



Our ref.: 00138/2025/S/AVI/AC-AVI-4

17 April 2025

Annex: 1 (available in English only)

Subject: Participation of your expert in the fourth meeting of the Standing Committee on Services for Aviation (SC-AVI-4), Geneva, Switzerland, 4–6 November 2025

Action required: WMO Secretariat to be notified at your earliest convenience, but not later than **1 August 2025** whether your expert will attend the meeting and, if so, whether any financial assistance is required

Dear Sir/Madam,

I have the pleasure to inform you that the fourth meeting of the Services Commission for Weather, Climate, Hydrological, Marine and Related Environmental Services and Applications (SERCOM) Standing Committee on Services for Aviation (SC-AVI-4) will be held at the WMO headquarters in Geneva, Switzerland, from 4 to 6 November 2025, from 9 a.m. to 5 p.m. Central European Time (CET).

A Provisional Agenda, including an annotated agenda and order of business, is available as Doc 1.2 on the [SC-AVI homepage](#).

The membership of this group (see [annex](#)) includes an expert from your country or organization who has been nominated with your approval to serve on this group. I should, therefore, be grateful if you would kindly examine the possibility of your expert attending the meeting.

In accordance with WMO General [Regulation 31](#), (*Basic Documents No. 1* (Convention, General Regulations, Staff Regulations, Financial Regulations and Agreements) (WMO-No. 15)) the "expenses of attendance of members of subsidiary bodies of constituent and additional bodies at sessions of these bodies shall normally be borne by the Members or the international organization to which those members belong". It is, therefore, hoped that these expenses will be borne by your Government, should your expert attend.

If it is not possible for your Government to meet the expenses for the attendance of your expert, WMO is prepared to consider providing financial support for this purpose. However, in view of the limited funds available to support sessions of subsidiary bodies of constituent bodies, I should be grateful if you could consider the possibility of meeting at least part of the costs involved.

For administrative purposes I should be grateful if you could kindly notify the WMO Secretariat (email: wmo@wmo.int with copy to aviation@wmo.int) at your earliest convenience, but not later than **1 August 2025** whether your expert will be able to attend the above-mentioned meeting and whether any financial assistance will be required, and to indicate the details of the assistance required, travel costs or per diem, or both, should be indicated. Should your expert's travel costs be borne by WMO, then travel arrangements will be made by the WMO Secretariat and details will be sent to your expert in due course.

To: Permanent Representatives of Members with WMO (limited distribution)
Agency Approver of IUGG

cc: Members of SC-AVI, P/SERCOM, VP/SERCOM (Raymond Tanabe)

Please note that those experts denoted in the [annex](#) as serving as Chair and Co-Vice-Chairs of SC-AVI are requested to additionally attend an ad hoc SC-AVI Executives Coordination Meeting that will take place at WMO headquarters on the day immediately following the SC-AVI-4 meeting, that is on 7 November 2025.

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, and accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events.

WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides limited coverage for medical, emergency, and supplementary official travel expenses.

I would like to take this opportunity to thank you for your continued support and contribution to WMO activities.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ko Barrett', with a long, sweeping horizontal line extending to the right.

Ms Ko Barrett
for the Secretary-General

**MEMBERSHIP OF THE STANDING COMMITTEE ON SERVICES FOR AVIATION
(SC-AVI)**

(Correct as on 3 April 2025)

Ref.: 00138/2025-1.25 S/AVI

Chair	Ms Andrea HENDERSON (Australia)
Co-Vice-Chairs	Mr Kaspar BUCHER-STUDER (Switzerland) Mr Oluwaseun Wilfred IDOWU (Nigeria)
ET-ETC Co-Chairs	Ms Kathy-Ann CAESAR (Barbados) Ms Karine DUMAS (Canada)
ET-WCS Co-Chairs	Mr Piers BUCHANAN (United Kingdom) Mr Ping CHEUNG (Hong Kong, China)
AG-VSA Co-Chairs	Ms Samantha ENGWELL (IUGG) Mr Matthew HORT (United Kingdom)
Thematic Coordinators	Mr Maluta TSHIFARO (South Africa) Mr Lei GU (China) Ms Claudia RIBERO (Argentina) Ms Jennifer STROOZAS (United States of America)
