

**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

7 bis, avenue de la Paix – Case postale 2300
CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11
Fax: +41 (0) 22 730 81 81
wmo@wmo.int – public.wmo.int

Ref.: 12609/2023-1.4 MS

Notre réf.: 12609/2023/MS

7 juin 2023

Annexe: 1 (disponible en anglais seulement)

Objet: Invitation à la quatrième édition du Programme sur la direction et la gestion pour le personnel d'encadrement des Services météorologiques et hydrologiques nationaux (SMHN) (Singapour, 4-8 septembre 2023)

Suite à donner: Dépôt de candidature d'ici au **17 juillet 2023**

Madame, Monsieur,

J'ai le plaisir de vous informer que le Service météorologique de Singapour et l'Organisation météorologique mondiale (OMM) organisent conjointement à Singapour, du 4 au 8 septembre 2023, le programme mentionné en objet, à l'intention du personnel d'encadrement des SMHN de la Région II (Asie) et de la Région V (Pacifique Sud-Ouest).

Ce programme cible le personnel d'encadrement (représentants permanents, directeurs généraux ou équivalent) des SMHN. Il vise à développer les compétences essentielles de gestion au sein des SMHN des pays en développement et pays les moins avancés d'Asie et du Pacifique Sud-Ouest. Il sera hautement collaboratif et intensif et fera la part belle au partage d'expériences. Il est à noter qu'il se déroulera uniquement en anglais. De plus amples informations sont présentées ci-joint dans la note d'information (appendice A).

À cet égard, je vous invite à déposer votre candidature ou celle d'un membre de votre personnel d'encadrement en renvoyant le formulaire d'inscription ci-joint (appendice B), rempli et signé, à l'organisateur local, de préférence par courriel (mss_pia@nea.gov.sg avec copie à tra@wmo.int), le plus rapidement possible et au plus tard le **17 juillet 2023**.

Veuillez noter que la priorité sera accordée aux ressortissants de pays membres en développement qui n'ont pas participé aux trois derniers programmes organisés en 2018, 2019 et 2021, étant donné que le contenu de cette quatrième édition est similaire à celui des éditions précédentes.

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

Petteri Taalas
Secrétaire général

Aux: Représentants permanents des Conseils régionaux II (Asie) et V (Pacifique Sud-Ouest) (distribution restreinte)

cc: Conseillers en hydrologie des Conseils régionaux II (Asie) et V (Pacifique Sud-Ouest)

FOURTH LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES

Singapore, from 4 to 8 September 2023

Enrolment Information

Leadership and management are important skills for all National Meteorological and Hydrological Services (NMHSs). Development of these skills for Senior Management of NMHSs is critical to the attainment of organizational efficiency, financial prudence, staff motivation and in accomplishment of organizational goals.

The *Leadership and Management Programme for Senior Management of NMHSs* aims to develop successful managers in WMO Member NMHSs. The programme is designed to help participants enhance their leadership and management skills through lectures and group discussions.

The programme is jointly conducted by the Meteorological Service Singapore (MSS) and the World Meteorological Organization (WMO).

1. Programme Content and Format

- 1.1 The programme will be held as an in-person event in Singapore over 5 days from 4 to 8 September 2023. The tentative programme schedule is attached at Appendix A.
- 1.2 The programme covers the following topics:
 - (i) Policy development and strategic management
 - (ii) Institutional development
 - (iii) Communication, partnership, and engagement
 - (iv) Capacity development and human resources
 - (v) Resource mobilization and financing
- 1.3 Participants will have the opportunity to share their leadership and management experiences they face in their respective organisations during the programme.
- 1.4 The programme is conducted entirely in English. No translation service is provided.

2. Application Criteria

2.1 Applicants should:

- (i) Hold senior management positions of Director-General, Director or equivalent in their NMHSs.
- (ii) Be proficient in written and spoken English; and
- (iii) In good health.

2.2 The programme can accommodate up to 20 participants. Priority will be given to applicants from Regional Associations (RA) II and V and developing and least developed member countries from other RAs.

3. Application Procedure

3.1 Please complete and submit the following documents to MSS_PIA@nea.gov.sg, with copy to tra@wmo.int:

- (i) Application Form attached at Appendix B; and
- (ii) A 1-page curriculum vitae (CV).

3.2 The closing date for application is **Monday, 17 July 2023**.

4. Sponsorship

4.1 Co-sponsorship by MSS and WMO will be available for participants from developing and least developed countries. One participant is eligible for sponsorship from each country. The sponsorship will include the following:

- (i) One Economy Class round-trip air ticket
- (ii) Accommodation for the duration of the programme in Singapore
- (iii) Per diem
- (iv) Airport transfer; and
- (v) Local transport, where necessary.

4.2 Please note that:

- (i) Participants are encouraged to purchase insurance for their own coverage purposes. The organiser will not be responsible for any accident, illness, loss, or damage which may occur during the organisation of the event.
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the per diem.

- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

5. Contact Information

For queries relating to the programme, please contact MSS_PIA@nea.gov.sg.

APPENDIX A

TENTATIVE PROGRAMME SCHEDULE OF THE FOURTH LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES

Date & Time	4 September 2023 Monday	5 September 2023 Tuesday	6 September 2023 Wednesday	7 September 2023 Thursday	8 September 2023 Friday
09:00-10:30	Opening and Introduction	Leading Successful Organisational Transformation: Change Management	Public Communications in a Challenging Landscape	Performance Management Frameworks & Tools	Sustaining Financial Excellence
10:30-11:00	Break				
11:00-12:30	WMO Strategic Planning including WMO's Governance Reform – Key Changes, Benefits, Lessons Learnt, etc.	Leading Successful Organisational Transformation: Change Management (cont.)	Public Communications in a Challenging Landscape (cont.)	Competency Management and Impact on Institution	Public-Private Engagement
12:30-13:30	Lunch				
13:30-15:00	Futures Thinking and Complexity in Practice of Policy Development and Strategic Management	Addressing the Challenge of Psychological, Emotional and Behavioral Aspects of Change	Sharing on Public Communications approaches	Developing a Job Competency Framework	Sharing on Cost Recovery Approaches
15:00-15:30	Break				
15:30-17:00	Futures Thinking and Complexity in Practice of Policy Development and Strategic Management (cont.)	Partnership and Managing Relationships and Coordination with Stakeholders	(TBC)	Participants' Sharing followed by site visit(s)	Participants' Reflection of Course Closure of Programme
17:00-17:30	Participants' Sharing	Participants' Sharing	Participants' Sharing		

Ref.: 12639/2023-1.2 MS

**LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT
OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES (NMHS)
SINGAPORE, FROM 4 TO 8 SEPTEMBER 2023**

APPLICATION FORM

SECTION 1: Applicant Information

(To be completed by nominee/applicant)

Title:	Mr/Mrs/Ms/Dr ¹
Surname/Family Name:	
Full name:	
Date of Birth:	
City and Country:	
Organisation:	
Office Address:	
Designation/Position:	
Email address:	
Contact number:	
Brief description of your role in your organisation:	

¹ Delete where appropriate.

SECTION 2: Endorsement*(To be completed by Director-General/Permanent Representative with WMO or equivalent)*

Name:	
Contact number:	
Email address:	
Organisation:	
Designation/Position:	

I nominate Mr/Mrs/Ms/Dr²

(Name of applicant)

to participate in the *Leadership and Management Programme for Senior Management of NMHSs* from 4 to 8 September 2023.

 Signature

 Date

Please submit the completed and signed application form to the following email addresses by **Monday, 17 July 2023**.

To: MSS_PIA@nea.gov.sg

Cc: tra@wmo.int

² Delete where appropriate.