**Pacific Desk** **Application Package**

**2014-2015**

Thank you for your interest in the applying for the Pacific International Training Desk (Pacific Desk) sponsored by the National Oceanic and Atmospheric Administration and the University of Hawaii. The Pacific Desk is intended to be a stepping stone to further develop participants’ knowledge and understanding of key technical and meteorological concepts and processes and networks to make meaningful contributions to the region throughout their careers. Here are a few issues for your consideration before applying to the Pacific Desk:

**ELIGIBILITY CRITERIA AND REQUIREMENTS**

* Must be a citizen of one of the following Pacific Island Countries: Cook Islands, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu, Wallis and Futuna. (Special exception may be granted for citizens of Federated States of Micronesia, Palau, and the Republic of the Marshall Islands.)
* Must to be able to obtain a US entry visa
* Must be officially nominated and approved by their home meteorological organization/office.
* Applicants will be expected to have a fluent level of English.
* Must have some training and experience in weather observation
* Limited (one year or less) experience in weather forecasting.
* Training is geared towards non-Scientific Officers (observers, met technicians, etc.)
* Training is not for Scientific Officers (forecasters) who have gone through advanced training or long-term meteorology courses (such as the Melbourne BoM), but for senior observers and non-scientific officers who might want to be forecasters
* Written explanation may be provided for consideration for justification of any deviation from the above criteria.

**FUNDING**

If you are accepted into the program, the Pacific Desk, with funding support from the National Oceanic and Atmospheric Administration/National Weather Service, will fund costs associated with your travel. It will also fund all costs associated with delivering and administering the program.

**APPLICATION PROCESS**

You must submit the documents below to apply for the program.

1. **Nomination Letter or Email from Supervisor** – Your Government/Manager/Supervisor plays a critical role in ensuring you have time to complete assignments and support to attend the training. Participant must be nominated to attend the Pacific Desk On-Site Training Program. Participant obtains an official letter or email from their supervisor or manager confirming their nomination to attend the Pacific Desk Training.
2. **Complete Registration and Questionnaire Form** – Download and complete the Registration and Questionnaire Forms from the Pacific Desk website: <http://pacificdesk.org>. Forms may also be requested via email [pacificdesk@uhtasi.org](mailto:pacificdesk@tipg.net) or via fax at +1 808 956 8019 or by phone at +1 808 956 9557.
3. **Curriculum Vitae or Resume** – Submit a resume that includes your formal education, professional positions, and other applicable activities. Make sure to include your complete contact information with current mailing address, telephone numbers and email address. Use a format of your choice but do not exceed two pages.
4. **Personal Biography** – Provide a brief personal biography that is suitable for public release. A sample is provided in this application package.
5. **Headshot** – Provide a digital image/headshot that is suitable for public release, website, and other marketing materials.
6. **Passport or Travel Document** – Provide a copy of your current valid passport.

The admission screening will consist of representatives from the Pacific Desk. The final selection team will comprise of representatives from the Pacific Desk, NOAA/NWS and other partnering organizations. The team will strive to create a cohort that appropriately represents the governments, technical areas, gender and ethnicity.

Final Applications should be emailed to [pacificdesk@uhtasi.org](mailto:pacificdesk@tipg.net), faxed to +1 808 956 8019 or sent by postal mail to:

Pacific Desk Applications

2424 Maile Way, Saunders 713

Honolulu, HI 96822

Submission email or fax cover page should be titled “**Pacific Desk Application**”.

If you have any questions, please contact H. Gingerlei Porter by email at [ginger@uhtasi.org](mailto:ginger@tipg.net) or [pacificdesk@uhtasi.org](mailto:pacificdesk@tipg.net) by phone at +1-808-956-9557, or by fax at 1-808-956-8109.

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**Additional Requirements upon Receipt of Acceptance Letter for On-Site Training:**

1. Complete On/Off-Line Pre-Requisites – Nominees will access pre-requisite materials either online via the eLearning Management System (Moodle) at <http://learn.pacificdesk.org> or offline via USB drives that will be mailed to participants. Successfully complete all the modules for the Pre-Requisites.
2. Response to Accept/Deny Program Acceptance Letter
3. Employment Verification Letter
4. WH-1 Form
5. Photograph and Video Consent Form
6. Federal Building Access and Departmental Sponsor Forms
   1. Espionage Indicators
   2. Conditional and Responsibilities for Departmental Sponsors
   3. Conditional and Responsibility
   4. Endorsement Supplement for Website
   5. Technology Controls and Foreign National Access

For any questions or comments, please contact H. Gingerlei Porter at 011-808-956-9557 or email at [pacificdesk@uhtasi.org](mailto:pacificdesk@tipg.net).

**Registration Form**

**2014-2015**

**Please type or print clearly.**

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| **CANDIDATE INFORMATION** (to be completed by the candidate) | | | | | | | | | | | | | |  |
| Family name (use capital letters):  First and other name:  Mailing address:  Home address:  Telephone:  Fax:  Email address: | | | | | | | | Country of birth:  Date of birth:  Nationality:  Marital status:  Gender (M/F):  Name and address of person to be notified in case of emergency: | | | | | | |
| **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 |
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| **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 | |
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| **Employment record** (Give complete information, details of your duties and responsibilities for each post you have occupied). | | | | | | | | | | | | | | |
| **1. Present or most recent post:**  Years of service: from to  Title of your post:  Name and address of employer:  Name of supervisor:  **2. Previous post:**  Years of service: from to  Title of your post:  Name and address of employer:  Name of supervisor: | | | | | | | Description of your work, including responsibility:  Description of your work, including responsibility: | | | | | | | |
| **Questionnaire:** | | | | | | | | | | | | | |  |
| 1. In what way will your organization benefit from training with the Pacific Desk? 2. How will the expertise gained from the training program be spread within your Service? (Identify ways in which others within your service will benefit from future training). 3. What are your expectations of the Training Program? 4. List your forecast office’s top 3 forecast challenges. 5. What systems, products, and data is your forecast office using? (Include media, website, communication systems) | | | | | | | | | | | | | | |
| **CERTIFICATION (to be completed by the candidate)** | | | | | | | | | | | | | | | |
| 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, I undertake to:   1. Conduct myself at all times in a manner compatible with my status as guest of the Pacific Desk Training Program; 2. Spend full time during the period of the program as directed by the agency in the country of study and by the sponsoring agencies; 3. Refrain from engaging in political, commercial, or any other activities other than those covered by the Pacific Desk; 4. Return to my home country at the end of the Training Program.   **Place and date: Signature of the candidate** | | | | | | | | | | | | | | |