

**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.: 03962/2018/CLW/GFCS/IBCS MC-6

8 May 2018

Subject: Sixth meeting of the Intergovernmental Board on Climate Services
Management Committee (IBCS MC-6), Rome, Italy, 24-25 October 2018

Action required: To inform the Secretariat of attendance to the IBCS MC-6 by **31 July 2018**

Dear Sir/Madam,

I am pleased to inform you that the sixth meeting of the Management Committee of the Intergovernmental Board on Climate Services (IBCS MC-6) will be held at the Food and Agriculture Organization of the United Nations (FAO) headquarters, Rome, Italy, from 24 to 25 October 2018.

I have pleasure in inviting you to attend, as a member of the IBCS MC, the above mentioned meeting. The meeting will consider proposals and recommendations of the various working groups established by the Management Committee in response to the mid-term review of the Global Framework for Climate Services (GFCS) with a view to formulate recommendations to IBCS and the World Meteorological Organization (WMO). The agenda of the meeting and documentation for the session will be available at the dedicated website at: <http://www.gfcs-climate.org/ibcs-mc-6>.

In accordance with Regulation 37 of 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.

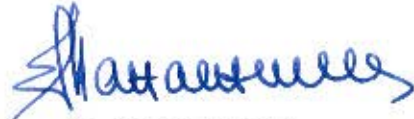
I should be grateful if you would kindly notify the Secretariat as soon as possible, but preferably not later than **31 July 2018**, whether you will be able to attend the session, and if so, whether support for travel and/or per diem will be required.

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

I should also inform you of WMO 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".

Yours faithfully,



(E. Manaenkova)
for the Secretary-General