



## 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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Ref.: 13767/2021-19 MS/ETR

我方函件号: 13767/2021/MS/ETR

2021年6月17日

附件 1份 (仅提供英文版)

主题: 邀请参加 2021年8月3-6日和8月10-13日虚拟举行的第三次国家气象水文部门 (NMHS) 高级管理层领导力和管理课程

所要采取的行动: 在 **2021年7月6日** 前提交申请

尊敬的先生/女士,

我荣幸地通知您, 新加坡气象局 (MSS) 和世界气象组织 (WMO) 将于 2021年8月3-6日和10-13日以虚拟形式联合举办第三次 *国家气象水文部门 (NMHS) 高级管理层领导力和管理课程*。

课程面向 NMHS 高级管理层 (常任代表、司长、处长或同等职位), 并旨在培养 NMHS 领导层的关键管理技能, 优先重点是二区协 (亚洲) 和五区协 (西南太平洋) 的会员, 以及其它区域协会的发展中国家和最不发达国家的会员。它将是高度参与、强化、体验和动态的课程, 主要侧重于经验分享, 课程完全采用英文。关于课程的更多详情可参见随附的 *课程信息手册*。

我荣幸地邀请您或贵方高级管理层人员填写 **附件 B** 中的申请表申请参加该课程, 并应尽快但不迟于 **2021年7月6日** 将批准的申请表通过传真 (+65 6545 7192, 收件人: PIA/MSS) 或最好通过电子邮件 (MSS\_PIA@nea.gov.sg, 抄送 tra@wmo.int) 发送给当地组织方。

我要感谢您对 WMO 活动的持续支持。

此致,

佩特里·塔拉斯教授  
秘书长

收件人: WMO 会员常任代表

抄送: 水文顾问

## THIRD LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES

From 3 to 6 and from 10 to 13 August 2021 (via Zoom platform)

### Programme Information Brochure

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 the accomplishment of organizational goals.

The *Leadership and Management Programme for Senior Management of NMHSs* aims to develop successful managers in WMO Member NMHSs. Due to the prevailing COVID-19 situation, the third run of the programme is conducted virtually over two weeks in August of this year. The programme is designed to help participants enhance their leadership and management skills through live lectures and group discussions, as well as activities to apply what they have learnt in their own organizational context.

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

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#### 1. Programme Content and Format

1.1 The programme aims to be engaging and intensive, with formal lectures by expert speakers, group activities and discussions, and sharing of experience.

##### Pre-programme Survey

1.2 Participants are requested to complete a simple survey two weeks prior to the start of the programme, to give the trainers a better understanding of participants' training needs and expectations. The link to the survey will be sent to successful applicants.

##### Virtual Programme

1.3 The programme will be conducted online via the Zoom platform in eight half-days (between 0530 UTC and 1000 UTC) spread over two weeks. The tentative programme schedule is attached at [Appendix A](#).

1.4 The programme covers the following topics:

- (i) Leadership and governance
- (ii) Strategic foresight and planning
- (iii) Financial management
- (iv) Human resources development
- (v) Strategies in communications, negotiations and international relations

1.5 All participants are requested to share a 5-minute presentation about their organization, the leadership and management challenges they face, and their expected outcomes from the programme.

### Post-programme Activity

1.6 At the conclusion of the online programme, participants will work with the lead programme facilitator to apply the skills learnt to a leadership or management challenge they face in their organizations.

## **2. Working Language**

2.1 The programme is conducted entirely in English. No translation service is provided.

## **3. Application Criteria**

3.1 Applicants should:

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

3.2 The programme can accommodate up to 25 participants. Priority is given to applicants from Regional Associations II and V, and developing and least developed Members from other regional associations.

## **4. Application Procedure**

4.1 Please complete and submit the following documents to: [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg), with a copy to [tra@wmo.int](mailto:tra@wmo.int):

- (i) Application Form attached as [Appendix B](#); and
- (ii) A one-page curriculum vitae (CV).

4.2 The closing date for application is **Tuesday, 6 July 2021**.

## **5. Costs and Sponsorship**

5.1 There are no fees associated with the participation in the programme. As the programme is held virtually, no sponsorship is provided.

5.2 Please note that:

- (i) Participants should ensure that they have access to a computer with reliable internet connection.
- (ii) Participants should commit to the entire duration of the programme, including participating in the post-programme activities.

## **6. Contact Information**

For queries related to the programme, please contact [MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg).

## APPENDIX A

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

Ref.: 13767/2021-1.9 MS/EFR

Date and Time (UTC)	Date and Time (SGT)	3 August 2021 Day 1	4 August 2021 Day 2	5 August 2021 Day 3	6 August 2021 Day 4
0530 – 0600	1330 – 1400	Opening Addresses	Sharing by Participants	Sharing by Participants	Sharing by Participants
0600 – 0730	1400 – 1530	Course Overview and Post-programme Delivery Introduction by Participants	Results-Based Management at WMO, Part I	Sharing by Meteorological Service Singapore (MSS)	Leadership Challenges in the 21st Century
0730 – 0800	1530 – 1600	Break			
0800 – 0930	1600 – 1730	Managing COVID-19 as a SuperWicked Problem: Lessons from, and for, the Climate Crisis	Results-Based Management at WMO, Part II	Managing in Complexity	Concept and Tools for Performance Management
0930 – 0950	1730 – 1750	Daily Reflection			

Date and Time (UTC)	Date and Time (SGT)	10 August 2021 Day 5	11 August 2021 Day 6	12 August 2021 Day 7	13 August 2021 Day 8
0530 – 0600	1330 – 1400	Sharing by Participants	Sharing by Participants	Sharing by National Environment Agency (NEA)	Final Reflections and Sharing of Action Plans by Individual Participants
0600 – 0730	1400 – 1530	Adaptive Leadership	Case Study Discussion on Complexity, Infrastructure and Decision Making	Effective Communications Strategies	
0730 – 0800	1530 – 1600	Break			
0800 – 0930	1600 – 1730	Managing the New Work (Force)	Negotiation: Strategies and Techniques - Applications	Financial Management	
0930 – 0950	1730 – 1750	Daily Reflection			Closing Ceremony

**LEADERSHIP AND MANAGEMENT PROGRAMME FOR SENIOR  
MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL  
SERVICES (NMHS) VIRTUAL**

**3 to 6 AUGUST and 10 to 13 AUGUST 2021**

**APPLICATION FORM**

**SECTION 1: Applicant Information**

(To be completed by nominee/applicant)

Title	Mr/Mrs/Ms/Dr*
Surname/Family Name	
Full name	
Date of Birth	
City and country	
Organization	
Office Address	
Brief description of your role in your organization	

**SECTION 2: Endorsement**

(To be completed by Director-General/Permanent Representative with WMO or equivalent)

Name	
Contact Number	
Email address	
Organization	
Designation/Position	

I nominate Mr/Mrs/Ms/Dr\* \_\_\_\_\_  
(name of applicant)

to participate in the *Leadership and Management Programme for Senior Management of NMHSs* from 3 to 6 and 10 to 13 August 2021.

Ref.: 13767/2021-1.9 NS/ETR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit the completed and signed application form via email to:  
[MSS\\_PIA@nea.gov.sg](mailto:MSS_PIA@nea.gov.sg) cc: [tra@wmo.int](mailto:tra@wmo.int) **by 6 July 2021.**

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\* Delete where appropriate