



Our ref.: 8382-16/WDS-DPFS/ET-OWFPS

GENEVA, 22 March 2016

Annex: 1

Subject: Expert Team on Operational Weather Forecasting Process and Support (ET-OWFPS), Montreal, Canada, from 9 to 13 May 2016

Action required: WMO Secretariat to be notified by **10 April 2016** 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 sixteenth session of the Commission for Basic Systems (CBS-16) in November 2016, and at the kind invitation of Canada, I have the pleasure to inform you that the Expert Team is planning to meet in Montreal, Canada, from 9 to 13 May 2016, to review, discuss and prioritize new work plan items for the intersessional period 2016-2019. These items include: (a) verification methods for high-resolution models; (b) use of additional observation types for verification; (c) calibration of model output; (d) exchange of EPS products; (e) implications throughout the forecast chain for high-resolution NWP; (f) implementation of the new *Manual on the Global Data-processing and Forecasting System (GDPFS)*; (g) impact-based forecasting, including for land transportation and mega cities; (h) rolling review of user requirements; (i) partnerships to ensure success of integrated service delivery; and (j) cascading forecasting process and seamless approach.

The membership of ET-OWFPS (see Annex) includes an expert from your country, nominated during the fifteenth session of CBS (Jakarta, Indonesia, September 2012). I should, therefore, be grateful if you would kindly confirm your consent to 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) (Austria, Canada, China, Japan, Switzerland, United Republic of Tanzania, UK, USA)  
Director of ECMWF

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

For administrative purposes, I should be grateful if you would kindly notify the WMO Secretariat, preferably not later than **10 April 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. Additional information and other relevant documents, including the 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,



(E. Manaenkova)  
for the Secretary-General

## MEMBERSHIP

### EXPERT TEAM ON OPERATIONAL WEATHER FORECASTING PROCESS AND SUPPORT (ET-OWFPS)

#### CBS representatives

Mr Yong **WANG**, Vienna, Austria

Mr Tom **ROBINSON**, Montreal, Canada

Mr André **METHOT**, Montreal, Canada

Ms Jianjie **WANG**, Beijing, China (Co-chairperson)

Mr Yuki **HONDA**, Tokyo, Japan

Mr Pierre **ECKERT**, Geneva, Switzerland

Dr Hamza **KABELWA**, Dar es Salaam, Tanzania (United Republic of) (Co-chairperson)

Mr Paul **DAVIES**, Exeter, UK

Dr Thomas **HAIDEN** (ECMWF), Reading, UK

Mr David **RICHARDSON** (ECMWF), Reading, UK (Chairperson)

Dr Yuejian **ZHU**, Washington, USA

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