

**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 third WMO Workshop on Operational Climate Prediction (OCP-3), Lisbon Portugal, 20-22 September 2022

Action required: Confirmation of your participation preferably 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 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. More information on the workshop is available at: <https://community.wmo.int/meetings/ocp-3>.

The Workshop Organizing Committee proposed to invite you to attend and contribute to the above mentioned workshop given your relevant knowledge and expertise.

It would be helpful if you can find internal resources to fully or partially support your participation. If, however, it is not possible, WMO will consider, upon request, providing financial support to cover 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 kindly confirm your participation at your earliest convenience, but not later than 27 June 2022, and indicate whether any financial assistance will be required. For this purpose you may 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) not later than 27 June 2022 to enable us to complete, in due time, the necessary formalities concerning your travel.

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](mailto:registration@wmo.int).

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,*

To: Selected experts (Limited distribution)

cc: Respective Permanent Representatives of Members with WMO

*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 and valuable contribution to the Workshop.

Yours faithfully,



Dr Anthony Rea  
Director  
Infrastructure Department