

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

GENEVA, 8 June 2016

Annexes: 2 (available in English only)

Subject: "The WMO/UK 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 **30 June 2016**

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 WMO/UK Met Office Aviation Seminar," hosted this year in Indonesia by the Meteorological Climatological and Geophysical Agency (BMKG) from Monday 26 to Friday 30 September 2016. As has been the case for previous aviation seminars, the Permanent Representative of the UK with WMO (Mr R. Varley) 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 is to provide training, guidance and practical examples of several key aspects of meteorology and forecasting for aviation, to support forecasters in this specialized area. This year's seminar will focus on the topics of Aviation Hazards and SIGMETs. A provisional programme is included as Annex 1 to this letter.

The seminar is being developed in close collaboration with the WMO CAeM Expert Team on Education, Training and Competency (ET-ETC) and will be of greatest benefit to operational aeronautical forecasters and trainers. The seminar will be open to Members within the WAFC London WAFS data footprint, which includes 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.

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 the selected participants in due course.

To: Permanent Representatives of Members of Regional Association I (AFR-788)
Permanent Representatives of Members of Regional Association II (ASE-647)
Permanent Representatives of Members of Regional Association VI (EUR-739)
Permanent Representatives of Members of Regional Association V (limited distribution)
(Australia, Brunei, Indonesia, Malaysia, Philippines, Singapore and Timor Leste)

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

A form for the nomination of participants to attend the seminar is attached as Annex 2 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 to Darren Hardy (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 **30 June 2016**. 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:

"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO 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. 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,



(E. Manaenkova)
for the Secretary-General

**“The WMO/UK Met Office Aviation Seminar”
Jakarta, Indonesia
26-30 September 2016**

PROVISIONAL PROGRAMME

Topics to be covered will include:

1. Aviation Hazards
2. SIGMETs
3. AMF BIP-M requirements as determined by “the area and airspace responsibility”
4. Open forum on training priorities
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.

**“The WMO/UK Met Office Aviation Seminar”
 Jakarta, Indonesia
 26-30 September 2016**

NOMINATION FORM

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

Family Name *			Gender : Male <input type="checkbox"/> Female <input type="checkbox"/>
First Name *			
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:

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

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/E-mail	

Financial Assistance:

Financial support required:	
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 **30 June 2016** to the following **e-mail address:** 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

or by Fax '**For the attention of Brigitte Vuitteney-Gelman**' to + 41 22 730 81 28