



Our ref.: 05044/2025/S/SERCOM/MG

4 July 2025

Annex: 1 (available in English only)

Subject: Participation of your expert in the third face-to-face Commission for Weather, Climate, Hydrological, Marine, and Related Environmental Services and Applications (SERCOM) Management Group meeting, Cape Town, South Africa, 1–5 December 2025

Action required: Confirmation of your expert's participation **by 16 July 2025**

Dear Sir/Madam,

I am pleased to inform you that, following a kind hosting offer from the Permanent Representative of South Africa with WMO, the third face-to-face SERCOM Management Group meeting will be held from 1 to 5 December 2025, in Cape Town, South Africa.

The meeting will be conducted in person, with the option of online participation for those unable to travel. The Provisional agenda will be shared in due course.

The membership of this group ([annex](#)) includes an expert from your country who has been nominated with your approval to serve on this group. I should therefore be grateful if you could consider his/her participation in the meeting.

In accordance with WMO [General Regulation 31](#), (*Basic Documents No. 1* (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 in person.

Should it not be possible for your Government to meet the expenses for the in-person attendance of your expert, the WMO Secretariat is prepared to consider providing financial support. However, given the limited funding available for subsidiary body sessions, we kindly request that you explore the possibility of covering at least a part of the costs involved.

For administrative purposes, I should be grateful if you could kindly notify the WMO Secretariat (gteruggi@wmo.int and cleviski@wmo.int) no later than **16 July 2025** on whether your expert will be able to attend the above-mentioned meeting and whether any financial assistance will be required. If so, the details of the assistance required, that is travel costs or per diem, or both, should be indicated. If WMO meets the travel costs, travel arrangements will be made by the Secretariat and details will be sent to you in due course.

To: Permanent Representatives of Members with WMO: Argentina, Australia, Brazil, Canada, China, Germany, India, Indonesia, Italy, New Zealand, Nigeria, Russian Federation, United Kingdom of Great Britain and Northern Ireland, United States of America (limited distribution)

cc: SERCOM MG

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, 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 a limited coverage for medical, emergency, and supplementary official travel expenses.

I wish to take this opportunity to thank you for your continued support to WMO activities.

Yours faithfully,

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

Ms Ko Barrett
for the Secretary-General

MEMBERSHIP OF THE MANAGEMENT GROUP OF SERCOM

President	Ian Lisk (United Kingdom)
Vice-presidents	Angela Corina (Italy) Ardhasena Sopaheluwakan (Indonesia) Raymond Tanabe (United States of America)
Members	Allison Allen (United States of America) Andrea Henderson (Australia) Chris Noble (New Zealand) Daniela D'Amen (Argentina) Heather Smith (Canada) James Ali Ijampy Adamu (Nigeria) Kamaljit Ray (India) Karolin Eichler (Germany) Osvaldo Moraes (Brazil) Qingchen Chao (China) Yuri Simonov (Russian Federation)