



## 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.: 31196/2018/WDS/AEM/MG-2018

6 December 2018

Annexes: 2 (available in English only)

Subject: Participation of your expert in the 2019 Management Group meeting of the Commission for Aeronautical Meteorology, Melbourne, Australia, 12-15 February 2019

Action required: WMO Secretariat to be notified by **18 December 2018** whether your expert will participate

Dear Sir/Madam,

I have pleasure in informing you that the 2019 Management Group meeting of the Commission for Aeronautical Meteorology (CAeM) will convene in Melbourne, Australia from 12 to 15 February 2019, at the Australian Bureau of Meteorology (BoM).

The Provisional Agenda (see Annex 1) is enclosed herewith for your information. The Information Note for Participants will be uploaded to <https://www.wmo.int/aemp/CAeM-MG-2019> in due course.

The membership of this group (see Annex 2) includes an expert from your country who has been nominated with your approval to serve on this group. I should, therefore, be grateful if you would kindly examine the possibility of his (her) attending the session.

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.

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 sessions of working groups, I should be grateful if you could consider the possibility of meeting at least part of the costs involved.

For administrative purposes, I should be grateful if you could kindly notify the WMO Secretariat no later than **18 December 2018** whether your expert will be able to attend the above session 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 to you in due course.

To: Permanent Representatives of Members of WMO (limited distribution)  
 (Argentina, Australia, British Caribbean Territories, China, France, Hong Kong, China, Japan, Russian Federation, South Africa, United Kingdom of Great Britain and Northern Ireland, United States of America)

cc: Members of CAeM Management Group

I would 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."*

Yours faithfully,

A handwritten signature in black ink, consisting of a long horizontal stroke followed by a loop and a short vertical stroke.

(P. Taalas)  
Secretary-General

**CAeM MANAGEMENT GROUP 2019**

**Melbourne, Australia  
12-15 February 2019**

**PROVISIONAL AGENDA**

Ref.: 31196/2018-1.8 WDS/AEM

**1. ORGANIZATION OF THE MEETING**

- 1.1 Opening of the meeting
- 1.2 Adoption of the agenda
- 1.3 Working arrangements

**2. REVIEW OF THE ACTION LIST**

- 2.1 Review of carry-over/outstanding action items from CAeM-MG-2018

**3. REPORT OF THE PRESIDENT OF CAeM AND MATTERS OF RELEVANCE TO THE COMMISSION**

- 3.1 Follow-up to outcomes of CAeM-16 and TECO
- 3.2 Outcomes of recent WMO TC, RA and other meetings/events, including ICAO and IATA
- 3.3 Outcomes of PTC/PRA-2019 and EC CBR-TF
- 3.4 Expected outcomes of Cg-18, including WMO CB Reform, and WMO SP and OP (2020-2023)

**4. WORK PROGRAMME REPORTING, REVIEW AND COORDINATION**

- 4.1 Expert Team and Expert Network reports and coordination of tasks
- 4.2 Volcanic ash-related activities
- 4.3 Space weather-related activities
- 4.4 Focal point identification and coordination mechanisms

**5. FUTURE WORK PROGRAMME**

- 5.1 WMO publications under CAeM responsibility
- 5.2 Long-Term Plan for the AeMP
- 5.3 WMO CAeM/AeMP Operating Plan preparation
- 5.4 Upcoming meetings/events of relevance to the CAeM

**6. ANY OTHER BUSINESS**

**7. CLOSURE OF THE MEETING**

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**CAeM MANAGEMENT GROUP 2019**  
**Melbourne, Australia**

**12-15 February 2019**  
**MEMBERSHIP CAeM Management Group**

<b>CAeM President</b>	Ian LISK (United Kingdom)
<b>CAeM Vice-president</b>	Stéphanie DESBIOS (France)
<b>ET-ETC Lead Experts</b>	Gaborekwe KHAMBULE (South Africa) Kathy-Ann CAESAR (BCT-Barbados)
<b>EN-ISG Lead Experts</b>	Jun RYUZAKI (Japan) Michael BERECHREE (Australia)
<b>EN-MHS Lead Experts</b>	Matthew STRAHAN (USA) Sharon Sum Yee LAU (Hong Kong, China)
<b>EN-CCV Lead Expert</b>	Lei GU (China)
<b>ET-COM Lead Experts</b>	Claudia RIBERO (Argentina) Marina PETROVA (Russian Federation)