



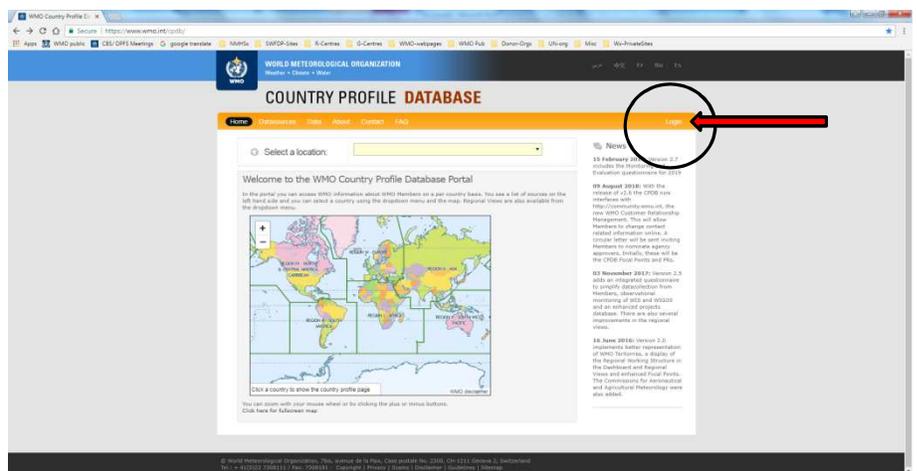
## Instructions for Submission of SWFDP Quarterly Progress Reports online through SWFDP Database

In order to monitor implementation of Severe Weather Forecasting Demonstration Project (SWFDP) and to evaluate each of the SWFDP Regional Subprojects against SWFDP goals, the NMHSs of participating countries of each SWFDP Regional Subprojects are required to submit Quarterly Progress Reports on regular basis. The SWFDP Quarterly Progress Reports are required to be submitted on-line through SWFDP database specifically designed using WMO’s Country Profile Database (CPDB) web portal for this purpose and can be accessed at: <https://www.wmo.int/cpdb/>

A progress report should contain information about the way the SWFDP is being implemented, such as the NWP/EPS products used in preparing severe weather forecasts and warnings, severe weather events observed, number of warnings issued during the reporting period, forecast verification data (e.g. probability of detection and false alarms etc.), dissemination channels, clients’ or users’ feedback etc.

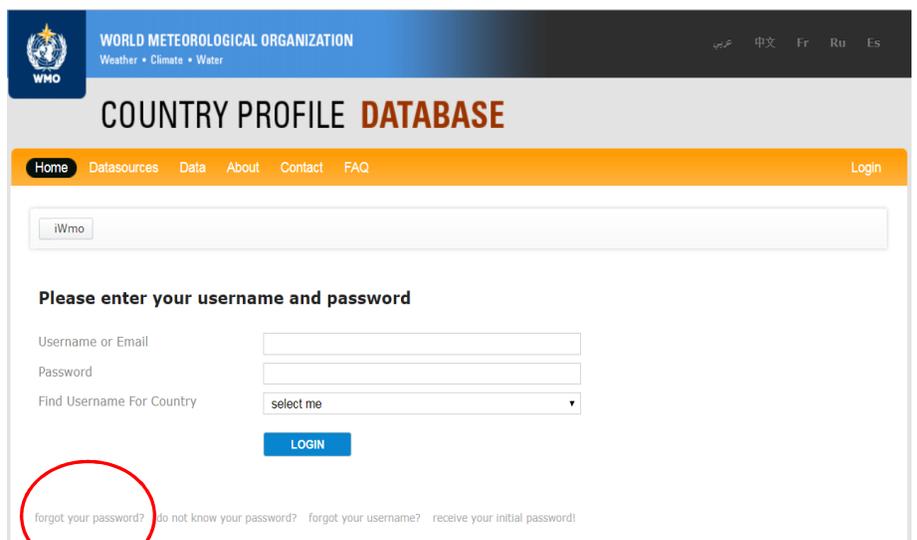
### Accessing to the SWFDP database

The designated representatives or national SWFDP focal points (RSMT/ RTIT members) from the NMHSs involved in SWFDP Regional Subprojects can access to the SWFDP database through CPDB web portal (<https://www.wmo.int/cpdb/>) for submission and updating of their quarterly progress reports by using their eMail addresses (which they have provided to the SWFDP team at WMO Secretariat) as usernames and entering their passwords which they have to set as explained below.



### Setting Passwords

First of all, the focal points are required to set their passwords. Clicking on ‘login’ on the first web screen, will open a new screen. A focal point is required to click on “forgot your password?” (at bottom left of the screen) to set his/her password. **There is no need of selecting country name on the screen.**

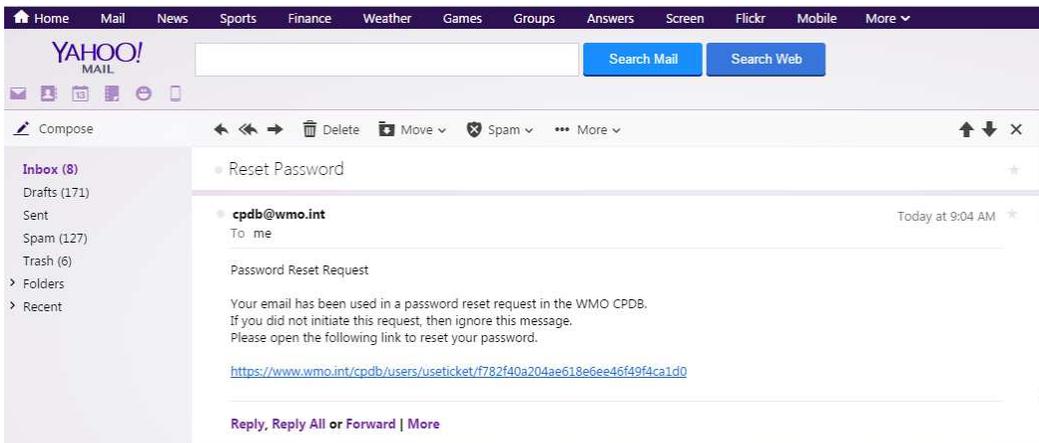




This will open another screen and the focal point will be asked to enter the username and a SPAM protection code which will be displayed on the screen. After entering his/her email address as username and the required SPAM protection code, the user can click on the "RESET PASSWORD" button.

The screenshot shows the 'Reset Lost Password' form on the WMO website. The form includes a 'Username' field with the value 'twahirwa\_anthony@yahoo.com', a CAPTCHA image displaying '18ymv9', and a 'SPAM protection' field with the value '18ymv9'. A blue 'RESET PASSWORD' button is located at the bottom of the form. The page header features the WMO logo and navigation links for Home, Datasources, Data, Architecture, About, Contact, and FAQ. A breadcrumb trail shows 'Home > Reset Password'.

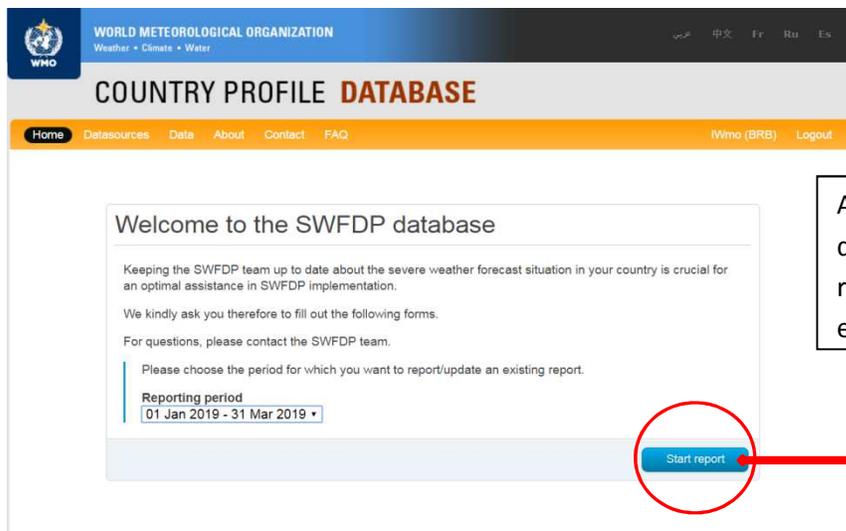
Thereafter the user will receive an email containing a web link for resetting the password. After clicking on the provided web link, the user can reset and save the password.



The screenshot shows the 'Please enter your password and confirm it' form on the WMO website. The form includes two password input fields: 'New Password' and 'Confirm Password', both containing masked characters. A blue 'SAVE' button is located at the bottom of the form. The page header features the WMO logo and navigation links for Home, Datasources, Data, Architecture, About, Contact, and FAQ. A breadcrumb trail shows 'Home > Reset Password > Use Password Reset Ticket'.

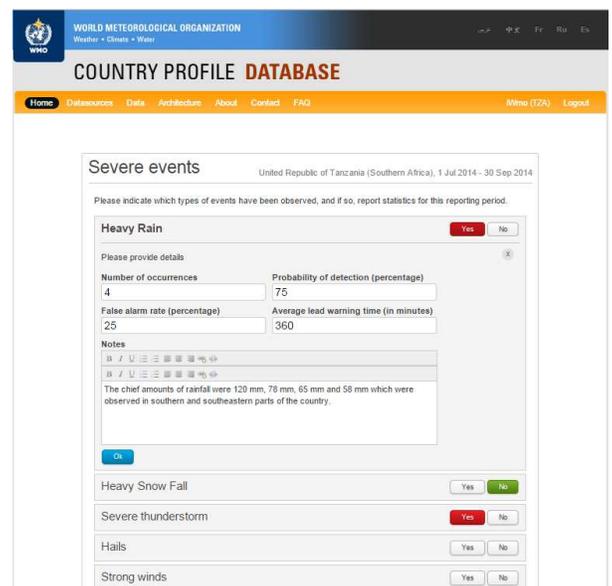
## Starting Submission of the SWFDP Quarterly Progress Report

- Once a focal point is able to login at the CPDB web portal after entering his/her username (email address) and password, he/she has to click on "Severe Weather" which will take him/her to the first web screen of SWFDP database namely "Welcome to the SWFDP database". Now the he/she can select the period for which the progress report is to be submitted or updated. He/she can start reporting after clicking on the "Start Report".



After selecting the appropriate quarterly period, click on 'Start report' for reporting on various elements

- On the next screen "Severe events", the user is asked to indicate and select types of severe events observed during the reporting period and to provide some forecast verification data for each observed severe event (e.g. number of occurrences, probability of detection, false alarm rate etc.). By clicking on 'next' or 'back' buttons, the users can go to the next screen or return to the previous one.



Event Type	Yes	No
Heavy Rain	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heavy Snow Fall	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Severe thunderstorm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hails	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strong winds	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notes:  
The chief amounts of rainfall were 120 mm, 78 mm, 65 mm and 58 mm which were observed in southern and southeastern parts of the country.





- 4) The next two screens 'Clients' and 'Clients feedback' allow the user to provide information about the types of clients (of the NMHSs ) who make use of the warnings and alerts issued by the NMHS and clients' feedback on usefulness of these alerts and warnings etc. New clients can be added as necessary.

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### Clients

United Republic of Tanzania (Southern Africa), 1 Jul 2014 - 30 Sep 2014

Please update the list of clients using the warning products.

Disaster Management Office - Government Organization	Remove
National TV - Television Station	Remove

Add client

Back Next

New client

Name

Type: General Public

Rationale:

Add Cancel

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### Client feedback

United Republic of Tanzania (Southern Africa), 1 Jul 2014 - 30 Sep 2014

Please mention any client feedback on weather warnings issued during this reporting period.

Within the text, please refer to the following points:

- How the warning was used
- Adequacy of the warning
- Effectiveness of the warning

Disaster Management Office - Government Organization	<input type="text"/>
National TV - Television Station	<input type="text"/>

Back Next

- 5) The next screen 'Desired products' is meant for the NMHS to request for any additional products(s) if needed from the Global and/or Regional Centre(s). If such request is to be made by the NMHS, the name(s) of the required product(s) and type of Centre (Global or Regional) need to be mentioned.

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### Desired products

United Republic of Tanzania (Southern Africa), 1 Jul 2014 - 30 Sep 2014

If your organization has a demand for forecast products that are not yet available, please enter them here (one by one).

Add product

Back Next

Add product

What is the name of the product you require, and who should provide it? Please describe what the product should offer.

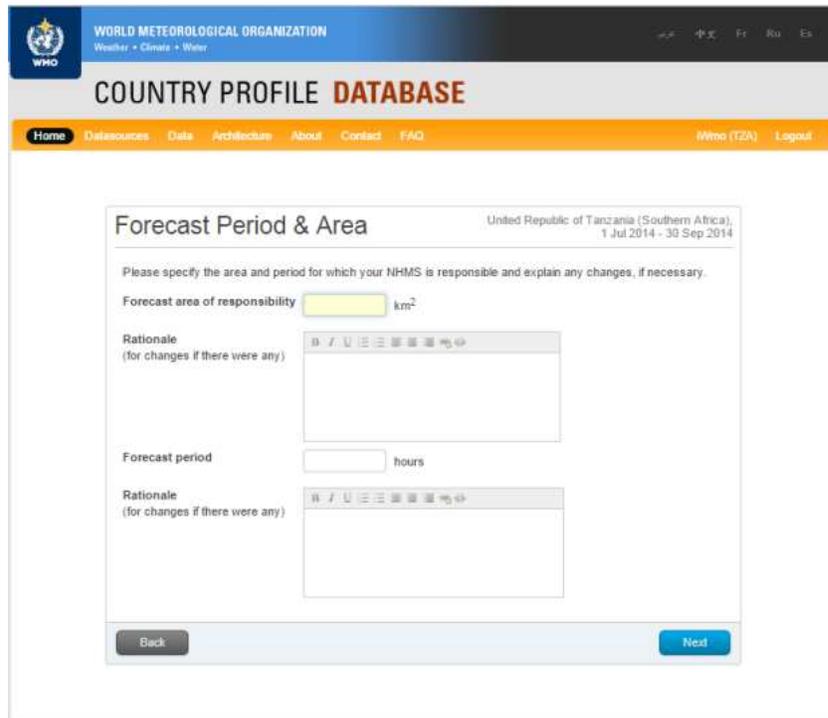
Name

Centre Type: Global

Description of desired product:

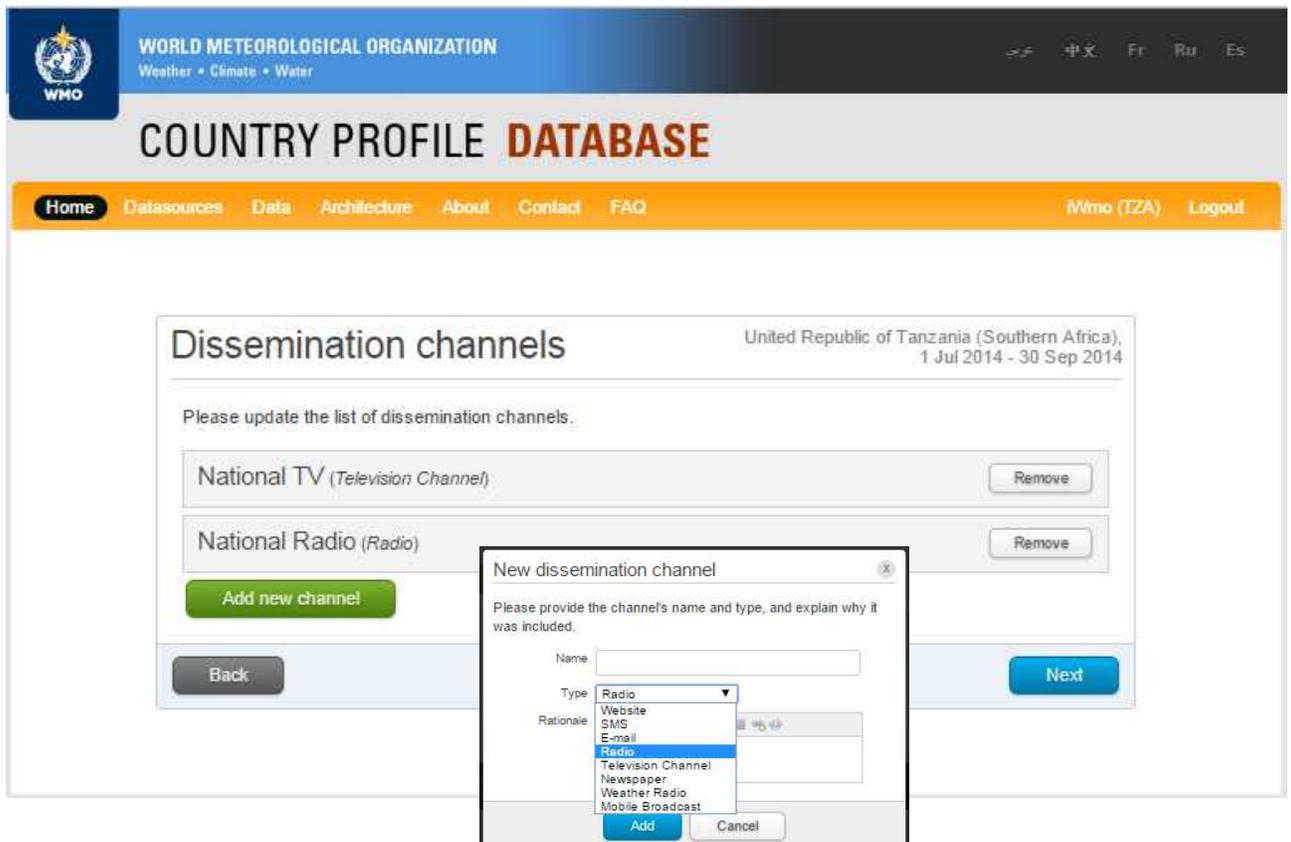
Add Cancel

- 6) On the next screen 'Forecast Period & Area', information about the area and the period for which NHMS is responsible to issue forecasts need to be provided. Any changes in the area of responsibility or forecast period can be reported if so needed.



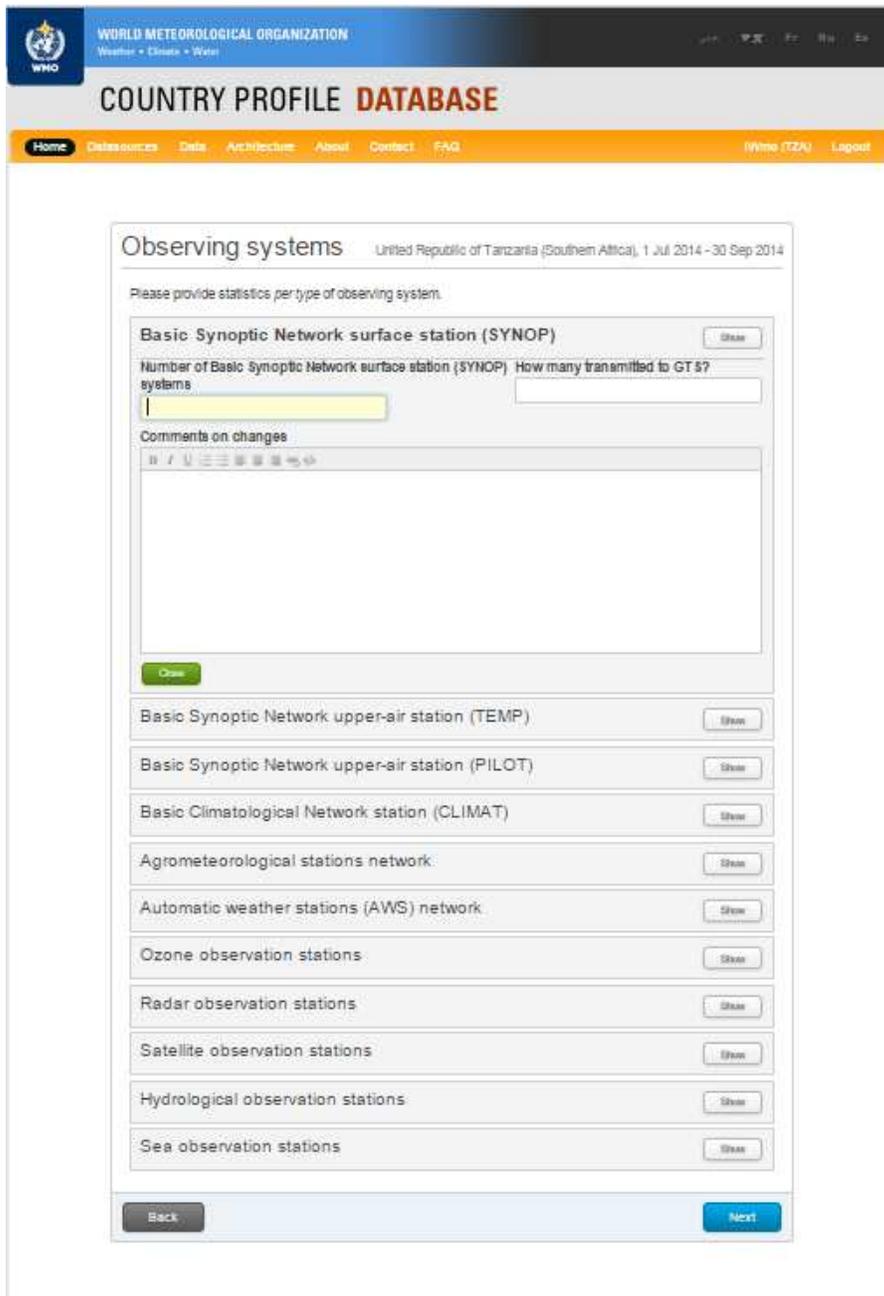
The screenshot shows the 'Forecast Period & Area' form for the United Republic of Tanzania (Southern Africa), dated 1 Jul 2014 - 30 Sep 2014. The form includes a header with the WMO logo and navigation links. The main content area contains a text box for 'Forecast area of responsibility' (set to km<sup>2</sup>), a 'Rationale' text area, a 'Forecast period' input field (set to hours), and another 'Rationale' text area. A 'Back' button is on the left and a 'Next' button is on the right.

- 7) On the next screen 'Dissemination channels', the list of channels used by the NMHS for dissemination of severe weather warnings and alerts to the stakeholders and users, can be updated. The information about new dissemination channel can be added by clicking on 'Add new channel'.

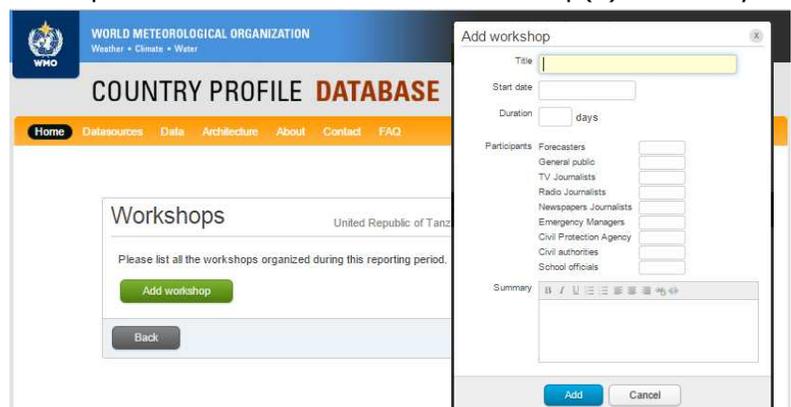


The screenshot shows the 'Dissemination channels' form for the United Republic of Tanzania (Southern Africa), dated 1 Jul 2014 - 30 Sep 2014. The form includes a header with the WMO logo and navigation links. The main content area contains a list of channels: 'National TV (Television Channel)' and 'National Radio (Radio)', each with a 'Remove' button. A green 'Add new channel' button is present. A 'Back' button is on the left and a 'Next' button is on the right. A modal window titled 'New dissemination channel' is open, showing a form with a 'Name' input field, a 'Type' dropdown menu (with 'Radio' selected), and a 'Rationale' text area. The modal window also has 'Add' and 'Cancel' buttons.

- 8) The next screen **'Observing Systems'** is meant to provide information on various types of observing systems maintained in a member country, for example: Surface and PILOT stations, AWS network, Agromet stations etc.



- 9) The next screen **'Workshops'** allows to provide information about workshop(s) that may be organized by the NMHS for the forecasters and/or stakeholders and users during the reporting period. Clicking on 'Add workshop' button will pop up a new small screen to provide details of a workshop including its title and duration, number and types of the participants and summary of the outcomes of the workshop.





- 10) The next screen 'Products usage' is meant to provide information about the global and regional products used by the NMHS in making severe weather forecasts and issuing warnings to the users. The names of the providing centres and the products used can be selected from the list of products available on the screen.

Products usage

Please check the products you used. Click the name of the providing centre to reveal a list of products offered by that centre.

**Global**

- CMA
- ECMWF
- IMD
- JMA
- KMA
- NCEP
- UKMO

**Regional**

- RFSC Dar es Salaam
- RFSC Ha Noi
- RSMC Darwin
- RSMC La Réunion
- RSMC Nadi
- RSMC Nairobi
- RSMC New Delhi
- RSMC Pretoria
- RSMC Tokyo
- RSMC Wellington

**National**

Next

- 11) The next screen 'Local forecasting tools', allows to provide information about the forecasting tools used by the NMHS. Clicking on 'Add new tool' will pop up a new small screen to provide input about the new forecasting tool including its name and description.

Local forecasting tools

If you have implemented a new local forecasting tool, please add it and enter details in the pop-up window. Please remove any tools that are no longer in use.

Add new tool

Back Next

New local forecasting tool

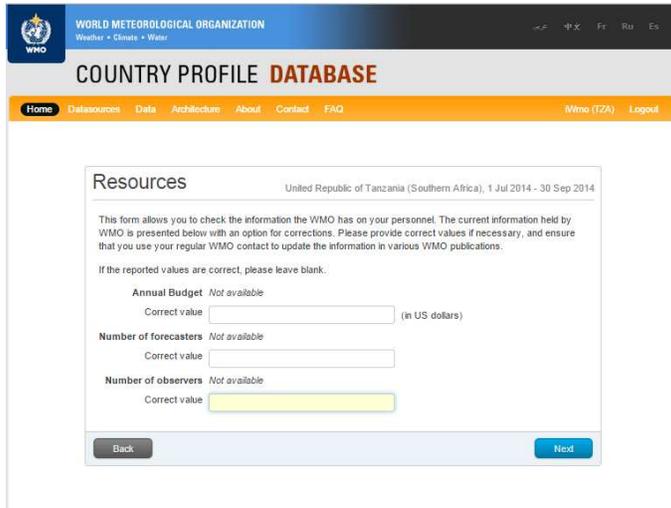
Name

Rationale

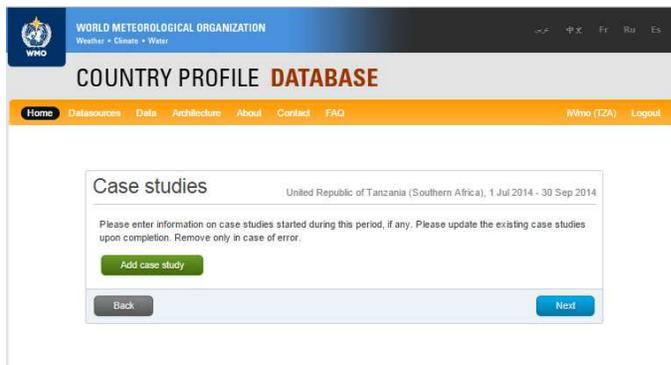
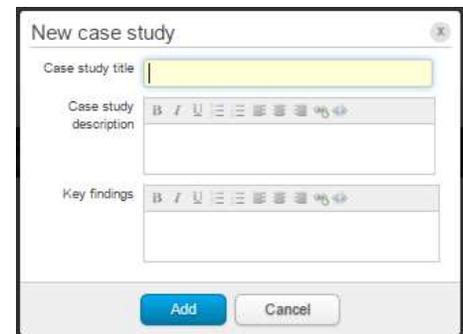
Description

Add Cancel

- 12) On the next screen **'Resources'**, information about the NMHS's budgetary and human resources (observers, forecasters etc.) can be updated if necessary.



- 13) The next screen **'Case Studies'** allows to enter information about case studies carried out during the reporting period. Clicking on 'Add case study' will pop up a new small screen to provide input about case study including its title, description and key findings. Full text of case studies can be sent to the WMO Secretariat and the lead Regional Centre via eMail.

- 14) The next screen on **'Related project'** facilitates the user to provide information about other on-going project(s) at NMHS that may be relevant for SWFDP to develop synergies and linkages. Clicking on 'Add project' will pop up a small screen to provide input for any on-going project including its name, purpose, source of funding, and initiation year etc.

