



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: WDS/AN/TECO-2013

GENEVA, 19 February 2013

Annexes: 3 (available in English only)

Subject: Technical Conference on Aviation Meteorology for Regional Associations III and IV

Action required: WMO Secretariat to be informed as soon as possible but not later than **6 March 2013**, of the experts nominated by you to attend the session

Dear Sir/Madam,

I have the honour to refer to my letter WMO-1372, dated 31 August 2012, informing you that the sixteenth session of Regional Association IV (North America, Central America and the Caribbean) of the World Meteorological Organization (WMO) would be held in Willemstad, Curaçao, from 12 to 19 April 2013.

Prior to this session WMO will hold a Technical Conference on Aviation Meteorology entitled "Preparing for the next decade" for Members of Regional Association III (South America) and Regional Association IV (North America, Central America and the Caribbean). This Technical Conference is intended to provide a platform for senior managers of Meteorological Service Providers to Civil Aviation from Members of these Associations.

The Technical Conference will take place at the kind invitation of the Government of Curaçao, running in parallel to the thirty-fifth session of the RA IV Hurricane Committee (HC-35) and before the sixteenth session of Regional Association IV (North America, Central America and the Caribbean). The Conference will be held at the Renaissance Curaçao Resort, in Willemstad between 14:00 on Wednesday 10 April and 12:30 on Friday 12 April 2013.

A tentative programme of the Conference is attached to this letter as Annex I and an Information Note for the Participants as Annex II. The format of the Conference will encourage active participation of the attendees following overview presentations on the chosen subjects by selected experts.

Participants will be expected to provide up-to-date information on the current implementation status of their Quality Management System, the assessment of competencies of personnel in aeronautical meteorology, and their delivery of services such as SIGMET issuance, and services to air traffic management in electronic format (both English and Spanish language contributions equally welcome).

To: Permanent Representatives of Members of Regional Association III (AMS-489)
Permanent Representatives of Members of Regional Association IV (AMN-559)

Very limited funding is available to support the attendance of experts mainly from Developing and Least Developed Country Members in terms of air fare and the provision of an adjusted lump sum in lieu of per diem.

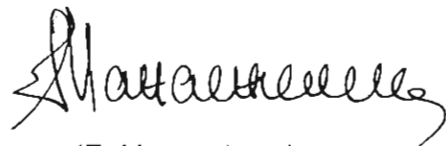
In order to clarify WMO's insurance coverage for non-staff members, please advise your nominees to the above Conference before they undertake travel, as follows:

"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."

I should be grateful if you would complete the attached nomination form, Annex III, and return it to reach the WMO Secretariat as soon as possible, and by **6 March 2013** at the latest.

In case your NMHS is not the provider of meteorological services to aviation, I would be grateful if you could forward this invitation letter to the relevant service provider at your very earliest convenience.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'E. Manaenkova', with a stylized flourish at the end.

(E. Manaenkova)
for the Secretary-General

WORLD METEOROLOGICAL ORGANIZATION

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WDS/AN/TECO-2013/ANNEX I

Technical Conference on Aviation Meteorology for Regional Associations III and IV
"Preparing for the next decade"
Willemstad, Curaçao
10 (p.m.) to 12 (a.m.) April 2013

PROVISIONAL PROGRAMME AND AGENDA

Purpose of the Conference: As agreed with the RA-IV Management Group at their 10th meeting (Austin, Texas, 9 January 2013) during the AMS Session, the Conference outcomes will be submitted to the RA-IV Management Group meeting on Friday 12 April 2013, to provide supporting information for the discussion under the relevant agenda items during the RA-IV-16 the following week.

Format of the Event: The Conference will be delivered in English with Spanish interpretation. The sessions will comprise short presentations by selected experts, followed by facilitated interactive open forums. The Conference will conclude with a concise implementation status report, and an agreement on a set of priority actions to support the achievement of a set of top level outcomes.

Note: All sessions will follow the following format and structure:

- (i) Overview presentation by invited expert;
- (ii) Analysis of current capabilities, issues and needs; and
- (iii) Priorities and plans for improved services to aviation

Wednesday 10 April 14:00 to 17:00	Quality Management Systems for Aviation Meteorological Services: - Requirements and implementation progress
Thursday 11 April 9:00 to 12:00	Aeronautical Meteorological Personnel (AMP) Competency Standards : - Definition of regional and national requirements - Status of assessments - Training gap analysis and plans for remedial training
Thursday 11 April 14:00 to 17:00	Regionalized Aviation MET Service Provision : - Role and functioning of the ICAO WAFC - Preparation and issuance of SIGMET for hazardous weather conditions - Migration to Table Driven Code Forms (TDCF) and Aviation XML Support to new and evolving Air Traffic Management Systems, such as NextGen
Friday 11 April 9:00 to 11:30	Geophysical high aviation impact events: - Volcanic ash - Space weather
Friday 11 April 11:30 to 12:00	Presentation of summary of implementation status, prioritized actions and distribution of responsibilities for improved service delivery and compliance with regulations.

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WDS/AN/TECO-2013/ANNEX II

Technical Conference on Aviation Meteorology for Regional Associations III and IV
"Preparing for the next decade"
Willemstad, Curaçao
10 (p.m.) to 12 (a.m.) April 2013

INFORMATION NOTE FOR PARTICIPANTS

1. Place and dates of the Conference

The Conference will be held in Willemstad, Curaçao, from 10 (p.m.) to 12 (a.m.) April 2013 and the venue will be:

Renaissance Curaçao Resort
Baden Powellweg 1
Willemstad, Curaçao

Tel: (599-9) 435-5000

Fax: (599-9) 435-5001

Website: <http://www.marriott.com/hotels/travel/curbr-renaissance-curacao-resort-and-casino/>

The hotel is located in downtown Willemstad and 10 km south from Curaçao Hato International Airport.

2. Hotel Accommodation

Participants are advised to make their own accommodation bookings well in advance in the Renaissance Hotel in Curaçao and in any case not later than 8 March 2013. A special rate has been negotiated with the Renaissance Hotel. Reservations may be made by individual attendees directly by the use of the following Reservations Link (ResLink)

http://www.marriott.com/hotels/travel/curbr-renaissance-curacao-resort-and-casino/?toDate=4/15/13&groupCode=whcwhca&stop_mobi=yes&fromDate=4/5/13&app=resvlink

or by completing and returning directly to the Hotel the attached Group-Hotel Reservation Form.

When completing the reservation, credit card details will be required to guarantee the booking. The negotiated room rate is (all taxes and breakfast included):

King room: USD 171

3. Visa requirements

All participants need to check the visa requirements with their local travel agents.

Visas should be requested through the Dutch Embassy or Consulate in the participants' countries.

4. Currency

The currency used is the Florin. Its exchange with the US Dollar is 1.80 Florin.

5. Transportation from and to the airport

Free hotel transportation service will be provided from the airport to the hotel and vice versa, if participants have sent their arrival dates and flight numbers to the Local Secretariat.

6. Average climate in Willemstad (during this period)

Mean temperature:	27.6 °C
Mean maximum temperature:	31.1°C
Mean minimum temperature:	25.5°C
Mean precipitation:	19.6 mm
Mean duration of sunshine:	8.15 hours daily

7. Other

The electric supply in Curaçao is 110V and 50 cycles.

8. Local Secretariat

Any additional information concerning the arrangements for the session may be requested from:

Pedzi Girigori or Ivane de Palm or Albert Martis
Meteorological Department
Seru Mahuma z/n
Willemstad
Curaçao

Tel.: (599-9) 839-3366/ 839-3363/ 839-3367/ 839-3360/ 5115554

Fax: (599-9) 868-3999

E-mail: admin-cur@meteo.an ; albmartis@meteo.an ; Pedzi.girigori@meteo.an

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RENAISSANCE®
CURAÇAO RESORT & CASINO

Baden Powellweg #1
Otrobanda, Curacao N.A.
Reservations: (599-9) 435-5000
Reservation Facsimile: (599-9) 435-5005

Group-Hotel Reservation Form

Group Name: TECO on Aviation Meeting Apr2013		
Meeting Dates: April 10 through 12, 2013		Group Code: TECO
Last Name:		First Name:
Arrival Date:	Arrival Time:	Departure Date:
Company:		Phone:
Address:		Facsimile:
City:	State/Country:	Zip Code/Country Code:
Credit Card Number (Visa, M/C, Amex)		Expiry Date:
Card Holder's Name (as printed on card)		Card Holder's Signature:
E-Mail address:		

Group Rate (per night)
_____ \$139.00 Run of House + 23.05% Tax per night

Note!

Please print neatly in black/blue ink and return to:

The Renaissance Curaçao Resort & Casino

Via facsimile by March 8, 2013 to FAX number: +5999-435-5005

Via email at reservations@curacaorenaissance.com

For more information, call (5999) 435-5000 or visit <http://www.renaissancecuracao.com>

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WDS/AN/TECO-2013/ANNEX III

Technical Conference on Aviation Meteorology for Regional Associations III and IV
"Preparing for the next decade"
(Willemstad, Curaçao
10 (p.m.) to 12 (a.m.) April 2013

NOMINATION FORM

The Government of nominates:

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

* Please attach a copy of passport

Present position and brief description of current duties:

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

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FINANCIAL ASSISTANCE *:

Please complete if financial assistance is required from WMO to attend the **TECO**:

YES ☐

NO ☐

* Funding support is not guaranteed at this stage and priority will be given to cases where a financial contribution is offered to the overall cost of attendance.

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Date

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Signature of Permanent Representative

To be completed and returned by fax + 41-22-730-8021 or by mail,
at the latest **6 March 2013** to:

hpuempel@wmo.int

with copy to:

bvuitteney-gelman@wmo.int
