

**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.: 29245/2022-1.2.1

Our ref.: 29245/2022/I/INFCOM-MG

07 December 2022

Annex: 1

Subject: Participation in the meeting of the Commission for Observation Infrastructure and Information Systems (INFCOM) Management Group, to be held at WMO headquarters, Geneva, from 28 to 30 March 2023

Action required: WMO Secretariat to be notified by 14 December 2022 whether you will attend the meeting in-person or online and whether you request financial assistance

Dear Sir/Madam,

I have the pleasure of informing you that the meeting of the Commission for Observation Infrastructure and Information Systems (INFCOM) Management Group will be held at WMO headquarters, Geneva, from 28 to 30 March 2023, with a possibility to attend remotely.

Provisional agenda and other relevant documents will be available as soon as possible at: <https://public.wmo.int/en/events/meetings/infcom-management-group>.

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 the expenses for your 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.

For the travel arrangements that will be made by the Secretariat, I would be grateful if you could kindly have the Secretariat be notified whether you will attend the meeting in-person or online and whether you request financial assistance, at your earliest convenience but not later than 14 December 2022. Please copy Ms Jitsuko HASEGAWA, Chief, Office of the Director, Infrastructure Department (jhasegawa@wmo.int) in your response.

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: Members of the INFCOM Management Group and invited experts

cc: Respective Permanent Representatives 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."

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 take this opportunity to thank you for your ongoing support to WMO activities.

Yours faithfully,



Dr Anthony Rea
Director, Infrastructure Department

	Expert		Email	Address	Country
	First Name	Family Name			
1.	Michel	Jean	prezcois@gmail.com	2121 Transcanada Highway Dorval Canada	Canada
2.	Nadia	Pinardi	nadia.pinardi@unibo.it	Institute of Biometeorology (CNR-IBIMET) National Research Council Via P. Gobetti 101 40129 Bologna Italy	Italy
3.	Bruce	Forgan	bwforgan@bigpond.com	Unit 2402 80 Lorimer St 3008 docklands Australia	Australia
4.	Silvano	Pecora	pecora.silvano@mite.gov.it	ARPA SIMC - AREA IDROLOGIA Via Garibaldi 75 43121 Parma Italy	Italy
5.	Estelle	Grueter	estelle.grueter@meteoswiss.ch	MeteoSwiss Operation Center 1 PO Box 8058 Zurich Airport Switzerland	Switzerland
6.	Sidney W.	Thurston	sidney.thurston@noaa.gov	NOAA National Weather Service NOAA HQ Silver Spring, Maryland, US 1401 Constitution Avenue NW, Room 512 DC 20230, USA	USA
7.	Janice	Fulford	jfulford@usgs.gov	Hydrological Instrumentation Facility, U.S. Geological Survey Building 2101 Stennis Space Center, Mississippi (MS), Bay St Louis, 39529, USA	USA

8.	David	Richardson	david.richardson@ecmwf.int	European Centre for Medium-Range Weather Forecasts (ECMWF) Shinfield Park RG29AX Reading United Kingdom	ECMWF
9.	Hamza	Kabelwa	hamza.kabelwa@meteo.go.tz	Tanzania Meteorological Agency (TMA) Ubungu Plaza Building, 3rd Floor, P.O. Box 3056, Dar es Sallam Tanzania	Tanzania
10.	Remy	Giraud	remy.giraud@meteo.fr	Météo-France 42, avenue Gaspard Coriolis 31057 Toulouse Cedex France	France
11.	Jeremy	Tandy	jeremy.tandy@metoffice.gov.uk	Met Office FitzRoy Road EX1 3PB EXETER United Kingdom	UK
12.	Arni	Snorrason	arni.snorrason@vedur.is	The Icelandic Meteorological Office Bústadavegur 9, Reykjavík, Iceland	Iceland
13.	Scott	Lindsey	scott.lindsey@noaa.gov	NOAA National Weather Service NOAA HQ Silver Spring, Maryland, US 1401 Constitution Avenue NW, Room 5128 DC 20230, USA	USA
14.	Shawn	Marshall	shawn.marshall@canada.ca	Science and Technology Branch Environment Canada 4905 Dufferin Street, Toronto Canada	Canada
15.	Pascal	Waniha	pascal.waniha@meteo.go.tz	Tanzania Meteorological Agency (TMA) Ubungu Plaza Building, 3rd Floor, P.O. Box 3056, Dar es Sallam Tanzania	Tanzania
16.	Michelle	Mainelli	michelle.m.mainelli@noaa.gov	NOAA/Science Center 5200 Auth Road MD 20746 USA	USA
17.	Greg	Carmichael	gregory-carmichael@uiowa.edu	Centre for Global and Regional Environmental Research University of IOWA	USA

				CGRER 424 IATL IOWA CITY, 52240 USA	
18.	Narendra	Tuteja	narendra.tuteja@waternsw.com.au	WaterNSW L12, 169 Macquarie Street PO Box 398, Parramatta NSW, 2124 Australia	Australia
19.	Simon	McLellan	simon.mclellan@metoffice.gov.uk	Met Office FitzRoy Road EX1 3PB EXETER United Kingdom	UK
20.	Peng	Zhang	zhangp@cma.gov.cn	China Meteorological Administration (CMA) 46 Zhongguancun Nandajie, Haidian District, Beijing 100081 China	China
21.	Yoshiaki	Sato	y-sato@met.kishou.go.jp	Japan Meteorological Agency (JMA) 3-6-9 Toranomom, Minato City, Tokyo 105-8431 Japan	Japan
22.	Ian	Lisk	ian.lisk@metoffice.gov.uk	Met Office FitzRoy Road EX1 3PB EXETER United Kingdom	UK
23.	Jennifer	Milton	jennifer01.milton@gmail.com	87 des Mesanges Coteau-du-Lac, Quebec J0P 1B0 Canada	Canada
24.	Veronique	Bouchet	veronique.bouchet@ec.gc.ca	Science and Technology Branch Environment Canada 4905 Dufferin Street, Toronto Canada	Canada
25.	Shannon	Kaya	shannon.kaya@ec.gc.ca	Meteorological Service of Canada (MSC) Environment Canada, 351 Blvd. St. Joseph, GATINEAU, QUÉBEC, K1A 0H3 Canada	Canada