

Annex to draft Decision 10.1/4 (EC-69)

CRITERIA ON AWARD OF FELLOWSHIPS AND TRAINING SPONSORSHIPS

1. Criteria for the award of WMO fellowships

1.1 The aim of the WMO Fellowship Programme is to support the education and training of qualified and suitable candidates, particularly from least developed and developing countries and Small Island Developing States.

1.2 WMO may award both short-term (more than one month and less than six months) and long-term (6 months or longer) fellowships, based on recommendations of the Education and Training Committee (ETCOM) and in alignment with the priorities of the Education and Training Programme.

1.3 To be considered by the ETCOM for a fellowship, candidates must:

- (a) Complete a Fellowship Nomination Form, which must be certified by the Permanent Representative of the recipient Member with WMO;
- (b) Meet the entry requirements for the proposed course of study, and obtain a conditional offer/admission for the course;
- (c) Be proficient in, or capable of learning in, the language of study;
- (d) Be of sound health as confirmed by their completed medical certificate;
- (e) Only apply for courses of study directly applicable to WMO Programme areas.

1.4 In awarding a fellowship, preference will be given to candidates who:

- (a) Come from the NMHSs of least developed countries as well as developing countries, countries with economies in transition, and countries more vulnerable to natural disasters;
- (b) Are supported by cost-sharing;
- (c) Apply for courses at RTCs or other training institutions in their Region;
- (d) Are expected to work and make a long-term contribution in the NMHS of their country in a suitable post on completion of the fellowship;
- (e) Have not been awarded a long-term WMO fellowship within the previous four years;
- (f) Comes from a country that has not recently benefited from a WMO fellowship.

1.5 In awarding a fellowship, account will be taken of:

- (a) The need for regional proportional balance;
- (b) The need to practice equal opportunity policies (Resolution 33 (Cg-XIV) – Equal opportunities for the participation of women in meteorology and hydrology);
- (c) The Permanent Representative from the candidates' country has provided WMO with the required report from any previous fellowship.

2. Criteria for the award of WMO short-term training opportunities

2.1 Permanent Representative (PR): In making nominations for short-term training courses, the PR should:

- (a) Annually set staff education and training requirements based on the Member's plans and requirements;
- (b) Make nominations only for high priority training needs;
- (c) Exercise discretion in requesting financial support, seeking internal funding first;
- (d) Follow procedures for making nominations and requests for support;
- (e) Meet the deadlines for course applications.

2.2 Nominees: In applying for short-term courses, the nominees should:

- (a) Review the course qualification requirements;
- (b) Be prepared with a serious intent to learn;
- (c) Be timely in completing all steps in the process.

2.3 Supervisors: In having staff members apply for short-courses, the supervisor should:

- (a) Be sure that only qualified staff make applications;
- (b) Work to spread training opportunities among staff members.

3. Criteria for consideration of requests for a familiarization visit by recently appointed Permanent Representative (PR) of a country with WMO¹

3.1 The aim of familiarization visits for recently appointed Permanent Representatives (PRs) is to support management capability of the suitable candidates particularly from least developed and developing countries.

3.2 To be considered for a familiarization visit the applicant must meet the following criteria:

- (a) A formal notification of the appointment of the PR from the candidate's government must be provided to WMO before the request;
- (b) Candidates applying for a familiarization visit must complete a Request Form for the visit;
- (c) A minimum of six months and no more than four years has elapsed between the commencement of taking up her/his duties and the proposed start of the familiarization visit;
- (d) The applicant is expected to continue her/his role as PR for a minimum of two years following the familiarization visit;

¹ *The funds should be available, with the view to maintain annual expenditure on familiarization visits to less than 10% of the funds available to fellowships from the Regular Budget.*

- (e) The applicant has not had previous exposure to WMO activities that are relevant to the familiarization visit;
- (f) The beneficiary country has not benefited from support for a familiarization visit in the past two years prior to the receipt of the visit request;
- (g) Be able to undertake the visit within six months of an official offer by the Secretary-General;
- (h) Opportunities should be sought to co-fund the proposed visit with other programmes, conferences, workshops, etc.

3.3 The visit is confined to a visit to WMO headquarters in Geneva and a visit to a Member close to WMO headquarters, or a visit to a Member within the Region, with a relatively more developed National Meteorological and Hydrological Service;

3.4 The visit is to be implemented in one working week;

3.5 During the visit the PR shall make a presentation to the WMO Secretariat and optional host Member on their NMHS services and requirements.
