



Our ref.: 6678-16/SG/DSG/GFCS

GENEVA, 17 June 2016

Subject: Fourth meeting of the Intergovernmental Board on Climate Services Management Committee (IBCS-MC/4), Darmstadt, Germany, 17-19 October 2016

Action required: To inform the Secretariat of attendance to the IBCS-MC/4 by **31 July 2016**

Dear Sir/Madam,

You will recall that at its third meeting, the Management Committee of the Intergovernmental Board on Climate Services (IBCS MC) had requested that members of the Partner Advisory Committee (PAC) be invited to its next meeting.

In connection with the above request, I am pleased to inform you that the European Organization for Exploitation of Meteorological Satellites (EUMETSAT), member of the PAC, has offered to host the fourth meeting of the IBCS-MC at its headquarters, Eumetsat Allee 1, 64295 Darmstadt, Germany, from 17 to 19 October 2016.

In this context, I have pleasure in inviting you to attend, as a member of the IBCS-MC, the above-mentioned meeting. The agenda of the meeting and documentation for the session will be available at the dedicated website at: <http://gfcs.wmo.int/upcoming-events>

This session will focus on:

- (a) Review of progress on the Global Framework for Climate Services (GFCS) implementation;
- (b) Consideration of the Operational and Resource Plan for the GFCS;
- (c) Consideration of the Monitoring and Evaluation process and criteria, including the process for conducting a mid-term review;
- (d) Consideration of the White Paper on the contribution of the GFCS to the 2030 Agenda.

In accordance with Regulation 37 of the 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."

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

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 2016**, whether you will be able to attend the session, and if so, whether support for travel and/or per diem will be required.

I should also inform you of WMO's 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,

A handwritten signature in dark ink, appearing to read 'E. Manaenkova', written in a cursive style.

(E. Manaenkova)
for the Secretary-General