

## WMO OMM

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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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Our ref.: WDS-DPFS/ET-OWFPS

19 December 2018

Annex: 1

Subject: Expert Team on Operational Weather Forecasting Process and Support (ET-OWFPS), Beijing, China, from 12 to 16 March 2018

Action required: To notify WMO Secretariat by **20 January 2018** whether your expert will attend the meeting

Dear Sir/Madam,

The Commission for Basic Systems (CBS) Open Programme Area Group (OPAG) on Data-Processing and Forecasting System (DPFS) is supported by three Expert Teams, namely the Expert Team on Operational Weather Forecasting Process and Support (ET-OWFPS), the Expert team on Operational Prediction from sub-seasonal to Longer time-scale (ET-OPSLS) and the Expert Team on Emergency Response Activities (ET-ERA).

In preparation for the upcoming CBS TECO and CBS Management Group in March 2018, I have the pleasure to inform you that the ET-OWFPS is planning to meet in Beijing, China, from 12 to 16 March 2018. The meeting will review, discuss and prioritize new work plan items for the inter-sessional period of 2020-2023.

ET-OWFPS membership (see Annex) includes an expert(s) from your Service or Organization, nominated during the sixteenth session of CBS (CBS-16) held in Guangzhou, China, November 2016. I should, therefore, be grateful if you would kindly confirm your concurrence for the attendance of your nominated expert (s) identified in the Annex.

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 cost of participation of your expert(s), WMO could consider providing financial support for this purpose. However, in view of the limited funds available to support meetings of working groups, I would kindly request your Service or Organization to consider the possibility of meeting at least part of the costs involved.

To: Permanent Representatives of Members of WMO (limited distribution) (Australia, Austria, Canada, China, United Kingdom, United States of America), and Director-General of ECMWF

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For administrative purposes, I should be grateful if you would kindly notify the WMO Secretariat preferably not later than **20 January 2018** whether your expert(s) 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(s) in due course. Additional information and other relevant documents, including provisional agenda and documentation plan for the meeting will be soon posted on the WMO website at:

<https://www.wmo.int/pages/prog/www/BAS/CBS-meetings.html>

I should like to draw your attention to the following:

"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

**Expert Team on the Operational Weather Forecasting Process and Support  
(ET-OWFPS) – Core Members**

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