



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse

Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81

wmo@wmo.int – www.wmo.int

Weather • Climate • Water
Temps • Climat • Eau

Our ref.: DRA-AP

GENEVA, 21 September 2015

Annexes: 4 (available in English only)

Subject: Regional Forum for Directors of National Meteorological and Hydrological Services in Regional Association V (South-West Pacific), Nadi, Fiji, 28-30 October 2015

Action required: To complete and return the nomination form to the WMO Secretariat preferably by **28 September 2015**

Dear Sir/Madam,

I am pleased to inform you that, at the kind invitation of the Government of Fiji, the Regional Forum for Directors of National Meteorological and Hydrological Services in Regional Association V (South-West Pacific) will be held in Nadi, Fiji, from 28-30 October 2015.

The Regional Forum for Directors of NMHSs in Region V, which will replace the Regional Seminar in Region V, is a 4-yearly opportunity for NMHSs in Region V to share experiences and knowledge in the development of meteorological and hydrological services.

In view of the limited funds allocated for the organization of this Forum, it is hoped that your Government will meet the expenses related to the participation of its nominee(s). However, if this is not possible, WMO would be prepared to consider, within the limited funds available, the possibility of meeting the cost of travel and/or daily subsistence allowance for the Forum for one participant from your Service. Priority for WMO financial assistance will be given to the participants from Least Developed Countries (LDCs) and Small Island Developing States (SIDS).

It is to be noted that *“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.”*

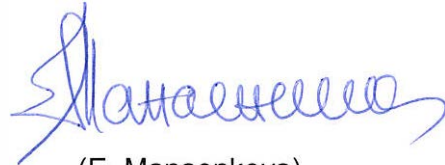
To: Permanent Representatives of Members of Regional Association V (PSW-450)

I should therefore be grateful if you could return the attached nomination form (Annex I) duly completed, and communicate your decision to the WMO Secretariat as soon as possible, preferably by **28 September 2015**.

Please find attached the Concept Note and the Provisional Programme as given in Annexes II and III, respectively. An information note for the participants is given in Annex IV.

I look forward to the participation of your Service in this important Regional Forum.

Yours faithfully,

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

(E. Manaenkova)
for the Secretary-General

WORLD METEOROLOGICAL ORGANIZATION



DRA-AP, ANNEX I

REGIONAL FORUM FOR DIRECTORS OF NATIONAL METEOROLOGICAL AND
HYDROLOGICAL SERVICES IN REGIONAL ASSOCIATION V (SOUTH-WEST PACIFIC)

Nadi, Fiji, 28-30 October 2015

PARTICIPATION NOMINATION FORM

1. Country : _____
2. Service or Organization : _____

3. Nominee
- Surname (Dr/Mr/Ms) : _____
- First Name : _____
- Position : _____
- Telephone : _____
- E-mail : _____

4. I wish to give a presentation in Session 2.3____ 3.1____ 3.2____ 3.3____ 4____

Title of presentation: _____

5. If financial assistance is required, please indicate whether for:

Travel: Yes No

Per diem: Yes No

Date: _____

Permanent Representative's signature: _____

To be returned not later than **28 September 2015** to:

Ms Michaela Herinkova
World Meteorological Organization
7bis, avenue de la Paix
Case postale No. 2300
1211 GENEVA 2

E-mail: mherinkova@wmo.int

Fax: +41 (0) 22 730 80 47

WORLD METEOROLOGICAL ORGANIZATION

=====

DRA-AP, ANNEX II

REGIONAL FORUM FOR DIRECTORS OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES IN REGIONAL ASSOCIATION V (SOUTH-WEST PACIFIC)

Nadi, Fiji, 28-30 October 2015

CONCEPT NOTE

1. Background

The Regional Forum for Directors of National Meteorological and Hydrological Services (NMHSs) in Regional Association V (South-West Pacific)¹ (RA V RF) is organized once during each WMO financial period. RA V RF brings together Directors and/or senior officials of NMHSs in RA V.

The first Regional Forum for Directors of NMHSs in RA V (RA V RF-2015), which replaces the Regional Seminar in RA V, will be convened in Nadi, Fiji, from 28 to 30 October 2015 with an ultimate aim to review emerging issues and challenges since the sixteenth session of Regional Association V (RA V-16) held in Jakarta, Indonesia (May 2014), and identify means for improvement of management and operations of NMHSs for further discussion at the next session in RA V.

While focusing on on-going and emerging issues and challenges facing NMHSs in RA V, especially those in the developing countries, Small Island Developing States (SIDS), and Least Developed Countries (LDCs), RA V RF-2015 will place more emphasis on sharing of experiences and implementation of the global frameworks and WMO priority programmes in RA V.

2. Specific objectives

The specific objectives of the RA V RF-2015 are to:

- (1) Facilitate the sharing of experiences among Directors of NMHSs in RA V through discussions on a range of potential topics, among others:
 - a. Strategic re-thinking of improving weather and climate services relevant to socioeconomic sectors and communities;
 - b. Implementation of the WMO priority programmes in the Region;
 - c. RA V Operational Plan (OP) 2016-2019; and
- (2) Provide opportunity for Directors of NMHSs in RA V to contribute to WMO implementation of the following global frameworks/programmes in RA V:
 - a. Sendai Framework for Disaster Risk Reduction 2015-2030 and the Sendai Declaration, outcomes of the Third United Nations Conference on Disaster Risk Reduction (Sendai City of Miyagi, Japan, March 2015); and
 - b. S.A.M.O.A. Pathway, outcome of the Third United Nations Conference on Small Island Developing States (Apia, Samoa, September 2014).

In order to achieve the above specific objectives, the provisional programme is organized in the following areas:

¹ Members of RA V (23): Australia, Brunei Darussalam, Cook Islands, Fiji, French Polynesia, Indonesia, Kiribati, Malaysia, Micronesia (Federated States of), New Caledonia, New Zealand, Niue, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, Timor Leste, Tonga, Tuvalu, United States of America, United Kingdom of Great Britain and Northern Ireland, and Vanuatu

- (1) WMO Strategic Plan and RA V Operating Plan;
- (2) Implementation of WMO priority programmes:
 - a. Aviation Services in Southeast Asia and the Southwest Pacific;
 - b. Climate Services and Sustainable Implementation of the Global Framework for Climate Services (GFCS);
 - c. Disaster Risk Reduction (DRR) and Service Delivery;
- (3) Partnership and cooperation; and
- (4) Recommendations.

3. Expected outcomes

Expected outcomes of RA V RF-2015 are recommendations for the contribution to better weather, climate and water services for sustainable development in the Region, particularly focusing on: resolving deficiencies in aviation safety and services; implementation of the GFCS and establishment of Regional Climate Centre (RCC) network; response to the Sendai Framework for DRR; implementation of the Programme for WMO SIDS and Member Island Territories; partnership and cooperation for capacity development. The outcomes would be summarized in the RA V RF-2015 recommendations.

4. Expected participants

Participants for RA V RF-2015 include Directors and/or senior officials from NMHSs or equivalent national institutions in RA V, WMO Secretariat staff, Leads of RA V Working Groups and Chairperson of TCC and the president and the vice-president of RA V. The Working Groups' Leads/TCC Chairperson, the president and the vice-president of RA V are expected to facilitate the sessions and participate in the drafting committee for the recommendations.

WORLD METEOROLOGICAL ORGANIZATION

=====

DRA-AP, ANNEX III

REGIONAL FORUM FOR DIRECTORS OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES IN REGIONAL ASSOCIATION V (SOUTH-WEST PACIFIC)

Nadi, Fiji, 28-30 October 2015

PROVISIONAL PROGRAMME

Day 1: 28 October 2015 (Wednesday)

08.15-09.00 Registration

09.00-09.30 Opening Ceremony

- Welcoming address Permanent Representative of Fiji with WMO
- Keynote Address President of Regional Association (RA) V
- Keynote Address Representative of WMO
- Opening statement Ministry Representative in Fiji (To be confirmed by Fiji Meteorological Service)

09.30-10.00 Group photo and refreshments

10.00-10.15 Session 1: Organization of Forum

- 1.1 Establishment of Drafting Committee
- 1.2 Overview of Forum's programme

10.15-12.30 Session 2: WMO Strategic Plan and RA V Operating Plan

- 2.1 WMO Priorities and Strategic Plan 2016-2019
- 2.2 RA V Operating Plan 2016-2019
- 2.3 Pacific Islands Meteorological Strategy (PIMS) 2012-2021 and links to RA V Operating Plan 2016-2019
- 2.4 Report of RA V subsidiary bodies
- 2.5 Discussion

12.30-14.00 Lunch Break

14.00-18.00 Session 3: Implementation of WMO Priority Programmes

3.1 Aviation Services in Southeast Asia and the Southwest Pacific

- 3.1.1 Aviation Meteorology – Global and regional developments – related challenges and opportunities
- 3.1.2 Aviation hazards in RA V
- 3.1.3 Current status of provision of aviation meteorological services – deficiencies and lessons learned
- 3.1.4 Institutional and technological issues specific for the Small Island Developing States (SIDS)
- 3.1.5 Panel discussion – Towards a regional roadmap for resolving deficiencies and enhancing Services

18.00-19.00 Side meeting

Day 2: 29 October 2015 (Thursday)

- 09.00-12.30 3.2 Enhancement of National and Regional Climate Services**
- 3.2.1 World Climate Programme (WCP): Contribution to and coordination with the GFCS
- 3.2.2 Climate data management including data rescue – prerequisites for climate services
- 3.2.3 Current status of provision of climate services and National Climate Outlook Forums (NCOFs)
- 3.2.4 Current status of Regional Climate Outlook Forums (RCOFs) in RA V: Experiences and lessons learned
- 3.2.5 Pacific Islands Climate Services (PICS) Panel: Implementation of climate services in the Pacific Islands region
- 3.2.6 Panel discussion – Establishment of Regional Climate Centers (RCCs) and implementation of GFCS in RA V, current status and prospect
- 12.30-14.00 Lunch Break**
- 14.00-18.00 3.3 Disaster Risk Reduction and Service Delivery**
- 3.3.1 Overview of the Third UN World Conference on Disaster Risk Reduction (WCDRR-III) – Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030 and how it relates to RA V
- 3.3.2 Recent Disasters and Emergency Responses in the Region – Could coordination have been improved?
- 3.3.3 WMO Strategy for Service Delivery and how it relates to DRR end-to-end service delivery, including communications and dissemination
- 3.3.4 International Network of Multi Hazard Early Warning Systems (IN-MHEWS) for high impact weather in RA V
- Enhancement of tropical cyclone, storm surges and tsunami warning services
 - Development/enhancement of other IN-MHEWS
- 3.3.5 Panel discussion – Response to the Sendai Framework in RA V and actions required by NMHSs
- 18.00- Drafting Committee Meeting**

Day 3: 30 October 2015 (Friday)

- 09.00-12.30 Session 4: Partnership and Cooperation**
- 4.1 Programme for WMO SIDS and Member Island Territories: Vision and roadmap for the future
- 4.2 Partnership and Voluntary Cooperation Programme (VCP) on the cross-cutting issues in the Region
- 4.3 Panel discussion – Coordination and partnership for capacity development: needs and challenges
- 12.30-14.00 Lunch Break**
- Drafting Committee Meeting**
- 14.00-17.00 Session 5: Recommendations**
- 17.00 Closing**

WORLD METEOROLOGICAL ORGANIZATION

=====

DRA-AP, ANNEX IV

REGIONAL FORUM FOR DIRECTORS OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES IN REGIONAL ASSOCIATION V (SOUTH-WEST PACIFIC)

Nadi, Fiji, 28-30 October 2015

INFORMATION NOTE FOR PARTICIPANTS

1. Venue

1.1 The Regional Forum for Directors of National Meteorological and Hydrological Services in Regional Association V (South-West Pacific) will be held at **Tanoa International Hotel**, Nadi, Fiji from 28 to 30 October 2015.

2. Opening and registration

2.1 The opening of the Forum will be at 9 a.m. on Wednesday, 28 October 2015. Registration will take place at the venue of the Forum from 8.15 a.m. to 8.45 a.m. on the same day.

3. Working language of the workshop

3.1 The Forum will be held in English only.

4. General information about Nadi

4.1 The township of Nadi is serviced by the Nadi International Airport, Fiji, (about 8 kilometres from Nadi Town). It is located on the west coast of Viti Levu, the largest island of Fiji.

4.2 **Shopping around Nadi:** Nadi Town offers a great shopping experience with most of the main shops located along the main street. You may encounter a reasonably priced selection of leather goods and other items such as black pearls at the Nadi Handicraft Centre or a wide variety of Fijian pottery at the Nadi Handicraft Market, which is an assortment of stalls near the southern end of the town that usually sells good woven pandanus baskets, mats, traditional tapa cloth and other goods.

4.3 **Getting around Nadi:** Taxis in Nadi are plentiful, flag fall is FJD\$1.50 and FJD\$2.00 after 10 p.m. Pacific Transport and Sunbeam buses operate a continuous bus service 7 days a week between Nadi and Suva. They also continue around the island of Viti Levu, via Lautoka city, Ba and Rakiraki Towns. The bus service is less frequent on Sundays.

4.4 **Dining:** Restaurants are almost limitless. A complete range of local and international culinary delights is available in Nadi Town itself or a bit further towards the Airport at Martintar or Namaka which have somewhat turned into satellite towns or suburbs of the main town.

4.5 For more information about Nadi or the Fiji Islands as a whole, refer to the official Tourism Fiji website: <http://www.fijime.com>

5. Airport access information

5.1 Most international flights arrive at Nadi International Airport. Most hotels in Nadi have their own courtesy buses to transport their guests to and from the airport. Taxis are also available at Nadi Airport, but they operate with a higher fare rate than other taxis. Participants who may need

transportation to their hotels/airport are requested to inform the Local Organizing Committee of the details of their flights and hotels well in advance.

6. Visa requirements

6.1 Participants from countries listed below do not require a visa to enter Fiji for a stay up to 4 months:

Australia, Brunei Darussalam, Cook Islands, France, Indonesia, Japan, Kiribati, Malaysia, Micronesia (Federated States of), New Zealand, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, Switzerland, Tonga, Tuvalu, United Kingdom Great Britain and Northern Ireland, United States of America, Vanuatu.

6.2 All others are advised to contact the Fijian diplomatic or consular mission nearest them **as soon as possible** in order to secure the required entry visa, prior to departure.

6.3 Information on visa procedures to visit Fiji, including a list of relevant Fijian diplomatic/consular missions abroad and countries with visa exemption arrangements, is available on the following websites of the Fiji Government:

<http://www.fiji.gov.fj/Government-Directory/Fiji-Overseas-Missions.aspx>

<http://www.immigration.gov.fj/index.php/travel-options/visit-transit-in-fiji>

<http://www.immigration.gov.fj/index.php/travel-requirements/visa-exempted-countries>

To facilitate the issuance of visas, the WMO Secretariat will issue upon request invitation letters to accompany the visa applications. Please advise WMO if you need this letter well in advance.

7. Health requirements

7.1 A yellow fever vaccination certificate is required from travellers over 1 year of age arriving from countries with risk of yellow fever transmission and for travellers having transited more than 12 hours through the airports of a country with risk of yellow fever transmission.

7.2 The International travel, health and vaccination requirements for travel to Fiji can be obtained from the World Health Organization (WHO) website: <http://www.who.int/ith/2015-ith-county-list.pdf?ua=1>

7.3 For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

8. Hotel information

8.1 Nadi offers a wide range of hotel accommodation.

1) **Tanoa International Hotel** (venue of the Forum)

Votualevu Road,

PO Box 9203, Nadi Airport, Fiji Islands

Phone: (679) 6720277 Fax: (679) 6720191

E-mail: tanoa@tanoahotels.com.fj Website: www.tanoahotels.com

Single superior with full breakfast: FJ\$165.00 per night.

Single superior with full breakfast and wifi: FJ\$175.00 per night.

Single executive with full breakfast and wifi: FJ\$195.00 per night.

2) **Other Hotels**

Participants who wish to stay at other hotels are requested to book your favorite hotel and advise the Local Organizing Committee of your booking details.

9. Daily subsistence allowances (DSA)

9.1 Sponsored international participants will be funded directly by their agencies or the WMO Secretariat.

10. Official language in Fiji

10.1 The official language in Fiji is English.

11. Weather and time zone information

11.1 Fiji has a tropical climate, with the annual average temperature between 20-27°C. Changes in the temperature from season to season are relatively small. October is a transition month from dry to wet season, which can bring heavy rain. Keeping an umbrella will be handy.

Nadi - Climate Information

Month	Average Temperature °C		Average Rainfall (mm)	Average Number of Rainy Days
	Daily Minimum	Daily Maximum		
October	20.6	30.0	91	9

11.2 The official 2015/16 Tropical Cyclone Season in Fiji is from 1 November till 30 April. The latest information on weather can be found at: <http://www.met.gov.fj>

11.3 The Fiji Islands Standard Time is GMT or UTC + 12 hours.

12. Electricity

12.1 The mains electrical supply in Fiji is 240 volts, 50 Hertz and the power adaptors are as indicated below.



13. Currency

13.1 The currency in Fiji is the Fijian Dollar (FJD \$). The current exchange rate is around FJD \$1.00 = US \$0.5635 and note that it varies daily. Foreign currencies can be converted to Fiji Dollars at the Nadi Airport ANZ Bank, other Banks in Nadi and/or many Foreign Exchange Outlets in Nadi.

14. Local organizing committee

14.1 For any further local information, please contact the Local Organizing Committee:

- 1) Mr Misaeli Funaki
Manager Forecast Services
Fiji Meteorological Service
Telephone: + (679) 6736 006
Mob: + (679) 9905 375
Fax: + (679) 6720 190
E-mail: Misaeli.Funaki@met.gov.fj and funaki.misa@gmail.com

 - 2) Mrs Arieta Waqasoli
Director's Secretariat
Fiji Meteorological Service
Telephone: + (679) 6736 002
Fax: + (679) 6720 190
E-mail: Arieta.Waqasoli@met.gov.fj

 - 3) Mr Sosiceni Dumukuro
Fiji Meteorological Service
Telephone: + (679) 6736 002
Fax: + (679) 6720 190
E-mail: Sosiceni.Dumukuro@met.gov.fj
-