



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
Temps • Climat • Eau

Notre réf.: ETR/FEL/UK

GENÈVE, le 25 novembre 2015

Annexes: 3 (disponibles en anglais seulement)

Objet: Offre de bourses d'études au *Met Office College*

Madame, Monsieur,

J'ai le plaisir de vous informer que dans le cadre du protocole d'accord conclu entre l'OMM et le Service météorologique du Royaume-Uni de Grande-Bretagne et d'Irlande du Nord (*Met Office*), le *Met Office College* propose aux boursiers de l'OMM deux (2) places à son cours d'initiation à la prévision (voir l'annexe 1). Ce cours aura lieu du 11 avril 2016 au début du mois de septembre 2016. Il est stipulé par le *Met Office* que les participants doivent avoir un niveau d'anglais supérieur ou égal au palier 6 de l'IELTS pour que leur candidature soit examinée.

Le cours de formation susmentionné s'adresse au personnel débutant en prévision et permet d'acquérir les connaissances correspondant au Programme OMM d'enseignement de base pour les météorologistes ainsi que les compétences fondamentales requises pour prévoir le temps dans l'espace aérien relevant de la responsabilité du Royaume-Uni. À l'issue du cours, les diplômés seront donc qualifiés pour exercer la fonction de prévisionnistes en météorologie aéronautique au Royaume-Uni, mais il pourra être nécessaire de les former et de les évaluer plus avant, dans des domaines tels que la météorologie tropicale, pour que leurs qualifications leur permettent de travailler dans leur propre pays en tant que prévisionnistes en météorologie aéronautique. En effet, ils devront alors disposer des compétences requises dans leur pays d'origine. Le cours d'initiation à la prévision les aidera à se préparer en ce sens mais l'évaluation devra avoir lieu dans le pays d'origine.

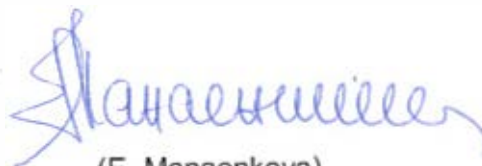
Les bourses étant financées conjointement par l'OMM et le *Met Office*, les candidats sont priés de remplir le formulaire de candidature du *Met Office* (annexe 2 ci-jointe) et le formulaire de candidature à une bourse d'études de l'OMM (annexe 3 ci-jointe). Les originaux de ces formulaires sont à expédier par courrier postal à l'attention de Mme Fiona Tovey, *Met Office*, Fitzroy Road, Exeter, EX1 3PB, Royaume-Uni, et des copies de ces formulaires sont à envoyer par courriel à l'adresse [UKPR@metoffice.gov.uk](mailto:UKPR@metoffice.gov.uk). La date limite de présentation des demandes est le **vendredi 8 janvier 2016**. Les candidatures reçues après cette date ne seront pas prises en considération. Les candidats retenus seront informés début février 2016, afin qu'ils aient suffisamment de temps pour obtenir un visa pour le Royaume-Uni.

Aux: Représentants permanents (ou directeurs des Services météorologiques ou hydrométéorologiques) des Membres de l'OMM (PR-6877)

cc: Conseillers en hydrologie auprès des représentants permanents

J'espère que cette offre du *Met Office* servira utilement votre programme de perfectionnement du personnel.

Veillez agréer, Madame, Monsieur, l'expression de ma considération distinguée.

A handwritten signature in blue ink, appearing to be 'E. Manaenkova', written in a cursive style.

(E. Manaenkova)  
pour le Secrétaire général

# WORLD METEOROLOGICAL ORGANIZATION

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ETR/FEL/UK, ANNEX 1

## Initial Forecasting Course (IFC)

Place: Met Office College, Exeter, United Kingdom of Great Britain and Northern Ireland  
Start date: 11 April 2016  
End date: 26 August or 2 September 2016 (20-21 weeks depending on course results)

The IFC is designed for staff new to forecasting and covers the requisite meteorological knowledge in the WMO Basic Instruction Package for Meteorologists (BIP-M) and the fundamental forecasting skills required to forecast the weather in the UK's area of airspace responsibility.

After completing this course students will be able to:

- Make weather reports to the standard necessary to ensure the safety of aircraft;
- Meet the mandatory minimum standards of 'theoretical knowledge' for aeronautical observers required by ICAO/WMO/CAA policy;
- Demonstrate an acceptable level of knowledge of meteorological theory for the UK's area of airspace responsibility;
- Employ guidance effectively as the basis of the forecast;
- Interpret actual and forecast data correctly and identify the most relevant data for any given situation;
- Produce weather forecasts consistent with the guidance and other relevant data;
- Present forecast products to an acceptable standard and in the style required by customers;
- Monitor the latest data - amending forecasts and issuing warnings when appropriate;
- Be an effective member of an operational forecasting team.

Prerequisites for the course include:

1. An undergraduate science or engineering degree taught in English with at least 2 years of mathematics and physics studies;
2. English language proficiency of IELTS (<http://www.ieltsbuddy.com/ielts-scores.html>) band 6 or above. Applicants may also be required to participate in a telephone or video chat.

Please note that as this course is primarily tailored to the requirements of the Met Office there may not be as much focus on tropical meteorology as required for certain countries. Students need to be sure that this course will fulfil their met service needs.

Applicants are requested to e-mail the Met Office nomination form (Annex 2) and the WMO Fellowship nomination form (Annex 3) to [UKPR@metoffice.gov.uk](mailto:UKPR@metoffice.gov.uk) with the original sent by mail to Fiona Tovey, Met Office, Fitzroy Road, Exeter, EX1 3PB, UK. Deadline for applications is Friday, **8 January 2016**. Applications received after this date will not be considered.

Further information can be found here:

<http://www.metoffice.gov.uk/training/met-service/forecaster/foundation/ifc>

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**WORLD METEOROLOGICAL ORGANIZATION**

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ETR/FEL/UK, ANNEX 2

**COLLEGE COURSE EXTERNAL APPLICATION FORM**



<b>COURSE</b>	
<b>Course title</b> Introductory Forecasting Course	<b>Course dates</b> 11 April 2016
<b>What training needs will this course satisfy?</b>	

<b>PERSONAL DETAILS</b>	
<b>Family name</b>	<b>Male / Female</b>
<b>Given names in full</b>	
<b>Nationality</b>	
<b>Date and place of birth</b>	<b>Passport No.</b>
<b>Name and address of your place of work</b>	<b>Home address</b> <i>(for use in case of emergency while in UK)</i>
<b>Tel No.</b>	<b>Fax No.</b>
	<b>Tel No.</b>

**e-mail**

<b>COURSE</b>	
<b>WMO Permanent Representative nominating this applicant:</b>	
<b>Name</b>	<b>Position</b>
<b>Address</b>	<b>Tel No.</b>
	<b>Fax No.</b>
<b>Signature</b>	<b>Date</b>

CURRICULUM VITAE

- State your:
- (1) Ability in English speaking, writing and reading; preference will be given to applicants who attach an English language proficiency certificate at IELTS band 6 or above;
  - (2) Academic qualifications, their grades and where and when you studied;
  - (3) Professional training and work experience.

Attach copies of certificates and documents that support your statements including ability in English

Please return this form either by e-mail to: [UKPR@metoffice.gov.uk](mailto:UKPR@metoffice.gov.uk) by **8 January 2016**  
or by mail to: Fiona Tovey, Deputy WMO Manager,  
Met Office, Fitzroy Road, Exeter, EX1 3PB, UK.

**Deadline for the Met Office to be in receipt of applications is Friday, 8 January 2016**

WORLD METEOROLOGICAL ORGANIZATION



FELLOWSHIP NOMINATION FORM

**REQUEST FOR A WMO FELLOWSHIP**  
**Issued by the Permanent Representative of the nominating Member with WMO**  
 (Instructions for the completion and submission of this form are given under Section VII)

**I. PROPOSAL, REQUIREMENTS and OBLIGATIONS** (to be completed by the Permanent Representative)

**1. The Government of** (WMO Member country/territory): \_\_\_\_\_  
**nominates** candidate Mr /Ms  \_\_\_\_\_ (family name in capital letters), \_\_\_\_\_ (first name)  
**for a fellowship in** \_\_\_\_\_ (host country) for duration of \_\_\_\_\_ months  
**to study** (Field(s) of study requested): \_\_\_\_\_

**2. The Permanent Representative of the Recipient WMO Member certifies that:**

- The information provided by the nominee is complete and correct; Yes  No
- The nominee satisfies the entry requirements in terms of academic qualifications and experience for the programme of study; Yes  No
- The nominee has adequate knowledge, appropriately tested, of a language that can be used for working purposes in the proposed host country; Yes  No
- The nominee has the commitment, adaptability and capability to successfully complete the proposed programme of study; Yes  No
- The criteria for the award of a WMO fellowship approved by the WMO Executive Council are satisfied; Yes  No
- A plan will be put in place to ensure that his/her Service gains the planned benefits of the fellowship; Yes  No
- The required post-fellowship reports will be provided; Yes  No
- The absence of the nominee during his/her studies abroad will not have any adverse effects on his/her status, seniority, salary, pension and similar rights. Yes  No

**II. EXPECTED BENEFITS** (to be completed by the Permanent Representative)

**1. In what way will your Service benefit from the fellowship?** (Identify the way in which the fellowship fits in with the human resources development plan of your service and its strategic aims, and the specific benefits coming from the fellowship).

**2. How will the fellow be employed at the end of the fellowship?** (Be as specific as possible in terms of the title of the post and the associated responsibilities).

**3. How will the expertise gained from the fellowship be spread within your Service?** (Identify ways in which others within your service will benefit from the fellowship).

Place and date:

**Signature of the Permanent Representative**  
 (Specimen signature of the PR should be available in WMO.  
 For signature on behalf of PR, "delegation of authority to sign"  
 should also be available in WMO).

(#) The WMO reserves the right to propose an alternative host country if in its judgment the desired facilities are equally or more satisfactory in such a country; or if the desired facilities are unavailable in the country proposed by the candidate. The length of time required for study may also be adjusted by WMO in accordance with its own judgment and the available budget.

## ANNEX 3, p. 2

III. CANDIDATE INFORMATION (to be completed by the candidate)											
Family name (use capital letters):						Country of birth:					
First and other names:						Date of birth:					
Mailing address:						Nationality:					
Home address:						Marital status:					
Telephone:						Gender (M/F):					
Email address:						Name and address of person to be notified in case of emergency:					
<p>Have you any *near relatives employed in WMO, another public international organization or in the Meteorological Service of your own country? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If the answer is "Yes", please provide the following information:</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>International Organization: _____</p> <p>Meteorological Service: _____</p>											
Languages	Read			Write			Speak			Residence in foreign countries in relation to the applicant's study or professional interests	
	Excel	Good	Fair	Excel	Good	Fair	Excel	Good	Fair		
Mother tongue										Year(s)	Country
Education (start with last attended institution and work backwards)											
Name of institution and place of study				Years of study: from – to			Major fields of study			Degrees/ Diplomas	
Employment record (Give complete information, details of your duties and responsibilities for each post you have occupied).											
1. Present or most recent post:						Description of your work, including responsibility:					
Years of service: from _____ to _____											
Title of your post:											
Name and address of employer:											
Name of supervisor:											
2. Previous post:						Description of your work, including responsibility:					
Years of service: from _____ to _____											
Title of your post:											
Name and address of employer:											
Name of supervisor:											

\*Near relative means the spouse, parents, brothers, or sisters of the applicant.

<b>IV. PROPOSED STUDY PROGRAMME</b> (to be completed by the candidate)	
<b>1. What is the training need for which a programme of study is required?</b>	Indicate why your programme of study is required to meet the training needs of you and your Service.
<b>2. What are the key components of a training programme required to satisfy the training need?</b>	Give as much detail as possible about the main components of the required training programme
<b>3. What training programme would meet your requirements in a cost-effective way?</b>	Indicate the country of study, institution, and content and length of the training programme. Give two options in order of preference.
<b>4. What are the entry requirements for the proposed programme of study? Do you get an admission letter from the universities/institutions you apply? If yes, please attach it.</b>	Specify the entry requirements and explain the extent to which you satisfy them.
<b>5. What practical uses you will make of this study on your return home?</b>	Indicate how you and your Service will benefit from the programme of study.
<b>6. What fellowships or scholarships have you been awarded?</b>	Indicate any fellowships or scholarships that you have held in the past or hold at present, and any for which you are presently a candidate.
<b>7. What have you done to gain information about the training programmes available to meet your needs?</b>	Indicate how you have gone about identifying the proposed training programme.
<b>8. Any other matters you consider relevant</b> (e.g. if you are awarded a fellowship, are there any periods when you cannot be absent from your home country).	
<b>V. CERTIFICATION</b> (to be completed by the candidate)	
I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. If selected as a WMO Fellow, I undertake to:	
<ul style="list-style-type: none"> <li>(a) Conduct myself at all times in a manner compatible with my status as holder of the WMO Fellowship;</li> <li>(b) Spend full time during the period of the award on the study programme as directed by the agency in the country of study and by the WMO;</li> <li>(c) Refrain from engaging in political, commercial, or any other activities other than those covered by my work programme;</li> <li>(d) Submit reports in accordance with the arrangements made by the WMO;</li> <li>(e) Return to my home country at the end of the Fellowship.</li> </ul>	
<b>Place and date:</b>	<b>Signature of the candidate</b>



**VI. RECOMMENDATIONS OF THE SELECTION COMMITTEE (To be completed by the Chairman of the Committee)**

1. Comments on the education and qualifications of the candidate, and his experience (if any) in the subject to be studied:
  
2. Comments on the linguistics ability in the language of the course, age, personality and motivation of the candidate:
  
3. Comments on proposed country of study, preferred institution(s) in that country and duration of fellowship:
  
4. Comments on use to which Fellow's training will be put on his return home, in the context of national plans for human resources development:

Place and date:

Signature of the Chairman of the Committee:

Official position and address:

**VII. INSTRUCTIONS on the COMPLETION and SUBMISSION of this FELLOWSHIP NOMINATION FORM****1. This Fellowship Nomination Form (FNF) will be completed as follows:**

- Sections I and II by the Permanent Representative of the nominating Member with WMO
- Sections III, IV and V by the Candidate
- Section VI by the Chairman of the Selection Committee
- In case of requests for attendance at WMO training events of less than one-month duration another (simpler) form is to be used.

**2. Selection Committee**

- This is a generic name for a body, which oversees, directly or indirectly, the human resources development planning for meteorology and hydrology.
- In the absence of such body, the authority supervising the NMHS may designate a local Selection Committee to this effect.

**3. Submission of FNF:**

- The Permanent Representative will forward by post the ORIGINAL of this FNF to the WMO, Geneva.
- Advanced copies may be submitted to WMO by fax, in order to launch the FNF processing. However no implementation action will be taken until the signed ORIGINAL version of the FNF is received in WMO.
- Specimen signature of the Permanent Representative and/or of the person authorized by the PR to sign on his behalf must be (made) available to WMO prior to the posting of the FNF.

**4. Additional documents required:**

- Medical Clearance Certificate
- Copies of relevant diplomas, certificates.
- Admission letter from the University/Institution you apply.

**5. Note:**

- Following the receipt of FNF completed, WMO approaches relevant training institutions in order to tentatively identify cost-effective options for the delivery of the requested training.
- Upon the receipt of replies from the concerned institutions, the FNF and the potential training offers, are submitted to the Fellowships Committee, which meets once every three months in order to screen every candidature versus the EC Criteria for the Award of WMO Fellowships. The Committee thoroughly examines the FNF' information, in particular the arguments related to the training needs of the Candidate in the context of the human resources development plans of his Service.
- The Chairman of the Fellowships Committee submits all the candidature recommendations made by the Committee to the WMO Secretary-General, for his review and approval.
- It is only after the approval by the Secretary General that will start the actual processing for any fellowship award. Accordingly, the time lapse from the FNF submission to the actual implementation of the fellowship may require 5-8 months.