

**WMO OMM**

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

Secrétariat

7 bis, avenue de la Paix – Case postale 2300
CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11
Fax: +41 (0) 22 730 81 81
wmo@wmo.int – public.wmo.int

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6 May 2022

Subject: Invitation to the Regional WMO Integrated Global Observing System (WIGOS) Centre (RWC) Global Workshop, Geneva, Switzerland, 25-27 July 2022

Action required: Confirmation of participation by 20 May 2022

Dear Sir/Madam,

I am pleased to inform you that the Regional WIGOS Centre (RWC) Global Workshop will be held at the World Meteorological Organization (WMO) in Geneva, Switzerland, from 25 to 27 July 2022, in hybrid format, i.e., physical and/or remote attendance is possible and in English only.

The purpose of the workshop is to bring the already established RWCs together to discuss their experience with performing the functions toward an improved sustainability of their operations, including feedback on the use of WIGOS tools, by sharing knowledge and lessons learned, as well as to review their procedures, plans and activities, such as those related to capacity development.

The topics for the workshop are listed below, while the detailed programme and other information will be made available from the WIGOS website in due course, at the following URL: <https://community.wmo.int/activity-areas/wigos>

1. Set the scene/status reports from RWCs
2. WIGOS tools performance and evolution
3. Training and other capacity development activities
4. RWCs ToRs, scope and audit programme
5. Review of regulatory/guidance material
6. Conclusions and recommendations

In this context, I would like to invite representative(s) of the RWC hosted by your country to attend the workshop physically or remotely.

It is hoped that, in case of physical attendance, the cost of your representative(s)' participation will be borne by your organization. If, however, it is not possible, WMO is prepared to consider, upon request, providing financial support to up to one participant from your country, which may consist of travel costs (most economic air fare according to the most direct route) and/or per diem.

For administrative purposes, I should be grateful if you could kindly notify the Secretariat, with a copy to Mr Zulkarnain (zulkarnain@wmo.int), at your earliest convenience, but not later than 20 May 2022, with the name and contact of your expert(s)/representative(s) who will attend the workshop, and indicate whether any financial assistance will be required and for whom you request financial support. If so, the details of the assistance required, i.e., travel costs or per diem, or both, should be indicated. If WMO funds the travel costs, the travel arrangements will be made by the Secretariat and details will be sent to you in due course. For

To: Permanent Representatives of: Brazil, China, Fiji, Indonesia, Japan, Kenya and the United Republic of Tanzania with WMO

remote participants, the link to access the workshop online and other arrangements will be communicated directly to their email addresses.

Regarding insurance, pursuant to Chapter 6 of WMO's Standing Instruction on Official Travel, non-staff members retain the primary obligation to ensure that they have the appropriate medical and travel insurance coverage when travelling on behalf of WMO. This means that if any health or travel related eventuality should occur the non-staff member should seek assistance and claim their coverage from an insurance policy that they have taken out.

It should be noted that WMO does retain limited liability with respect to activities directly attributable to the performance of services or attendance at relevant meetings. This coverage, however, relating to medical, emergency and supplementary official travel should not be considered as a viable alternative to taking out private insurance.

Travelers should also note that WMO Regulations and Rules do not cover additional costs arising from the prolongation of stay of experts or other costs arising from travel restrictions imposed by national authorities. As with related health insurance provisions it is incumbent on the traveler to ensure that they retain the necessary travel insurance protection to cover unexpected occurrences such as border closures or other travel restrictions.

I look forward to the participation of your expert(s) in this workshop, and I thank you for the support of the programmes and activities of WMO.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Zhang', written in a cursive style.

Dr Wenjian Zhang
for the Secretary-General