



World Meteorological Organization  
Organisation météorologique mondiale

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Weather • Climate • Water  
Temps • Climat • Eau

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

GENEVA, 11 August 2014

Annexes: 2 (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 **19 September 2014**

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 by the Qatar Meteorology Department at the WMO Regional Training Centre in Doha, from Monday 3 to Thursday 6 November 2014. 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 Competency Standards for Aeronautical Meteorological Forecasters (AMF) with particular focus on the necessary underpinning elements of the Basic Instruction Package for Meteorologists (BIP-M)'**. The BIP-M requirements are described in the WMO *Technical Regulations* (WMO-No. 49), Volume I, with a subsequent enforcement date of December 2016. A provisional programme is included as Annex I to this letter.

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 and Europe.

Presentations will be made by experts in relevant fields utilizing the latest training delivery methods. 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-782)  
Permanent Representatives of Members of Regional Association II (ASE-635)  
Permanent Representatives of Members of Regional Association VI (EUR-733)

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. Accommodation will be arranged for around 20–25 participants. An information note will be sent to selected participants in due course.

A form for the nomination of participants to attend the seminar is attached as Annex II 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 is provided describing how the applicant would expect to benefit from the topics described in the seminar's provisional programme.

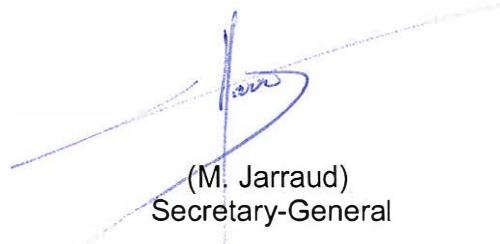
Those eligible for assistance will be advised by the UK following the acceptance of their application.

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) to the Met Office, with a copy to WMO, as soon as possible, but not later than **19 September 2014**. 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 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."

Yours faithfully,



(M. Jarraud)  
Secretary-General

**MET OFFICE/WORLD METEOROLOGICAL ORGANIZATION**

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

**“The Met Office Aviation Seminar”  
WMO RTC, Doha, Qatar  
3–6 November 2014**

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**PROVISIONAL PROGRAMME**

Topics to be covered will include:

1. AMF competency requirements and basic assessment techniques
2. Aviation hazards
3. AMF BIP-M requirements as determined by “the area and airspace responsibility”
4. Open forum on training priorities 2014–19
5. Competence assessment best practice and links to QMS

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”  
WMO RTC, Doha, Qatar  
3–6 November 2014**

**NOMINATION FORM**

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

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

\* 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 **19 September 2014** to the following e-mail address: [Darren.hardy@metoffice.gov.uk](mailto:Darren.hardy@metoffice.gov.uk)

or by Fax '**For the attention of Darren Hardy**' to + 44.1392.886.513

with copy to WMO: [Bvuitteney-gelman@wmo.int](mailto:Bvuitteney-gelman@wmo.int)

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