



# BADAN METEOROLOGI KLIMATOLOGI DAN GEOFISIKA

## PUSAT PENDIDIKAN DAN PELATIHAN

Jl. Angkasa I No. 2, Kemayoran, Jakarta Pusat 10720  
Telp. (021) 6586 7058, Fax. (021) 6586 7058, Website : <http://www.bmkg.go.id>

Nomor : B/KP.02.00/035/KDL/III/2023 Jakarta, 2 Maret 2023  
Sifat : SEGERA  
Lampiran : 3 (tiga) berkas  
Hal : Tawaran mengikuti *The Second Leadership and Management Training Webinar Series for Middle and Senior Managers in the National Meteorological and Hydrological Services (NMHSs) in Developing Countries, 18 April – 17 May 2023*

Yth. 1. Kepala Pusat dan Kepala Biro di lingkungan BMKG  
2. Ketua STMKG  
3. Kepala Balai Besar MKG Wilayah I - V  
4. Kepala UPT BMKG di seluruh Indonesia  
di-  
Tempat

Berdasarkan email dari *UK Met Office* pada tanggal 7 Februari 2023, bersama ini kami sampaikan bahwa *UK Met Office* bersama WMO menawarkan pelatihan "*The Second Leadership and Management Training Webinar Series for Middle and Senior Managers in the National Meteorological and Hydrological Services (NMHSs) in Developing Countries*" pada secara daring/*online* sebanyak 4 (empat) sesi pada periode 18 April sampai dengan 17 Mei 2023.

Pelatihan ini dilaksanakan dalam Bahasa Inggris dan ditujukan bagi pegawai struktural/fungsional setingkat minimal administrator/ koordinator bidang/ pejabat fungsional ahli madya, yang sedang mengembangkan ide dan menyusun proposal program, serta memerlukan panduan untuk menyempurnakan proposal sebelum diajukan kepada Pemerintah atau mitra potensial lainnya.

Sehubungan dengan hal tersebut, dengan hormat kami menawarkan Bapak atau pegawai di unit kerja masing-masing yang memenuhi persyaratan, untuk dapat mengikuti pelatihan ini, dengan **mempertimbangkan tugas pokok dan fungsinya**. Sebagai informasi tambahan, pelatihan ini tidak diperuntukkan bagi pegawai yang telah mengikuti pelatihan '*Leadership and Management Training Webinar Series for Middle and Senior Managers in the National Meteorological and Hydrological Services (NMHSs) in Developing Countries*' di tahun-tahun sebelumnya. **Mohon mencermati tata cara pendaftaran dan kelengkapan berkas pada Lampiran 1.**



Untuk mendapatkan informasi lebih lanjut terkait pendaftaran Pelatihan ini, peminat dapat menghubungi PIC kegiatan ini: **Sdri. Roro Yuliana Purwanti, M.Si (WA +62 813 1722 8283)**

Demikian disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Kepala Pusat Pendidikan dan Pelatihan,



Nelly Florida Riama

Tembusan:

1. Kepala BMKG;
2. Sestama BMKG;
3. Kepala Biro Hukum dan Organisasi.

Lampiran I surat

Nomor : B/KP.02.00/035/KDL/III/2023

Tanggal : 2 Maret 2023

## TATACARA PENDAFTARAN DAN KELENGKAPAN BERKAS

### A. TATACARA PENDAFTARAN

1. Peserta memenuhi persyaratan sebagai berikut:
  - a. Pegawai struktural/ fungsional setingkat **minimal** pejabat administrator/ koordinator bidang/ pejabat fungsional ahli madya
  - b. Diutamakan yang memiliki gagasan/ ide dan/atau sedang menyusun proposal program/ kegiatan (*action plan*) serta membutuhkan panduan untuk penyempurnaan sehingga gagasan/ proposal dapat lebih siap diajukan guna mendapatkan dukungan sumber daya dari Pemerintah atau mitra potensial
2. Peminat agar:
  - a. Mengisi Application Form ([https://extranet.wmo.int/edistrib\\_exped/grp\\_prs/en/01789-2023-MS.pdf](https://extranet.wmo.int/edistrib_exped/grp_prs/en/01789-2023-MS.pdf)) . Pada *Section 2 . Endorsement* agar dicantumkan nama Kepala BMKG sebagai *Permanent Representative of Indonesia with the WMO* yang akan memberikan tandatangan persetujuan (mohon periksa contoh di Lampiran III).
  - b. Mengirimkan formulir yang telah diisi kepada Pusdiklat BMKG melalui tautan [https://bit.ly/LINK\\_PENGUMPULAN\\_BERKAS-PESERTA](https://bit.ly/LINK_PENGUMPULAN_BERKAS-PESERTA) **sebelum 5 Maret 2023**.
  - c. Pusdiklat akan mengajukan formulir dimaksud kepada Kepala BMKG untuk mendapatkan persetujuan.
  - d. Formulir yang telah ditandatangani, akan dikirimkan kembali oleh Tim Pusdiklat BMKG ke para peminat melalui email (mohon memastikan kebenaran informasi alamat email yang disampaikan dalam tautan pendaftaran).
3. Pelamar melakukan **pendaftaran mandiri secara daring** dengan mengirimkan kelengkapan berkas kepada panitia pada email [mandy.moore@metoffice.gov.uk](mailto:mandy.moore@metoffice.gov.uk) dengan tembusan (cc – *carbon copy*) ke WMO Education and Training Office pada alamat [tra@wmo.int](mailto:tra@wmo.int) **paling lambat 10 Maret 2022**.
4. Untuk tertib administrasi, peserta yang telah lulus dari pelatihan ini agar melaporkan kepada Pusdiklat melalui [apply.rtcbmkg@bmkg.go.id](mailto:apply.rtcbmkg@bmkg.go.id) dengan menyertakan salinan sertifikat.



Lampiran II surat

Nomor : B/KP.02.00/035/KDL/III/2023

Tanggal : 2 Maret 2023

WEATHER CLIMATE WATER  
TERMS CLIMATE GAO



**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

7 bis, avenue de la Paix – Case postale 2300  
CH 1211 Genève 2 – Suisse  
Tél.: +41 (0) 22 730 81 11  
Fax: +41 (0) 22 730 81 81  
wmo@wmo.int – public.wmo.int

Ref.: 01789/2023-135 MS

Our ref.: 01789/2023/MS

7 February 2023

Annex: 1 (available in English only)

Subject: Invitation to the second Leadership and Management Training Webinar Series for Middle and Senior Managers in the National Meteorological and Hydrological Services (NMHSs) in Developing Countries, 18 April – 17 May 2023

Action required: Submit application by **10 March 2023**

Dear Sir/Madam,

I am pleased to inform you that the Met Office (UK) and the World Meteorological Organization (WMO) will be jointly conducting the second online Leadership and Management Training Programme for middle and senior managers in the NMHSs in developing countries, which will comprise a series of four 90 minute webinars between 18 April and 17 May 2023 and will be conducted in English. Please note these dates are provisional and may be subject to change.

The second webinar series will again focus on providing support and guidance for NMHSs developing project proposals for both government departments and potential development partners. Applicants are expected to have either a live project that they are currently working on, or a project idea that they may wish to develop at some point in the future (large or small).

Participants may also be expected to complete some short pre and post session exercises. Provisional dates, and programme content for the four webinars are as follows:

Webinar 1 18 April 2023	Introduction to the webinar series. The importance of engaging stakeholders
Webinar 2 26 April 2023	Considerations when writing a bid/proposal and presenting information
Webinar 3 11 May 2023	What are Funders looking for? And presenting your proposal to stakeholders
Webinar 4 17 May 2023	Review of previous discussions. Reflection on experiences, and discussion around potential proposals

To: Permanent Representatives of Members with WMO

cc: Hydrological Advisers



I am pleased to invite middle and senior management to apply for the training programme by completing the attached [Application Form](#), which should be endorsed and returned to the local organizer via email to [mandy.moore@metoffice.gov.uk](mailto:mandy.moore@metoffice.gov.uk) with a copy to [tra@wmo.int](mailto:tra@wmo.int), as soon as possible but no later than **10 March 2023**.

Applications for the course will be considered by a panel and successful candidates will be informed by email by the end of March 2023. Please note that candidates who completed last year's programme should not apply.

I take this opportunity to thank you for your continued support of WMO Programmes and activities.

Yours faithfully,



Prof. Petteri Taalas  
Secretary-General



Lampiran III surat

Nomor : B/KP.02.00/035/KDL/III/2023

Tanggal : 2 Maret 2023

01789/2023/MS, ANNEX

**SECOND LEADERSHIP AND MANAGEMENT TRAINING WEBINAR SERIES  
(18 April to 17 May 2023)**

**APPLICATION FORM**

Ref.: 01789/2023-115 MS

**SECTION 1 Applicant Information**

(To be completed by nominee/applicant)

<b>Title</b>	Mr/Mrs/Ms/Dr
<b>Full name</b>	
<b>Date of birth</b>	
<b>Email address</b>	
<b>Office address</b>	
<b>Country</b>	
<b>Organization</b>	
<b>Designation/position</b>	
<b>Brief description of your role in your organization</b>	
<b>In brief (less than 250 words) Is there a current or future project you would like to explore as part of this training programme?*</b>	

\*Please note that this can be a current project or a future concept that funding may be sought for, and which may benefit from this training. We will not go into detail on individual projects, but participants will be welcome to share, as part of the discussion.



**SECTION 2 Endorsement**

(To be completed by Director-General/Permanent Representative with WMO)

I nominate Mr/Mrs/Ms/Dr \_\_\_\_\_ to participate in the second Leadership and Management Webinar Series for Middle and Senior Managers in the NMHSs in Developing Countries, 18 April – 17 May 2023.

\_\_\_\_\_  
5<sup>th</sup> March 2023

\_\_\_\_\_  
Prof. Dr. Dwikorita Karnawati

Please submit the completed and signed Application Form via email to [mandy.moore@metoffice.gov.uk](mailto:mandy.moore@metoffice.gov.uk) with a copy to [tra@wmo.int](mailto:tra@wmo.int) not later than **10 March 2023**

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