

**WMO OMM**

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

**Secrétariat**

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Ref.: 05131/2024.1.7 MS/RSO

Our ref.: 05131/2024/MS/RSO

17 April 2024

Annex: 3 (available in English only)

Subject: Informal Planning Meeting of the WMO Voluntary Cooperation Programme, Oslo, Norway, 28–30 May 2024

- Actions required:
- (1) To notify the Secretariat of the participant(s) from your Service preferably by **17 May 2024**; and
  - (2) To forward to the Secretariat the activity report of your country concerning the VCP and technical cooperation activities in 2023 including actions of a bilateral nature, and the expected contribution for 2024.

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 Oslo, Norway from 28 to 30 May 2024 at the kind offer of hosting by the Norwegian Meteorological Institute (Met Norway).

In view of the generous support of your Service to technical cooperation activities and taking into account the importance of the coordination and development of VCP and related technical cooperation activities, I have pleasure in inviting you to designate participant(s) from your Service for the above-mentioned meeting. As in the past, it is expected that participants will meet their own travel and subsistence expenses. The meeting will be convened in English.

The provisional agenda of the meeting and the attendance form are given in Annexes I and II, respectively. It would be appreciated if you could provide a brief report of your development assistance activities to the Secretariat using the template given 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 attendance form (Annex II) preferably by **17 May 2024**. You are also invited to send your report (Annex III) to the Secretariat at your earliest convenience.

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

Yours faithfully,

Prof. Celeste Saulo  
Secretary-General

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

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

28–30 May 2024

Headquarters of the Norwegian Meteorological Institute (Met Norway)

(Henrik Mohns Plass 1, 0313 Oslo, Norway)

**PROVISIONAL AGENDA**

- 1. Organization of the meeting**
  - 2. Adoption of the agenda**
  - 3. Report of the Voluntary Cooperation Programme (VCP) relevant activities implemented in 2023 and expected in 2024 and beyond**
    - 3.1 From the WMO Secretariat
    - 3.2 From all the Members – *Members are requested to report technical cooperation activities by National Meteorological and Hydrological Services (NMHSs) and other key partners if available*
  - 4. Activities relevant to WMO/VCP including the extrabudgetary projects (Climate Risk and Early Warning Systems (CREWS), Adaptation Fund, etc.)**
  - 5. Key initiatives/projects/activities including the Early Warning for All initiative**
  - 6. Opportunities to scale-up Member participation in WMO projects**
  - 7. Overview of existing coordination mechanisms and discussions regarding synergies/gaps**
  - 8. Any other business**
  - 9. Closure**
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**INFORMAL PLANNING MEETING OF THE  
WMO VOLUNTARY COOPERATION PROGRAMME**

28–30 May 2024

Oslo, Norway

**ATTENDANCE FORM**

Ref.: 05131/2024.L7 MS/RSO

1. Member: .....

2. Service or Organization: .....

3. Participant: .....

Surname (Dr/Mr/Ms): .....

Given name: .....

Address: .....

Telephone: .....

Email: .....

4. Online participation *(Please indicate here if you are to participate online only)* .....

To be returned not later than **17 May 2024** to the WMO Secretariat:

Facsimile: (+41) 22 730 8047

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

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

28–30 May 2024

Oslo, Norway

**ACTIVITY REPORT**

Ref.: 05131/2024.1.7 MS/RSO

<b>1. Country/Territory</b>	
<b>2. Overall national contribution in 2023</b>	<b>3. Overall national contribution in 2024 (estimation)</b>
*** US\$	*** US\$
<b>4. List of relevant activities/projects in 2023 including source of funding (US\$)</b>	

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**5. Proposed activities for 2024**

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

Please send the report preferably **by 17 May 2024** to:

Mr Yoshiro Tanaka  
Senior Technical Officer  
Member Services and Development Department  
World Meteorological Organization  
Email: [ytanaka@wmo.int](mailto:ytanaka@wmo.int)

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