

**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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25 May 2022

Annexes: 2 (available in English only)

Subject: WMO Course for On-the-Job Trainers and Competency Assessors,  
25–29 July 2022, Bucharest, Romania

Action required: Completed participant nomination forms to be received by the WMO  
Secretariat **not later than 10 June 2022**

Dear Sir/Madam,

I have the pleasure of informing you that the World Meteorological Organization (WMO) course for On-the-Job Trainers (OJT) and Competency Assessors (CA) for Regional Association VI (RA VI) will be offered by WMO and hosted by the Romanian National Meteorological Administration (MeteoRomania), in Bucharest, Romania, from 25 to 29 July 2022.

The course will focus on capacity development through competency implementation, using On-the-Job Training and Competency Assessment tools. It will provide the necessary information and skills to apply and adapt to any operational activity in National Meteorological and Hydrological Services (NMHSs). As part of the overall objective of WMO to augment capacity development in NMHSs, WMO is putting in place the activity on OJT and CA. The goal is to, inter alia, contribute to bridging the gap between theory and practice to ensure appropriate and sustainable real-life application of needed skills. The course will be conducted in English, and more information can be found in Annex I. A note containing general information for participants and the provisional programme schedule will be distributed to selected candidates in due course.

Please note that while we encourage Members to cover the expenses of their participants to attend the course, WMO is prepared to support one participant each from selected Members. When completing the Nomination Form (Annex II), you are requested to provide information on how the participation of your candidate will benefit your service. The Nomination Form should be completed and returned to the WMO Secretariat ([tra@wmo.int](mailto:tra@wmo.int)) as soon as possible and, in any case, **not later than 10 June 2022**.

Yours faithfully,

Dr Wenjian Zhang  
for the Secretary-General

To: Permanent Representatives of Members with WMO of Regional Association VI

cc: Hydrological Advisers of Regional Association VI  
President of Regional Association VI

**WMO Course for On-the-Job Trainers and Competency Assessors**

**25-29 July 2022, Bucharest, Romania**

**Course Information**

**Overview:**

The World Meteorological Organization (WMO) course for On-the-Job Trainers (OJT) and Competency Assessors (CA) will be offered by the WMO and hosted by Romanian National Meteorological Administration (MeteoRomania), in Bucharest, Romania, between 25 and 29 July 2022.

The concept of competency is directly connected to the activities of individuals and must be very well understood and correctly implemented. Hence, as a result of the need to improve on the situation, the issue arose during the Fourteenth WMO Symposium on Education and Training (SYMET-14), following which the participants emphasised the need to fill the gap between theory and practice, especially with respect to real-life application.

The course will focus especially on examples of how these are utilised in the operational environment. One of the premises of the course is that training is enriched by practical applications, and the achieved skills can be adapted to create coherence in the approach to competency implementation not only in different operational activities in NMHS but also between NMHSs in the Region.

**Objectives:**

After participating in this course, participants will have enhanced their skills to contribute to the development of the competencies identified in the WMO Competency Requirements for Education and Training Providers for Meteorological, Hydrological, and Climate Services, as approved by EC-65 and as described in the 2016 revision to WMO Technical Regulations, No. 49, Volume 1.

**Course Content:**

The WMO Course for OJT and CA is designed to be practical and highly active. It will include many short readings but even more opportunities for interaction with facilitators and fellow participants. A note containing general information for participants and the provisional programme schedule will be distributed to selected candidates in due course.

**Learning Outcomes:**

At the end of the course, trainees will be able to:

- deliver training on implementation of OJT and CA, as a general approach, at the organisation level as a component of capacity development and advise on adaption to different fields of activity in NMHSs;
- guide and support NMHSs in competency implementation regarding OJT and CA for different areas of activity.

- apply OJT techniques to specific activities in NMHSs by adapting the acquired competencies.
- apply competency assessment.

Since the proposed training program focuses on OJT and CA's principles and not on a specific specialisation, the outcomes of the training program are wide enough to cover all sections of an NMHS and the adaption to different fields of activity can be facilitated.

Using the described concept, therefore, the following benefits will emerge:

- More coherent competency approach among Members considering similar OJT and CA implementation.
- Opportunity to create a broad image in the NMHSs on the level of competencies of staff and individual and group development needs.
- Quicker delivery of information and a more structured way of sharing experiences.
- More efficient use of human and financial resources.
- Enhancement of the capacity of WMO RTCs (Regional Training Centres) and NMHS training institutions to support capacity development endeavours.
- Support implementation of WMO reform at the regional level with an attending benefit to Members.

#### **Profile of Participants:**

The profile of the participants should be deeply connected with the operational environment and is proposed as follows:

- Willingness to share skills, knowledge, and expertise
- Availability of deployment to deliver courses in OJT and CA
- Versatility and enthusiasm in providing information
- Originating from operational environment and with strong operational experience
- Some experience in delivering on-the-job training and previous attendance to a Train-the-Trainers course will be an advantage
- Good English language skills

#### **Financial Assistance:**

Please note that while we encourage WMO Members to cover the expenses of their participants to attend the course, WMO is prepared to support one participant each from selected WMO Members if requested by the Permanent Representative.

#### **Deadline for Nominations:**

The Nomination Form (Annex-II) should be completed and returned to reach the WMO Secretariat ([tra@wmo.int](mailto:tra@wmo.int)) as soon as possible and, in any case, **not later than 10 June 2022**.

#### **Contact Details:**

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](mailto:tra@wmo.int)

WMO Course for On-the Job Trainers and Competency Assessors  
25-29 July 2022, Bucharest, Romania

Nomination Form

***Section A: Personal Details of Candidate***

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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

12. What is your job title? \_\_\_\_\_

13. How long have you been in this position? \_\_\_\_\_

14. Have you been working in operational positions? Which were the main activities? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

15. For how long have you been working in operational field? \_\_\_\_\_

16. Are you / have you been involved in competency development in your organization?

Please briefly describe the roles: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**Section B: Endorsement of Permanent Representative**

17. 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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18. Please note that while we encourage WMO Members to cover the expenses of their participants to attend the course, WMO is prepared to support one participant each from selected WMO Members. Do you need financial assistance for your candidate in case he/she is selected?

- No, thank you.
- Yes, travel support only.
- Yes, daily subsistence allowance only.
- Yes, full support required.

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

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

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