

**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

Ref.: 26188/2022-1.9 S/AVI

Our ref.: 26188/2022/S/AVI/ET-ETC-2 23 November 2022

Annex: 1

Subject: Participation of your expert in the second meeting of the Expert Team on Education, Training and Competency (ET-ETC) of the Standing Committee on Services for Aviation (SC-AVI) to be held at WMO headquarters, Geneva, Switzerland, from 17 to 19 April 2023

Action required: WMO Secretariat to be notified by **13 January 2023** whether your expert will attend the meeting.

Dear Sir/Madam,

I have the pleasure of informing you that the second meeting of the Expert Team on Education, Training and Competency (ET-ETC) of the Standing Committee on Services for Aviation (SC-AVI) will be held at WMO headquarters, Geneva, Switzerland, from 17 to 19 April 2023.

The meeting will address, inter alia, the following matters: A review and update of the ET-ETC Operating Plan (2020-2023) as well as initiation of an operating plan for the next WMO financial period (2024-2027); the maturation of a communications package and other materials to support WMO Members in the implementation of an upcoming amendment to the Technical Regulations on aeronautical meteorological personnel competency and qualification; the maintenance of an SC-AVI Moodle training portal; and coordination with the WMO Education and Training Office on matters of common interest such as competency assessor training and train-the-trainer initiatives.

The provisional agenda and other relevant information will be made available at:

<https://community.wmo.int/activity-areas/aviation/meetings/et-etc-2>

The membership of this team (see the [Annex](#)) includes an expert from your country who has been nominated with your approval to serve on this team. I should, therefore, be grateful if you would kindly examine the possibility of his/her attending the session.

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 your expert attend in person.

If it is not possible for your Government to meet the expenses for the in-person attendance of your expert, 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.

To: Permanent Representatives of Members of WMO (limited distribution)

cc: Members of SC-AVI ET-ETC

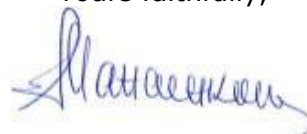
For administrative purposes I should be grateful if you could kindly notify the WMO Secretariat not later than **13 January 2023** at [aviation@wmo.int](mailto:aviation@wmo.int) whether your expert will be able to attend the meeting and whether any financial assistance will be required. If so, the details of the assistance required, i.e., travel costs or per diem, or both, should be indicated. If WMO meets the travel costs, the travel arrangements will be made by the Secretariat and details will be sent directly to your expert in due course.

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

"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".

I would like to take this opportunity to thank you for your continued support to WMO activities.

Yours faithfully,



Dr Elena Manaenkova  
for the Secretary-General

**MEMBERSHIP OF THE  
EXPERT TEAM ON EDUCATION, TRAINING AND COMPETENCY  
(ET-ETC)**

(Correct as of 10 November 2022)

<b>Chairs</b>	Ms Kathy-Ann CAESAR (British Caribbean Territories) Ms Andrea HENDERSON (Australia)
<b>Core experts</b>	Ms Karine DUMAS (Canada) Mr Lyndon ALVES (Guyana) Mr Jan Hendrik (Jannie) STANDER (South Africa) Mr Turgut ÜNAL (Turkey) Mr Putchaphan SIRISAP (Thailand)