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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

Secrétariat

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13 November 2018

Subject: Ninth Session of the International Workshop on Tropical Cyclones (IWTC-9)
(Honolulu, Hawaii, USA, 3-7 December 2018)

Dear Sir/Madam,

I am pleased to inform you that the Government of the United States of America has kindly agreed to host the Ninth Session of the International Workshop on Tropical Cyclones (IWTC-9) in Honolulu, Hawaii, USA, from 3 to 7 December 2018.

In this regard, I would like to invite you to nominate a forecaster from your Service to attend the workshop.

Due to limited funds available for this workshop, it is hoped that your Service could cover the expenses relating to the attendance of your nominated expert. However, upon request, WMO could consider providing financial support (travel and a lump sum in lieu of per diem) for the participation of your expert.

In order to clarify WMO's insurance coverage for non-staff members, please kindly advise your expert, that:

"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".

For administrative purposes, I should be grateful if you could notify the WMO Secretariat **on or before 20 November 2018**, of the attendance of your nominated expert, and whether financial assistance would be required.

Yours faithfully,

(E. Manaenkova)
for the Secretary-General

To: Permanent Representatives of Members of WMO (Thailand, Cambodia, Lao PDR, Solomon Islands, Papua New Guinea, Tuvalu, Kiribati, Samoa) with WMO (limited distribution)