



World Meteorological Organization
Organisation météorologique mondiale

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: ETR/SEM-113

GENEVA, 13 December 2012

Annexes: 2 (available in English only)

Subject: WMO Regional Training Seminar for National Trainers of RA II and RA V, Bogor, Indonesia, 26 February to 7 March 2013

Action required: Participant nomination forms to be received by the WMO Secretariat before **15 January 2013**

Dear Sir/Madam,

You will recall that the Sixteenth Congress recognized the importance of training of trainers from WMO 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 II and V should be held during 2013.

I have pleasure in informing you that, at the kind invitation of the Permanent Representative of Indonesia with WMO, the WMO Regional Training Seminar for National Trainers of RA II and RA V will be held in the Regional Training Centre, Citeko, Bogor, Indonesia, from 26 February to 7 March 2013.

The goal of this seminar is to help national meteorological and hydrological trainers by developing their knowledge and skills in planning, developing, presenting, assessing, and evaluating education and training activities. During the seminar (Annex I) participants will often work in small groups, taking it in turns to report back to the group (Annex II). Prior to the workshop, participants will be enrolled in the WMO Education and Training Programme e-Learning Website and expected to undertake some pre-seminar work.

The seminar will have a duration of 8 days and will be conducted in English. Up to 20 participants working as trainers of operational meteorological and/or hydrological personnel, will be selected to participate in the seminar. A nomination form for participants is attached (Annex III). When completing the nomination form you are requested to provide information on how the participation of your candidate will benefit your service and how your candidate will utilize the skills and knowledge upon completion of the seminar. A note containing general information for participants, as well as the provisional programme schedule, will be distributed to selected candidates at a later date.

To: Permanent Representatives of Members of Regional Association II (ASE-619)
Permanent Representatives of Members of Regional Association V (PSW-434)

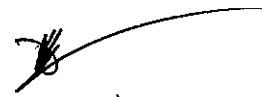
cc: Presidents of RA II and RA V)
Directors of WMO Regional Training Centres in RA II and V) (for information)
UNDP Resident Representatives in RA II and RA V)

Participants will be invited to make short presentations related to the seminar content (not more than 10 minutes) and/or lead discussions on training issues as part of the seminar practical discussions. Such issues will deal with pedagogical aspects or problems related to training methods and techniques, instructor training, curriculum development, etc. As time will be limited, the presentation of historical or general information on training programmes of centres or services could be distributed as information papers and posted on the seminar Website.

In view of the limited available funds, your service is requested to contribute towards funding the participation of your nominee through the provision of return airfare.

The nomination form should be completed and returned to reach the WMO Secretariat as soon as possible and in any case **not later than 15 January 2013**.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'J. Lengoasa', with a long, sweeping horizontal line extending to the right.

(J. Lengoasa)
for the Secretary-General

WORLD METEOROLOGICAL ORGANIZATION

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ETR/SEM-113, ANNEX I

**WMO Regional Training Seminar
for National Trainers of RA II and RA V
Bogor, Indonesia, 26 February to 7 March 2013**

PRELIMINARY SEMINAR PROGRAMME

To assist NMHSs develop training staff who will be competent to address WMO high priority areas, this workshop will provide their trainers insight into how to design, develop, and critically review course material. Both face-to-face and distance learning methods will be discussed, as well as the use of a range of teaching approaches and considerations. The draft WMO guidelines for trainers and set of Training Competencies will be used to guide the choice of topics and activities of the seminar.

Pre-Seminar	
<ul style="list-style-type: none"> • Developing and using competencies • Cultural dimensions of learning • Distance learning overview 	
Week One	Week Two
Monday	Monday
	<ul style="list-style-type: none"> • Planning learning activities, training presentations, and visual design • Continue project work: Developing an effective training presentation
Tuesday	Tuesday
<ul style="list-style-type: none"> • What makes a good trainer? • Trainer competencies • Identifying learning needs 	<ul style="list-style-type: none"> • Creating an effective learning environment • Face-to-face, distance learning, and blended learning solutions and tools • Continue project work: Developing an effective training presentation

Week One (continued)	Week Two (continued)
Wednesday <ul style="list-style-type: none"> • How people learn, and how to teach them • Using action maps to plan training solutions • Begin Project: Creating an action map for training solutions 	Wednesday <ul style="list-style-type: none"> • Creating an effective learning environment • Face-to-face, distance learning, and blended learning solutions and tools • Continue project work
Thursday <ul style="list-style-type: none"> • Using action maps to plan training solutions • Planning learning activities, training presentations, and visual design • Project work: Creating an action map for training solutions 	Thursday <ul style="list-style-type: none"> • Assessment and evaluation • Project presentations
Friday <ul style="list-style-type: none"> • Planning learning activities, training presentations, and visual design • Begin project work: Developing an effective training presentation 	Friday
Saturday <ul style="list-style-type: none"> • Optional half-day workshops 	
Daily <ul style="list-style-type: none"> • Group reports, daily reviews, learning blogs, discussion forums 	Post-Seminar <ul style="list-style-type: none"> • Distance learning techniques • Discussions of interest to participants

**WMO Regional Training Seminar
for National Trainers of RA II and RA V
Bogor, Indonesia, 26 February to 7 March 2013**

SEMINAR LEARNING ACTIVITIES

This seminar will use active learning techniques to engage participants in applying what they are learning and to prepare them to transfer new skills back to their workplaces. During the seminar, as well as pre- and post-seminar in some cases, participants will be asked to dedicate time to completing two major tasks and many smaller activities.

Seminar projects

Every participant will work on two projects:

- Creating an action map for training solutions;
- Developing an effective training presentation.

For these projects, we ask that each participant come to the seminar prepared to use as a basis for the project a challenging training project that they are currently working on or will work on in the near future. We do not want students to choose project topics that do not reflect existing work. We strongly suggest that you discuss these projects with your manager before the seminar so that you are developing skills and knowledge that are useful in your workplace, and also to get a commitment of support to continue work in these areas when you return to your home institution.

Seminar regular activities

Reflecting the seminar's active focus, participants will be asked to participate in the following daily activities, which can help in consolidating learning as we proceed through the seminar:

- Small group discussions and short projects on seminar topics;
- Group reports, daily summaries, learning blogs, discussion forums.

Pre- and Post Seminar activities

Because the seminar is compressed into 8 days, and because one of our goals is to demonstrate the use of distance learning techniques, several required seminar activities will be conducted at a distance using the capabilities of the course management system:

- Pre-seminar short activities and readings on specified topics (See Annex I);
 - Post-seminar follow-up activities and group discussion (See Annex I).
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**WMO Regional Training Seminar for National Trainers of
RA II and RA V
Bogor, Indonesia, 25 February to 6 March 2013**

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

10. Date of Birth : _____
11. Nationality : _____
12. Photo (please upload to the online form)
13. Gender : Female Male
14. Do you need an entry visa for Indonesia?¹: No Yes

Section B: Qualification

15. Qualification (Certificates, diplomas, degrees, etc.):

Please indicate your English language skills:

¹ Please check with the Embassy of the Republic of Indonesia in your country, and visit the Visa Services page at <http://www.embassyofindonesia.org/consular/voa.htm>

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

16. Please indicate your Spanish language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

17. What other WMO courses have you attended in the last 5 years?:

Section C: Training Background

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

19. What is your job title? : _____

20. How long have you been in this position? : _____

21. I am a:
- Meteorologist
 - Hydrologist
 - Technician (Observer)
 - Technician (Other)
 - Manager
 - Other (Please specify): _____

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

23. training level is:
- Initial
 - Advanced

24. Last year I worked as a trainer:
- Full-time
 - Half-time

- A few days
 - No days
25. My main training consists of:
- Formal classroom courses
 - Coaching
 - Mentoring
 - Management
 - Other (Please specify): _____
26. I worked as a trainer for:
- Less than 1 year
 - 1 to 3 years
 - More than 3 years
27. My main expertise as a trainer comes from:
- Self-taught
 - On-the-job training by a colleague
 - A short train-the-trainer course (1 to 10 days)
 - Formal teacher or training course

Section D: Rationale for Nominating

28. What are the key education and training issues in your NMHS?:

29. Brief description of present training activities of your training center?:

30. Why do you want to attend this course? Be specific about how it will help you in your work. Give examples:

31. Statement by candidate on how they anticipate using the knowledge and skills from this seminar in their work after the seminar?:

Section E: Endorsement of Permanent Representative

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

33. Is financial assistance requested?: No
 Yes, ONLY Travel
 Yes, ONLY Daily Subsistence Allowance
 Yes, BOTH Daily Subsistence Allowance AND Travel

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 15 January 2013** to:

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