA)

*(Doha, Qatar, 11-12 December 2012)*

### PROVISIONAL TOPICS OF THE SEMINAR

1. Development and Implementation of Regional Strategic Operating Plan and Challenges of NMHSs in RA II
  2. Capacity Development and Strategic Partnerships (including Role and Operation of NMHSs)
  3. Implementation of WMO Integrated Global Observing System (WIGOS) / WMO Information System (WIS)
  4. Improving Climate Services
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DRA-AP/RAII-RS, ANNEX II

WMO REGIONAL SEMINAR ON STRATEGIC CAPACITY DEVELOPMENT  
OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES (NMHSs)  
IN REGIONAL ASSOCIATION II (ASIA)

*(Doha, Qatar, 11-12 December 2012)*

PARTICIPATION NOMINATION FORM

1. Country: \_\_\_\_\_

2. Service or Organization: \_\_\_\_\_

3. Nominee:

Surname (Dr/Mr/Ms): \_\_\_\_\_

First name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telefax: \_\_\_\_\_

E-mail: \_\_\_\_\_

4. Proposed title of the presentation, if applicable \_\_\_\_\_

under Topic No. ☐ 1 ☐ 2 ☐ 3 ☐ 4

5. If financial assistance is required, please indicate whether for:

Travel: ☐ Yes ☐ No Per diem: ☐ Yes ☐ No

Date: \_\_\_\_\_ Permanent Representative's signature: \_\_\_\_\_

\_\_\_\_\_

To be returned not later than 12 October 2012 to:

The Secretary-General  
World Meteorological Organization  
7bis, avenue de la Paix  
Case postale No. 2300  
1211 GENEVA 2

Telephone: (+41-22) 730 85 83 or 84 92  
Facsimile: (+41-22) 730 81 18  
E-mail: dchang@wmo.int  
dkhuukhenbaatar@wmo.int

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DRA-AP/RAII-RS, ANNEX III

## WMO REGIONAL SEMINAR ON STRATEGIC CAPACITY DEVELOPMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES (NMHSs) IN REGIONAL ASSOCIATION II (ASIA)

*(Doha, Qatar, 11-12 December 2012)*

### INFORMATION NOTE FOR PARTICIPANTS

#### **Venue and duration of the Seminar**

The WMO RA II Regional Seminar will be held from 11 to 12 December 2012 prior to the fifteenth session of Regional Association II (Asia) (13 to 19 December 2012) at Courtyard by Marriott Doha City Center Hotel, in Doha, Qatar. The Seminar will start at 09h00 on 11 December 2012.

#### **Registration of participants**

Registration for the Seminar will take place at the registration desk in the venue from 08h30 on 11 December 2012. Participants will receive identification badges at the time of registration.

#### **Language**

The Seminar will be conducted in English only.

#### **Computer facilities**

An Internet corner will be provided to delegates. In addition, the meeting room will be equipped with Wi-Fi access.

#### **Entry requirements**

Visa arrangements will be made by QMDI (Qatar MICE Development Institute), event organizer. Ms Rola Abed, QMDI, will assist all participants requiring an entry visa into Qatar with visa application prior to arrival in Doha. Please send a clear scanned copy of passport (with minimum six-month validity) to [rola.abed@qmdi.qf.org.qa](mailto:rola.abed@qmdi.qf.org.qa). An e-copy of the visa will be forwarded to the participant and it is advised to carry the printed copy to Qatar.

#### **Arrival and Transport Arrangements**

Transport will be provided to the participants free of charge from the airport to the hotels listed in Appendix. An Information/Help Desk will be set up at the arrival area of Doha International Airport for arrival assistance to the participants.

#### **Banking**

There are currency exchange offices in Doha International airport which are open 24 hours. All banks also have exchange offices (opening hours are 09h00 to 13h00). The local currency is the Qatar Riyal (€1 ≈ QR4.60; US\$1 ≈ QR3.65 – All currency quotations are

subject to fluctuation). Credit cards are accepted at major hotels and there are numerous auto banks that accept international debit cards.

### **Local climate in December**

Climate data for the period of the session in Doha are listed below:

Mean temperature:	20° C
Mean maximum temperature:	23° C
Mean minimum temperature:	16° C
Mean precipitation:	0.0 mm
Mean duration of sunshine:	10 hours daily

### **Hotel reservation**

Participants are advised to make their own accommodation bookings well in advance. A list of recommended hotels in Doha is given in Appendix A where special rates have been negotiated with a certain number of them. When completing the reservation, credit card details will be required to guarantee the booking. Bookings shall be made through QMDI via e-mail or by faxing the *Hotel Reservation Form* contained in Appendix B. Direct bookings with the hotels are not recommended to take advantage of the special rates.

### **List of useful websites**

Please find below a few useful websites:

<http://www.timeanddate.com/weather/qatar/doha>  
<http://www.qweather.net>  
<http://www.qatartourism.gov.qa>  
<http://english.mofa.gov.qa> (visa information)  
<http://www.qatarairways.com>

### **Further information**

For any further information, please contact the WMO Secretariat or the Local Coordinator at the following address:

#### **WMO Focal Point**

Dr Dong-Eon Chang  
Regional Office for Asia and the South-West Pacific  
Email: [dchang@wmo.int](mailto:dchang@wmo.int)  
Telephone: +41 22 730 8583 Fax: +41 22 730 8118

#### **Local Coordinator**

Ms Julie ATKINSON  
Local Coordinator for RA II-15, QMDI  
Email: [Julie.atkinson@qmdi.qf.org.qa](mailto:Julie.atkinson@qmdi.qf.org.qa)  
Telephone: +974 44548012 Fax: +974 44548047

Please also refer to the RA II-15/INF.1 - Material Arrangements for the fifteenth session of RA II.

## APPENDIX A

### LIST OF RECOMMENDED HOTELS

	Website, address and contact for information	Star Rating	Room Type	Approx. rate per night per person	Rate in USD	Notes
<b>Renaissance Doha City Center</b>	<a href="http://www.marriott.com/hotels/travel/dohbr-renaissance-doha-city-center-hotel/">http://www.marriott.com/hotels/travel/dohbr-renaissance-doha-city-center-hotel/</a>  West Bay City Center, Al Wahda Street, West Bay, PO Box, 25500 Doha, Qatar  Amber Sydoryk tel: +974 4419 5029 fax: +974 4419 5100	5	Standard Single	QR 950 per person per night bed & breakfast	USD 260	Just next to conference venue
			Standard Double	QR 1035 per room QR 517.5 per person per night bed and breakfast	USD 285 USD 143	
<b>Courtyard by Marriott Doha City Center</b>	<a href="http://www.marriott.com/hotels/travel/dohcy-courtyard-doha-city-center/">http://www.marriott.com/hotels/travel/dohcy-courtyard-doha-city-center/</a>  West Bay City Center, Al Wahda Street, West Bay, PO Box, 25500 Doha, Qatar  Amber Sydoryk tel: +974 4419 5029 fax: +974 4419 5100	4	Standard Single	QR 450 per person per night bed & breakfast	USD 124	Conference venue
			Standard Double	QR 600 per room QR 300 per person per night bed & breakfast	USD 165 USD 83	
<b>Ezdan Hotel</b>	<a href="http://www.ezdanhotels.com">http://www.ezdanhotels.com</a>  West Bay, Al Dafna, PO Box, 23488 Doha, Qatar  Mulham Ali tel: +974 4496 9107 fax: +974 4496 9112	3	Standard Single	QR 300 per person per night bed & breakfast	USD 83	Walking distance from conference venue
			Standard Double	QR 435 per room QR 218 per person per night bed & breakfast	USD 120 USD 60	

## APPENDIX B

### HOTEL RESERVATION FORM

Participants attending the RA II Regional Seminar and RA II-15 are welcome to make their hotel reservation by returning the form, by fax or e-mail, no later than **20 November 2012** to:

**Ms Julie ATKINSON**  
Local Coordinator for RA II-15  
QMDI, Doha, Qatar

**Fax:** +974 4454 8047  
**Email:** Julie.atkinson@qmdi.qf.org.qa

Name \_\_\_\_\_

Country \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

	<i>Flight No.</i>	<i>Date</i>	<i>Time</i>
Arrival	_____	_____	_____
Departure	_____	_____	_____

#### Please reserve

**Name of hotel:** \_\_\_\_\_

Please specify one of the recommended hotels

Standard:              Single (    )                      Twin (    )

Check-in date \_\_\_\_\_

Check-out date \_\_\_\_\_

*Upon confirmation of the reservation, you will be required to provide the hotel with the details of your credit card for guarantee.*

*It is not suggested to directly contact the hotels for booking.*