

**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.: 30067/2019-110 DRA/ETR

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18 November 2019

Annex: 1

Subject: WMO Education and Training Opportunities for 2020 and Implementation of the Outcomes of the Eighteenth World Meteorological Congress (Cg-18) as regards the Education and Training Programme

Action required: For information and appropriate action, as required

Dear Sir/Madam,

In response to Goal 4 of the World Meteorological Organization (WMO) Strategic Plan 2020-2023, which inter alia addresses the need to “develop and sustain core competencies and expertise”, in line with Resolution 71 (Cg-18) and Resolution 70 (Cg-18) on support to Members in providing information into the “[WMO Community Platform](#)” on education and training opportunities, I am pleased to advise you of education and training opportunities which WMO plans to support during the year 2020. Members interested in nominating suitable candidate(s) are required to review the “[Compendium of WMO fellowships and training opportunities \(2020\)](#)” which can be downloaded from the WMO public website. WMO fellowship and training opportunities are geared to support nominations from developing and Least Developed Countries (LDCs), and Small Island Developing States (SIDS).

Before the submission of nominations, you are invited to carefully read the [Guidelines for Applying for a WMO Fellowship](#) as well as the [Criteria on Award of Fellowship and Training Sponsorships](#) (Decision 57, (EC 69)). Furthermore, please note that for guidance on the choice of institutions for your candidate(s), you are advised to consult the partners and the WMO Regional Training Centres (RTCs) listed in the [Compendium](#).

Unless otherwise stated in the Compendium, any candidate applying for a fellowship to undergo studies in any institution is required to first secure an acceptance letter from that institution, or be in the process of obtaining one, prior to submitting their nomination to WMO. More information is available at the [WMO Fellowship Programme](#) website and the WMO Secretariat (fel@wmo.int) can be communicated in case any clarification is needed.

Group familiarization visits will be organized in the WMO Secretariat in 2020 for newly appointed Permanent Representatives (PRs). Those who are interested in this programme are encouraged to apply by using the [Familiarization Visit Request Form](#). Potential beneficiaries will be selected on the basis of the [EC Criteria](#) (Decision 57, (EC 69)) for consideration of requests for a familiarization visit by a recently appointed Permanent Representative of a Member with WMO.

Due to WMO budgetary constraints, I would encourage you to be selective in the number of candidates you propose. You may therefore consider paying particular attention to how your request aligns with your National Meteorological and Hydrological Services (NMHSs) needs in a human resource capacity, taking into account gender equity issues.

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

cc: Hydrological Advisers to Permanent Representatives

Please note that the cutoff date for submission of nominations to WMO is **28 February 2020** unless stated otherwise in the information table. However, the Secretariat could circulate other available education and training opportunities and also welcome ad hoc requests to be treated in line with the stipulated criteria.

I am also taking this opportunity to request that you make us aware of available fellowships and training opportunities that arise within your national institutions that could be available for implementation in collaboration with WMO. Any interest to develop mutually beneficial partnerships could be communicated to the Director, Education and Training Office, who will in turn initiate further negotiations on behalf of WMO. This proposed collaboration could be initiated anytime during the year. Such information could also be availed to other Members through the "[WMO Community Platform](#)" and the "[WMO Global Campus Calendar of Events](#)".

I would like to express my appreciation for your continued support in promoting the Programmes and activities of WMO.

Yours faithfully,

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

(E. Manaenkova)
for the Secretary-General

Guide on Nominations for Fellowships and Training

2020 Compendium of WMO Fellowships and Training Opportunities, Requirements and Guide for Application

(<https://www.wmo.int/pages/prog/dra/etrp/GuidelinestoFellowshipApplications.php>)

Ref.: 30068/2019-11 DRA/ETR

1. Read through the WMO EC Criteria on Award of Fellowships and Training Sponsorships on the ETR website.
 2. Check for available fellowship and training opportunities in the Compendium and the RTCs website.
 3. For fellowship nomination, a completed Fellowships Nomination Form (FNF) is required, (FNF can be downloaded from the ETR website).
 4. The FNF must be signed by the Permanent Representative or a formally delegated alternative signatory and sent to the Secretary-General of WMO by the closing dates stipulated for that opportunity.
 5. Any nomination must provide an admission letter from the institution for the requested course. The admission letter or accompanying documentation should provide the start and end dates of the course and the costs involved. To obtain the admission letter, candidates must apply to the institution responsible for checking the academic, language and other requirements for that institution.
 6. The applicant must be proficient in the language of study and/or provide the documentation regarding their language proficiency as required by the institution. Please note some institutions require an English language test, such as IELTS or TOEFL which may take time to obtain.
 7. If multiple candidates are nominated, the Permanent Representative must also provide a priority listing for the candidates.
 8. The nominating Member should pay attention to the eligibility quality of the candidates to avoid future withdrawal, drop out, failure and extension of study.
 9. Any fellowship award requires all due and overdue post-fellowship reports from previous fellows (completion report and 24-month post fellowship report, PR familiarization reports) to be provided to WMO.
 10. Deadlines for nominations must be followed. Late nominations beyond the deadlines are normally not considered. The issuance of the admission letter from institutions and obtaining the result of a required language test takes time. If such a request is foreseen, candidates are suggested to take action as early as possible.
 11. For courses offered by WMO RTCs of less than one month, candidates must use the nomination forms provided by the RTC. A signed request by the PR of the WMO Member is required for WMO support. Participants who have been selected for WMO support will be asked to complete the Request for Financial Assistance (RFA) form.
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