



Our ref.: 07963/2025/SI

11 June 2025

Annex: 1

Subject: Fourth Session of the WMO Scientific Advisory Panel and joint Research Board and Scientific Advisory Panel Meeting

Action required: Confirm attendance and request of travel support, if necessary, **no later than 27 June 2025**

Dear Sir/Madam,

I am pleased to invite you to attend the Fourth Session of the WMO Scientific Advisory Panel (SAP-4) and the joint meeting of the Research Board (RB) and SAP, which will take place in Geneva, Switzerland and online from 1 to 3 October 2025.

The SAP-4 session will provide SAP members the opportunity to discuss the development of forward-looking strategic advice on emerging challenges and opportunities related to WMO's mandate in weather, climate, water and related environmental and social sciences for the purpose of long-term planning. The joint meeting of the RB and SAP will foster effective collaboration between the two bodies and provide opportunities to discuss topics of joint interest. A detailed agenda and relevant documents will be provided in the coming months.

Considering the current financial situation, funding for this event is extremely limited. As a result, it is greatly appreciated if your agency or organization can cover the cost of your in-person participation. If this is not possible, WMO, upon request, will consider meeting the costs of your participation in the form of per diem and/or roundtrip economy airfare, within the limits of available funds.

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.

To: Invited experts to the Fourth Session of the WMO Scientific Advisory Panel and Joint Meeting of the Research Board and Scientific Advisory Panel

Please confirm your attendance (virtual or in-person) and indicate your need for travel support, if necessary, to Ms Lauren Stuart (lstuart@wmo.int), as soon as possible but **no later than 27 June 2025**.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'V. Bouchet', with a stylized flourish at the end.

Dr Véronique Bouchet
Director
Science and Innovation Department

Fourth Session of the WMO Scientific Advisory Panel and Joint Meeting of the Research Board and Scientific Advisory Panel

Geneva, Switzerland

1-3 October 2025

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