



REQUEST FOR A WMO FELLOWSHIP
Issued by the Permanent Representative of the nominating Member with WMO
 (Instructions for the completion and submission of this form are given under Section VII)

I. PROPOSAL, REQUIREMENTS and OBLIGATIONS (to be completed by the Permanent Representative)

1. **The Government of** (WMO Member country/territory): _____

nominates candidate Mr /Ms _____ (family name in capital letters), _____ (first name)

for a fellowship in _____ (host country) for duration of _____ months

to study (Field(s) of study requested): _____

2. The Permanent Representative of the Recipient WMO Member certifies that:

- The information provided by the nominee is complete and correct; Yes No
- The nominee satisfies the entry requirements in terms of academic qualifications and experience for the programme of study; Yes No
- The nominee has adequate knowledge, appropriately tested, of a language that can be used for working purposes in the proposed host country; Yes No
- The nominee has the commitment, adaptability and capability to successfully complete the proposed programme of study; Yes No
- The criteria for the award of a WMO fellowship approved by the WMO Executive Council are satisfied; Yes No
- A plan will be put in place to ensure that his/her Service gains the planned benefits of the fellowship; Yes No
- The required post-fellowship reports will be provided; Yes No
- The absence of the nominee during his/her studies abroad will not have any adverse effects on his/her status, seniority, salary, pension and similar rights. Yes No

II. EXPECTED BENEFITS (to be completed by the Permanent Representative)

1. **In what way will your Service benefit from the fellowship?** (Identify the way in which the fellowship fits in with the human resources development plan of your service and its strategic aims, and the specific benefits coming from the fellowship).

2. **How will the fellow be employed at the end of the fellowship?** (Be as specific as possible in terms of the title of the post and the associated responsibilities).

3. **How will the expertise gained from the fellowship be spread within your Service?** (Identify ways in which others within your service will benefit from the fellowship).

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).

(#) The WMO reserves the right to propose an alternative host country if in its judgment the desired facilities are equally or more satisfactory in such a country; or if the desired facilities are unavailable in the country proposed by the candidate. The length of time required for study may also be adjusted by WMO in accordance with its own judgment and the available budget.

III. CANDIDATE INFORMATION (to be completed by the candidate)											
Family name (use capital letters):						Country of birth:					
First and other names:						Date of birth:					
Mailing address:						Nationality:					
Home address:						Marital status:					
Telephone:						Gender (M/F):					
Email address:						Name and address of person to be notified in case of emergency:					
<p>Have you any *near relatives employed in WMO, another public international organization or in the Meteorological Service of your own country? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If the answer is "Yes", please provide the following information:</p> <p>Name: _____</p> <p>Relationship: _____</p> <p>International Organization: _____</p> <p>Meteorological Service: _____</p>											
Languages	Read			Write			Speak			Residence in foreign countries in relation to the applicant's study or professional interests	
	Excel	Good	Fair	Excel	Good	Fair	Excel	Good	Fair		
Mother tongue										Year(s)	Country
Education (start with last attended institution and work backwards)											
Name of institution and place of study				Years of study: from – to			Major fields of study			Degrees/ Diplomas	
Employment record (Give complete information, details of your duties and responsibilities for each post you have occupied).											
1. Present or most recent post:						Description of your work, including responsibility:					
Years of service: from _____ to _____											
Title of your post:											
Name and address of employer:											
Name of supervisor:											
2. Previous post:						Description of your work, including responsibility:					
Years of service: from _____ to _____											
Title of your post:											
Name and address of employer:											
Name of supervisor:											

*Near relative means the spouse, parents, brothers, or sisters of the applicant.

<p>IV. PROPOSED STUDY PROGRAMME (to be completed by the candidate)</p> <p>1. What is the training need for which a programme of study is required? Indicate why your programme of study is required to meet the training needs of you and your Service.</p>
<p>2. What are the key components of a training programme required to satisfy the training need? Give as much detail as possible about the main components of the required training programme</p>
<p>3. What training programme would meet your requirements in a cost-effective way? Indicate the country of study, institution, and content and length of the training programme. Give two options in order of preference.</p>
<p>4. What are the entry requirements for the proposed programme of study? Do you get an admission letter from the universities/institutions you apply? If yes, please attach it. Specify the entry requirements and explain the extent to which you satisfy them.</p>
<p>5. What practical uses you will make of this study on your return home? Indicate how you and your Service will benefit from the programme of study.</p>
<p>6. What fellowships or scholarships have you been awarded? Indicate any fellowships or scholarships that you have held in the past or hold at present, and any for which you are presently a candidate.</p>
<p>7. What have you done to gain information about the training programmes available to meet your needs? Indicate how you have gone about identifying the proposed training programme.</p>
<p>8. Any other matters you consider relevant (e.g. if you are awarded a fellowship, are there any periods when you cannot be absent from your home country).</p>
<p>V. CERTIFICATION (to be completed by the candidate)</p>

I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. If selected as a WMO Fellow, I undertake to:

- (a) Conduct myself at all times in a manner compatible with my status as holder of the WMO Fellowship;
- (b) Spend full time during the period of the award on the study programme as directed by the agency in the country of study and by the WMO;
- (c) Refrain from engaging in political, commercial, or any other activities other than those covered by my work programme;
- (d) Submit reports in accordance with the arrangements made by the WMO;
- (e) Return to my home country at the end of the Fellowship.

Place and date:

Signature of the candidate

VI. RECOMMENDATIONS OF THE SELECTION COMMITTEE (To be completed by the Chairman of the Committee)

1. Comments on the education and qualifications of the candidate, and his experience (if any) in the subject to be studied:

2. Comments on the linguistics ability in the language of the course, age, personality and motivation of the candidate:

3. Comments on proposed country of study, preferred institution(s) in that country and duration of fellowship:

4. Comments on use to which Fellow's training will be put on his return home, in the context of national plans for human resources development:

Place and date:

Signature of the Chairman of the Committee:

Official position and address:

VII. INSTRUCTIONS on the COMPLETION and SUBMISSION of this FELLOWSHIP NOMINATION FORM

1. **This Fellowship Nomination Form (FNF) will be completed as follows:**
 - Sections I and II by the Permanent Representative of the nominating Member with WMO
 - Sections III, IV and V by the Candidate
 - Section VI by the Chairman of the Selection Committee
 - In case of requests for attendance at WMO training events of less than one-month duration another (simpler) form is to be used.
2. **Selection Committee**
 - This is a generic name for a body, which oversees, directly or indirectly, the human resources development planning for meteorology and hydrology.
 - In the absence of such body, the authority supervising the NMHS may designate a local Selection Committee to this effect.
3. **Submission of FNF:**
 - The Permanent Representative will forward by post the ORIGINAL of this FNF to the WMO, Geneva.
 - Advanced copies may be submitted to WMO by fax, in order to launch the FNF processing. However no implementation action will be taken until the signed ORIGINAL version of the FNF is received in WMO.
 - Specimen signature of the Permanent Representative and/or of the person authorized by the PR to sign on his behalf must be (made) available to WMO prior to the posting of the FNF.
4. **Additional documents required:**
 - Medical Clearance Certificate
 - Copies of relevant diplomas, certificates.
 - Admission letter from the University/Institution you apply.
5. **Note:**
 - Following the receipt of FNF completed, WMO approaches relevant training institutions in order to tentatively identify cost-effective options for the delivery of the requested training.
 - Upon the receipt of replies from the concerned institutions, the FNF and the potential training offers, are submitted to the Fellowships Committee, which meets once every three months in order to screen every candidature versus the EC Criteria for the Award of WMO Fellowships. The Committee thoroughly examines the FNF' information, in particular the arguments related to the training needs of the Candidate in the context of the human resources development plans of his Service.
 - The Chairman of the Fellowships Committee submits all the candidature recommendations made by the Committee to the WMO Secretary-General, for his review and approval.
 - It is only after the approval by the Secretary General that will start the actual processing for any fellowship award. Accordingly, the time lapse from the FNF submission to the actual implementation of the fellowship may require 5-8 months.