



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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Nuestra ref.: 26064/2022/MS/ETR-SEM-123 9 de noviembre de 2022

Anexos: 2 (disponibles en inglés solamente)

Asunto: Curso de la Organización Meteorológica Mundial para Formadores en el Puesto de Trabajo y Evaluadores de Competencias de Habla Inglesa (Bridgetown, Barbados, 13 a 17 de febrero de 2023)

Finalidad: Enviar a la Secretaría el formulario de designación de participantes debidamente cumplimentado para que obre en su poder **no más tarde del 13 de enero de 2023**

Estimado señor/Estimada señora:

Me complace informarle de que, del 13 al 17 de febrero de 2023, el Instituto de Meteorología e Hidrología del Caribe (IMHC) acogerá en el Centro Regional de Formación de Bridgetown (Barbados) el Curso de la Organización Meteorológica Mundial para Formadores en el Puesto de Trabajo y Evaluadores de Competencias. El curso, destinado a las Asociaciones Regionales III y IV, se impartirá en inglés.

La actividad se centrará en potenciar el desarrollo de la capacidad mediante la aplicación de competencias, utilizando para ello herramientas de formación en el puesto de trabajo y de evaluación de competencias. Así, se dotará a los participantes de los conceptos y las aptitudes necesarios para aplicar y adaptar esas herramientas a cualquier actividad operativa de los Servicios Meteorológicos e Hidrológicos Nacionales (SMHN). Como parte del objetivo general de la Organización Meteorológica Mundial (OMM) de fomentar el desarrollo de la capacidad de los SMHN, la Organización pone en marcha esta actividad programática dedicada a la formación en el puesto de trabajo y la evaluación de competencias. Su objetivo consiste, entre otras cosas, en favorecer la convergencia entre teoría y práctica para velar por una aplicación adecuada y sostenible de las aptitudes necesarias en la vida real. El curso se impartirá en inglés, y en el [anexo 1](#) a la presente carta figura más información. A su debido tiempo se distribuirá a los candidatos seleccionados una nota con información general y el programa provisional del curso.

Sírvase tener en cuenta que, si bien se alienta a los Miembros a que sufraguen los gastos de participación de sus expertos en el curso, la OMM está dispuesta a proporcionar asistencia a un participante de cada Miembro seleccionado. Al completar el formulario de designación, que figura en el [anexo 2](#) a la presente carta, deberá proporcionar información sobre los beneficios que puede aportar a su Servicio la participación de su candidato en el curso. El formulario de designación deberá completarse y enviarse a la Secretaría de la OMM lo antes posible y, en todo caso, **no más tarde del 13 de enero de 2023**.

Le saluda atentamente.

Dr. Wenjian Zhang
 por el Secretario General

A los Representantes Permanentes de los Miembros de las Asociaciones Regionales III y IV ante la OMM

Copias: presidentes de la AR III y la AR IV

**WMO Course for On-the-Job Trainers and Competency Assessors
13–17 February 2023, Bridgetown, Barbados**

Ref.: 26064/2022-13 MS/ETR

Course Information

Overview:

The WMO course for On-the-Job Trainers (OJT) and Competency Assessors (CA) will be offered by WMO and hosted by the Caribbean Institute for Meteorology and Hydrology (CIMH) Bridgetown - RTC Barbados between 13 and 17 February 2023.

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 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 concerning the real-life application.

The course will focus primarily on examples of how these are utilized in the operational environment. The premise 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.

A second session, with the same content, will be delivered in Spanish, at a date that will be announced in due time.

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 and 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 organization 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 various fields of activity;
- Apply OJT techniques to specific activities in NMHSs by adapting the acquired competencies;
- Apply competency assessment.

Since the proposed training programme is focused on the principles of OJT and CA and not on a specific specialization, the outcomes of the training programme are wide enough to cover all sections of an NMHS and adapt to different fields of activity.

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 RTC 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 an 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 2](#)) should be completed and returned to reach the WMO Secretariat as soon as possible and, in any case, **not later than 13 January 2023**.

Contact Details:

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**WMO Course for On-the-Job Trainers and Competency Assessors
13–17 February 2023, Bridgetown, Barbados**

Nomination Form

Section A: Personal Details of Candidate

1. Country: _____
2. Title: Mr/Ms/Miss/Dr/Prof/_____
3. First Name (Given): _____
4. Family Name (Surname): _____
5. Nationality: _____
6. Date of Birth: _____
7. Gender: Female Male
8. Telephone No: _____
9. Email: _____
10. Official Address: _____

11. What is your job title?

12. How long have you been in this position?

13. Why do you want to attend the WMO Course for On-the Job Trainers and Competency Assessors?

Ref.: 26064/2022-13 MS/ETR

Section B: Endorsement of Permanent Representative

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

15. 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 is required.

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events. WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses.

Place: _____

Date: _____

Signature of the Permanent Representative: _____

To be completed and returned to reach the WMO Secretariat as soon as possible and, in any case, **not later than 13 January 2023**.

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