

WMO OMM

WEATHER CLIMATE WATER
TEMPS CLIMAT EAU



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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Notre réf.: 22613/2017/ETR/SEM-217

19 juin 2017

Annexes: 4 (disponibles en anglais seulement)

Objet: Atelier de formation destiné aux instructeurs des centres régionaux de formation professionnelle des Régions II et V (Melbourne, Australie, 28 août – 1^{er} septembre 2017)

Suite à donner: Renvoyer les formulaires de désignation au Secrétariat de l'OMM **avant le 1^{er} juillet 2017**

Madame, Monsieur,

Par la présente, je vous invite à désigner des participants à l'atelier cité en objet qui aura lieu en même temps que la conférence CALMet, du 28 août au 1^{er} septembre 2017. Vous trouverez ci-joint des détails sur cet atelier de perfectionnement (annexe I), une liste de candidats dont la nomination est recommandée (annexe II), notamment ceux qui ont suivi le cours en ligne 2017 à l'intention des instructeurs organisé au début de l'année (annexe III).

Le formulaire de désignation figure dans l'annexe IV. Au moment de le remplir, veuillez fournir des indications sur les avantages que votre Service compte retirer de la participation de votre candidat(e) à l'atelier. Il convient de noter que nous encourageons les Membres à couvrir les frais de voyage de leurs participants. L'OMM est toutefois disposée à fournir une assistance financière à un participant par pays Membre sélectionné ayant suivi le cours en ligne. Tous les renseignements utiles ainsi que le programme provisoire de l'atelier seront envoyés ultérieurement aux candidats sélectionnés.

Le formulaire de désignation doit être renvoyé au Secrétariat de l'OMM, dûment rempli, dès que possible et au plus tard le **1^{er} juillet 2017**.

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

(W. Zhang)
pour le Secrétaire général

Aux: Représentants permanents des Membres du Conseil régional II
Représentants permanents des Membres du Conseil régional V

cc: Présidents des Conseils régionaux II et V

Ref.: 22613/2017-L2 LCP

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WORLD METEOROLOGICAL ORGANIZATION

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ETR/SEM-217, ANNEX I

Training Development Workshop for Regional Training Institutions in WMO RA-II and RA-V, 28 August-1 September 2017, Melbourne, Australia

The Executive Council and Congress have encouraged the use of online learning to allow more participation by Members in training events such as these. For this reason, from 20 March to 18 June of this year, the 2017 WMO Online Course for Trainers for RA-II and RA-V was offered. Following the successful completion of that course, WMO will offer an advanced training event—the Training Development Workshop for Regional Training Institutions in WMO RA II and RA V.

The workshop is being offered primarily to train staff of RTCs, VLab Centres of Excellence, NMHSs, and other meteorological services who participated in and successfully completed the 2017 WMO Online Course for Trainers.

The goal of this workshop is to help national and regional meteorological and hydrological trainers by developing their practical skills for planning, developing, delivering, and evaluating classroom and online learning.

There are several conditions for acceptance into the workshop:

1. Participants must have successfully completed the Online Course for Trainers. (See Annex II)
2. Prior to the workshop, participants will use processes taught in the Online Course for Trainers to create or revise a Training Development Plan to be used as the basis for a workshop project. (This may require a review of seminar resources prior to the workshop.)
3. A work plan intended to be accomplished during the workshop, referencing the Training Development Plan, must also be completed.
4. After the workshop, participants will be expected to deliver the training designed and/or developed during the workshop in their areas of responsibility. In other words, participation also requires an institutional commitment.
5. Participants will submit a short report to WMO following the delivery of the training they planned and developed during the workshop. This report will provide a description of the training, including most notable successes and lessons learned, and highlight the evaluation results as reported by participants or users.

Note that a maximum of 1 person from a WMO Member country can be supported. WMO RTCs may be provided 1 additional supported participant, if funding is available.

The workshop length will be 5 days, from 28 August to 1 September. Day 1 will focus on individual work with a coach to further refine the Training Development Plan that was begun in the Online Course (or a new one created prior to the workshop), or to develop more detailed implementation plans, learning activities, and resources to support the training (Annex III). Days 2-5 will be in conjunction with the CALMet Conference, a respected international conference for trainers in meteorology and related disciplines (www.calmet.org). This conference will expand upon knowledge and skills developed during the online course,

and assist in generated new ideas for implementing the Training Development Plan. The workshop will be conducted in English.

As described in condition #2 above, prior to the workshop, participants should spend some time developing a goal for their individual project work on Day 1. The course organizers will work with each participant prior to the workshop, if necessary, to ensure that the Training Development Plan and work plan are appropriate.

Participants are encouraged to work collaboratively on their projects with participants from other institutions producing similar training. NOTE: Participants are requested to bring laptop computers for their personal use on their projects. No computer lab facilities will be available.

Follow-on coaching for the final course development and delivery will be offered as needed and as time allows following the workshop and conference. However, in most cases participants should plan to work independently or with colleagues to deliver their training and work within the technical capabilities of their institutions. If required, and within reasonable storage limitations, WMO can host Moodle course websites that can be used for the initial offerings of the training. However, participants will take responsibility for developing and managing these sites as the course instructors.

Participants from RA II and RA V who are expected to complete the WMO Online Course for Trainers, 2017 (Trainer Track, and completing a full Training Development Plan)

Note: This table is complete as of 14 June, 2017

Name	Surname	Country
Asteria Satyaning	Handayani	Indonesia
Dede	Tarmana	Indonesia
Madona	Madona	Indonesia
Mamenun	Mamenun	Indonesia
Mia Khusnul	Khotimah	Indonesia
Ratih	Prasetya	Indonesia
Suharni	Suharni	Indonesia
Herizal	Hamzah	Indonesia
Madona	Zahra	Indonesia
Azam	Kakavand Devich	Iran, Islamic Republic of
Hajar	Shiri Yaichi	Iran, Islamic Republic of
Mona	Kashi Zonoozi	Iran, Islamic Republic of
Yue	Shen	China
Abdul	Ghaffar	Pakistan
Khalid	Jamil	Pakistan
Harish	Pratap	Fiji
Narend	Kumar	Fiji
Sajiva	Nand	Fiji
Harish	Pratap	Fiji
Dinesh	Rase	India
Gaurishankar	Sawaisarje	India
Manish	Rathore	India
Sunil	Kumar	India
Artem	Korchagin	Russian Federation
Ekaterina	Berezhnaya	Russian Federation
Nadezhda	Podrezova	Russian Federation
Nikolay	Popov	Russian Federation
Viktoriia	Mazitova	Russian Federation
Nadezhda	Sanotskaya	Russian Federation
Andis	Rembergs	Latvia
Seluvaia	Finaulahi	Tonga
Fitilaga	Fa'anunu	Tonga
Abdulla	Ali	Maldives
Wee Poh	Goh	Singapore

Note: Only 1 person from each Member county can be supported. Those outside RA II and V will be invited by special invitation only. WMO RTCs may be provided 1 additional supported participant, if funding is available.

Training Development Workshop for Regional Training Institutions in WMO RA II and RA V, 28 August-1 September 2017, Melbourne, Australia

Preliminary Workshop Programme and Learning Outcomes

The majority of workshop time will be devoted to project work with guidance by the facilitators and feedback by fellow participants. Each project will have one or more primary facilitators assigned, but other facilitators may also consult. **NOTE:** Participants are requested to bring laptop computers for their personal use on their projects. No computer lab facilities will be available.

In addition, on three days at least one training topic will be explored through presentation, demonstration, and discussion. Additional topics might be raised for treatment during the week by participants and facilitators.

Pre-Workshop	Completion or refinement of a Training Development Plan and goals for the workshop
Day 1	Participant introductions and brief introductions to the projects Summary of the Training Development Plans (key ideas, most significant challenges, topics requiring deeper exploration) Individual or team project work
Day 2	CALMet: Presentations on training design and workshop on mobile learning
Day 3	CALMet: Presentations on competency and qualifications training, demos, and workshop on training for communications with users
Day 4	CALMet: Presentations on active learning approaches, demos, and workshop on simulations in training
Day 5	CALMet: Moodle and OER Commons workshops, session on WMO Global Campus

After the workshop, participants will be expected to implement their projects. All participants should discuss their Training Development Plans with their managers before attending the workshop to ensure that there is institutional commitment for the project.

Learning Outcomes

Building upon planning and design decisions made prior to the workshop, for an online, classroom, or blended learning in an area of need for their national service or client community, participants will:

1. Finalize a Training Development Plan showing analysis of each element of the training/learning system, and attention to each phase of the training process.
2. Refine the learning outcome statements to ensure that they guide and focus the training development and assessment activities.
3. Design learning experiences for active engagement.
4. Use existing or develop new resources to address learning needs.
5. Develop a learning assessment plan for the training.

**Training Development Workshop
 for Regional Training Institutions in WMO RA II and RA V,
 28 August-1 September 2017,
 Melbourne, Australia**

Participant Nomination Form

Section A: Personal Details

1. Country : _____

2. Title : Mr/Ms/Miss/Dr/Prof/_____

3. First Name (Given) : _____

4. FAMILY NAME (SURNAME) : _____

5. E-mail : _____

6. Telephone No : _____

7. Fax No : _____

8. Official Address : _____

9. Date of Birth : _____

10. Nationality : _____

11. Gender : ☐ Female ☐ Male

Section B: Qualification

12. Please indicate your English language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

Section C: Training Background

13. I work in a: ☐ National Meteorological and/or Hydrological Service (NMHS)
☐ WMO Regional Training Center (RTC)
☐ NMHS Training Center
☐ University
☐ Other (Please specify): _____
14. What is your job title? : _____
15. How long have you been in this position? : _____
16. I train: ☐ Meteorologists
☐ Hydrologists
☐ Technicians (Observer)
☐ Technicians (Other)
☐ General staff
☐ University or school students
☐ I manage training
☐ I do not train

Section D: Rationale for Nominating

17. Did you successfully complete the WMO Online Course for Trainers this year?
☐ Yes ☐ No
18. Do you commit to creating a Plan of Work prior to the workshop and work with the course organizers to ensure that it is appropriate to guide your project work during the workshop?
☐ Yes ☐ No

Section E: Endorsement of Permanent Representative

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

Place: _____

Date: _____

Signature of the Permanent Representative: _____

To be completed and returned as soon as possible and in any case to reach WMO **not later than 1 July 2017** to:

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