



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
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Our ref.: ETR/CRS-815

GENEVA, 3 July 2015

Annexes: 2 (available in English only)

Subject: Seminar on Meteorological Disaster Management for Officials from Developing Countries, 7-18 September 2015, WMO Regional Training Centre (RTC), Beijing, China

Action required: For information and appropriate action, as necessary

Dear Sir/Madam,

I have pleasure to inform you that the China Meteorological Administration (CMA) will host a Seminar on Meteorological Disaster Management for Officials from Developing Countries in Beijing, China, from 7 to 18 September 2015.

The course is designed to help trainees to know the meteorological disasters management methods, and to enhance the emergency and the risk management ability and mapping techniques in developing countries. The course will be conducted in English.

The RTC Beijing, China can provide, for accepted participants from developing countries, local support including accommodation, meals and pocket money, upon request. Other accepted applications or their respective governments need to cover their accommodation and meals during the training period.

The international travel costs including round trip tickets, transit fares and subsistence allowance during the travel are to be covered by the participants or their employers. For detailed information, please find attached the Enrolment Information and the Application Form.

The nominated candidates are requested to complete the attached Application Form, which should be endorsed by the Permanent Representative of their respective countries, and returned directly to the RTC, Beijing, China at the address provided on the Application Form not later than **27 July 2015**.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'M. Jarraud', is written over a vertical line. The signature is stylized and somewhat abstract.

(M. Jarraud)  
Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6854)

cc: Hydrological Advisers to Permanent Representatives

**SEMINAR ON METEOROLOGICAL DISASTER MANAGEMENT FOR OFFICIALS FROM  
DEVELOPING COUNTRIES  
7-18 September 2015, Beijing, China**

**ENROLMENT INFORMATION**

The Seminar on Meteorological Disaster Management for Officials from Developing Countries is organized by the WMO Regional Training Centre (RTC) Beijing China, sponsored by China Meteorological Administration (CMA).

**Course Description**

The course is designed to help trainees to know the meteorological disasters management methods, and to enhance the emergency and the risk management ability and mapping techniques in developing countries.

**Expected Learning Outcomes**

Participants are expected to master the meteorological disasters risk management and to know the new techniques of meteorological disasters risk management in the world. They will also be enabled to know how to prevent and mitigate meteorological disasters.

**Target Audience**

Officials who are working in the field of meteorological disaster management and other related field from developing countries.

**Course Content**

The training course will mainly cover lectures on:

1. Introduction to WMO and its Disaster Risk Reduction(DRR) Programme;
2. Strategies and emergency response of meteorological disasters of CMA;
3. Meteorological service for big social events;
4. Shanghai Multi-hazard Early Warning System;
5. Flood risk assessment and mapping techniques;
6. The Sendai Framework for DRR (2015-2030) at the Third UN World Conference on Disaster Risk Reduction;
7. Meteorological disaster management practice and study tours.

**Course Format**

Lectures, laboratory practical session, group discussion, study tour and participant presentation etc.

**Student Assessment**

1. An observation will be made by the training course organizer at RTC Beijing and lectures for participants' attendance and performance at the lectures and other learning activities of the training course;
2. Each participant is required to submit a conclusion report at the end of the training, at least one page and no less than 800 words, to examine their understanding and acceptance of the knowledge transferred;

3. Each participant is required to make a presentation with PPT concerning Meteorological Disaster Management in their country;
4. The instructors will assess participants' performance in practical sessions.

### **Instructors**

Senior experts in the field from WMO, CMA and related departments.

### **Language Used**

The Seminar will be conducted in English.

### **Participant Qualifications for Admission**

Participants are required:

1. Health: In good health with health certificate issued by the local public hospitals; without diseases with which entry to China is disallowed by China's laws and regulations; without severe chronic diseases such as serious high blood pressure, cardiovascular /cerebrovascular diseases and diabetes; without mental diseases or epidemic diseases that are likely to cause serious threat to public health; not in the process of recovering after a major operation or in the process of acute diseases; not seriously disabled or pregnant;
2. Language: To be proficient in English;
3. To prepare a report on meteorological management of the participants' service and a brief introduction of the participant's professional experiences for the purpose of exchanges;
4. Not to bring family members to the training course in principle; if bringing a family member, the participant has to pay extra expense;
5. To observe all the laws, rules and regulations of People's Republic of China and respect the Chinese customs during the training period.

### **Application and Selection Process**

1. The applicants must be officials who are working in the field of meteorological disaster management and other related field from developing countries. The nominated candidates are requested to submit the Application Forms and Passport Copy (necessary) together with evidence of English proficiency (if there is) to RTC-Beijing China for examination and endorsement;
2. Admission Notices will be issued to the accepted participants by e-mail by the RTC-Beijing China. With the Admission Notices, the participants are requested to go through all the necessary formalities for entering China and bring all the documents (Admission Notices, Health Document, and Application Forms) to RTC-Beijing on the registration date of **7 September 2015**.

**Only accepted applicants** that receive the Admission Notices endorsed by RTC-Beijing China can participate in the Seminar.

### **Cost**

1. Tuition is free for all the accepted participants that receive the endorsed Admission Notices by the WMO RTC-Beijing China;
2. RTC-Beijing will provide local support to the accepted participants from developing countries, including accommodation, meals, and pocket money (60 Yuan RMB per day, 720 Yuan RMB in total). Normally one application from each developing country or two applications from each Least Developed Country are endorsed by the WMO RTC Beijing China for the local support;
3. Other accepted applications or their respective governments need cover their accommodation and meals during the training period;

4. The international travel costs including round trip tickets, transit fares and subsistence allowance during the travel are to be covered by the participants or their employers;
5. The expenses of visa, medical care, insurances and domestic salaries for the participants should be borne by the participants' employers;
6. It should be taken into account when booking the flight tickets that the scholarship covers exclusively from 7 to 18 September. Any liability or expense out of this term shall be entirely at the expense of the participants;
7. The organizer of Seminar does not hold any responsibility for such risks as loss of life, accidents, illness, and loss of property incurred during the whole period of participation in the seminar.

### **Deadline for Application**

The application with a passport copy should be sent to WMO RTC Beijing China with copy to WMO Secretariat no later than **27 July 2015**.

Attn: Ms GAO Feng, Training Organizer  
WMO Regional Training Centre in Beijing  
China Meteorological Administration Training Centre  
46 Zhongguancun Nandajie  
Beijing 100081  
P.R.China

Tel: +86 10 6840 8798

E-mail: [intcmatc@cma.gov.cn](mailto:intcmatc@cma.gov.cn)

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WORLD METEOROLOGICAL ORGANIZATION

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ETR/CRS-815, ANNEX 2

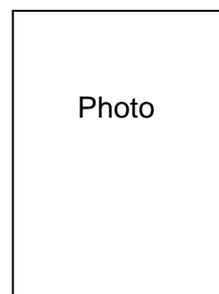
APPLICATION FORM

SEMINAR ON METEOROLOGICAL DISASTER MANAGEMENT FOR OFFICIALS FROM  
DEVELOPING COUNTRIES  
(Beijing, China, 7-18 September 2015)

**Note:** Please complete the form in typed capital letters and get it scanned in PDF version. Send it to the WMO RTC-Beijing China by Email as soon as possible and in any case **no later than 27 July 2015.**

I. Personal Data

1. Surname \_\_\_\_\_  
Given Name \_\_\_\_\_
2. Gender \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Place of Birth \_\_\_\_\_
5. Passport Number \_\_\_\_\_
6. Nationality \_\_\_\_\_
7. Marital Status \_\_\_\_\_
8. Health Condition \_\_\_\_\_
9. History of infectious disease:  No  Yes



\_\_\_\_\_ (Please specify if yes)

10. Address: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address: \_\_\_\_\_@\_\_\_\_\_
11. Permanent Address: \_\_\_\_\_
12. Place of the Chinese Embassy/Consulate/VisaOffice where you wish to apply for the visa (if a Chinese visa is required):  
\_\_\_\_\_
13. Contact person in case of emergency  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address: \_\_\_\_\_@\_\_\_\_\_
14. Statement of present work  
Name of institution \_\_\_\_\_  
Present Position or Occupation \_\_\_\_\_

Brief description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Previous employment history

Date	Institution	Position and Duties
_____	_____	_____
_____	_____	_____
_____	_____	_____

16. Educational and/or professional qualification

Date	Major and University	Degree/Diploma
_____	_____	_____
_____	_____	_____
_____	_____	_____

17. Language Proficiency

Mother Tongue \_\_\_\_\_

English Proficiency (Please tick):

Reading: a. excellent b. good c. fair d. poor

Listening: a. excellent b. good c. fair d. poor

Speaking: a. excellent b. good c. fair d. poor

Writing: a. excellent b. good c. fair d. poor

18. State why you wish to attend the course and indicate the practical use of the course to your work in the future.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Financial Support**

Do you need local support from IRIMO if you are a participant from developing countries?

Yes  No

If you require financial assistance for travel costs, to whom will you make your request?

\_\_\_\_\_

### III. Insurance

I fully understand that the course organizer does not take any responsibility for risks such as loss of life, accidents, illness, loss of property etc.

### IV. Personal Statement

I hereby declare that the information given above is true, correct and complete. I shall bear the responsibility for the above information.

I pledge to observe all the Chinese laws and will respect the local customs and follow the course regulations during my stay in China for the training course.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

### V. Endorsement of the Nominator

1. Name of Organization \_\_\_\_\_

2. Name and Signature of the Permanent Representative of WMO in your country:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Official Seal \_\_\_\_\_

Date \_\_\_\_\_

### VI. Contact Details

Contact Person: Ms GAO Feng, Training Organizer  
Address: WMO Regional Training Centre in Beijing  
China Meteorological Administration Training Centre  
46 Zhongguancun Nandajie, Beijing 100081, P.R. China  
Telephone: +86-10-6840 8798  
E-mail: [intcmatc@cma.gov.cn](mailto:intcmatc@cma.gov.cn)

With a copy to (by fax):

The Secretary-General  
World Meteorological Organization  
7 bis Avenue de la Paix, CP 2300  
1211 Geneva 2, Switzerland  
Fax: +41 22 730 8041