

**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.: 25078/2023-12 MS/ETR

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27 November 2023

Annexes: 3 (available in English only)

Subject: WMO Course on Implementation of Competencies in Climate Services

Action required: For information and action as appropriate

Dear Sir/Madam,

In support of capacity development in terms of Climate Services in National Meteorological and Hydrological Services (NMHSs), the World Meteorological Organization (WMO) Education and Training Office, has designed, in collaboration with the Climate Services Branch, and with the kind support of the Bahrain Meteorological Directorate, a training course for the implementation of the WMO competency approach in climate services. The training course will enable specialists and managers of climate departments and units, and staff involved in human resource development from WMO Regional Association II (Asia) (RA II) to have an in-depth understanding of the WMO competency approach, structure, and elements of implementation in line with the WMO requirements.

The training course will run for a duration of one week from 21 to 25 January 2024. [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 form ([Annex III](#)) of an interested and qualified candidate for consideration. All applications will be jointly reviewed by the WMO Climate Services Branch and Education and Training Office. Selection for this course will be made on a competitive basis.

Any interested candidate from countries in WMO RA II should first apply by sending a duly completed application form ([Annex III](#)) with the relevant attachments to the WMO Climate Services Branch climatescience@wmo.int copied to fel@wmo.int no later than **8 December 2023**. The selected candidates will be notified by the WMO Education and Training Office for the preparation of the travel logistics. Thereafter, the selected candidates will receive a Request for Financial Assistance (RFA) form to complete and send back to WMO along with a copy of the selected candidate's passport, no later than **12 December 2023**.

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 of WMO RA II. Noting the forthcoming end of the year holidays, the Nomination Form should be completed and returned to the WMO Secretariat as soon as possible and **not later than 8 December 2023**. Any applications after this date will not be considered.

To: Permanent Representatives of Regional Association II

cc: Hydrological Advisers

May I take this opportunity to assure you of my unwavering commitment to capacity development related activities in support of competency development and thank you for your continued cooperation in this endeavour.

Yours faithfully,

A handwritten signature in black ink, consisting of a long horizontal stroke followed by a wavy, undulating line below it.

Prof. Petteri Taalas
Secretary-General

BAHRAIN METEOROLOGICAL DIRECTORATE

THE KINGDOM OF BAHRAIN

Ref.: 25078/2023-12 MS/ETR

1	Host Member	The Kingdom of Bahrain
2	Host institution(s)	Bahrain Meteorological Directorate
3	Website	bahrainweather.gov.bh
4	Location(city) of institution(s)	Manama, Kingdom of Bahrain
5	Address of institution	Building Complex No. 25, Road 24, Block 224, Hidd Highway – Muharraq, Kingdom of Bahrain
6	Course type	In person
7	Main course content	<ul style="list-style-type: none"> Understand the principles of the competency approach as defined by WMO. Understand the stages of competency implementation for climate services. Understand the challenges and benefits of competency implementation. Apply the stages of implementation in developing a competency management approach for the organization.
8	Duration of study	1 week
9	Course dates	21 to 25 January 2024
10	Target Region and Members	English speaking countries among RA II
11	Basic requirements	<p>Relevant areas of competence:</p> <ul style="list-style-type: none"> Climate science Data, methods, and tools for generating analytical inputs and analyses Climate information systems Climate risk, vulnerability assessment and risk management
12	Language	English
13	Number of awards	Up to 30 participants
14	Application form	Mandatory
15	Admission from Institution	Mandatory

16	Application closing date	WMO: For selection – 8 December 2023, For the completion of documents – 12 December 2023
17	Document to send to WMO after selection process	Request for Financial Assistance (RFA)
18	Contact information	climatescience@wmo.int copy to fel@wmo.int

BAHRAIN METEOROLOGICAL DIRECTORATE**THE KINGDOM OF BAHRAIN****WMO COURSE ON IMPLEMENTATION OF COMPETENCIES IN CLIMATE SERVICES****Course description**

The WMO Course on Implementation of Competencies in Climate Services is a short course that is organized by the WMO Education and Training Office in collaboration with Climate Services Branch, and with the kind support of the Bahrain Meteorological Directorate. The course will take place in Manama, in the Kingdom of Bahrain. The in-person course is organized to introduce the principles of competency approach and the means of implementation for the Climate Services in WMO Regional Association II (Asia) (RA II). The course will allow the participants to familiarize themselves with all the stages of implementation, and to apply them into a real environment for the benefit of their organization.

Course format

This will be an in-person course. It will run from 21 to 25 January 2024 and will be delivered in the classroom.

The students must show satisfactory attendance, progress and timely and satisfactory completion of online tasks/quizzes as per submission deadlines. They are recommended to bring their own laptop.

Expected learning outcomes

By the end of the course, the students will have successfully achieved the following outcomes:

1. Understand the principles of the competency approach as defined by WMO;
2. Understand the stages of competency implementation for climate services;
3. Understand the challenges and benefits of competency implementation;
4. Apply the stages of implementation in developing a competency management approach for the organization.

Competencies attained and certificates issued

After successful completion of the course, the candidates will receive a certificate stating the underpinning skills that support the WMO competency implementation in climate services.

Target audience

Specialists and managers of climate departments and units, and staff involved in human resource development of NMHSs from WMO RA II.

Instructors

Trainers from WMO will be the instructors of the course. Additional content experts will be brought in for specific portions/subjects of the course.

Working language

The course will be conducted in English. No translation in other languages is offered.

Entry requirements

- Involvement in Climate Services and human resources development
- Good skills in English reading, written and spoken (language comprehension)
- All this needs to be verified by proof of CV and qualifications

Work experience: Relevant work experience in climate services is preferred.

Useful resources in preparing for the course

A laptop or desktop computer with Microsoft Office or equivalent (Word processor, PowerPoint Presentation etc.) good memory capacity and storage (an external storage is advised). A laptop would be preferable as it can be used during the face-to-face phase.

Procedure for application

The application must include:

- A letter of motivation in English, limited to 200 words
- A CV
- Relevant certified qualifications
- Nomination letter from the relevant Permanent Representatives (PR)

All applications will be handled according to the protection of private information requirements.

Application for consideration should be sent to: climatescience@wmo.int and tra@wmo.int
Clearly mark the subject of the email as: **competency for climate services course**.

Deadline for application: **8 December 2023**

Deadline for submission of the Request for Financial Assistance (RFA) form with a copy of the admission letter and passport: **12 December 2023**

Only successful applications will be notified by email by WMO.

APPLICATION FORM**WMO COURSE ON IMPLEMENTATION OF COMPETENCIES IN CLIMATE SERVICES****MANAMA, BAHRAIN****21–25 JANUARY 2024**

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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
If yes, please specify	
8. Permanent home address (<i>number, street, postal code, town</i>)	
9. Telephone (<i>mobile</i>)	
10. Email	
11. Professional contact	
Name	
Telephone (<i>office</i>)	
Professional links	
12. Would you request financial assistance to participate at the course? Yes / No	

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B. 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

C. PERMANENT REPRESENTATIVE ENDORSEMENT

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. Applications received after the date of 8 December 2023 will not be considered;
2. Applications received without the endorsement of the Permanent Representative will not be considered;
3. Incomplete application forms will not be considered;
4. Closing dates for the application dates are published and will be strictly adhered to;
5. A copy of the passport document must be included in the application;
6. Successful candidates will be contacted by email. Please ensure that your contact details are correct and clearly written.
