

**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**

7 bis, avenue de la Paix – Case postale 2300  
CH 1211 Genève 2 – Suisse  
Tél.: +41 (0) 22 730 81 11  
Fax: +41 (0) 22 730 81 81  
wmo@wmo.int – www.wmo.int

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GENEVA, 30 May 2016

Annexes: 2 (available in English only)

Subject: International Training Workshop on Aviation Meteorology for Forecasters,  
Doha, Qatar, 6-10 November 2016

Action required: For information and appropriate action, as necessary

Dear Sir/Madam,

I have the pleasure to inform you that an International Training Workshop on Aviation Meteorology for Forecasters will be held in the facilities of the Qatar Aeronautical College (QAC), the WMO RTC in Doha, Qatar, from 6 to 10 November 2016.

The training workshop is targeted at aviation forecasters of WMO Regional Association II (Asia) countries, and will deal with various aspects of weather monitoring, analysis and forecasting, and its real-time applications with special emphasis to aviation.

All accepted participants that receive the endorsed Admission Notices by the QAC, will be exempted from tuition fees. The international travel costs including round-trip tickets, transit fares and subsistence allowance during the travel are to be covered by the participants, their respective governments, or through other arrangements. The QAC will bear the expenses of accommodation, meals, local transportation and visa fee in respect of 15 candidates only. Other accepted applicants should cover their accommodation (50 USD per day per person) and meals (20 USD per day per person) during the training period. For detailed information on this international training seminar, please refer to the Enrolment Information (Annex 1).

Interested candidates are requested to complete the attached Application Form, (Annex 2), which should be endorsed by the Permanent Representative of the respective country with WMO and sent directly to the QAC (Fax: +97444313092 and/or E-mail: [najima@qac.edu.qa](mailto:najima@qac.edu.qa)) as soon as possible but not later than **30 September 2016**.

Yours faithfully,

(E. Manaenkova)  
for the Secretary-General

To: Permanent Representatives of Members of Regional Association II (ASE-644)

cc: Hydrological Advisers to Permanent Representatives



## **ENROLMENT INFORMATION**

### **Workshop on Aviation Meteorology for Forecasters**

(Qatar Aeronautical College, Doha, Qatar during 6 to 10 November, 2016)

A workshop on Aviation Meteorology for Forecasters is scheduled during 6 to 10 November 2016 at WMO/ RTC Qatar Aeronautical College, Doha, Qatar sponsored by WMO.

The QAC will bear the expenses of accommodation, meals and local transportation in respect of 15 candidates only as pre-identified by WMO/RTC, Qatar during the workshop. The expenses for transportation from their respective countries will be borne by the parent country of the candidates in respect of these 15 participants.

Applicants may approach WMO for financial assistance through their Permanent Representative, if they desire so, under intimation to RTC, Qatar.

#### **1. Date and Venue**

From 6 to 10 November 2016, at WMO Regional Training Centre (RTC), Qatar Aeronautical College, Doha, Qatar.

#### **2. Objectives and Outcome**

The main focus of the workshop is to discuss about various aspects and issues related with aviation weather forecasting and competency requirement for AMF. Competency assessment tools, assessment process and how competency is ascertained etc. are discussed in detail in the workshop. The issues related with the application of forecast and warnings for international air navigation and production of TAF are also discussed. Aviation weather hazards, forecasting and warning are emphasized in the workshop, besides Quality Management System and competency assessment in the field.

After attending the workshop the participants will be able to: (1) describe the ways in which the WMO AMF Competency Framework guides the effective provision of meteorological services and the different levels of competency; (2) produce well-constructed TAF for Aerodrome Flight planning; (3) write and demonstrate METAR, SPECI, TAF and Amendments according to international standards as per AMF Competency 1 and 2 using the correct format as prescribed by ICAO; (4) produce Local and Routine Special Reports and Coordination with MET and ATC, communication issues deals with AMF level 5 competency; (5) issue SIGMET/AIRMET warnings for aviation weather hazards, including thunderstorms, dust storms, turbulence etc. according to AMF Competency 1 and 3; (6) describe competency assessment tools and process as appropriate for local aeronautical services in the region; and (7) describe principles of QMS and how it is important and how does QMS impact on competency assessment and the relationship between competency assessment and QMS (AMF Competency level 4).

### **Topics for Discussion**

The following topics are discussed in the workshop,

1. AMF Competency and the need for providing competence
2. The use of TAF in Aerodrome Flight planning
3. METAR, SPECI and TAF- Production and Amendments
4. Local, Routine and Special Reports and Coordination with MET and ATC
5. Aviation weather Hazards-Identification and Forecasting. Issue of Warning messages like SIGMET/AIRMET
6. Competency assessment tools and Process
7. QMS and Competency assessment

### **3. Training Format**

Lecture, practical sessions, seminar on special topics, study tour, discussions, presentation, etc.

### **4. Language of Instruction**

The course will be conducted in English

### **5. Targeted Trainees**

Aviation Forecasters of RA II Region

### **6. Participant's Qualification for Admission**

Participants are required:

- 1) To be weather forecaster on airport/ or working in aviation field with a minimum of 3 years professional experiences
- 2) To be in good physical health with no infectious diseases. Physically fit to fulfill all course activities; candidates with limited physical mobility will not be accepted
- 3) To be proficient in English
- 4) Not to bring family members to the training seminar in principle, if bringing a family member, the participant has to pay the extra expense.
- 5) Observe all the laws, rules and regulations of the state of Qatar and respect the Qatari customs during the training period.

### **7. Application and Admission**

- 1) The applicants must be meteorologists who are working in the field of weather forecast and must be from a country of RA II Region.
- 2) The nominated candidates are requested to submit the Application Forms together with evidence of English proficiency to the WMO RTC Qatar at QAC.
- 3) Admission Notices will be issued to the accepted participants by e-mail by the RTC-Qatar. With the Admission Notices, the participants are requested to go through all the necessary formalities

for entering Qatar and bring all the documents (Admission Notices, Application Forms) to the WMO RTC Qatar on the registration date of 6-10 November 2016.

- 4) Only accepted applicants that receive the Admission Notices endorsed by the WMO RTC Qatar can participate in the training seminar.

#### **8. Training Expenses**

- 1) Tuition fee is free for all the accepted participants that receive the endorsed Admission Notices by the WMO / RTC Qatar.
- 2) The WMO/RTC Qatar can provide local support such as accommodation, meals and local transportation etc. for 15 participants only. Normally one applicant from each developing country & Least Developed Country will be endorsed by the WMO & RTC-Qatar for local support.
- 3) Other accepted applicants or their respective governments need cover their accommodation (50 USD per day per person) and meals (20 USD per day per person) during the training period.
- 4) The international travel costs including round trip tickets, transit fares and subsistence allowance during the travel are to be covered by the participants or their employers.
- 5) The expenses of visa, medical care, insurances and domestic salaries for the participants should be borne by the participants' employers.

#### **9. Insurance**

The organizer of the Training Course on Aviation Meteorology does not hold any responsibility for such risks as loss of life, accidents, illness, and loss of property incurred during the whole period of participation in the training course.

#### **Contact Address**

DR. NAJIM AL BARAZANCHI  
HoD/ Met, WMO/RTC-Qatar  
QAC, Doha, Qatar.  
Tel: 00974 44408853  
Fax: 00974 44313092  
E-mail: [najima@qac.edu.qa](mailto:najima@qac.edu.qa)

OR

Ushadevi Sunesh  
Meteorology Department  
Qatar Aeronautical College  
Tel: +974 44408824  
Fax: +974 444313092  
E-mail: [ushadevis@qac.edu.qa](mailto:ushadevis@qac.edu.qa)

## Workshop on Aviation Meteorology for Forecasters

6-10 November 2016

Qatar Aeronautical College (QAC)  
(WMO RTC in Doha, Qatar)

Photo

## APPLICATION FORM

1. Personal Information	
Title: (Mr/Ms/Dr. etc.)	Family/surname:
Gender: Female <input type="checkbox"/> Male <input type="checkbox"/>	Place of birth:
Country of birth (as in passport)	Nationality: (as in passport)
Passport number:	Place of issue (city, country)
Date of Issue (day/month/year)	Valid until (day/month/year)
2. Contact Information	
Street address:	
Post/Zip code:	City:
State (If applicable)	Country:
Telephone: (Country code-area code-#)	Fax: (Country code-area code-#)
E-mail address:	
3. Statement of present work	
Name of Institution:	Position held:
A brief description of duties:	
4. Educational Qualification and Experience	
5. State why you wish to attend the course and indicate the practical use of the course to your work in the future.	

**6. Personal Statement**

I hereby declare that the information given above is true, correct and complete. I shall bear the responsibility for the above information.

I fully understand that the seminar organizer does not take any responsibility for such risks as loss of life, accidents, illness, loss of property etc.

I pledge to observe all the Qatari laws and will respect the local customs and follow the seminar regulations during my stay in Qatar for the training seminar.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of the Applicant

**7. Endorsement of the Nominator**

1. Name of the Organization: \_\_\_\_\_

2. Name and signature of the Permanent Representative:

Name: \_\_\_\_\_

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

**8. Contact Details**

Completed form should be sent directly to given address of the WMO RTC in Qatar as soon as possible and in any case no later than **30 September 2016**.

Attention to:

Dr. Najim Albarazanchi  
Head of Meteorology Department  
Qatar Aeronautical College (QAC)  
P.O. Box 4050  
Doha, Qatar  
Tel : +974 44408853  
Fax: +974 44431 3092  
E-mail: najima@qac.edu.qa

OR

Ushadevi Sunesh  
Meteorology Department  
Qatar Aeronautical College  
Tel: +974 44408824  
Fax: +974 444313092  
E-mail: ushadevis@qac.edu.qa