



Our ref.: 8583-16/WDS/TCP/HC-39

GENEVA, 8 November 2016

Annex: 1 (available in English only)

Subject: Thirty-ninth session of the RA IV Hurricane Committee (San Jose, Costa Rica, 23-26 March 2017)

Action required: Completed nomination forms to be submitted to WMO Secretariat **on or before 12 December 2016**

Dear Sir/Madam,

I have pleasure in informing you that, at the kind invitation of the Government of Costa Rica, the thirty-ninth session of the RA IV Hurricane Committee will be held in San Jose, Costa Rica, from 23 to 26 March 2017, followed by the seventeenth session of Regional Association IV (RA IV-17), from 27 to 31 March 2017.

According to Resolution 5 (RA IV-16), your country is represented in this Committee. I am therefore pleased to invite you to nominate an expert responsible for tropical cyclone forecasting to attend the session. A copy of the nomination form is attached herewith. The provisional annotated agenda and information note for the session will be made available in due course.

In accordance with WMO General Regulation 37, the "expenses for the 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 your Government would consider covering the cost of participation of your nominated expert. However, upon request, WMO could consider providing financial support (travel and a lump sum in lieu of per diem) for the participation of your nominated expert.

In order to clarify WMO's insurance coverage for non-staff members, please advise experts in the above-mentioned session, before they undertake travel, 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 therefore remain fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or performances 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 RA IV Hurricane Committee Members (limited distribution)

cc: Mr Juan Carlos Fallas Sojo, president of RA IV )  
Dr Richard Knabb, chairperson of the RA IV Hurricane Committee ) (for information)


The session will consider not only the meteorological aspects of the hurricane warning system but also the vitally important measures necessary under the hydrological as well as the disaster reduction and preparedness components of the Committee's Technical Plan and Implementation Programme. You may wish to take into account the usefulness of providing the Committee with expert advice in these fields.

For administrative purposes, I would be grateful if you could notify WMO Secretariat **on or before 12 December 2016**, of the attendance of your nominated expert, and whether financial assistance would be required.

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

Yours faithfully,



 (P. Taalas)  
Secretary-General

## THIRTY-NINTH SESSION OF THE RA IV HURRICANE COMMITTEE

San Jose, Costa Rica, 23-26 March 2017

## NOMINATION FORM

The Government of ..... nominates:

<b>Family Name</b>			<b>Gender</b>	
<b>First Name</b>			Male	<input type="checkbox"/>
			Female	<input type="checkbox"/>
<b>Address (Office)</b>				
<b>City – Country</b>				
<b>Telephone</b>	Office +	Home +		
<b>Fax</b>	Office +	Home +		
<b>E-mail</b>				
<b>Date and Place of Birth</b>		<b>Nationality</b>		
<b>Passport No. *</b>		<b>Expiry Date</b>		

\* Please attach a copy of passport

**Present position and brief description of current duties:**

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**Name and address of person to be notified in case of emergency:**

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**FINANCIAL ASSISTANCE:**

Please complete if financial assistance is required from WMO to attend the **HC-39**

YES ☐ NO ☐

.....  
Date

.....  
Signature of Permanent Representative

To be completed and returned by fax + 41-22-730-8021 or by mail,  
**on or before 12 December 2016** to:  
[tpeng@wmo.int](mailto:tpeng@wmo.int)

with a copy to:  
[acfontan@wmo.int](mailto:acfontan@wmo.int)  
[cbihute@wmo.int](mailto:cbihute@wmo.int)

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