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## CROATIA PARTICIPANT PRE-WORKSHOP REQUIREMENTS

The following activities must be completed in advance of the “Training Workshop on the Design of Socio-Economic Benefits Studies of Meteorological / Hydrological Services and Products for Members in Regional Association VI (RA VI, Europe)”, in Zagreb, Croatia, from 29 June 29 to 3 July 2015.

### IMPORTANT:

This information must be e-mailed to:  
**Mr Schuyler Olsson ([Schuyler.Olsson@engilitycorp.com](mailto:Schuyler.Olsson@engilitycorp.com)),**  
as soon as possible, but not later than 12 June 2015.

### 1. PRE-WORKSHOP SURVEY

Please complete the online pre-workshop survey, available [here](#), so we may better understand your experience with key concepts and your expectations for the workshop.

### 2. PHOTO AND BIO

1. Each participant is asked to provide a **high-resolution, professional photo** of his or herself in .jpg format. Photos should be square, professional head-shots.
2. In addition, each participant should submit a **short biography** (100-150 words), including at a minimum the participant’s name, organization, position within the organization, and educational background. Biographies should be written in complete sentence, paragraph form. An example is given below.

### Example of Biography

*Dr Walter Baethgen is a Senior Research Scientist and the Head of the Regional and Sectoral research program in the International Research Institute for Climate and Society (IRI) at Columbia University. Before joining the IRI, Dr Baethgen was a Senior Scientist in the Research and Development Division of IFDC (International Soil Fertility and Agricultural Development Center) where he worked mainly in Information and Decision Support Systems for the Agricultural Sector (1987-2003). Dr Baethgen has consulted for the IDB and the World Bank, as well as governments and the private sector of several Latin American countries. He was a lead author in IPCC’s Third and Fourth Assessment Reports and review editor for IPCC’s special issue on Technology Transfer. Dr Baethgen obtained his Ph.D and M.S. degrees in Crop and Soil Environmental Sciences from Virginia Polytechnic Institute and State University, and his B.S. in Agricultural Engineering from the University of Uruguay.*



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### 3. POWERPOINT PRESENTATION

Each **country** is asked to prepare a short PowerPoint presentation covering various aspects of the representatives' backgrounds, country, and meteorological services. If there are two or more participants from one country, they should work together to create one PowerPoint. Participants will complete their presentations on the first day of the workshop. The slides must include the following information and should be limited to no more than **five (5) minutes per country**:

1. **Brief self-introductions of each representative, including at least:**
  - a. Name;
  - b. Organization;
  - c. Current role; and
  - d. Brief background (include e-mail addresses on slide)
2. **Background on the representatives' country, including at least:**
  - a. Map/location;
  - b. Population;
  - c. Latest annual Gross Domestic Product (GDP) in USD;
  - d. Composition of GDP (% agriculture, services, industry);
  - e. Main industries;
  - f. Main climate- and weather-related hazards; and
  - g. (*Hint:* much of this info is available on the US [CIA World Factbook](#))
3. **Background on the representatives' met/hydro services organization, including at least:**
  - a. Brief description of the organization;
  - b. Number of staff;
  - c. Annual budget;
  - d. Range of products and services provided, and the main sectors that use them;
  - e. To the extent possible, the estimated costs of your met/hydro services, broken down into areas such as observing systems, forecasting, climatology, tech support, admin, etc.;



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- f. One sector where you feel your organization is strong (i.e. makes a significant contribution to societal or economic benefit) and one sector where you feel your organization is weak;
- g. Significant funding gaps or new products/services you are seeking funding to develop/implement; and
- h. Main funding sources for operations and capital equipment (e.g. have you received support from donors or MDBs to purchase capital?).

#### 4. Expectations from workshop

- a. Each representative should speak briefly about what they hope to learn or gain from the workshop, and how they plan to use this in their future work.

#### 4. PREPARATION FOR WORKSHOP EXERCISE 1 ON BENCHMARKING

**Note:** the following information **does not** need to be submitted by e-mail, but please prepare it and bring it to you for Day 1 of the workshop:

1. An estimate of climate-related damages (total amount in USD and/or a percentage of GDP);

**OR, if this information is not available:**

2. An assessment of annual climate-related damages on a scale of 1 (low) to 5 (high) **and** an estimate of annual expenditures on met/hydro services in your country.

#### 5. DIETARY REQUIREMENTS

Please let Schuyler know by e-mail if you have any specific dietary requirements, as lunch will be provided during the workshop each day.

***Thank you for your time, and we look forward to seeing you in Croatia!***