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

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Ref.: 18740/2018-1.2 WDS/DPFS

Our ref.: 18740/2018/WDS/DPFS/ET-ERA

12 July 2018

Annex 1 (available in English only)

Subject: Meeting of the WMO/CBS Expert Team on Emergency Response Activities (ET-ERA), to be held at the Vienna International Centre (VIC)- IAEA, Vienna, Austria from 1 to 5 October 2018

Action required: WMO Secretariat to be notified by **27 July 2018** whether your expert will attend the meeting

Dear Sir/Madam,

The Commission for Basic Systems (CBS), at its fifteenth session (CBS-15, Jakarta, Indonesia, September 2012), adopted a new working structure for the Open Programme Area Group (OPAG) on DPFS, including the Terms of Reference of the Expert Team on Emergency Response Activities (ERA), to further address the evolving requirements expressed by WMO Members for the WMO Emergency Response Activities (ERA) programme.

The revised *WMO Manual on the Global Data-Processing and Forecasting System* (WMO-No. 485), describes the operational procedures for the provision of transport model products by the WMO Regional Specialized Meteorological Centres (RSMCs) in support of nuclear and non-nuclear environmental emergency response. These technical requirements are developed and recommended by CBS, and reviewed regularly by its Expert Team on ERA in collaboration with relevant international organizations, in particular with the International Atomic Energy Agency (IAEA).

In this context, I am pleased to inform you that, at the kind invitation of the International Atomic Energy Agency (IAEA), the meeting of the Expert Team on Emergency Response Activities (ERA) will be convened from 1 to 5 October 2018 in Vienna, Austria, at the Vienna International Centre. Information and documents relevant to the meeting will be made available at the following website: <http://www.wmo.int/pages/prog/www/BAS/CBS-meetings.html> where the preparation of meeting documents will be assigned to members and posted as they become available. The meeting will be conducted entirely in English.

The membership of this expert team (see Annex), includes an expert from your country, who was nominated during the sixteenth session of CBS (Guangzhou, China, November 2016). I should, therefore, be grateful if you would kindly examine the possibility of his/her attending the meeting.

In accordance with WMO General Regulation 37, the "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 is, therefore, hoped that these expenses will be borne by your Government.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (Argentina, Australia, Austria, Canada, China, France, Germany, Japan, Russian Federation, UK, USA) (limited distribution)

cc: Core members of ET-ERA (by e-mail)

If it is not possible for your Government to meet the expenses for the attendance of your expert, WMO is prepared to consider providing financial support for this purpose. However, in view of the limited funds available to support meetings of working groups, I would request you to consider the possibility of meeting at least part of the costs involved.

For administrative purposes, I should be grateful if you would kindly notify the WMO Secretariat at your earliest convenience, but not later than **27 July 2018** 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, i.e. travel costs or per diem, or both, should be indicated. If WMO meets the travel costs, the travel arrangements will be made by the Secretariat and details will be sent directly to your expert in due course.

I should like to draw your attention to the following with regard to insurance coverage of your expert while attending a WMO meeting.

"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 would like to express my appreciation for your continued support in promoting the WMO Programmes and activities.

Yours faithfully,



(W. Zhang)
for the Secretary-General

WORLD METEOROLOGICAL ORGANIZATION

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MEMBERSHIP

EXPERT TEAM ON EMERGENCY RESPONSE ACTIVITIES (ET-ERA)

Chairpersons:	<p>Mr Anton Muscat (UK), Chair</p> <p>Mr René SERVIRANCKX (Canada), Co-chair</p>
Core Members:	<p>Ms Martina SUAYA (Argentina)</p> <p>Mr James Fraser (Australia)</p> <p>Mr Gerhard WOTAWA (Austria)</p> <p>Mr Nils EK (Canada)</p> <p>Mr Zhenxin SONG (China)</p> <p>Mr Jean NICOLAU (France)</p> <p>Mr Jochen FOERSTNER (Germany)</p> <p>Mr Masami SAKAMOTO (Japan)</p> <p>Mr Dmitry KAMAEV (Russian Federation)</p> <p>Mr Jeffery MCQUEEN (USA)</p>