

**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.: 27411/2022-1.2 S/DPS

Our ref.: 27411/2022/S/DPS/TCP/HC-45

24 November 2022

Annex: 1 (available in English only)

Subject: Forty-fifth session of the RA IV Hurricane Committee (HC-45), San José, Costa Rica, 27–31 March 2023

Action required: To complete the Nomination Form to be submitted to the WMO Secretariat **on or before 15 December 2022**

Dear Sir/Madam,

I have the pleasure of informing you that, at the kind invitation of the Government of Costa Rica, the forty-fifth session of the RA IV Hurricane Committee will be held in San José, Costa Rica, from 27 to 31 March 2023.

The functions of the Committee may be broadly described as, among others, coordination and improvement of the hurricane forecasting and warning services, and thereby, the reduction of casualties and damage resulting from hurricanes in the Region.

According to [Resolution 6 \(RA IV-18\)](#) - Regional Association IV Hurricane Committee, your country is represented in this Committee. I am therefore pleased to invite you to nominate an expert responsible for tropical cyclone forecasting to attend the session. The nomination form is attached herewith (see annex). The provisional annotated agenda and the information note for the session will be made available in due course.

In accordance with [WMO General Regulation 31](#), (*Basic Documents No. 1* (WMO-No. 15)), the "expenses for the attendance of members of subsidiary bodies of constituent and additional 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 your Government would consider covering the cost of the participation of your nominated expert. However, upon request, WMO could consider providing financial support (travel and a lump sum in lieu of per diem) for the participation of your nominated expert.

In order to clarify WMO's insurance coverage for non-staff members, please advise participants in the above session, before they undertake travel, as follows:

*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.*

To: Permanent Representatives of Members of Regional Association IV with WMO and Permanent Representative of Cabo Verde (limited distribution)

cc: Mr Evan Thompson, President RA IV, Kingston, Jamaica  
Mr Jamie Rhome, Acting Chair of the RA IV Hurricane Committee, Miami, Florida, USA

*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.*

For administrative purposes, I should be grateful if you could notify the WMO Secretariat **on or before 15 December 2022**, of the attendance of your nominated expert, and whether financial assistance would be required.

I would like to express my appreciation for your continued support in promoting the activities of WMO.

Yours faithfully,



Dr Elena Manaenkova  
for the Secretary-General

**FORTY-FFTH SESSION OF THE RA IV HURRICANE COMMITTEE  
SAN JOSE, COSTA RICA  
27-31 MARCH 2023**

Ref.: 27412/2022-1.2 S/DPS

<b>Family Name</b>			<b>Gender:</b> Male: Female:
<b>First Name</b>			
<b>Address (Office)</b>			
<b>City – Country</b>			
<b>Telephone</b>	Office +	Home +	
<b>Fax</b>	Office +	Home +	
<b>E-mail</b>			
<b>Date and Place of Birth</b>		<b>Nationality</b>	
<b>Passport No. *</b>		<b>Expiry Date</b>	

\* Please attach a copy of passport

**Present position and brief description of current duties:**

.....

.....

.....

.....

**Name and address of person to be notified in case of emergency:**

.....

.....

.....

.....

## FINANCIAL ASSISTANCE:

Please complete if financial assistance is required from WMO to attend the **HC-45**

YES

NO

.....  
Date

.....  
Signature of Permanent  
Representative

To be completed and returned by mail **on or before 15 December 2022**

to: [acfontan@wmo.int](mailto:acfontan@wmo.int) and [btapia@wmo.int](mailto:btapia@wmo.int)

\_\_\_\_\_