



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
Temps • Climat • Eau

Our ref.: WDS/AN/WTRA/COSP-UK

GENEVA, 2 May 2013

Annexes: 3 (available in English only)

Subject: "The Met Office Aviation Seminar"

Action required: Nomination forms to be sent to: WMO Seminar Coordinator, Met Office, Aviation Branch, Fitzroy Road, Exeter, Devon EX1 3PB, UK, before **21 June 2013**

Dear Sir/Madam,

I have pleasure in informing you that the United Kingdom of Great Britain and Northern Ireland (UK) will once again organize "The Met Office Aviation Seminar," hosted this year at the UK Met Office, Exeter, from Monday 30 September to Friday 4 October 2013. As has been the case for previous aviation seminars, the Permanent Representative of the UK with WMO (Mr J. Hirst) has kindly invited WMO to co-sponsor this important training event and to issue on his behalf an invitation to Members to designate potential participants.

The aim of the seminar will be to **'Provide guidance and practical examples of best practice implementation and assessment of the new Aeronautical Meteorological Personnel (AMP) Competence Standards.'** The AMP Competence Standards are due to come into force in December 2013. A provisional programme is included as Annex I.

The seminar is being developed in close collaboration with the WMO CAeM 'Expert Team for Education, Training and Competencies' (ET-ETC) and will be of most benefit to operational aeronautical forecasting managers and trainers. The seminar will be open to Members within the WAFC London WAFS data footprint, including Africa, the Middle East, Asia, Eastern Europe and other Member States from Europe and the Mediterranean.

Presentations will be made by experts in relevant fields utilizing the latest training delivery media and a supporting interactive e-learning website. Delegates will be encouraged to discuss the topics presented and to actively participate in the seminar's practical sessions.

To: Permanent Representatives of Members of Regional Association I (AFR-771)
Permanent Representatives of Members of Regional Association II (ASE-625)
Permanent Representatives of Members of Regional Association VI (EUR-727)

cc: Permanent Representative of the UK with WMO)
President and vice-president of CAeM) (by e-mail for information)

The working language of the seminar will be English; it is therefore essential that every delegate has a good understanding of the English language. Residential accommodation will be arranged at a hotel, close to the Met Office, for around 20 participants. An information note is attached as Annex II.

A form for the nomination of participants to attend the seminar is attached as Annex III to this letter. Costs for participants' accommodation and travel to this seminar are expected to be borne by their employers. However, the Met Office will consider funding requests for a limited number of cases with priority given to applications that fulfil the following criteria:

- The application is from a Least Developed Country (LDC);
- A financial contribution is offered by their home NMS or employer to the overall cost of their attendance;
- A brief résumé describing how the applicant would expect to benefit from the topics described in the seminar's provisional programme.

Those eligible for assistance will be advised by the UK following the acceptance of their application.

Nomination forms should be completed and **e-mailed** (Darren.hardy@metoffice.gov.uk) or **faxed 'For the attention of Darren Hardy'** (+ 44 1392 886 513) at the Met Office, with a copy to WMO, as soon as possible, but not later than **21 June 2013**. Please note that for planning purposes, **no applications will be taken into consideration after that date**.

In order to clarify WMO's insurance coverage for non-staff members, please advise your nominee to the above seminar before they undertake travel, as follows:

"The Organization accepts limited responsibility for compensation in the event of death, illness or injury attributable to the attendance at meetings or the performance on behalf of the Organization of services by persons not belonging to the staff of the Organization but authorized to travel at its expense and/or receiving a daily subsistence allowance from it. These persons remain therefore fully responsible for any expenses incurred as a result of events which are **not** attributable to the attendance of 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."

Yours faithfully,



(J. Lengoasa)
for the Secretary-General

MET OFFICE/WORLD METEOROLOGICAL ORGANIZATION

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WDS/AN/WTRA/COSP-UK, ANNEX I

**“The Met Office Aviation Seminar”
UK Met Office, Exeter, UK
30 September - 4 October 2013**

PROVISIONAL PROGRAMME

Topics to be covered will include:

1. National implementation of the Aeronautical Meteorological Personnel Competence Standards
2. Competence assessment tools and methods
3. Competence assessors selection and responsibilities
4. Documentation, records and communication plans
5. Links to QMS best practice
6. WMO CAeM guidance material

There will also be ample opportunities for participants to take part in practical sessions, and to share knowledge and experience.

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WDS/AN/WTRA/COSP-UK, ANNEX II

**“The Met Office Aviation Seminar”
UK Met Office, Exeter, UK
30 September - 4 October 2013**

INFORMATION NOTE FOR PARTICIPANTS

1. VENUE OF THE SEMINAR

The Seminar will be held in Exeter, United Kingdom from 30 September to 4 October 2013 at the following venue:

Met Office
FitzRoy Road
Exeter
Devon,
EX1 3PB
United Kingdom

2. WORKING LANGUAGE

The working language will be **English only**.

3. ACCOMMODATION

Residential accommodation will be arranged for all participants at the Holiday Inn Express.

Holiday Inn Express
Guardian Road
Exeter
EX1 3PE

Tel: +44 (0) 1392 261 000
Fax: +44 (0) 1392 261 061
Email: info@expressexeter.co.uk
Website: <http://www.expressexeter.co.uk/>

This hotel offers comfortable and convenient accommodation, within a 5 minute walk from the Met Office. Bedrooms come with en-suite and power shower, air conditioning, 32 inch LED TVs, free Wi-Fi, enhanced Wi-Fi access from £5 offering additional bandwidth for multiple devices, work desk & tea/coffee making facilities. Price: UK£65 per night.

All communication concerning booking accommodation should be directed by email to the Met Office College Reception (moc.reception@metoffice.gov.uk).

4. LOCAL TRANSPORTATION

Please view <http://www.metoffice.gov.uk/about-us/contact/in-exeter> for full details.

From London Airports (Heathrow/Gatwick)

Most international flights arrive at London Heathrow or London Gatwick (180 miles from Exeter), however, there are also several flights daily from Paris and Amsterdam to Bristol Airport (66 miles from Exeter). New flight routes to Exeter Airport (two miles from the Met Office) are regularly introduced. Flybe flies direct from Exeter Airport to Paris Charles De Gaulle Airport and Amsterdam.

By Coach

Frequent coach services run between the main London airports and Exeter. For details and to book ahead please visit <http://www.nationalexpress.com> . For example from Heathrow there are about 12 National Express coaches a day between Heathrow Airport and Exeter bus station. The journey time is 3.5 to 4 hours.

Heathrow to Exeter by train

If arriving at London Heathrow airport, the Heathrow Express train (<https://www.heathrowexpress.com>) departs Heathrow Airport for London Paddington rail station every 15 minutes. Tickets may be purchased in advance or at Heathrow airport. Journey time is between 15 and 23 minutes.

Frequent direct services operate from Paddington and Waterloo stations in London to Exeter St David's (the station closest to the Met Office). A typical journey from London to Exeter takes around 2 hours 15 minutes. Tickets may be purchased in advance by visiting <http://www.nationalrail.co.uk>, where timetables are also available.

An alternative is to get the Railair coach service from Heathrow to Reading (<http://www.railair.com>), where all the trains between London Paddington and Exeter stop. The service operates every 20 minutes and the journey time is between 40 minutes and 1 hour.

5. ENTRY VISA REQUIREMENTS

Detailed Visa information can be found at the following links. It is strongly recommended that visa applications are organized well in advance as the process can sometimes take a long time.

<http://www.ukba.homeoffice.gov.uk/visas-immigration/do-you-need-a-visa/>

<http://www.ukba.homeoffice.gov.uk/countries/>

<http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/appendix1>

6. CURRENCY EXCHANGE

The currency in the United Kingdom is the Pound (UK £). Please consult the following link for the latest exchange rates:

<http://www.xe.com>

No foreign currency is used / accepted in the UK and you can exchange foreign currency at Banks and in foreign exchange offices.

Multiple ATMs are available at the airport. Other ATMs are commonly available (in the banks, towns, cities etc). Getting cash with an international VISA card at an ATM machine is often the most convenient option.

7. LOCAL CLIMATE IN OCTOBER

The mean weather conditions in Exeter in October are as follows:

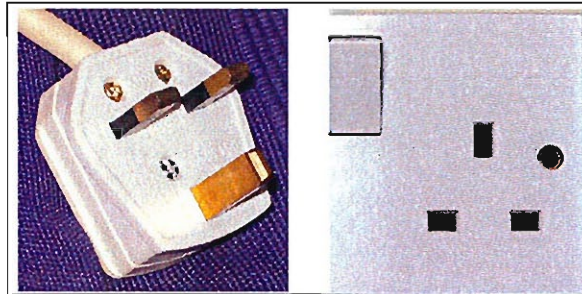
Month	Mean Temperature °C		Mean Total Rainfall (mm)	Mean Number of Rain Days
	Daily Minimum	Daily Maximum		
October	8.8	15.5	61.1	10.9

8. USEFUL INFORMATION

Local time in Exeter in early October is British Summer Time (GMT+1).

Electricity:

We use 220-240V/50HZ in the UK:



Food/Beverages:

Food (lunches) and beverages will be provided during the seminar. Dinner needs to be organized by the participants.

For further assistance, you may contact:

The Local Organizing Committee on
 Email: moc.enquiries@metoffice.gov.uk
 Tel: +44 (0) 1392 88 5207

Mr John Ward (Head of Local Organizing Committee)

MET OFFICE/WORLD METEOROLOGICAL ORGANIZATION

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“The Met Office Aviation Seminar”
UK Met Office, Exeter, UK
30 September - 4 October 2013

WDS/AN/WTRA/COSP-UK, ANNEX III

NOMINATION FORM

The Government of nominates the following candidate as a participant in the above seminar:

Family Name *		Gender :	
First Name *		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address (Office)			
City – Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
E-mail			
Date and Place of Birth		Nationality:	
Passport No*.		Expiry Date	

* As shown in passport

Current position and description of duties:

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How do you intend to use what you learn at this seminar to benefit your NMS?:

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Working Language:

Note: For applicants whose working language is not ENGLISH, this Nomination Form MUST be accompanied by relevant language proficiency certification to prevent delays in processing.

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

Name	
Address	
Telephone / Email	

Financial Assistance:

Financial support required	YES <input type="checkbox"/> or NO <input type="checkbox"/>
For Air Ticket	YES <input type="checkbox"/> or NO <input type="checkbox"/>
Food & Accommodation	YES <input type="checkbox"/> or NO <input type="checkbox"/>

Note: Funding support will only be considered for applications from LDCs with priority given to cases where a financial contribution is offered to the overall cost of attendance AND a brief résumé is included describing the potential strengths/weaknesses of a competence-based Standard for aeronautical meteorological personnel.

Name, address, E-mail, tel./fax of Permanent Representative with WMO:

Name	
Address	
Telephone/Fax/ E-mail	

Date:.....

.....
Signature of Permanent Representative with WMO

To be completed and returned as soon as possible and in any case not later than **21st June 2013** to the following e-mail address: **Darren.hardy@metoffice.gov.uk**

or by Fax '**For the attention of Darren Hardy**' to + 44.1392.885.681

with copy to WMO: **Bvuitteney-gelman@wmo.int**

or by Fax '**For the attention of Brigitte Vuitteney-Gelman**' to + 41.22.730.81.28
