



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 : e.B/KP.02.00/041/KDL/III/2024 Jakarta, 15 Maret 2024
Sifat : Segera
Lampiran : 4 (empat) berkas
Hal : Tawaran mengikuti program pelatihan *Capacity Building for Operational Weather Forecasters* dan *Capacity Building for Weather Radar Operation* Tahun 2024

Yth. Bapak/Ibu (Mohon Periksa Lampiran I)
di
Tempat

Berdasarkan surat dari *Korea Meteorological Administration (KMA)* Tanggal 4 Maret 2024, bersama ini kami sampaikan bahwa KMA menawarkan pelatihan, yaitu:

1. ***Capacity Building for Operational Weather Forecasters*** tanggal 20-31 Mei 2024 dengan jumlah nominasi peserta 2 (dua) orang, dilaksanakan di Kantor Pusat KMA Seoul Korea Selatan;
2. ***Capacity Building for Weather Radar Data Utilization*** tanggal 17-28 Juni 2024 dengan jumlah nominasi peserta 2 (dua) orang, dilaksanakan di Kantor Pusat KMA Seoul Korea Selatan.

Pelatihan ini diperuntukan untuk meteorologis (prakirawan) junior dengan masa kerja kurang dari 10 (sepuluh) tahun. Tujuan dari pelatihan ini untuk meningkatkan keterampilan para meteorologis (prakirawan) terkait operasional meteorologi termasuk cara dan prosedur memberikan pelayanan informasi meteorologi kepada publik dan *stakeholder*. Akan diberikan pula materi dan studi kasus terkait prakiraan cuaca dan operasi radar cuaca para peserta pelatihan.

Sehubungan dengan hal tersebut, kami menawarkan kepada pegawai Bapak/Ibu di unit kerja masing-masing yang memenuhi persyaratan untuk diusulkan mengikuti pelatihan ini, dengan **mempertimbangkan tugas pokok dan fungsinya. Mohon mencermati tata cara pendaftaran dan kelengkapan berkas pada Lampiran I.**

Untuk mendapatkan informasi lebih lanjut terkait pendaftaran pelatihan ini, peminat dapat menghubungi **Sdri. Rantifa Eka Agustira (WA +62-8212-3038-856)** selaku narahubung kegiatan ini.

Demikian disampaikan, atas perhatian dan kerja samanya, 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 : e.B/KP.02.00/041/KDL/III/2024

Tanggal : 15 Maret 2024

DAFTAR TUJUAN SURAT

1. Plt. Kepala Pusat Meteorologi Publik;
2. Kepala Pusat Meteorologi Maritim;
3. Kepala Pusat Meteorologi Penerbangan;
4. Kepala Pusat Informasi Perubahan Iklim;
5. Plt. Kepala Pusat Layanan Informasi Iklim Terapan;
6. Plt. Kepala Pusat Penelitian dan Pengembangan;
7. Plt. Ketua STMKG;
8. Kepala Balai Besar MKG Wilayah I - V;
9. Kepala UPT Meteorologi dan Klimatologi BMKG di seluruh Indonesia.



Lampiran II Surat

Nomor : e.B/KP.02.00/041/KDL/III/2024

Tanggal: 15 Maret 2024

TATACARA PENDAFTARAN DAN KELENGKAPAN BERKAS

A. TATACARA PENDAFTARAN

1. Peserta memenuhi persyaratan sebagai berikut:
 - a. Pegawai yang bertugas sebagai meteorologis (prakirawan) junior dengan masa kerja kurang dari 10 (sepuluh) tahun;
 - b. Memiliki pengalaman dibidang terkait minimal 2 (dua) tahun, dimana untuk pelatihan *Weather Radar Data Utilization* lebih diutamakan yang memiliki pengalaman dalam prakiraan radar;
 - c. Belum pernah mengikuti pelatihan yang diselenggarakan KMA pada masa 3 tahun terakhir;
 - d. Mampu berbahasa Inggris yang baik dan dapat ditunjukkan dengan sertifikat Bahasa Inggris dengan nilai TOEFL (min.450) atau IELTS (min. 5.0).
2. Peminat agar:
 - a. Mengisi ***Participant Nomination Form*** sesuai dengan pelatihan yang ingin diikuti (Lampiran IV). Pada ***Part 1 point 19 Name and Signature of Permanent Representative*** agar dicantumkan nama Kepala BMKG sebagai ***Permanent Representative of Indonesia with the WMO*** yang akan memberikan tanda tangan persetujuan.
 - b. Mengirimkan ***Participant Nomination Form*** (format .doc dan .pdf) yang telah diisi kepada Pusdiklat BMKG melalui email rantifa.agustira@bmgk.go.id dengan menginformasikan nama, unit kerja dan kontak yang dapat dihubungi, **paling lambat tanggal 17 Maret 2024.**
 - c. Pusdiklat akan mengajukan formulir dimaksud kepada Kepala BMKG untuk mendapatkan persetujuan.
 - d. Formulir yang telah ditandatangani, akan dikirimkan oleh Tim Pusdiklat BMKG kepada pihak KMA.
3. Untuk tertib administrasi, peserta yang telah lulus dari pelatihan ini agar melaporkan kepada Pusdiklat melalui apply.rtcbmgk@bmgk.go.id dengan menyertakan salinan sertifikat.
4. Informasi lebih lengkap dan form pendaftaran terkait pelatihan dapat diakses pada tautan <https://bit.ly/InfoKMATraining2024>.



Lampiran III Surat

Nomor : e.B/KP.02.00/041/KDL/III/2024

Tanggal: 15 Maret 2024



Korea Meteorological Administration

Government Complex-Daejeon BLDG 1 11-14F, 189 Cheongsu-ro, Seo-gu,
Daejeon, 35208, Republic of Korea
Tel. +82 42 486 2385 | Fax +82 42 489 6025 | Email: pbint@korea.kr
www.kma.go.kr

Ref. No.: KMA /EPD-746

4 March 2024

Prof. Ir. Dwikorita Karnawati

Director General of Agency for Meteorology, Climatology and Geophysics (BMKG)
Republic of Indonesia

Dear Prof. Ir. Dwikorita Karnawati,

It is my pleasure to inform you that the Korea Meteorological Administration (KMA) will be hosting two training courses as below during the first half of the year at the KMA headquarters in Seoul, Republic of Korea:

- 1. Capacity Building for Operational Weather Forecasters from May 20 to 31, 2024**
- 2. Capacity Building for Weather Radar Data Utilization from June 17 to 28, 2024**

These courses aim at strengthening meteorological skills of operational meteorologists and extending their understanding of weather service delivery to the public and stakeholders. It is designed for junior-level meteorologists with less than ten years of weather forecasting experience, and consists of lectures and case studies on weather forecasting and weather radar operation for participating Members.

You are invited to nominate **two (2) participants for each training course** from your organization. Please see the enclosed course information and participation nomination form for the training courses. Your completed nomination form with the signature of the PR of the relevant WMO Member should be returned directly to the KMA (dahae706@korea.kr) no later than **15 March 2024**.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Yoo Hee-Dong".

YOO Hee-Dong
Administrator of the Korea Meteorological Administration
& Permanent Representative of the Republic of Korea to the WMO
Enclosures (4)



Lampiran IV Surat

Nomor : e.B/KP.02.00/041/KDL/III/2024

Tanggal: 15 Maret 2024

Capacity Building for Operational Weather Forecasters

May 20 (Mon.) - May 31 (Fri.), 2024

MHRDI(RTC-Korea), KMA, Seoul, Republic of Korea

PARTICIPANT NOMINATION FORM

PART. 1. APPLICANT INFORMATION

The Government of _____ nominates the following candidate as a participant in the training course above mentioned:

1. Family Name(Surname):
2. First Name(Given):
3. Middle Name:
4. Date of Birth:
5. Nationality:
6. Gender: Male Female
7. Organization:
8. E-mail:
9. Mobile No: *[*Please be sure to write your own cell phone number available for WhatsApp.....](#)*
10. WhatsApp ID: *[*If you do not have WhatsApp, please install the application on your phone.....](#)*
11. Fax No:
12. Official Address:
.....
13. Qualifications (Certificates, Diplomas, Degrees, etc.):
.....
14. Present Position and Brief Description of Duties:



.....
.....

15. Please indicate your health status:

Infectious Disease	<input type="checkbox"/> yes <input type="checkbox"/> no / Disease Type: (e.g. influenza, pneumonia, tuberculosis, etc.)
Chronic Disease	<input type="checkbox"/> yes <input type="checkbox"/> no / Disease Type:

16. Please indicate your English language skills:

	Excellent	Good	Fair	Poor	Nil
Speaking					
Reading					
Writing					

*Certificates(In case you have): *(for example) TOEIC 880*

17. The nominee has experiences on weather forecasting:

YES (how many years: __) NO

The nominee has experiences on using NWP products in forecasting:

YES (how many years: __) NO

18. What do you wish to achieve by having your candidate participate in this course?

.....
.....
.....

19. Name and Signature of Permanent Representative:

.....
.....

20. Date:

.....



PART. 2. TERMS & CONDITIONS

Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in dismissal from the program and report to applicant's government and /or employer.

I. PRIVACY & COPYRIGHT POLICY

- a. Any information used for identifying individuals that is acquired by KMA will be stored, used and/or analyzed only within the scope of KMA activities, and in accordance with KMA policy and regulations.
 - **Personal Information Collected:** name, date of birth, sex, nationality, contact information, employment status, career background
 - **Purpose:** implementation and promotion of the KMA Training Program, identification of participants, record keeping and strengthening the partnership between Korea and Partner Countries
 - **Retention Period:** 3 years for hard copy / permanent preservation for soft copy
- b. KMA may provide and disclose the collected information aforesaid to a third party in accordance with KMA policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea.
- c. KMA reserves the right to use all the documents or products produced by participants for the purpose of the Training Program (e.g. country report, action plan, thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KMA website).
- d. KMA takes measures required to prevent leakage, loss, or destruction of acquired information. Should you wish to inquire further about KMA's privacy policy and personal information management, please contact the program manager via the contact information provided in your Course Information (CI).
- e. If you do not approve of the above conditions, you may also refuse to agree. However, please be informed that there may be limitations to your participation to the KMA Training Program if you do not agree with the above conditions.

II. GENERAL TERMS & CONDITIONS



a. Attendance & Punctuality

- 1 Participants should be on-time and professional when submitting/presenting any reports and documents requested for the KMA Training Program. Participants should be punctual and devoted to following the schedule of the KMA Training Program. Participants are monitored and evaluated on their professional behavior while participating in the Program. KMA may report the monitoring and evaluation results to Participants' government and/or employer when necessary.

b. Misconduct

- 1 Any form of sexual harassment* or insult, including but not limited to misconduct arising out of racial/ethnic, gender or class discrimination, will not be tolerated.
* e.g. sexual comments and jokes, sharing and sending of sexual images and videos without consent, offensive or discriminatory sexual language etc.
- 2 Any kind of disturbance to the efficient implementation of the Training Program, including a breakaway from the Program and other arbitrary and irresponsible behavior, shall not be accepted.
- 3 Video or audio recording of lectures shall not be permitted without explicit, prior consent of the lecturer and others involved
- 4 Participants shall not distribute or reproduce lecture materials (videos, PPT etc.) to anyone for commercial purposes.
- 5 Participants shall not assign, give or lend his or her ID/PW for online training to a third party or allow others to use it.

III. DECLARATION

I, _____, of _____ have read and fully agree to
(name of applicant) (name of country)

the terms and conditions set forth above and declare that all the information given above is true and complete.

I will accept any penalties and consequences for failure to abide by the above terms and conditions,

including dismissal from the Program and report to my government and/or employer.



Date: _____ Applicant's Name: _____ Signature: _____

Please complete and return this form no later than **March 15, 2024** to:

Program Coordinator: Dahye Lee (Ms.)
Meteorological Human Resources Development Institute(RTC-Korea)
Korea Meteorological Administration
Tel.: +82 2 2181 0039 / E-mail: dahae706@korea.kr

Capacity Building for Weather Radar Data Utilization

June 17 (Mon.) – June 28 (Fri.), 2024
MHRDI(RTC-Korea), KMA, Seoul, Republic of Korea

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7. Organization: _____
8. E-mail: _____
9. Mobile No: *Please be sure to write your own cell phone number available for WhatsApp.....*
10. WhatsApp ID: *If you do not have WhatsApp, please install the application on your phone.....*
11. Fax No: _____
12. Official Address: _____

13. Qualifications (Certificates, Diplomas, Degrees, etc.):



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 - **Personal Information Collected:** name, date of birth, sex, nationality, contact information, employment status, career background
 - **Purpose:** implementation and promotion of the KMA Training Program, identification of participants, record keeping and strengthening the partnership between Korea and Partner Countries
 - **Retention Period:** 3 years for hard copy / permanent preservation for soft copy
- b. KMA may provide and disclose the collected information aforesaid to a third party in accordance with KMA policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea.
- c. KMA reserves the right to use all the documents or products produced by participants for the purpose of the Training Program (e.g. country report, action plan, thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KMA website).
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