



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
Temps • Climat • Eau

Our ref.: WDS/PWS/CAP-2015

GENEVA, 1 May 2015

Annex: 1 (available in English only)

Subject: “Common Alerting Protocol (CAP) Jump-Start Training Session”, and  
“CAP Implementation Workshop”, Rome, Italy, 22 September and  
23-24 September 2015, respectively

Action required: To nominate technical staff from your Service to participate at the subject  
event(s), and to notify the WMO Secretariat by returning the filled, signed and  
dated Nomination Form, preferably not later than 15 June 2015

Dear Sir/Madam,

As you may be aware, the WMO Executive Council (EC) endorsed the Common Alerting Protocol (CAP) standard to improve the effectiveness and efficiency of alerting systems, and consequently the Commission on Basic Systems (CBS) has strongly encouraged WMO Members to adopt the CAP standard. Accordingly, the WMO Public Weather Services (PWS) Programme has helped to organize a series of CAP Implementation Workshops. The next CAP workshop, hosted by the Fire Corps Academy of Italy, Istituto Superiore Antincendi (ISA), will be held in Rome, Italy, from 23 to 24 September 2015. It will be preceded by a CAP Jump-Start training session on 22 September 2015.

The CAP Implementation Workshop provides a forum for implementers of CAP and associated organizations to discuss how best to expand adoption of the CAP standard. The CAP Jump-Start training session explains various suggested steps for National Meteorological or Hydrometeorological Services (NMHSs) to start implementing CAP, and includes hands-on installation of freeware for creating and publishing CAP alert messages.

CAP, which has been approved as International Telecommunication Union (ITU) Standard (ITU-T normative Recommendation X.1303), is recognized as the key standard for the achievement of the goal of all-hazards, all-media public alerting. WMO works with ITU in promoting CAP implementation worldwide, and ITU has been a co-sponsor of all prior CAP Implementation Workshops, which began in 2006. The Organization for the Advancement of Structured Information Standards (OASIS), is also an ongoing sponsor of these CAP Workshops, as it is the international standards organization that actually maintains the CAP standard.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological  
Services) of Members of WMO (PR-6842)  
Director-General of EUMETSAT

cc: Hydrological Advisers to Permanent Representatives

In view of the above information, I invite you to consider nominating technical staff from your Service to participate at the forthcoming event(s). Details and documentation concerning the CAP Implementation Workshop will be posted at the following Public Weather Services website: [http://www.wmo.int/pages/prog/amp/pwsp/CAP\\_WKshop\\_2015\\_en.htm](http://www.wmo.int/pages/prog/amp/pwsp/CAP_WKshop_2015_en.htm). It should be noted that both the documentation and presentations for these events will be conducted in English only. Nominated participants wishing to make a presentation at the Workshop should contact the Program Committee by e-mail to Mr Eliot Christian ([echristian@usgs.gov](mailto:echristian@usgs.gov)), who will coordinate with the PWS Programme in determining the final list of presenters.

For administrative and planning purposes, it would be appreciated if you could kindly notify the WMO Secretariat by returning the attached Nomination Form, duly filled, signed and dated, via e-mail attachment to: Mr Samuel Muchemi ([SMuchemi@wmo.int](mailto:SMuchemi@wmo.int)), with a copy for information to: Ms Michelle L. Reidsema ([MReidsema@wmo.int](mailto:MReidsema@wmo.int)), as soon as possible, but preferably not later than 15 June 2015. It should be noted that due to the limited funding for this event, upon request, consideration may be given for financial assistance, with priority being given to Least Developed and Developing Countries.

I look forward to your positive and favorable response, and I wish to take this opportunity to thank you for your continued support in promoting the Programmes and activities of WMO.

Yours faithfully,

A handwritten signature in dark ink, consisting of a stylized 'J' followed by a long, sweeping horizontal line that curves upwards at the end.

(J. Lengoasa)  
for the Secretary-General

**WORLD METEOROLOGICAL ORGANIZATION**  
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**WDS/PWS/CAP-2015, ANNEX**

**COMMON ALERTING PROTOCOL (CAP) JUMP-START TRAINING SESSION  
(ROME, ITALY, 22 SEPTEMBER 2015) <sup>1</sup>**

**AND**

**CAP IMPLEMENTATION WORKSHOP  
(ROME, ITALY, 23-24 SEPTEMBER 2015) <sup>2</sup>**

**NOMINATION FORM**

The Government of ..... nominates the following technical staff member to participate at: (please indicate: ☐ 1 ☐ 2 or ☐ both ):

|     |                           |           |         |                           |
|-----|---------------------------|-----------|---------|---------------------------|
| 1)  | Family Name:*             |           |         | Prof / Dr / Mr / Mrs / Ms |
| 2)  | First Name(s):*           |           |         |                           |
| 3)  | Name of Organization:     |           |         |                           |
| 4)  | Address (Organization):   |           |         |                           |
| 5)  | City and Country:         |           |         |                           |
| 6)  | Telephone:                | Office: + | Home: + |                           |
| 7)  | Facsimile:                | Office: + | Home: + |                           |
| 8)  | E-mail:                   |           |         |                           |
| 9)  | Date of Birth:            |           |         |                           |
| 10) | Country and Passport No.: |           |         |                           |
| 11) | Expiry Date:              |           |         |                           |
| 12) | Primary language**:       |           |         |                           |

(\*) Note: as shown in passport;

(\*\*) For nominees whose primary language is not English, this nomination form **must** be accompanied by a relevant language proficiency certificate as a necessary condition for acceptance.

**13) Present position and brief description of duties:**

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**14) Qualifications** (certificates, diplomas or degrees):

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**15) Experience with CAP standard in your country** *(Please indicate whether your country has implemented, plans to implement, or has no plans to implement CAP):*

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**16) Name and address of person to be notified in case of emergency:**

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**17) Please complete if financial assistance is required from WMO:**

**Support required:** ☐ Yes ☐ No

**Air Ticket:** ☐ Yes ☐ No

**Adjusted Daily Subsistence Allowance (DSA):** ☐ Yes ☐ No

**18) Formal Concurrence of Participation:**

|   |        |
|---|--------|
|   |        |
| Name and Signature of Permanent Representative: | Date : |

To be completed and returned by e-mail attachment to: Mr Samuel W. Muchemi, Scientific Officer, Public Weather Services Programme ([SMuchemi@wmo.int](mailto:SMuchemi@wmo.int)) with a copy for information to: Ms Michelle L. Reidsema ([MReidsema@wmo.int](mailto:MReidsema@wmo.int)), **as soon as possible, but preferably not later than 15 June 2015.**