



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: WDS/AN/RA III-COMP-WKSP

GENEVA, 15 September 2014

Annexes: 2

Subject: WMO Workshop on Competency Assessment of Aeronautical Meteorological Personnel, Buenos Aires, Argentina, 17-21 November 2014

Action required: Nomination forms to be completed and sent to the WMO Secretariat before **30 September 2014**

Dear Sir/Madam,

I have pleasure in informing you that, at the kind invitation of the Permanent Representative of Argentina with WMO, a WMO Workshop on Competency Assessment of Aeronautical Meteorological Personnel will be held in Buenos Aires, Argentina, from 17 to 21 November 2014.

The aim of this workshop will be to **provide guidance and practical examples of best practice implementation and assessment of the new Aeronautical Meteorological Personnel (AMP) Competence Standards**. A provisional programme is included as Annex I and an Information Note on the local arrangements for the workshop will be distributed to the participants in due course.

The workshop is being developed in close collaboration with the WMO CAeM Expert Team on Education, Training and Competency (ET-ETC) and will be of most benefit to operational aeronautical forecasting managers and trainers.

Presentations will be made by experts in relevant fields utilizing training delivery media and a supporting interactive e-learning website. Participants will be encouraged to discuss the topics presented and to actively participate in the workshop's practical sessions.

The working languages of the workshop will be English and Spanish.

To: Permanent Representatives of Members of Regional Association III (AMS-493)

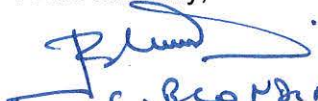
cc: President and vice-president of CAeM) (by e-mail for information)

I am therefore pleased to invite you to nominate a participant from your Service to attend this workshop (see Annex II). In view of the limited financial resources available for this activity, it is expected that your Service will consider meeting the cost of his/her attendance. However, if this is not possible, WMO will consider the possibility to provide financial support in the form of travel and per diem expenses for **ONE expert only**. If such assistance is required, kindly address your request to reach the WMO Secretariat as soon as possible and by **30 September 2014** at the latest.

In order to clarify WMO's insurance coverage for non-staff members, please advise your nominee to the above workshop before they undertake travel, as follows:

"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."

Yours faithfully,


C. BORDEN (D/CAR)
for

(M. Jarraud)
Secretary-General

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WDS/AN/RA III-COMP-WKSP, ANNEX I

WMO Workshop on Competency Assessment of Aeronautical Meteorological Personnel Buenos Aires, Argentina 17-21 November 2014

PROVISIONAL PROGRAMME

Topics to be covered will include:

1. National implementation of the Aeronautical Meteorological Personnel Competence Standards.
2. Competence assessment tools and methods.
3. Competence assessors selection and responsibilities.
4. Documentation, records and communication plans.
5. Links to QMS best practice.
6. WMO CAeM guidance material.

There will also be ample opportunities for participants to take part in practical sessions, and to share knowledge and experience.

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WDS/AN/RA III-COMP-WKSP, ANNEX II

WMO Workshop on Competency Assessment of Aeronautical Meteorological Personnel Buenos Aires, Argentina 17-21 November 2014

The Government ofnominates the following candidate:

Family Name*			Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
First Name*			
Address (Office)			
City – Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
E-mail			
Date and Place of Birth		Nationality	
Passport No.		Expiry Date	

(*) **Note:** as shown in passport

Qualifications:

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Training in the field of meteorology (other than as noted above):

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Present position and brief description of duties:

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Brief description of past relevant professional/operational experience:

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Name and address of person to be notified in case of emergency:

Name	
Address	
Telephone/E-mail	

Financial assistance:

Financial support required:	
For Air Ticket	YES <input type="checkbox"/> or NO <input type="checkbox"/>
Lump Sum in lieu of Per Diem	YES <input type="checkbox"/> or NO <input type="checkbox"/>

.....
Date

.....
Signature of Permanent Representative

To be completed and returned by fax and/or by e-mail, at the latest by **30 September 2014** to:

The Secretary-General
World Meteorological Organization
Case postale 2300
CH-1211 Geneva 2
Switzerland

Fax: + 41.22.730.81.28

Attn: Aeronautical Meteorology Division

With copy to: bvuitteney-gelman@wmo.int
