

**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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27 September 2022

Subject: Participation in the Seventh meeting of the Commission for observation infrastructure and information systems (INFCOM) Standing Committee on Earth Observing Systems and Monitoring Networks (SC-ON), to be held in a hybrid format, WMO Headquarters, Geneva, 16 to 18 November 2022

Action required: WMO Secretariat to be notified by **30 September 2022** whether you will attend the meeting in-person or online

Dear Sir/Madam,

I have the pleasure of informing you that the meeting of the Commission for observation infrastructure and information systems (INFCOM) Standing Committee on Earth Observing Systems and Monitoring Networks (SC-ON), will be held in a hybrid format at the WMO Headquarters, Geneva, from 16 to 18 November 2022.

The provisional agenda and other relevant documents will be made available to the participants in due course.

In accordance with WMO General Regulation 31, the "expenses of attendance of members of subsidiary bodies of constituent bodies at sessions of these bodies shall normally be borne by the Members or the international organization to which those members belong". It is, therefore, hoped that these expenses will be borne by your government, should you attend in-person.

If it is not possible for your government to meet your expenses for an in-person attendance, WMO is prepared to consider providing financial support for this purpose. However, in view of the limited funds available to support sessions of subsidiary bodies of constituent bodies, I should be grateful if you could consider the possibility of meeting at least part of the costs involved.

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

To: Tanja Kleinert (Germany), Erik Andersson (ECMWF), R. Venkatesan (India), Pascal Waniha (United Republic of Tanzania), Ahmed Cherifi (Morocco), Lesley Choo (Singapore), Francis Mosetlho (South Africa), Sarah Gallagher (Ireland), Chong Pei (China)

cc: Permanent Representatives of Germany, India, United Republic of Tanzania, Morocco, Singapore, South Africa, Ireland, and China with WMO
Dr Florence Rabier, Director ECMWF

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."

Travellers 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 participation in the meeting.

Yours sincerely,



Dr Anthony Rea
Director
Infrastructure Department