

**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.: 26064/2022-13 MS/ETR

Our ref.: 26064/2022/MS/ETR-SEM-123

9 November 2022

Annexes: 2 (available in English only)

Subject: WMO Course for On-the-Job Trainers and Competency Assessors for English Speakers, 13–17 February 2023, Bridgetown, Barbados

Action required: Completed participant nomination forms to be received by the WMO Secretariat not later than 13 January 2023

Dear Sir/Madam,

I have the pleasure of informing you that the WMO course for On-the-Job Trainers (OJT) and Competency Assessors (CA) for WMO Regional Associations III and IV will be offered in English by WMO and hosted by the Caribbean Institute for Meteorology and Hydrology (CIMH) Bridgetown - RTC Barbados between 13 and 17 February 2023.

The course will focus on capacity development through competency implementation, using On-the-Job Training and Competency Assessment tools. It will provide the necessary information and skills to apply and adapt these tools to any operational activity in National Meteorological and Hydrological Services (NMHSs). As part of the overall objective of WMO to augment capacity development in NMHSs, WMO is putting in place the programme-activity on OJT and CA. The goal is to inter alia contribute to bridging the gap between theory and practice to ensure appropriate and sustainable real-life application of needed skills. The course will be conducted in English, and more information can be found in [Annex 1](#), attached. A note containing general information for participants and the provisional programme schedule will be distributed to selected candidates in due course.

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 each selected Member. When completing the Nomination Form ([Annex 2](#)), you are requested to provide information on how the participation of your candidate will benefit your service. The Nomination Form should be completed and returned to reach the WMO Secretariat as soon as possible and, in any case, **not later than 13 January 2023**.

Yours faithfully,

Dr Wenjian Zhang  
for the Secretary-General

To: Permanent Representatives of Members of Regional Associations III and IV with WMO

cc: Presidents of RA III and IV

**WMO Course for On-the-Job Trainers and Competency Assessors  
13–17 February 2023, Bridgetown, Barbados**

Ref.: 26064/2022-13 MS/ETR

## **Course Information**

### **Overview:**

The WMO course for On-the-Job Trainers (OJT) and Competency Assessors (CA) will be offered by WMO and hosted by the Caribbean Institute for Meteorology and Hydrology (CIMH) Bridgetown - RTC Barbados between 13 and 17 February 2023.

The concept of competency is directly connected to the activities of individuals and must be very well understood and correctly implemented. Hence, as a result of the need to improve the situation, the issue arose during the Fourteenth WMO Symposium on Education and Training (SYMET-14), following which the participants emphasised the need to fill the gap between theory and practice, especially concerning the real-life application.

The course will focus primarily on examples of how these are utilized in the operational environment. The premise of the course is that training is enriched by practical applications, and the achieved skills can be adapted to create coherence in the approach to competency implementation not only in different operational activities in NMHS but also between NMHSs in the Region.

**A second session, with the same content, will be delivered in Spanish, at a date that will be announced in due time.**

### **Objectives:**

After participating in this course, participants will have enhanced their skills to contribute to the development of the competencies identified in the WMO Competency Requirements for Education and Training Providers for Meteorological, Hydrological, and Climate Services, as approved by EC-65 and as described in the 2016 revision to WMO Technical Regulations, No. 49, Volume 1.

### **Course Content:**

The WMO Course for OJT and CA is designed to be practical and highly active. It will include many short readings and more opportunities for interaction with facilitators and fellow participants. A note containing general information for participants and the provisional programme schedule will be distributed to selected candidates in due course.

### **Learning Outcomes:**

At the end of the course, trainees will be able to:

- Deliver training on implementation of OJT and CA, as a general approach, at the organization level as a component of capacity development and advise on adaption to different fields of activity in NMHSs;
- Guide and support NMHSs in competency implementation regarding OJT and CA for various fields of activity;
- Apply OJT techniques to specific activities in NMHSs by adapting the acquired competencies;
- Apply competency assessment.

Since the proposed training programme is focused on the principles of OJT and CA and not on a specific specialization, the outcomes of the training programme are wide enough to cover all sections of an NMHS and adapt to different fields of activity.

Using the described concept, therefore, the following benefits will emerge:

- More coherent competency approach among Members considering similar OJT and CA implementation;
- Opportunity to create a broad image in the NMHSs on the level of competencies of staff and individual and group development needs;
- Quicker delivery of information and a more structured way of sharing experiences;
- More efficient use of human and financial resources;
- Enhancement of the capacity of WMO RTC and NMHS training institutions to support capacity development endeavours;
- Support implementation of WMO reform at the regional level with an attending benefit to Members.

### **Profile of Participants:**

The profile of the participants should be deeply connected with the operational environment and is proposed as follows:

- Willingness to share skills, knowledge, and expertise
- Availability of deployment to deliver courses in OJT and CA
- Versatility and enthusiasm in providing information
- Originating from an operational environment and with strong operational experience
- Some experience in delivering on-the-job training and previous attendance to a Train-the-Trainers course will be an advantage
- Good English language skills

### **Financial Assistance:**

Please note that while we encourage WMO Members to cover the expenses of their participants to attend the course, WMO is prepared to support one participant each from selected WMO Members if requested by the Permanent Representative.

### **Deadline for Nominations:**

The Nomination Form ([Annex 2](#)) should be completed and returned to reach the WMO Secretariat as soon as possible and, in any case, **not later than 13 January 2023**.

### **Contact Details:**

Secretary-General  
World Meteorological Organization  
7bis, avenue de la Paix  
Case postale No. 2300,  
CH-1211 Geneva 2  
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Fax No: +41 22 730 80 41 or +41 22 730 81 81

Email: [tra@wmo.int](mailto:tra@wmo.int)

**WMO Course for On-the-Job Trainers and Competency Assessors  
13–17 February 2023, Bridgetown, Barbados**

Ref.: 26064/2022-13 MS/ETR

**Nomination Form**

***Section A: Personal Details of Candidate***

1. Country: \_\_\_\_\_
2. Title: Mr/Ms/Miss/Dr/Prof/\_\_\_\_\_
3. First Name (Given): \_\_\_\_\_
4. Family Name (Surname): \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_
7. Gender:     Female     Male
8. Telephone No: \_\_\_\_\_
9. Email: \_\_\_\_\_
10. Official Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. What is your job title?  
\_\_\_\_\_
12. How long have you been in this position?  
\_\_\_\_\_
13. Why do you want to attend the WMO Course for On-the Job Trainers and Competency Assessors?  
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**Section B: Endorsement of Permanent Representative**

14. Statement by the Permanent Representative on how the participation of this candidate will benefit the education and training provided by the NMHS:

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15. Please note that while we encourage WMO Members to cover the expenses of their participants to attend the course, WMO is prepared to support one participant each from selected WMO Members. Do you need financial assistance for your candidate in case he/she is selected?

- No, thank you.
- Yes, travel support only.
- Yes, daily subsistence allowance only.
- Yes, full support is required.

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

*Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events. WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses.*

Place: \_\_\_\_\_

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

Signature of the Permanent Representative: \_\_\_\_\_

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