



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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GENEVA, 8 August 2016

Annexes: 4 (available in English and Spanish only)

Subject: Training Development Workshop for Regional Training Institutions in WMO Regional Associations III and IV (RA III and RA IV), 7-11 November 2016 (Buenos Aires, Argentina)

Action required: Participant nomination forms to be received by the WMO Secretariat before **9 September 2016**

Dear Sir/Madam,

This letter is being sent to invite nominations for participants to the Training Development Workshop for Regional Training Institutions in WMO RA III and RA IV, in November of this year. The letter describes this advanced workshop (Annex 1) and the appropriate candidates for nomination (Annex 2), which include those who completed the WMO Online Course for Trainers conducted earlier this year (Annex 3).

The Nomination Form for participants is attached (Annex 4). When completing the Nomination Form, you are requested to provide information on how the participation of your candidate will benefit your service. A note containing general information for participants, as well as the provisional programme schedule, will be distributed to selected candidates at a later date. The Nomination Form should be completed and returned to reach the WMO Secretariat as soon as possible, but not later than **9 September 2016**.

Yours faithfully,

(E. Manaenkova)
for the Secretary-General

To: Permanent Representatives of Members of Regional Association III (AMS-501)
Permanent Representatives of Members of Regional Association IV (AMN-568)

cc: Presidents of RA III and RA IV (for information)

**COURSE DEVELOPMENT WORKSHOP
FOR REGIONAL TRAINING INSTITUTIONS IN WMO RA III AND RA IV**

**7-11 November 2016
Buenos Aires, Argentina**

You will recall that the Sixteenth Congress recognized the importance of training of trainers from WMO Regional Training Centers (RTCs) and national training institutions and decided that training seminars and courses for them should be continued. The Executive Council at its sixty-third session agreed that a regional training seminar for national trainers of Regional Associations III and IV should be held during 2016.

The Executive Council and Congress have also encouraged the use of online learning to allow more participation by Members in training events such as these. For this reason, from 14 March to 26 June of this year, the 2016 WMO Course for Trainers was offered. Following the successful completion of that course, WMO will offer an advanced training event — the Training Development Workshop for Regional Training Institutions in WMO RA III and RA IV.

The workshop is being offered primarily to train staff of RTCs, VLab Centers of Excellence, NMHSs, and other meteorological services who completed the WMO Online Course for Trainers conducted earlier this year.

The goal of this workshop is to help national and regional meteorological and hydrological trainers by developing their practical skills for planning, developing, delivering, and evaluating classroom and online learning. Ideally, when two staff members from a participating institution are attending, they will collaborate in the development of projects to increase the institutional benefit.

There are several conditions for acceptance into the workshop:

1. Participants must have successfully completed the Online Course for Trainers or work with an institutional colleague who completed the seminar (see Annex 2);
2. Prior to the workshop, participants will use processes taught in the Online Course for Trainers to create or revise a Training Development Plan to be used as the basis for a workshop project (this may require a review of seminar resources prior to the workshop);
3. A Plan of the Work intended to be accomplished during the workshop, referencing the Training Development Plan, must also be completed;
4. After the workshop, participants will be expected to deliver the training designed and/or developed during the workshop in their areas of responsibility. In other words, participation also requires an institutional commitment;
5. Participants will submit a short report to WMO following the delivery of the training they planned and developed during the workshop. This report will provide a description of the training, including most notable successes and lessons learned, and highlight the evaluation results as reported by participants or users.

Note that a maximum of 2 persons from a WMO Member country can be supported.

The workshop length will be 5 days, from 7-11 November. The focus will be to use the Training Development Plan that was begun in the Online Seminar (or a new one created prior to the workshop) to develop more detailed implementation plans, learning activities, and resources to support the training (Annex 2). Several short plenary sessions will also be held to cover advanced topics that complement the online course. The workshop will be conducted in Spanish and English.

As described in condition #2 above, prior to the workshop, participants should spend some time developing plans and goals for a development effort of a scope appropriate for the one-week workshop. The course organizers will work with each participant prior to the workshop, if necessary, to ensure that the Training Development Plan and Plan of Work are appropriate.

Depending on the project, the design and development work that occurs during the workshop might include adapting existing resources for local use, creating learning activities such as case studies or simulations, developing study guides, readings, or presentations, creating a course website, or another product required to support the training. Participants are encouraged to work collaboratively on their projects with participants from other institutions producing similar training. Colleagues coming from the same institution will be encouraged to work on the same project to help with completion of the effort.

NOTE: Participants are requested to bring laptop computers for their personal use on their projects. No computer lab facilities will be available.

Follow-on coaching for the final course development and delivery will be offered as needed and as time allows. However, in most cases participants should plan to work in small groups or act independently to deliver their training and work within the technical capabilities of their institutions. If required, and within reasonable storage limitations, WMO can host Moodle course websites that can be used for the initial offerings of the training. However, participants will take responsibility for developing and managing these sites as the course instructors.

**PARTICIPANTS FROM RA III AND RA IV WHO SUCCESSFULLY COMPLETED
THE WMO ONLINE COURSE FOR TRAINERS, 2016
(Trainer Track, and completing a full Training Development Plan)**

Spanish language Course	
Alvaro Arnaldo Camilo Paradela	Uruguay
Gabriel Labrado	Uruguay
David Russi	USA
Robinson Carrasco	Chile
Luis Alfonso Lopez Alvarez	Colombia
Werner Stolz	Costa Rica
Evelzn Quiros Badilla	Costa Rica
Juana Altagracia	Dominican Republic
Wagner Lorenzo	Dominican Republic
Lorena Rosaura Soriano de Cruz	El Salvador
Luis Alberto Garcia Guirola	El Salvador
Gloria Herrera	Mexico
Modesto Mendoza	Mexico
Teresa Garcia Vilca	Peru
Victoria Calle Montes	Peru
Esequiel B. Villegas Paredes	Peru
Jeronimo Garcia Villanueva	Peru
Nelson Quispe	Peru
Stephanie Gubler	Switzerland (RA VI)
Luis Rene Rodriguez	Honduras
Claudio Mattio	Argentina
Diego Moreira	Argentina
Marcos Saucedo	Argentina
Teresa Ibarzabal	Argentina
English language Course	
Erick Thibault	Canada
Francis Wu	Canada
James Cummine	Canada
Trevor Smith	Canada
Nacéra Chergui	Canada
Lucio Silva de Souza	Brazil
Dattakumar Chaskar	India (RA II)
Sidhartha Mitra	India (RA II)
Juniarto Widodo	Indonesia (RA V)
Viviane Silva	USA
Luis Filipe Nunes	Switzerland (RA VI)

Note: Only 2 persons from each Member county can be supported. Those outside RAs II and IV will be invited by special invitation only.

**COURSE DEVELOPMENT WORKSHOP
FOR REGIONAL TRAINING INSTITUTIONS IN WMO RA III AND RA IV
7-11 November 2016
Buenos Aires, Argentina**

Preliminary Workshop Programme

The majority of workshop time will be devoted to project work with guidance by the facilitators and feedback by fellow participants. Each project will have one or more primary facilitators assigned, but other facilitators may also consult.

NOTE: Participants are requested to bring laptop computers for their personal use on their projects. No computer lab facilities will be available.

In addition, on three days at least one training topic will be explored through presentation, demonstration, and discussion. Additional topics might be raised for treatment during the week by participants and facilitators.

Pre-workshop	Completion or refinement of a Training Development Plan and goals for the workshop
Day 1	Participant introductions and brief introductions to the projects Summary of the Training Development Plans (key ideas, most significant challenges, topics requiring deeper exploration) Reviewing project goals for the week Begin individual or team project work
Day 2	Continue individual or team project work <i>Plenary Session: Review of Key Topics and Tools</i>
Day 3	Continue individual or team project work <i>Plenary Session: Case-based learning and simulations</i>
Day 4	Continue individual or team project work <i>Plenary Session: Topics TBD</i>
Day 5	Continue individual or team project work Report on project work outcomes

After the workshop, participants will be expected to implement their projects. All participants should discuss their Training Development Plans with their managers before attending the workshop to ensure that there is institutional commitment for the project.

Learning Outcomes

Building upon planning and design decisions made prior to the workshop, for an online, classroom, or blended learning in an area of need for their national service or client community, participants will:

1. Finalize a Training Development Plan showing analysis of each element of the training/learning system, and attention to each phase of the training process;
2. Refine the learning outcome statements to ensure that they guide and focus the training development and assessment activities;
3. Design learning experiences for active engagement:
 - a. Design experiential learning activities;
 - b. Develop plans for using learning tools and techniques to meet learning objectives;

- c. Structure and sequence training that facilitates understanding, knowledge, and skills development;
 - d. Design learning resources required for the training;
 - 4. Use existing or develop new resources to address learning needs:
 - a. Develop learning supports for all resources used;
 - b. Develop learning activities to accompany the resources;
 - c. Create localized adaptations or extensions to online resources, including local or regional case studies;
 - 5. Develop a learning assessment for the training.
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**TRAINING DEVELOPMENT WORKSHOP FOR REGIONAL TRAINING INSTITUTIONS
IN WMO RA III AND RA IV**

**7 to 11 November 2016
Buenos Aires, Argentina**

PARTICIPANT NOMINATION FORM

Section A: Personal Details

1. Country:

2. Title : Mr/Ms/Miss/Dr/Prof/

3. First Name (Given):

4. Family Name (Surname):

5. E-mail:

6. Telephone No.:

7. Fax No.:

8. Official Address:

9. Date of Birth:

10. Nationality:

11. Gender ☐ Female ☐ Male

Section B: Qualification

12. Please indicate your Spanish language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

13. Please indicate your English language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

Section C: Training Background

14. I work in a ☐ National Meteorological and/or Hydrological Service (NMHS)
☐ WMO Regional Training Center (RTC)
☐ NMHS Training Center
☐ University
☐ Other (Please specify) _____

15. What is your job title? _____

16. How long have you been in this position? _____

17. I train: ☐ Meteorologists
☐ Hydrologists
☐ Technicians (Observer)
☐ Technicians (Other)
☐ General staff
☐ University or school students
☐ I manage training
☐ I do not train

Section D: Rationale for Nominating

18. Did you successfully complete the WMO Online Course for Trainers this year?

☐ Yes ☐ No

19. Do you commit to creating a Plan of Work prior to the workshop and work with the course organizers to ensure that it is appropriate to guide your project work during the workshop?

☐ Yes ☐ No

Section E: Endorsement of Permanent Representative

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

Place: _____

Date: _____

Signature of the Permanent Representative: _____

To be completed and returned as soon as possible and in any case to reach WMO **not later than 9 September 2016** to:

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