

**WMO OMM**

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

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Our ref.: 00610/2020/I/DPFS

16 January 2020

Annex: 1 (available in English only)

Subject: Meeting of the Task Team on the development of Guidelines for Ensemble Prediction System Products and Post-processing (TT-EPSP), Reading, United Kingdom, from 18 to 20 February 2020

Action required: To confirm the participation of your respective expert **by 28 January 2020**

Dear Sir/Madam,

The WMO Commission for Basic Systems Management Group decided, at their meeting in May 2019 (CBS-MG-19), to continue developing the "Guidelines for the Ensemble Prediction System Products and Post-processing including Calibration". The guidelines would help Members make better use of ensemble forecast systems and data in their operations. To that end, a Task Team on the development of Guidelines for Ensemble Prediction System Products and Post-Processing (TT-EPSP) has been established and work has been initiated.

In order to complete the guidelines, the TT-EPSP needs to meet to ensure consistency of content and to finalize the remaining chapters. I am, therefore, pleased to inform you that ECMWF has agreed to host this meeting, in Reading, England, from 18 to 20 February 2020. I should be grateful if you could confirm the participation of your expert (see Annex), by notifying the WMO Secretariat **not later than 28 January 2020**.

Additional information and other relevant documents, including a provisional agenda and a documentation plan for the meeting will soon be posted on the WMO website at: <https://community.wmo.int/meetings>.

Given the limited funds available for this event, it is hoped that your Service will consider meeting the expenses related to the participation of your expert. However, if this is not possible, WMO, upon request, could consider covering the cost of his participation, air-ticket and/or per diem.

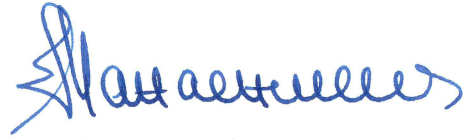
In order to clarify WMO's insurance coverage for non-staff members attending this workshop, participants are advised as follows:

"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 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 (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (Austria, Belgium, Canada, China, UK, USA) (limited distribution)

I would like to take this opportunity to express my appreciation for your continued support of the WMO Programmes and activities.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'E. Manaenkova', with a stylized initial 'E'.

(E. Manaenkova)
for the Secretary-General

Name	Country	Organization
Dr Yong WANG	Austria	Zentralanstalt für Meteorologie und Geodynamik (ZAMG)
Dr Stéphane VANNITSEM	Belgium	Royal Meteorological Institute (RMI)
Mr Amin ERFANI	Canada	Environment and Climate Change Canada (ECCC)
Dr Jing CHEN	China	China Meteorological Administration (CMA)
Mr David RICHARDSON		European Centre for Medium-Range Weather Forecasts (ECMWF)
Mr Kenneth Robin MYLNE (Chair)	UK	Met Office
Dr Tom HAMILL	USA	NOAA Earth System Research Laboratory (NOAA ESRL)
Mr Yuejian ZHU	USA	NOAA National Weather Service (NOAA NWS)
