



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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Our ref.: 23542/2017/CLW/GFCS

7 August 2017

Subject: Fifth meeting of the Intergovernmental Board on Climate Services
 Management Committee (IBCS-MC/5), ECMWF, Reading, United Kingdom,
 19-20 October 2017

Action required: To inform the Secretariat of attendance to the IBCS-MC/5 **no later than
 18 August 2017**

Dear Sir/Madam,

I am pleased to inform you that the fifth meeting of the Management Committee of the Intergovernmental Board on Climate Services (IBCS-MC/5) will be held at the European Centre for Medium-Range Weather Forecasts (ECMWF) headquarters, Shinfield Park, Reading RG2 9AX, United Kingdom, from 19 to 20 October 2017.

I have pleasure in inviting you to attend, as a member of the IBCS-MC, the above-mentioned meeting. The agenda of the meeting and documentation for the session will be available at the dedicated website: <http://gfcs.wmo.int/upcoming-events>

The session will focus on the review of the recommendations of the mid-term review of the GFCS, being conducted by the University of Arizona, with a view to provide guidance on the necessary follow up actions.

It will also consider:

- (a) Establishment of specific task teams to facilitate the response to the recommendations of the mid-term review;
- (b) Status of implementation of the Priority Needs for the Implementation of the GFCS for the period 2016-2018;
- (c) Reporting of activities at national level and by partners, including the improvement of the current web-based platform;
- (d) Improving communication of the GFCS;
- (e) Regional coordination mechanisms for the implementation of the GFCS;
- (f) Resources mobilization;
- (g) Election of the IBCS Chair.

To: Members of the Intergovernmental Board on Climate Services Management Committee

In accordance with Regulation 37 of the World Meteorological Organization (WMO) General Regulations "*expenses of attendance of members of working groups of constituent bodies at sessions of these groups shall normally be borne by the Members to which those members belong.*"

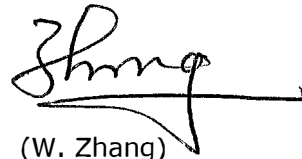
It would be appreciated if you could consider making arrangements to fund the cost of all or part of your attendance at this session of the MC. If this is not possible, WMO will consider providing financial support for this purpose upon request and subject to availability of funds, with priority to least developed countries, small island developing states, developing countries and countries with economies in transition.

I should also inform you of WMO's insurance coverage for non-staff members, which is as follows:

"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services on behalf of the Organization. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate".

I should be grateful if you would kindly notify the Secretariat as soon as possible, but preferably not later than **18 August 2017**, whether you will be able to attend the session, and if so, whether support for travel and/or per diem will be required.

Yours faithfully,

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

(W. Zhang)
for the Secretary-General