



Our ref.: 13588/2022/I/ESP/OCP-3

15 June 2022

Annexes: 2

Subject: Invitation to the Third WMO Workshop on Operational Climate Prediction (OCP-3) and the meeting of the Expert Team on Climate Services Information System Operations (ET-CSISO), Lisbon Portugal, 19-23 September 2022

Action required: Confirmation of your participation by 27 June 2022

Dear Sir/Madam,

I am pleased to inform you that 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 20 to 22 September 2022. The objective is to facilitate the dialogue among global, regional and national operational climate prediction centres, and to strengthen the partnership between the operational and research communities.

The Workshop is co-organized by the Expert Team on Operational Climate Prediction System (ET-OCPS, Infrastructure Commission) and Expert Team on Climate Services Information System Operations (ET-CSISO, Services Commission) in collaboration with research experts. Furthermore, the meetings of ET-CSISO and ET-OCPS will be held co-located with the OCP-3, on 19 and 23 September 2022, to discuss the priorities activities and to agree on relevant actions to address OCP-3 recommendations.

I am further pleased to invite you to participate in the OCP-3 workshop as well as in the ET-CSISO meeting in your capacity as a chair/co-chair/member of ET-CSISO and given your knowledge and expertise.

I would be grateful if you could kindly confirm your participation to the aforesaid events at your earliest convenience, but **not later than 27 June 2022**. It would be helpful if you can find internal resources to fully or partially support your participation, but if required, WMO will consider, providing financial support within the limited resources available. For this purpose, please use the enclosed Request for Financial Assistance (RFA) form, to be completed and signed, and sent preferably **not later than 27 June 2022** to the Secretariat at mrequests@wmo.int, copied to Ms Anahit Hovsepyan ahovsepyan@wmo.int, Scientific officer, Regional Climate Prediction Services Division. This will enable us to timely complete your travel formalities. Please ensure that all required data are provided in full in the RFA form, as any missing information may substantially delay processing of air ticket. 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 send to the Secretariat at registration@wmo.int.

To: Members of ET-CSISO (Limited distribution)

cc: Respective Permanent Representatives of Members with WMO

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

"Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events.

WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses".

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,

A handwritten signature in blue ink, appearing to read 'J. Stander', with a stylized flourish.

Dr Johan Stander
Director
Services Department