

**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**

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Annexes: 2

Subject: Invitation to the Expert Team on Operational Climate Prediction System (ET-OCPS) meeting and the third WMO Workshop on Operational Climate Prediction (OCP-3), Lisbon Portugal, 19-23 September 2022

Action required: Confirmation of your participation, with or without funding by 24 June 2022

Dear Sir/Madam,

I am pleased to inform you that the meeting of Expert Team on Operational Climate Prediction System (ET-OCPS) and the third WMO Workshop on Operational Climate Prediction (OCP-3) will be held at Instituto Português do Mar e da Atmosfera (IPMA) in Lisbon, Portugal, from 19 to 23 September 2022.

The purpose of the workshop is to continue facilitating the dialogue among global, regional and national operational climate prediction centres, and to strengthen the partnership between the operational and research communities. The meeting of ET-OCPS will discuss the key priority areas of work for the next two years including actions to be proposed by OCP-3 and make the recommendations to be tabled to the nineteenth session of World Meteorological Congress (Cg-19) in 2023.

You are invited, as a member of ET-OCPS, to attend both the meeting and the workshop.

It is hoped that the cost of your participation will be borne by your organization. If, however, it is not possible, WMO is prepared to consider, upon request, providing financial support which may consist of travel cost (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 confirm your participation in the meeting and the workshop at your earliest convenience, but not later than 24 June 2022, and indicate whether any financial assistance will be required. If so, please use the enclosed Request for Financial Assistance (RFA) form, to be completed and signed, and sent to the Secretariat at [mrequests@wmo.int](mailto:mrequests@wmo.int). If WMO meets the travel costs, the travel arrangements will be made by the Secretariat and details will be sent to you in due course.

In addition, you are kindly requested to inquire about entry visa to Portugal and check with the concerned travel agent if transit visa is required with your itinerary. If necessary, WMO can provide a formal invitation letter in support of visa application; for this purpose, the attached Request for Travel Visa Support form needs to be completed and sent to the Secretariat at [registration@wmo.int](mailto:registration@wmo.int).

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

To: Members of ET-OCPS (Limited distribution)

cc: Respective Permanent Representatives of Members with WMO

*"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, 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".*

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 traveller 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 your positive response.

Yours faithfully,



Mr Anthony Rea  
Director  
Infrastructure Department