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World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

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Ref.: 13118/2019-1.9 DRA/ETR

Our ref.: 13118/2019/ETR/TRA

21 May 2019

Annex: 1 (available in English only)

Subject: Invitation to the Leadership and Management Programme for Senior Management of National Meteorological and Hydrological Services (NMHSs), Singapore, 26-30 August 2019

Action required: Submit application by **1 July 2019**

Dear Sir/Madam,

I am pleased to inform you that the Meteorological Service Singapore (MSS) and the World Meteorological Organization (WMO) will be jointly conducting a "*Leadership and Management Programme for Senior Management of National Meteorological and Hydrological Services (NMHSs) of Regional Associations II (Asia) and V (South-West Pacific)*" in Singapore from 26 to 30 August 2019.

The Programme targets senior management (Permanent Representatives, Director-Generals, Directors or equivalent) of the NMHSs and aims to develop critical management skills in the leadership of NMHSs of developing and least developed countries in Asia and the South-West Pacific. The Programme will be highly engaging, intensive, experiential and dynamic, with a strong focus on experience sharing, and conducted entirely in English. More information on the Programme can be found in the attached "Enrolment Information".

I am pleased to invite you or a member of your senior management to apply for the Programme by completing the "Application Form", which should be endorsed and returned to the local organizer via Fax (+65 6545 7192, Attn: PIA/MSS) or preferably by email (MSS_PIA@nea.gov.sg) as soon as possible but not later than **1 July 2019**.

This invitation is not available to participants of the 2018 course as it follows the same curriculum.

Yours faithfully,

(W. Zhang)

for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrological Services) of Members of Regional Association II and Regional Association V

cc: Hydrological Advisers to Permanent Representatives of Regional Association II and Regional Association V

LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES IN REGIONAL ASSOCIATIONS II AND V

(Singapore, 26 to 30 August 2019)

ENROLMENT INFORMATION

Leadership and management development is an important issue for all National Meteorological and Hydrological Services (NMHSs). Leadership and management skill is critical to the attainment of organizational efficiency, financial prudence, staff motivation and in accomplishment of the goals set through the mandate of the organization. These are essential skills that Senior Management of NMHSs need to develop in order to lead their organisations into the future.

The *Leadership and Management Programme for Senior Management of NMHSs* aims to develop successful managers in WMO Member NMHSs of developing and less developed countries in WMO RA II (Asia) and V (South-West Pacific). The Programme will be conducted in the form of an intensive week-long workshop in which participants learn management skills through lecturers and case discussions, find ways to apply them in their own organizational contexts, and discuss with each other to learn about these applications and contexts. This programme is jointly conducted by the Meteorological Service Singapore (MSS) and the World Meteorological Organization (WMO).

1 Programme Content and Format

1.1 This programme will be highly engaging, intensive, experiential and dynamic, packed with hands-on and experience sharing. Training will be interspersed with formal lectures by distinguished speakers and includes class activities and group discussions.

Pre-programme Survey

1.2 Applicants are to complete a simple survey form, which is to be submitted together with the application form. The survey comprises a set of short questions that would enable the trainers to better understand the training needs and expected outcomes of applicants. It should take about 15 to 20 minutes to complete.

5-day Programme in Singapore

1.3 The programme lectures will be organised around the following five themes:

- (i) Leadership and governance
- (ii) Strategic foresight and planning
- (iii) Financial management
- (iv) Human resources development
- (v) Strategies in communications, negotiations and international relations

1.4 The tentative programme schedule is attached at Appendix A.

1.5 For the programme, all participants will be required to share a short 5-minute presentation about their organisation, the leadership and management challenges faced based on the five key themes listed above, and the expected learning outcomes.

Post-programme Project

1.6 There will be a post-programme project in which participants will work with the lead programme facilitator to apply the skills they have learnt to a leadership or management challenge they face in their organisations.

2 Working Language

2.1 The course will be conducted entirely in English. No translation service will be provided.

3 Target Audience

3.1 Senior management of NMHS (Director-Generals/Director-level participants, or equivalent) in Regional Associations II and V. Priority will be given to applicants from developing and least developed countries.

4 Application Criteria

4.1 Applicants shall be:

- (i) Holding senior management positions in their respective NMHSs for at least 2 years, and are involved in the executive management and administration of their respective organisations;
- (ii) Proficient in written and spoken English; and
- (iii) In good health.

5 Application Procedure

5.1 Please complete and submit the following documents to **MSS_PIA@nea.gov.sg** :

- (i) Application Form attached at Appendix B; and
- (ii) A 1-page curriculum vitae (CV).

5.2 The deadline for application is **Monday, 1 July 2018.**

6 Costs and sponsorship

6.1 Sponsorship will be available for participants from developing and less developed countries. One participant is eligible for sponsorship from each country. Selection of candidates for the limited sponsorship will be based on merit. The sponsorship will include the following:

- (i) One Economy Class round-trip air ticket between the respective designated international airports and Singapore Changi International Airport;
- (ii) Accommodation for the duration of the programme in Singapore;
- (iii) A daily training allowance of Thirty Singapore Dollars (S\$30) from first day to last day of the programme to cover meals and daily expenses. [Breakfast and lunch will be provided daily];
- (iv) Airport transfer; and
- (v) Transportation between the hotel, course venue and site visits.

6.2 Please note that:

- (i) Participants are encouraged to purchase insurance for their own coverage purposes. The organiser will not be responsible for any accident, illness, loss or damage which may occur during the organisation of the event.
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance.
- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

7 Contact information

For queries relating to the programme, please contact **MSS_PIA@nea.gov.sg**.

TENTATIVE PROGRAMME SCHEDULE OF THE LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES (NMHS) IN REGIONAL ASSOCIATIONS II AND V

Date & Time	26 August 2019, Monday	27 August 2019, Tuesday	28 August 2019, Wednesday	29 August 2019, Thursday	30 August 2019, Friday
	Leadership & Governance	WMO Human Resource Management	Strategic Foresight and Planning	Strategies in Communications, Negotiations and International Relations	Financial Management
08:30 – 09:00	Registration				
09:00 – 09:30	Opening Addresses	Sharing by Participants	Sharing by Participants	Sharing by Participants	Sharing by Participants
09:30 – 11:00	09:30 – 09:45 Course Overview 09:45 – 10:15 Group Photo and Tea Break	<ul style="list-style-type: none"> Overview of WMO and WMO Strategic Planning Country perspectives on HR Management Issues 	Concept and Tools for Performance Management	Effective Communications Strategies	Public Financial Management
11:00 – 11:15	10:15 – 10:45 Introduction by Participants	Tea Break	Tea Break	Tea Break	Tea Break
11:15 – 12:45	10:45 – 12:15 Leadership Challenges in the 21 st Century	<ul style="list-style-type: none"> Country perspectives on HR Management Issues (cont.) Role, Operation and Management of NMHSs 	Strategic Foresight and Managing in Complexity	Effective Communications Strategies	Public Financial Management
12:45 – 13:45	12:15 – 13:15 Lunch	Lunch	Lunch	Lunch	Lunch
13:45 – 15:15	13:15 – 15:15 Adaptive Leadership	<ul style="list-style-type: none"> Role, Operation and Management of NMHSs (cont.) Role of Permanent Representatives 	Complexity, Infrastructure and Decision Making Case Discussion: Climate Change Adaptation	Negotiation Strategies, Techniques and Stakeholders Engagements	Panel Discussion – Leadership Challenges and Strategies
15:15 – 15:30		Tea Break	Tea Break	Tea Break	Tea Break
15:30 – 17:00	Site Visit to MSS (CCRS and Changi)	<ul style="list-style-type: none"> Role of Permanent Representatives (cont.) Foundations for Improving People Performance 	Decision-Making Using Data/Science-based Information	Negotiation Strategies, Techniques and Stakeholders Engagements – Applications	Final Reflections
17:00 – 17:30		Reflections & Sharing	Reflections & Sharing	Reflections & Sharing	Closing Ceremony
17:30 – 18:30	19:00 – 20:30 Welcome Dinner	Project team discussions			

**LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR
MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL
SERVICES (NMHS) IN REGIONAL ASSOCIATIONS II AND V**

SINGAPORE, 26 – 30 AUGUST 2019

APPLICATION FORM

SECTION 1: Applicant Information

(To be completed by nominee/applicant)

Title: Mr/Mrs/Ms/Dr¹ **Surname / Family Name:** _____

**Full name as in
Passport:** _____

Date of Birth: _____

City and Country: _____

Nationality: _____

Organisation: _____

Office Address: _____

Designation/Position: _____

Email address: _____

Telephone number: _____ **Fax No.:** _____

Special Needs (e.g. dietary requirements, disability facilities, etc) if any:

Details of person to be notified in case of emergency:

Name: _____

Contact Number: _____

Email address: _____

Relation to nominee: _____

¹ Delete where appropriate.

Please answer the following short survey:

1) How long have you been working in leadership and management positions?

2) What is your current role and what are your responsibilities?

3) Please provide some information on the size of your NMHS (approximate numbers will do).

	Number of staff
Total staff	
Executive	
Professional	
Technical	
Administrative	

4) List some of the main managerial obstacles and challenges that you might consider to be peculiar to a meteorological and hydrological service.

5) If applicable, briefly describe a recent example (within the past 2 – 3 years) of a human resource development policy that was successfully implemented in your NMHS.

6) List up to 4 things that you would like to gain from this Programme to improve your leadership and management abilities.

7) List up to 4 training topics that you would recommend for upcoming leaders and managers of your meteorological and hydrological service.

8) Briefly describe one change that you would like to see implemented in your organization.

SECTION 2: Endorsement

(To be completed by Director-General/Permanent Representative with WMO or equivalent)

Name: _____
Contact Number: _____
Email address: _____
Organisation: _____
Designation/Position: _____

I nominate Mr/Mrs/Ms/Dr² _____
(name of applicant)

to participate in the *Leadership and Management Programme for Senior Management of NMHSs* conducted in Singapore from 26 – 30 August 2019.

Signature Date

Please return a scanned copy of the completed and signed form to the local organiser via Fax or Email **by 1 July 2019**.
Fax Number: +65 6545 7192 (Attn: PIA/MSS) Email: MSS_PIA@nea.gov.sg
For enquiries, please contact: MSS_PIA@nea.gov.sg

² Delete where appropriate.

Ref.: 13156/2019-1.0 DRA/ETR