



## 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

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 – public.wmo.int

Our ref.: 20744/2017/ETR/SEM-217

19 June 2017

Annexes: 4 (available in English only)

Subject: Training Development Workshop for Regional Training Institutions in WMO Regional Associations II and V (RA II and RA V), 28 August to 1 September 2017 (Melbourne, Australia)

Action required: Participant nomination forms to be received by the WMO Secretariat **by 1 July 2017**

Ref.: 20744/2017-16 DRA/ETR

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 II and RA V, to be held in conjunction with the CALMet Conference from 28 August to 1 September 2017. The letter describes this advanced workshop (Annex I) and the appropriate candidates for nomination (Annex II), which include those who completed the 2017 WMO Online Course for Trainers for RA II and RA V conducted earlier this year (Annex III).

The Nomination Form for participants is attached (Annex IV). When completing the nomination form, you are requested to provide information on how the participation of your candidate will benefit your Service. Note that while we encourage Members to support the travel of their participants, WMO is prepared to support one participant each from selected Members who participated in the WMO Online Course for Trainers. 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 **1 July 2017**.

Yours faithfully,

(W. Zhang)  
for the Secretary-General

To: Permanent Representatives of WMO Members of Regional Association II  
Permanent Representatives of WMO Members of Regional Association V

cc: Presidents of RA II and V (for information)



WORLD METEOROLOGICAL ORGANIZATION  
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ETR/SEM-217, ANNEX I

**Training Development Workshop  
for Regional Training Institutions in WMO RA-II and RA-V,  
28 August-1 September 2017,  
Melbourne, Australia**

The Executive Council and Congress have encouraged the use of online learning to allow more participation by Members in training events such as these. For this reason, from 20 March to 18 June of this year, the 2017 WMO Online Course for Trainers for RA-II and RA-V 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 II and RA V.

The workshop is being offered primarily to train staff of RTCs, VLab Centres of Excellence, NMHSs, and other meteorological services who participated in and successfully completed the 2017 WMO Online Course for Trainers.

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.

There are several conditions for acceptance into the workshop:

1. Participants must have successfully completed the Online Course for Trainers. (See Annex II)
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 work plan 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 1 person from a WMO Member country can be supported. WMO RTCs may be provided 1 additional supported participant, if funding is available.

The workshop length will be 5 days, from 28 August to 1 September. Day 1 will focus on individual work with a coach to further refine the Training Development Plan that was begun in the Online Course (or a new one created prior to the workshop), or to develop more detailed implementation plans, learning activities, and resources to support the training (Annex III). Days 2-5 will be in conjunction with the CALMet Conference, a respected international conference for trainers in meteorology and related disciplines ([www.calmet.org](http://www.calmet.org)). This conference will expand upon knowledge and skills developed during the online course,

and assist in generated new ideas for implementing the Training Development Plan. The workshop will be conducted in English.

As described in condition #2 above, prior to the workshop, participants should spend some time developing a goal for their individual project work on Day 1. The course organizers will work with each participant prior to the workshop, if necessary, to ensure that the Training Development Plan and work plan are appropriate.

Participants are encouraged to work collaboratively on their projects with participants from other institutions producing similar training. 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 following the workshop and conference. However, in most cases participants should plan to work independently or with colleagues 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 II and RA V who are expected to complete the WMO Online Course for Trainers, 2017 (Trainer Track, and completing a full Training Development Plan)**

Note: This table is complete as of 14 June, 2017

Name	Surname	Country
Asteria Satyaning	Handayani	Indonesia
Dede	Tarmana	Indonesia
Madona	Madona	Indonesia
Mamenun	Mamenun	Indonesia
Mia Khusnul	Khotimah	Indonesia
Ratih	Prasetya	Indonesia
Suharni	Suharni	Indonesia
Herizal	Hamzah	Indonesia
Madona	Zahra	Indonesia
Azam	Kakavand Devich	Iran, Islamic Republic of
Hajar	Shiri Yaichi	Iran, Islamic Republic of
Mona	Kashi Zonoozi	Iran, Islamic Republic of
Yue	Shen	China
Abdul	Ghaffar	Pakistan
Khalid	Jamil	Pakistan
Harish	Pratap	Fiji
Narend	Kumar	Fiji
Sajiva	Nand	Fiji
Harish	Pratap	Fiji
Dinesh	Rase	India
Gaurishankar	Sawaisarje	India
Manish	Rathore	India
Sunil	Kumar	India
Artem	Korchagin	Russian Federation
Ekaterina	Berezhnaya	Russian Federation
Nadezhda	Podrezova	Russian Federation
Nikolay	Popov	Russian Federation
Viktoriiia	Mazitova	Russian Federation
Nadezhda	Sanotskaya	Russian Federation
Andis	Rembergs	Latvia
Seluvaia	Finaulahi	Tonga
Fitilaga	Fa'anunu	Tonga
Abdulla	Ali	Maldives
Wee Poh	Goh	Singapore

Note: Only 1 person from each Member county can be supported. Those outside RA II and V will be invited by special invitation only. WMO RTCs may be provided 1 additional supported participant, if funding is available.

Ref.: 20744/2017-1.6 DRA/ETR

**Training Development Workshop  
 for Regional Training Institutions in WMO RA II and RA V,  
 28 August-1 September 2017,  
 Melbourne, Australia**

**Preliminary Workshop Programme and Learning Outcomes**

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) Individual or team project work
Day 2	CALMet: Presentations on training design and workshop on mobile learning
Day 3	CALMet: Presentations on competency and qualifications training, demos, and workshop on training for communications with users
Day 4	CALMet: Presentations on active learning approaches, demos, and workshop on simulations in training
Day 5	CALMet: Moodle and OER Commons workshops, session on WMO Global Campus

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.
4. Use existing or develop new resources to address learning needs.
5. Develop a learning assessment plan for the training.

Ref.: 20744/2017-1.6 DRA/ETR

**Training Development Workshop  
 for Regional Training Institutions in WMO RA II and RA V,  
 28 August-1 September 2017,  
 Melbourne, Australia**

**Participant Nomination Form**

***Section A: Personal Details***

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- 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***

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12. Please indicate your English language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

**Section C: Training Background**

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13. I work in a:  National Meteorological and/or Hydrological Service (NMHS)  
 WMO Regional Training Center (RTC)  
 NMHS Training Center  
 University  
 Other (Please specify): \_\_\_\_\_
14. What is your job title? : \_\_\_\_\_
15. How long have you been in this position? : \_\_\_\_\_
16. 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**

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17. Did you successfully complete the WMO Online Course for Trainers this year?  
 Yes  No
18. 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***

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

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Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Permanent Representative: \_\_\_\_\_

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To be completed and returned as soon as possible and in any case to reach WMO **not later than 1 July 2017** to:

Secretary-General  
World Meteorological Organization  
Case postale No. 2300,  
CH-1211 Geneva 2  
SWITZERLAND  
Fax No: +41 22 730 80 41 or +41 22 730 81 81  
E-mail: tra@wmo.int