



Our ref.: 7746-16/DRA-AP/RECO-7

GENEVA, 15 December 2016

Annexes: 3 (available in English only)

Subject: Seventh Regional Conference on Management of Meteorological and Hydrological Services (RECO-7) in Regional Association II (Asia), Abu Dhabi, United Arab Emirates (UAE), 10-11 February 2017

Action required: To complete and return the nomination form to the WMO Secretariat preferably by **4 January 2017**

Dear Sir/Madam,

I am pleased to inform you that, at the kind invitation of the Government of the United Arab Emirates, the Seventh Regional Conference on Management of Meteorological and Hydrological Services (RECO-7) in Regional Association II (Asia), will be held in Abu Dhabi, United Arab Emirates (UAE), from 10 to 11 February 2017 prior to the sixteenth session of RA II (RA II-16) from 12 to 16 February 2017.

The purpose of the Regional Conference is to provide a forum for Directors and senior officials of National Meteorological and Hydrological Services (NMHSs) with the aim of addressing the emerging issues and challenges, strengthening regional cooperation and enhancing partnership for implementation of WMO and regional priorities. The Conference will be focused in particular on enhancing the management skills of Directors and senior managers of NMHSs and improving and developing National Strategic Plans as given in Annex I – Concept Note. The Provisional Annotated Programme and Workplan of the Conference will be posted on the WMO website at: <http://public.wmo.int/en/events/meetings/seventh-regional-conference-management-of-nmhss-ra-ii-reco-7>. The Conference will be conducted in English.

In view of the limited funds allocated for the organization of this Conference, it is hoped that your Government will meet the expenses related to the participation of its nominee(s). However, if this is not possible, WMO would be prepared to consider, within the limited funds available, the possibility of meeting the cost of travel and/or daily subsistence allowance for the Conference for one participant from your Service provided that the participant also attends the sixteenth session of RA II. Priority for WMO financial assistance will be given to the participants from Least Developed Countries.

It is to be noted 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."*

To: Permanent Representatives of Members of Regional Association II (limited distribution)

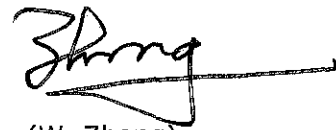
I should therefore be grateful if you could return the attached nomination form (Annex II) duly completed, and communicate your decision to the WMO Secretariat as soon as possible, preferably by **4 January 2017**.

In line with the Organization's policy on gender equality (Resolution 59 (Cg-17)) aiming at a minimum of 30% of women in WMO constituent bodies and their working structures, I would like to encourage you to nominate female candidates.

An information note for the participants is given in Annex III. It is highly recommended that hotel reservations be made as early as possible.

I look forward to the participation of your Service in this important Conference.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Zhang', with a long horizontal line extending to the right.

(W. Zhang)
for the Secretary-General

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DRA-AP/RA II RECO-7, ANNEX I

Seventh Regional Conference on Management of Meteorological and Hydrological Services (RECO-7) in Regional Association II

10-11 February 2017, Abu Dhabi, United Arab Emirates (UAE)

CONCEPT NOTE

1. BACKGROUND

The Regional Conference on Management of National Meteorological and Hydrological Services (NMHSs) in Regional Association II (Asia) (RA II RECO) is organized once during each WMO financial period. RA II RECO brings together Directors and/or senior officials of NMHSs in RA II with an ultimate aim to discuss emerging issues and challenges on regional cooperation and capacity development.

The Seventh Regional Conference in RA II (RA II RECO-7) will be held in Abu Dhabi, United Arab Emirates, from 10 to 11 February 2017 in conjunction with the sixteenth session of Regional Association II (RA II-16) from 12 to 16 February 2017.

2. OBJECTIVES

The specific objectives of the RA II RECO-7 are:

- (a) To identify and address the emerging issues and challenges, strengthen regional cooperation and enhance partnerships for implementation of WMO and Regional priorities
- (b) To enhance the management skills of Directors and senior managers of NMHSs and improve and develop National Strategic Plans

In order to achieve the specific objectives, the provisional programme is organized in the following sessions:

- (a) Session 1: Reports of WGs and Pilot Projects
- (b) Session 2: Global and Regional Partnerships for Implementation of WMO and Regional priorities
 - Global and Regional Partnerships
 - Challenges and Successes on the Strategic Implementation of WMO and Regional priorities
- (c) Session 3: Entrepreneurial Skills in the Management of NMHSs
 - Sharing national experience in the management of NMHSs
 - Public-Private Partnership
 - Improving and developing National Strategic Plans
 - Enhancing the management skills of senior managers of NMHSs in the context of societal needs

3. EXPECTED OUTCOMES

Expected outcomes are the recommendations on the private sector engagement and the strategy on the enhancement of the visibility and relevance of NMHSs including the improvement of resource mobilization and capacity development of NMHSs through regional cooperation and partnership with an ultimate goal to contribute to better weather, climate and water services and sustainable development in the Region.

4. EXPECTED PARTICIPANTS

Expected participants include Directors and/or senior officials from NMHSs or equivalent national institutions in Region II and chairpersons of RA II Working Groups (WGs), Expert Groups (EGs) and Implementation Coordination Teams (ICTs). The president, the vice president and the WGs/EGs/ICTs chairpersons are expected to facilitate the sessions of RA II RECO-7.

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DRA-AP/RA II RECO-7, ANNEX II

**Seventh Regional Conference on Management of Meteorological and
Hydrological Services (RECO-7) in Regional Association II**

10-11 February 2017, Abu Dhabi, United Arab Emirates (UAE)

PARTICIPATION NOMINATION FORM

1. Country: _____
2. Service or Organization: _____
3. Nominee:
- Surname (Dr/Mr/Ms): _____
- First name: _____
- Address: _____
- _____
- Telephone: _____
- Telefax: _____
- E-mail: _____
4. Proposed title of the presentation, *if applicable* _____
- under: ☐ Session 1 ☐ Session 2 ☐ Session 3
(See Concept Note.)
5. If financial assistance is required, please indicate whether for:
- Travel: ☐ Yes ☐ No Per diem: ☐ Yes ☐ No
6. Please indicate whether you are attending the sixteenth session of RA II: ☐ Yes ☐ No

Date:

Permanent Representative's signature:

To be returned not later than 9 December 2016 to:

The Secretary-General
World Meteorological Organization
7bis, avenue de la Paix
Case postale No. 2300
1211 GENEVA 2

Telephone: +41 22 730 8583 or 8252
Facsimile: +41 22 730 8118
E-mail: mherinkova@wmo.int

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DRA-AP/RA II RECO-7, ANNEX III

**Seventh Regional Conference on Management of Meteorological
and Hydrological Services (RECO-7) in Regional Association II**
10-11 February 2017, Abu Dhabi, United Arab Emirates (UAE)

INFORMATION NOTE FOR PARTICIPANTS

Venue and duration of the Conference

The seventh Regional Conference will be held at the Dusit Thani Hotel in Abu Dhabi, United Arab Emirates from 10 to 11 February 2017. The Conference will start at 09h00 on 10 February 2017.

Registration of participants

Registration for the Conference will take place at the registration desk in the venue from 08h30 on 10 February 2017. Participants will receive identification badges at the time of registration.

Language

The Conference will be conducted in English.

Computer facilities & Power Supply

The meeting room will be equipped with Wi-Fi access. Additionally, an Internet corner will be also provided to participants. Power voltage in UAE is 220 V, frequency 50 Hz, and G socket type.



Entry requirements

Participants requiring entry visa to the United Arab Emirates should apply directly to the nearest embassy or consulate of the United Arab Emirates. A letter of invitation from the host is provided in **Appendix B**. Holders of Diplomatic, Service, Official or specified passports from some countries **may not** require a visa by virtue of bilateral agreements, **nonetheless** they are encouraged to check with the nearest embassy or consulate of UAE before departure. Detailed information on immigration is available on the Ministry of Foreign Affairs of the United Arab Emirates webpage: <http://www.mofa.gov.ae/EN/ConsularServices/Pages/ServicesList.aspx>

The Local Organizing Committee of the host country can provide participants with individual letters of Invitation upon request.

For countries that have no embassy or consulate of the United Arab Emirates, the host can apply for an entry visa on behalf of participants upon the provision of the following: a scanned copy of the information page of a valid passport, a coloured passport-type personal photograph against a white background and a complete Visa Application Form (**Appendix B**). Important notes: Applications should be sent at least 3 weeks before expected date of arrival to Abu Dhabi. Passports should be valid for at least 6 months before expected arrival date. Please send applications to Mr Ibrahim Al Hosani IAIhosani@ncms.ae with a copy to Ms Kaltham Mangoosh KMangoosh@ncms.ae.

Arrival and Transport Arrangements

Participants are recommended to arrive at the Abu Dhabi International Airport (AUH) (website: <http://www.abudhabiairport.ae/english/>), where major airlines operate daily flights as destination. The host will make arrangements to pick up participants from the airport and take them to hotels. Instructions for airport pick-up upon arrival to Abu Dhabi International Airport are provided in **Appendix C**.

Banking

Currency exchange services are available at Abu Dhabi International Airport as well as in all banks (banks are open from 8 am to 5 pm weekdays, while currency exchange services all available every day in shopping centres until 10 pm). The local currency is the UAE **Dirham** (AED). Most businesses, tour operators, airlines and hotels accept major credit cards and American Express traveller's checks. The average exchange rate in AED is as follows:

1 Euro = 4.13 AED
1 US\$ = 3.67 AED
1 CHF = 3.77 AED

Accommodation

A block reservation for participants is made at the Dusit Thani Hotel in Abu Dhabi (website: <http://dusit-thani-abu-dhabi.hotel-rn.com>). The daily rate for single occupancy in deluxe room is AED **450** net per night inclusive all city taxes, service charges, buffet breakfast, and Wi-Fi internet connection. To make the hotel reservation, please contact reservations.abudhabi@dusit.com as soon as possible.

A list of other hotels with corporate rates is provided in **Appendix A**; Participants should make reservation directly to the provided e-mail addresses and need to use WMO/NCMS meeting as a reference.

Please check in details with Local Coordinator for support and follow up with hotel. This is a peak season in Abu Dhabi, therefore, early hotel booking is highly recommended.

Local climate in February

Climate data during February in Abu Dhabi are listed below:

Mean temperature	19.6 °C	
Mean maximum temperature	25.5 °C	
Mean minimum temperature	14.0 °C	
Mean relative humidity	67 %	
Mean precipitation	0.3 mm	
Mean number of days with precipitation ≥ 1 mm		3 days
Mean duration of sunshine	9.8 h/day	

Updated weather information can be found on the website of the National Centre of Meteorology & Seismology (<http://www.ncms.ae/en>).

Information and contact details of the Local Organizing Committee (LOC)

WMO Focal Point

Mr Ryuji Yamada
Programme Manager, Regional Office for Asia and the South-West Pacific
E-mail: ryamada@wmo.int
Telephone: +41 22 730 8309
Fax: +41 22 730 8118

Local Coordinators

Mr Ibrahim Al Hosani, Chief International Relation Section, NCMS
E-mail: IAlhosani@ncms.ae
Cell: +971 50 444 8155

Ms Kaltham Mangoosh, International Relation Section, NCMS
E-mail: KMangoosh@ncms.ae
Telephone: +971 2 222 7006
Fax: +971 2 666 1575

Dr Jaser Rabadi, Advisor, International Relation Section, NCMS
E-mail: JRabadi@ncms.ae
Cell: +971 5 683 66 505

Appendices: 3 (available in English only)

APPENDIX A :

LIST OF HOTELS

Name of the Hotel	Star Rating	Room Type	Rates per night	Distance from Conference Venue	Website and contact information
Marriott Hotel, Downtown Abu Dhabi	5	Deluxe Single	375 AED	Approx; 6 Km	Phone: +971 2 304 7777 Web: marriottdowntownabudhabi.com meadowntownabudhabi.com Email: aymen.khalifa@marriott.com Mobile: +971 56 5064006
		Deluxe Double	400 AED		
		Deluxe Single (with breakfast)	450 AED		
		Deluxe Double (with breakfast)	525 AED		
Courtyard Marriott, World Trade Center, Abu Dhabi	4	Deluxe Single	295 AED	Approx; 6.7 Km	Phone: +971 2 698 2222 Web: www.marriott.com PO Box; 107005 Email: ahmed.hamdy@courtyard.com Mobile: +971 56 6834563
		Deluxe Double	295 AED		
		Deluxe Single (with breakfast)	345 AED		
		Deluxe Double (with breakfast)	395 AED		
Sheraton AlKhalidiya, Abu Dhabi	4	Deluxe Single	250 AED	Approx; 7.5 Km	Phone: +971 2 6928622 Web: www.sheratonalkhalidiya.com Email: Christine.firmantes@sheratonalkhalidiya.com Mobile: +971 56 6695412
		Deluxe Double	250 AED		
		Deluxe Single (with breakfast)	275 AED		
		Deluxe Double (with breakfast)	300 AED		
Kings Gate Hotel, Abu Dhabi	3	Deluxe Single	265 AED	Approx; 6.1 Km	Phone: +971 2 499 5003 PO Box: 48573, Abu Dhabi, United Arab Emirates Regional Website: www.millenniumhotels.ae E-mail: reservations.kgad@millenniumhotels.com Mobile: +971 50 233 3186
		Deluxe Double	275 AED		
		Deluxe Single (with breakfast)	325 AED		
		Deluxe Double (with breakfast)	335 AED		

APPENDIX B:
VISA APPLICATION FORM

Personal information for entry visa to UAE Please type and send back as soft copy		
1	NAME (first, middle, Family)	
2	(please leave blank)	
3	NATIONALITY	
4	OCCUPATION	
5	GENDER	
6	DATE OF BIRTH	
7	COUNTRY OF BIRTH	
8	PLACE OF BIRTH	
9	(please leave blank)	
10	PASSPORT NUMBER	
11	PASSPORT TYPE	
12	PASSPORT PLACE OF ISSUEANCE	
13	COUNTRY OF RESIDENCE	
14	DESCRIPTION OF OCCUPATION	
15	PASSPORT ISSUANCE DATE	
16	PASSPORT EXPIRY DATE	
17	RELIGION	
18	FAITH	
19	MARITAL STATUS	
20	PREVIOUS NATIONALITY (if any)	
21	QUALIFICATION	
22	MOTHER'S NAME	
23	(please leave blank)	
24	FIRST LANGUAGE	
25	PERMANENT COUNTRY OF RESIDENCY	
26	MOBILE NUMBER	
27	HOME ADDRESS	
28	EMAIL ADDRESS	

Please provide the following

- 1-Passport copy (colour) of information page (valid for at least for 6 months before date of Entry);
- 2- Colour photograph with white background;
- 3 – The above Form duly completed.

Please send applications to Mr Ibrahim Al Hosani IAIhosani@ncms.ae with a copy to Ms Kaltham Mangoosh KMangoosh@ncms.ae.

APPENDIX C : TRANSPORTATION GUIDE

Airport Pick-Up Information Abu Dhabi International Airport

Dear participants,

1. After you clear immigration and customs, please proceed to exit. You will use a downward moving escalator towards the guarded gate of the arrival hall. This gate leads to a wide reception area.
2. Once you exit this gate, please turn Right (along the seating area) towards a currency exchange office called **TRAVELEX**. At this point you are still **inside** the arrival building.
3. Near that TRAVELEX office you will spot a representative of NCMS, holding a WMO sign –see below for illustration- and waiting for you. Introduce yourself and the representative will take you to the hotel (Dusit Thani Abu Dhabi Hotel (website: <http://dusit-thani-abu-dhabi.hotel-rn.com>)). The hotel is located at Mattar Street, Abu Dhabi).
4. If, for one reason or another, you could not meet with NCMS representative on arrival, the taxi service in Abu Dhabi airport is excellent. Step outside the building from the left exit to the Taxi pick-up point. The official airport taxis are brown Mercedes mini buses. The ride to the Hotel costs around 80 Dirhams and you can ask the driver for a receipt. There is another limousine taxi service inside the arrival area, which you do not necessarily need to use . We recommend the brown Mercedes mini buses located just outside the arrival building.

In case of emergency regarding pick-up or hotel, please contact **Mr Mohamad Mohsin @: + 971 50 1300 253**

