

**WMO OMM**

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

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Annex: 1 (available in English only)

Subject: 2022 Permanent Representative Induction Workshop at the WMO Secretariat in Geneva

Dear Sir/Madam,

The familiarization visit for newly appointed Permanent Representatives (PRs) is a regular activity of the World Meteorological Organization (WMO). The visit helps new PRs to understand the work of WMO and the Secretariat, as well as their own critical roles within the Organization. For the past two years, the familiarization visits have been curtailed, owing to the COVID-19 pandemic. A recent online PR induction workshop took place from 17 to 18 May 2022. In order to make these important PR visits more interactive and effective in exposing the new PRs to the work and programmes of WMO, a request was made during the latter online meeting to hold a physical meeting.

In this regard, I am pleased to inform you that after consultation with the regional offices, a PR familiarization workshop at the WMO Secretariat in Geneva is planned over a three-day period, from 30 November to 2 December 2022. I would like to invite you to join the workshop. The financial cost of travel and the stay in Geneva will be covered by 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.

Travellers should 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.

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

cc: WMO Regional Offices

The aim of this workshop is to familiarize the newly appointed PRs with the WMO activities, to better understand the WMO governance processes and programmes and allow for interaction with the WMO Executive Management and technical departments, to facilitate support and assistance for Members.

In the meantime, in order to have a meaningful and beneficial workshop for all participants, I would like to invite you to prepare and make a presentation about your Service during the visit. Details of the programme will be communicated to you in due course. Please fill in the [Familiarization Visit Form for PRs and Directors of NMHSs](#) and the Request for Financial Assistance (RFA) attached, and send it to Ms Hong FAN (email: hfan@wmo.int) as soon as possible but no later than **15 November 2022**.

I look forward to your visit to the WMO Secretariat and wish you every success in the workshop.

Yours faithfully,



Prof. Petteri Taalas
Secretary-General