



Our ref.: 04625/2025/MS/DPO

25 April 2025

Annexes: 3 (available in English only)

Subject: Informal Planning Meeting of the WMO Voluntary Cooperation Programme, Vienna, Austria, 21–23 May 2025

Action required: (1) To notify the Secretariat of the participant(s) from your Service, preferably by **9 May 2025**; and

(2) To forward to the Secretariat the activity report of your country concerning the VCP and technical cooperation activities in 2024, including actions of a bilateral nature, and the expected contribution for 2025

Dear Sir/Madam,

I am pleased to inform you that the Informal Planning Meeting (IPM) of the World Meteorological Organization (WMO) Voluntary Cooperation Programme (VCP) will be held in Vienna, Austria, from 21 to 23 May 2025, graciously hosted by GeoSphere Austria.

In recognition of your Service's valued support to technical cooperation activities and given the importance of coordinating and advancing VCP and related technical activities, I am pleased to invite you to nominate participant(s) from your Service to attend the above-mentioned meeting. As in previous years, it is expected that participants will meet their own travel and subsistence expenses. The meeting will be conducted in English.

The provisional agenda and the attendance form are provided in [Annexes I and II](#), respectively. I kindly request that you submit a brief report of your development assistance activities to the Secretariat using the template provided in [Annex III](#). This will feature in the IPM documentation to allow us to obtain a wider perspective on assistance flowing between WMO Members and seek opportunities for synergy and value-adding.

It would be highly appreciated if you could return the completed attendance form ([Annex II](#)), preferably by **9 May 2025**. Please also submit your report ([Annex III](#)) to the Secretariat at your earliest convenience, but not later than **16 May 2025**.

I look forward to the participation of your Service's representative(s) in this important meeting.

Yours faithfully,

Prof. Celeste Saulo  
Secretary-General

To : Members of the Informal Planning Meeting (limited distribution)

cc: Hydrological Advisers

**INFORMAL PLANNING MEETING OF THE WMO  
VOLUNTARY COOPERATION PROGRAMME**

21–23 May 2025

GeoSphere Austria

(Neulinggasse 38, 1030, Vienna, Austria)

**PROVISIONAL AGENDA**

**1. Opening/Adoption of agenda**

**2. Introductions**

**3. Activities Overview [Day 1]**

- WMO VCP and Extrabudgetary Projects overview
- Member Country presentations  
(Note: a presentation template will be shared to target brief updates)
- Group activity – to capture/share around work on common themes, implementation methodologies, and work in particular countries
- GESI exercise – to support activity/programme design
- Coordination aspects – including update on the ‘Partner Coordination Mechanisms’ (presented at last year’s meeting)

**4. WMO Engagement Framework [Day 2]**

- Opportunities to scale up member participation in WMO projects – including an update on WMO framework as an action from the last meeting
- Menu of Services/Capacity Development Activities
- The road to sustainability for NMHSs – interactive session to include regional contexts, resource mobilization, Socioeconomic Benefits case studies and tools

**5. IPM Members – Opportunities and Challenges [Day 3]**

- AI – an informative and practical session regarding opportunities/challenges

**6. Summary of actions**

**7. Close**

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**ATTENDANCE FORM**

Ref.: 04625/2025-1.9 MS/DP

1. Member:

2. Service or Organization:

3. Participant:

Surname (Dr/Mr/Ms):

Given name:

Address

Telephone:

Email:

*(Please indicate here if you are to participate online only)*

4. Online participation

To be returned not later than **9 May 2025** to the WMO Secretariat:

Facsimile: (+41) 22 730 8047

Email: [mherinkova@wmo.int](mailto:mherinkova@wmo.int) and [azuanazzi@wmo.int](mailto:azuanazzi@wmo.int)

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21–23 May 2025

GeoSphere Austria

ACTIVITY REPORT

Ref.: 04625/2025-1.9 MS/DP

1. Country/Territory

2. Overall national contribution in 2024

\*\*\* USD

3. Overall national contribution in 2025  
(estimation)

\*\*\* USD

4. Relevant activities: Projects in 2024 including source of funding (USD)

5. Proposed activities for 2025

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## 6. Opportunities for more cooperation with other Members/Organizations

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Note: Refer to the action points of IPM 2024. Mention any resources for which you would be able to share/welcome input from other Members e.g. open-source, software, training.

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Please send the report, preferably **by 9 May 2025** to:

Ms Ana Laura Zuanazzi

Associate Partner Coordination Officer

Resource Mobilization and Development Partnerships Unit

Development Partnerships Office

Email: [azuanazzi@wmo.int](mailto:azuanazzi@wmo.int)

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