



Our ref.: 8222-16/WDS/AN/ET-CCP-1

GENEVA, 8 March 2016

Annexes: 3 (available in English only)

Subject: 1st meeting of the CAeM Expert Team on Communication, Coordination and Partnership (ET-CCP-1) to be held in St. Petersburg, Russian Federation, from 16 to 18 May 2016

Action required: WMO Secretariat to be notified by **28 March 2016** whether your expert will attend the meeting

Dear Sir/Madam,

I have pleasure in informing you that at the kind invitation of the Permanent Representative of the Russian Federation with WMO, the first meeting of the CAeM Expert Team on Communication, Coordination and Partnership (ET-CCP-1) will be held in St. Petersburg, Russian Federation, from 16 to 18 May 2016.

An Information Note for Participants and the Provisional Agenda (see Annexes I and II) are enclosed herewith for your information.

The membership of this expert team (see Annex III) includes an expert from your country, who was nominated during the fifteenth session of CAeM (Montreal, Canada, July 2014) and I should, therefore, be grateful if you would kindly examine the possibility of his/her attending the meeting.

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 meetings of working groups, I would request you to consider the possibility of meeting at least part of the costs involved.

To: Permanent Representatives of Members of WMO (limited distribution)
(Hong Kong, China, Nigeria, Russian Federation, South Africa, Suriname, Switzerland, United States of America)

cc: Core members of ET-CCP (for information, by e-mail)

For administrative purposes, I should be grateful if you would kindly notify the WMO Secretariat not later than **28 March 2016** whether your expert 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 in due course.

I should 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."

A copy of this letter is being sent to your expert.

Yours faithfully,



(E. Manaenkova)
for the Secretary-General

WORLD METEOROLOGICAL ORGANIZATION
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8222-16/WDS/AN/ET-CCP-1, ANNEX I

**1ST MEETING OF THE CAeM
EXPERT TEAM ON COMMUNICATION, COORDINATION
AND PARTNERSHIP (ET-CCP)**

ST. PETERSBURG, RUSSIAN FEDERATION

16-18 MAY 2016

INFORMATION NOTE FOR PARTICIPANTS

1. VENUE OF THE MEETING

The first meeting of the CAeM Expert Team on Communication, Coordination and Partnership (ET-CCP) will be held in the meeting rooms of the Russian Geographical Society, 10A Grivtsov Lane, St. Petersburg, Russian Federation, from Monday 16 to Wednesday 18 May 2016. The meeting will start on 16 May 2016 at 09:00.

2. REGISTRATION OF PARTICIPANTS

Registration of participants will take place at the meeting venue on the morning of 16 May 2016. Participants are kindly requested to collect their identification badges from the Local Organizing Committee at the time of registration.

3. WORKING LANGUAGE

The working language of the meeting will be English.

4. IMMIGRATION AND HEALTH REQUIREMENTS

A valid passport (and visa if applicable) is necessary for all persons entering the Russian Federation. Latest entry and health requirements can be obtained from the Embassy of the Russian Federation in your country.

The Local Organizing Committee will make arrangements with the Passport and Visa Division of Roshydromet to provide support in visa issuance for each participant.

5. ACCOMMODATION

The Local Organizing Committee is responsible for coordinating the hotel accommodation arrangements for this event. A block booking has been made for all Expert Team Members at the Old Vienna Hotel at a preferential rate of RUB 7800.00 per night (from 15 to 19 May 2016). It is expected that, to ensure all participants received this preferential rate, the experts attending this meeting will stay at the Old Vienna Hotel, which is conveniently located 820 metres (10 minutes' walk) away from the venue of the meeting. Additional information regarding the hotel is available from hotel's website at: <http://vena.old-spb.ru/eng>.

Important Notice: Due to heavy seasonal demand for hotel bookings, experts are recommended to contact the hotel beforehand to prepay for one night. In addition, experts will be responsible for settling their own hotel bills upon departure from the hotel, and may be asked to provide a credit card imprint, or cash deposit, on arrival.

6. AIRPORT TRANSFER

The Local Organizing Committee will provide complimentary airport-hotel transportation if flight information has been sent in advance. Participants will be met at the Pulkovo Airport. Please send a copy of your e-ticket to olpetrova2004@yandex.ru and bykova.s@aviamet-szf.ru as soon as possible.

7. CURRENCY EXCHANGE

The local currency in the Russian Federation is the Russian Rouble (RUB). Russian banknotes are issued in RUB 5000, RUB 1000, RUB 500, RUB 100, RUB 50, RUB 10. Russian coins come in RUB 10, RUB 5, RUB 2, RUB 1, 50 kop., 10 kop.

Major currencies can be exchanged at the airport and local banks. Banking hours are from 10:00 to 20:00 on weekdays and from 10:00 to 18:00 on Saturdays. It should be noted that the exchange rate is subject to daily variations. The current exchange rate is 1 US\$ = RUB 74.55 and 1€ = RUB 82.90 (valid as of 24 February 2016).

There are official exchange offices at Russian airports, hotels and tourist agencies and some are open 24 hours per day. There are of course many Automatic Teller Machines (ATMs) available throughout the city, suburbs and regional locations.

Visa, Mastercard and Maestro credit cards are accepted in the majority of hotels and restaurants.

8. LOCAL CLIMATE IN MAY

The mean weather conditions in Saint-Petersburg in May are as follows:

Mean temperature °C		Mean total rainfall (mm)	Mean number of rain days	Mean daily sunshine
Daily minimum	Daily Maximum			
5 °C	15 °C	38 mm	12 days	16 hours

Further climate statistics for St. Petersburg can be found at:

<http://spb.nuipogoda.ru/may.html>

9. TIME

The time zone in St. Petersburg is UTC/GMT + 3 hours.

10. LOCAL ORGANIZER

The Aviamettelecom of Roshydromet is responsible for the local arrangements of the meeting. Should you require further information concerning the meeting arrangements, please contact:

Ms Olga PETROVA

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8222-16/WDS/AN/ET-CCP-1, ANNEX II

**1ST MEETING OF THE CAeM
EXPERT TEAM ON COMMUNICATION, COORDINATION
AND PARTNERSHIP (ET-CCP)**

**ST. PETERSBURG, RUSSIAN FEDERATION
16-18 MAY 2016**

PROVISIONAL AGENDA

1. ORGANIZATION OF THE SESSION

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

2. REPORTS

- 2.1 Report of the co-chairs
- 2.2 Relevant recent developments – WMO and ICAO (Secretariat)
- 2.3 Reports of ET's core members

3. WORK PLAN

- 3.1 Review status of activities and deliverables
- 3.2 Coordination with other ETs

4. REGIONAL/SUBREGIONAL COOPERATION

- 4.1 Aviation meteorological conferences - ECMA-2015, ACMA-2016, RA II Aviation Conference 2017
- 4.2 Coordination and cooperation with other WMO and ICAO bodies

5. COMMUNICATION AND OUTREACH

- 5.1 Newsletter development
- 5.2 Communication with CAeM members and focal points

6. ANY OTHER BUSINESS

7. CLOSURE OF THE SESSION

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8222-16/WDS/AN/ET-CCP-1, ANNEX III

**EXPERT TEAM ON COMMUNICATION, COORDINATION AND PARTNERSHIP
(ET-CCP)**

MEMBERSHIP

Co-chairpersons:	Marina PETROVA (Russian Federation) Gaborekwe KHAMBULE (South Africa)
Core Members:	B.L. CHOY (Hong Kong, China) Kaspar BUCHER-STUDER (Switzerland) Collins OSAGUE (Nigeria) Cammye SIMS-USKIEVICH (USA) Truusje S. WARSODIKROMO (Suriname)
