



All questions must be answered clearly in details. Duly sign the complete form and submit it to Secretary-General, WMO, 7 bis, avenue de la Paix, Case postale 2300, CH 1211 Geneva, Switzerland.

I. BASIC INFORMATION

(1) Country: _____
(Recipient WMO Member country)

(2) Name: _____
(Family name) (Given name) (Other names)

(3) Date of birth: ____/____/____
DD MM YYYY

(4) Email address: _____ (5) Office Phone number: _____

(6) Mobile Phone number: _____

(7) Highest Educational Qualification

Name and place of Institution	Certificates or diplomas obtained	Date certificates or diplomas obtained (Month, Year)

(8) Last three positions prior to becoming Permanent Representative of your country with WMO

Date	Title	Responsibilities
Current position		

(You may prefer to attach a CV to this nomination form)

(9) Date of commencement as Permanent Representative of your country with WMO: ____/____/____
DD MM YYYY

(10) Expected end date of your term as Permanent Representative with WMO (if applicable): ____/____/____
DD MM YYYY

(11) Which spoken language(s) will be used during the visit?: _____
(The working languages of the Secretariat are English and French. If neither of these can be used you may need to organize with the mission for your country in Geneva to provide an interpreter)

(12) Can your service or government contribute to funding the familiarization visit? Yes No

If yes to the above question, please specify which way: _____

Note that in line with EC-65 decision, the following items will be taken into account when considering a familiarization visit request:

- a) Will a minimum of six months have elapsed between the commencement of the PR taking up their duties and the proposed start of the familiarization visit?
- b) Is the applicant expected to continue their role as PR for a minimum of one year following the familiarization visit?
- c) What is the development status of the country? Preference given to Least Developed Countries.
- d) Has the applicant has been a Permanent Representative for less than four years?
- e) Has the applicant had previous exposure to WMO activities that are relevant to the familiarization visit?
- f) Has the country benefited from support for a familiarization visit in the two years prior to the receipt of the visit request?
- g) Has a report of the previous familiarization visit or a report identifying its impacts been received by the Secretary-General?
- h) Have responses to key questionnaires such as the Monitoring Questionnaire and fellowship reports have been provided to the Secretary-General?
- i) Is it possible to undertake the visit within 3 months of an official offer by the Secretary-General?
- j) The availability of funds, with the view to maintain expenditure on familiarization visits to less than 10% of the Funds available to fellowships from the Regular Budget;
- k) Opportunities to co-fund the proposed visit with other programmes, conferences, workshops etc.

II. PROPOSED PROGRAM

it is recommended that the familiarization visit could include the following:

- a) A visit to WMO headquarters
- b) A visit to a country hosting a Regional Meteorological Centre (such as a Regional Specialized Meteorological Centre (RSMC), a WMO Regional Training Centre (RTC), a Regional Telecommunication Hub (RTH), and so forth) OR a visit to a country within the Region, with similar economic development, weather and climate and a relatively more developed National Meteorological and Hydrological Service;

During the visit the PR should make a presentation to the WMO Secretariat and optional host country a presentation on their NMHS services and requirements. Prior to the visit the Member should review and updates their WMO Country Profile database entries. ;

Proposed site	Proposed dates	Issues to be raised

III. EXPECTED BENEFITS (to be completed by the Permanent Representative)**1. Background to familiarisation visit request**

2. Expected benefits or outcomes of the visit for your country

3. Expected benefit of the visit for WMO and its Members

Place and date:

Signature of the Permanent Representative
(Specimen signature of the PR should be available in WMO.
For signature on behalf of PR, "delegation of authority to sign"
should also be available in WMO).