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

**2016**

Thank you for your interest in the applying for the Pacific International Training Desk (PITD). The PITD is sponsored by the National Oceanic and Atmospheric Administration (NOAA)/National Weather Service (NWS) 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.

# ELIGIBILITY CRITERIA AND REQUIREMENTS

* Must be a citizen of one of the following Pacific Island Countries: Cook Islands; Federated States of Micronesia; Fiji; French Polynesia; Kiribati; Nauru; New Caledonia; Niue; Palau; Papua New Guinea; Republic of the Marshall Islands; Samoa; Solomon Islands; Tokelau; Tonga; Tuvalu; Vanuatu; and Wallis and Futuna.
* Must to be able to obtain a US entry visa
* Must currently be working for home meteorological organization/office
* Must be officially nominated and approved by their home meteorological organization/office (nominations submitted via official memo or email from Director, Authorized Representative/Designee to PITD Director or Designee)
* Applicants will be expected to have a working knowledge and understanding/fluency 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.

# APPLICATION PROCESS

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 PITD. Obtain an official letter or email from their supervisor or manager confirming their nomination to attend training. Address the letter/email to the Director of PITD, Ms. Christina Higa, 2424 Maile Way, Saunders Hall 713, Honolulu, HI 96822.
2. **Completed Application Form** – Complete this (Registration and Questionnaire Form) form. You may download a copy from the Pacific Desk website: <http://pacificdesk.org>. Forms may also be requested via email pacificdesk@uhtasi.org or via fax at +1 808 956 8019 or by phone at +1 808 956 9557.
3. **Curriculum Vitae or Resume** – Submit your most current CV/resume that includes your formal education, professional positions, and other applicable activities in template. Make sure to include your complete contact information with current mailing address, telephone numbers and email address. Include a clear picture/ image/headshot of yourself that is suitable for public release, website, and other marketing materials.
4. **Personal Biography** – Provide a brief personal biography that is suitable for public release. A sample is provided below.
5. **Passport or Travel Document** – Provide a copy of your current valid passport.

The admission screening and selection team consists of representatives from the Pacific Desk, NOAA/NWS and other partnering organizations. The team will strive to create a cohort that appropriately complements experience, education and training of each participants, represents the governments, technical areas, gender and ethnicity.

***Special Instructions:* How to submit your application.**

**Email: Compile all documents and send via email to** **pacificdesk@uhtasi.org****. Email Subject line should be: “PITD Application 2016 – [YOUR FULL NAME]”/ Address all emails to Ms. Christina Higa, Director PITD**

**Fax: Fax all documents to +1 808 956 8019**

**Include a fax cover page with the following information:**

**Subject: “PITD Application 2016 – [YOUR FULL NAME]”**

**Number of pages**

**Attention to Pacific Desk**

 **Postal Mail: Send all documents to:**

**Pacific Desk Applications**

**2424 Maile Way, Saunders 713**

**Honolulu, HI 96822**

 **Include a cover letter**

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**Participants are conditionally accepted to attend the training until they complete an online Pre-Requisites course via the eLearning Management System (Moodle) at** [**http://learn.pacificdesk.org**](http://learn.pacificdesk.org) **or offline via USB drives that will be mailed to participants.**

For any questions or comments, please contact H. Gingerlei Porter at 011-808-956-9557 or email at pacificdesk@uhtasi.org.

**Registration Form 2016**

**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:Social Security Number (if applicable):Passport Number:Gender (M/F):T-shirt size: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 |
|  |  |  |  |  |  |  |  |  |  | Year(s) | Country |
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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, if more than 2 posts add more lines). |
| **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** |

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| **Curriculum Vitae (CV) of [NAME OF PERSON]** |
| Image here | **Name** |  |
| **Citizenship** |  | **Marital Status** |  |
| **Gender** |  | **Phone** |  |
| **SSN (If applies)** |  | **Place of Birth** |  |
| **Date of Birth** |  | **Passport No.** |  |
| **Address** |  |
| **Address (optional)** |  |
| **Email** |  |
|  |  |  |  |  |
| **Qualifications** |  |
| **Professional Development** |  |
| **Languages** |  |
| **PROFESSIONAL EXPERIENCES (Add more cells as needed)** |
| **Title:**  |  |
| **Describe your duties and responsibilities:*** Duty #1
* Duty #2
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| **Title:**  |  |
| **Describe your duties and responsibilities:*** Duty #1
* Duty #2
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| **Title:**  |  |
| **Describe your duties and responsibilities:*** Duty #1
* Duty #2
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| **Title:**  |  |
| **Describe your duties and responsibilities:*** Duty #1
* Duty #2
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| **Hobbies**  |  |
| **Relevant Publications** |  |
| **Professional Referees** |  |

**SAMPLE PERSONAL BIOGRAPHY (JENNIFER STRAHL)**

Jennifer joins the Pacific Desk with experience in weather forecasting, broadcast meteorology, scientific research, programming/development, and education. She earned her Bachelor’s and Master’s Degrees in Atmospheric Science from Purdue University. Her thesis research used the Zwack-Okossi equation to diagnose explosive cyclone development and trough merger aloft. She taught senior-level forecasting labs and was a perennial strong contender in the Purdue Forecasting Game. Her summers were spent as an intern at a local TV station, as well as The Weather Channel, in Atlanta, GA. Upon graduation, she joined two projects at the Naval Research Laboratory Marine Meteorology Division, in Monterey, CA. There, she worked directly with operational forecasters to develop automated maps and charts, data fusion and post-processing techniques, and interactive display systems for mesoscale models used by Fleet forecasters. She also provided on-site user training and documentation. Education and training has been a constant presence and passion throughout her career, primarily in secondary- and university-level physical sciences, including two international schools. Not only has she taught introductory and advanced meteorology courses, but also chemistry, physics, and forensic science. She has also led professional-development workshops for colleagues. Jennifer has been an officer in two local chapters of the American Meteorological Society and has served as president of the Purdue University Science Alumni Board. She lives on O‘ahu with her husband Brian, Technical Development and Research Coordinator at the Joint Typhoon Warning Center.

Note: Biographies for all Pacific Desk participants will be posted online at <http://pacificdesk.org>.