



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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Our ref.: 31228/2022/MS/RSO/IPM

18 January 2023

Annexes: 3 (available in English only)

Subject: Informal Planning Meeting of the WMO Voluntary Cooperation Programme (VCP), Geneva, Switzerland, 15-16 March 2023

Action required: (1) To notify the Secretariat of the participant(s) from your Service preferably **by 28 February 2023**; and
(2) To forward to the Secretariat the activity report of your country concerning the VCP and technical cooperation activities in 2022 including actions of a bi-lateral nature, and the expected contribution for 2023.

Dear Sir/Madam,

I am pleased to inform you that the Informal Planning Meeting (IPM) of the World Meteorological Organization (WMO) Voluntary Cooperation Programme (VCP) will be held at the WMO Secretariat in Geneva, Switzerland from 15 to 16 March 2023.

In view of the generous support of your Service to technical cooperation activities and taking into account the importance of the coordination and development of VCP and related technical cooperation activities, I have pleasure in inviting you to designate participant(s) from your Service in the above-mentioned meeting. As in the past, it is expected that participants will meet their own travel and subsistence expenses. The meeting will be convened in English.

The provisional agenda of the meeting and the attendance form are given in Annexes I and II, respectively.

The meeting will share the following information:

- (1) A summary report on the VCP and technical cooperation activities carried out by your country/territory in 2022 and prospects for 2023
- (2) The estimated financial value of those contributions for VCP in 2022 (USD)

In addition to sharing the above information, the meeting will offer an opportunity to further discuss strengthening of VCP and technical cooperation activities.

It would be appreciated if you could provide a brief report of your development assistance activities to the Secretariat using the template given in Annex III. This will feature in the IPM documentation to allow us to obtain a wider perspective on assistance flowing between WMO Members and seek opportunities for synergy and value-adding for the benefit of our Members who are challenged to deliver the products and services necessary to support their governments and communities.

To: Directors of Members with WMO (limited distribution)

It would be highly appreciated if you could return the attendance form (**Annex II**) preferably by **28 February 2023**. You are also invited to send your report (**Annex III**) to the Secretariat at your earliest convenience.

I look forward to the participation of representative(s) of your Service in this important meeting.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Filipe Lúcio', is written over the printed name.

Mr Filipe Lúcio
Director
Member Services and Development
Department

**Informal Planning Meeting of the
WMO Voluntary Cooperation Programme (VCP)**

**Geneva, Switzerland, 15-16 March 2023
Meeting room: C2 (round table)**

Provisional Agenda

1. Organization of the meeting
2. Adoption of the agenda
3. Report of the VCP(F) and VCP coordinated activities in 2022
 - 3.1 From the WMO secretariat
 - 3.2 From all the Members
4. Activities relevant to VCP (e.g. CREWS)
5. Consideration on future mechanism on IPM/VCP
6. Any other business
7. Closure

WORLD METEOROLOGICAL ORGANIZATION
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Annex II

**Informal Planning Meeting of the
WMO Voluntary Cooperation Programme (VCP)
Geneva, Switzerland, 15-16 March 2023**

Attendance Form

1. Country: _____
2. Service or Organization: _____
3. Participant:
- Surname (Dr/Mr/Ms): _____
- Given name: _____
- Address: _____
- _____
- _____
- Telephone: _____
- E-mail: _____
4. Online participation *(Please indicate here if you are to participate online only)* _____
- _____

To be returned not later than 28 February 2023 to the WMO Secretariat:

Facsimile: (+41-22) 730 80 47
E-mail: mherinkova@wmo.int and ytanaka@wmo.int

Informal Planning Meeting of the WMO Voluntary Cooperation Programme

Activity Report

Ref.: 31231/2022-11 MS/RSO

1. Country/Territory	
2. Overall national contribution in 2022	3. Overall national contribution in 2023 (estimation)
*** USD	*** USD
4. List of relevant activities/projects in 2022 including source of funding (USD)	
5. Proposed activities for 2023	
6. Opportunities for more cooperation with other Members/Organizations	

Please send the report preferably **by 28 February 2023** to

Mr Yoshiro Tanaka
 Senior Technical Officer
 Member Services and Development Department
 World Meteorological Organization
 E-mail: ytanaka@wmo.int