



Our ref.: 8323-16/WDS/MMO/WGIMS2

GENEVA, 20 May 2016

Annexes: 2

Subject: Second meeting of the Ad Hoc Working Group for Improved Marine Services to be held at the WMO Headquarters in Geneva, Switzerland, 29-31 August 2016

Action required: WMO Secretariat to be notified by 10 June 2016 whether your expert will attend the meeting

Dear Sir/Madam,

I have pleasure in informing you that the second meeting of the Ad Hoc Working Group for Improved Marine Services will be held at the WMO Headquarters in Geneva, Switzerland, from 29 to 31 August 2016.

An Information Note for Participants (see Annex I) is enclosed herewith for your information and the Provisional Agenda will be communicated to the participants in due course.

The membership of this working group (see Annex II) includes an expert from your country, who was nominated during the twelfth session of the JCOMM Management Committee (MAN-12), Bologna, Italy, November 2015. 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.

For administrative purposes, I should be grateful if you would kindly notify the WMO Secretariat not later than **10 June 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.

To: Permanent Representatives of Members of WMO (limited distribution)
(Australia, Canada, South Africa, United Kingdom)

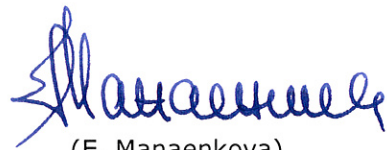
cc: Members of the Ad-hoc Working Group for Improved Marine Services (for information, by e-mail)

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."

I would like to express my appreciation for your continued support in promoting the Programmes and activities of WMO.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'E. Manaenkova', with a stylized flourish at the end.

(E. Manaenkova)
for the Secretary-General

**SECOND MEETING OF THE AD HOC
WORKING GROUP FOR IMPROVED MARINE SERVICES**

GENEVA, SWITZERLAND

29-31 August 2016

INFORMATION NOTE FOR PARTICIPANTS

1. VENUE OF THE MEETING

The second meeting of the Ad Hoc Working Group for Improved Marine Services will be held at the WMO Headquarters in Geneva, Switzerland, from 29 to 31 August 2016.

The meeting will start at 09:00 on Monday 29 August and end at 12:00 on Wednesday 31 August and will be held in the 7th floor Lake room.

World Meteorological Organization Address :

7 bis, avenue de la Paix
CH 1211 Geneve Switzerland

WMO Visitors Webpage - http://www.wmo.int/pages/visitors/index_en.html

Location of WMO: http://www.wmo.int/pages/visitors/map_en.html

2. WORKING LANGUAGE

The working language will be **English only**.

3. ACCOMMODATION

Participants must make their own hotel arrangements. Please note that Hotel Eden and Hotel Mon Repos are within walking distance to WMO, but participants to WMO meetings have stayed at various hotels throughout Geneva. A list of hotels is available [here](#):

4. LOCAL TRANSPORTATION

Participants will be responsible for coordinating their own transportation to and from the airport. At the airport, free tickets for public transport within the Canton of Geneva are available from the machine in the Baggage Conveyor Hall before passing customs. Hotels in Geneva are providing guests with a free ticket for public transport.

A map of the bus and tram network can be obtained free of charge from the UNIRESO Information Centre at Cornavin Station and from the following website: <http://www.tpg.ch>. Please note that this website is only in French.

Taxis are readily available at the Geneva Cointrin Airport. Costs vary depending on where the hotel is located, but the cost to go from the airport to downtown ranges from 30 to 40 CHF.

5. ENTRY VISA REQUIREMENTS

Please check your country's Ministry of Foreign Affairs to check your visa requirements for Switzerland. Please note that Switzerland is **NOT** part of the European Union, however, it is under the Schengen Visa rules. If you need assistance, please contact Ms Adriana Oskarsson (aoskarsson@wmo.int)

6. LOCAL CLIMATE

Due to the tempering effects of the lake and surrounding mountains, Geneva is pleasant almost year round. September and October are the rainiest months. January and February are the coldest but rarely drop below freezing. Summers are long with relatively low humidity and cool breezes from the lake. The Mont Blanc is visible from Geneva about half of the days out of the year. For more information, see <http://worldweather.wmo.int/en/city.html?cityId=193>.

7. CURRENCY AND BANKS

The currency in Switzerland is the Swiss Franc (CHF, SFr.). The Euro is also accepted at most businesses but expect to pay a premium rate. Check www.xe.com for the most up-to-date exchange rates. Most transactions in the city are conducted in cash and a surprising number of businesses and restaurants do not accept credit cards. ATMs are widely available throughout the city, dispensing notes up to 1000 CHF.

9. WMO SECRETARIAT CONTACTS

Mr Edgard Cabrera (Programmatic issues)
Chief, MMO Division

Tel: +41 22 730-8237
E-mail: ecabrera@wmo.int

Ms Adriana Oskarsson (Administrative issues)
Senior Secretary, MMO Division

Tel.: +41 22 730 8473
E-mail: aoskarsson@wmo.int

AD HOC WORKING GROUP FOR IMPROVED MARINE SERVICES**TERMS OF REFERENCE**

1. Period of Consideration: Jan 1995 - Dec 2015
2. Assess previous and existing programmes and projects in marine services of the MMO division, including activities, achievements, challenges, lessons learned, management and governance
3. Assess if and how the various marine services programmes and projects are aligned with the WMO strategies and priorities as well as with the sustained and emerging requirements of the ocean and coasts community
4. Analyse key partners in marine services development and delivery, and consider coordinated marine services in areas of common interests
5. Consider any other aspects that can improve marine services development and delivery of WMO, and/or with partners, as well as relevance to and impact on Members
6. Provide a report to further consult internally and externally, including recommendations on how to improve marine services programmes and projects and how to benefit WMO members

MEMBERSHIP

Chairperson:	Johan Stander (South Africa)
Core Members:	Neal Moodie (Australia) John Parker (Canada) Nick Ashton (United Kingdom)
