



Our ref.: 6440494/I/NET

12 September 2025

Annexes: 2

Subject: Invitation to the second hybrid meeting of the Expert Team on Earth Observing System Design and Evolution (ET-EOSDE), Seoul, Republic of Korea, 2-5 December 2025

Action required: To notify the WMO Secretariat and the Korea Meteorological Administration whether you will be able to attend the meetings, at your earliest convenience, **but not later than 21 September 2025**

Dear Sir/Madam,

The World Meteorological Organization (WMO) in collaboration with and at the kind invitation of the Korea Meteorological Administration (KMA) is organizing the second (2nd) hybrid meeting of the Expert Team on Earth Observing System Design and Evolution (ET-EOSDE), in Seoul, Republic of Korea, from 2 to 5 December 2025.

The main objective of the meeting is to progress with the execution of the ET-EOSDE workplan and advance the documents to be submitted to the fourth (4th) session of the Commission for Observation, Infrastructure and Information Systems (INFCOM). In particular, the meeting is expected to address the updates of the WIGOS regulatory and guidance material, the execution of the WIGOS Rolling Review of Requirements (RRR) process, the Global Basic Observing Network (GBON) expansion, the Regional Basic Observing Network (RBON) design and implementation, the WIGOS vision updates and other emerging activities related to the ET's Terms of Reference.

More details about the meeting can be found at:

[Expert Team on Earth Observing Systems Design and Evolution \(ET-EOSDE\) 2nd hybrid meeting | World Meteorological Organization](#)

and will be updated regularly.

In this regard, I have pleasure in inviting you to participate in the meeting and informing you that air tickets and/or accommodation and meal costs will be borne by KMA, as initially communicated to you. The arrangement for your travel and/or accommodations and meals will be finalised directly between you and the KMA.

For administrative purposes, I would appreciate if you could kindly notify the KMA (Ms Jieun Park, jieuni@korea.kr) and the WMO Secretariat (Mr Krunoslav Premec, kpremec@wmo.int) of your participation in the event and submit the completed form of Request for Financial Assistance (Annex II) at your earliest convenience, **but not later than 21 September 2025**.

To: Members of ET-EOSDE to be supported (the email contacts are in [Annex I](#))

cc: Permanent Representatives of Cameroon, Japan, Indonesia, Peru, United Kingdom of Great Britain and Northern Ireland, United States of America of WMO (limited distribution)
Dr Florence Rabier, Director-General, ECMWF (florence.rabier@ecmwf.int)
Dr Klemen Bergant, Executive Director of EUMETNET (klemen.bergant@eumetnet.eu)

I take this opportunity to thank you for your support of the WMO activities.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Nir Stav". The signature is written in a cursive, flowing style.

Mr Nir Stav
Director
Infrastructure Department

**2nd hybrid meeting of the Expert Team on Earth Observing System Design and Evolution (ET-EOSDE),
Seoul, Republic of Korea,
2 - 5 December 2025**

Member	Role	Affiliation	Country	Email
Erik ANDERSSON	Chair	ECMWF (retired)	UK	erik.andersson@ecmwf.int
Jacqueline SUGIER	Vice-Chair	EUMETNET/Met office	UK	jacqueline.sugier@metoffice.gov.uk
Richard ECKMAN	Member	NASA (retired)	USA	Richard.Eckman@outlook.com
Regina Yulia YASMIN	Member	BMKG	Indonesia	regina.yasmin@bmkg.go.id
Jean-Claude NTONGA	Member	CRH	Cameroon	ntonga_jc@yahoo.fr
Daisuke HOTTA	Member	ECCC	Canada	Daisuke.Hotta@ec.gc.ca
Jorge Dante Chira La ROSA	Member	SENAMHI	Peru	jchira@senamhi.gob.pe
Vijay TALLAPRAGADA	Member	NOAA	USA	vijay.tallapragada@noaa.gov

WMOI-559158197-6440494: ANNEX II

REQUEST FOR FINANCIAL ASSISTANCE

The second hybrid meeting of the Expert Team on Earth Observing System Design and Evolution (ET-EOSDE)

Seoul, Republic of Korea, 2-5 December 2025

Korea Meteorological Administration (KMA)

- Please complete and send this form to the KMA coordinator, Ms Jieun Park (jieuni@korea.kr)
- With a copy of your **passport**
- No later than **21 September 2025**

Personal information (as exactly as it appears in your passport)

- First Name _____
- Last Name/Family Name _____
- Phone Number _____
- Email address _____

KMA Assistance requested

- **Air Ticket** ☐ Yes ☐ No
- Do you have a US visa? ☐ Yes ☐ No
- Do you have a Schengen visa? ☐ Yes ☐ No
- Nearest departure airport _____

* KMA assistance generally follows the WMO travel rules. In accordance with WMO travel rules, air travel shall be provided in economy class, for the most direct and economical route.

* If you are unable to travel after the ticket has been issued, you must inform the KMA coordinator at jieuni@korea.kr and WMO coordinator at kpremec@wmo.int prior to departure, preferably as soon as your travel is cancelled.

- **DSA** ☐ Yes ☐ No

Accommodation:

A designated hotel near the meeting venue (KMA Seoul Office) will be arranged for participants, and the details on the hotel will be provided in due course. Participants will only need to check in and check out. Please be advised that you will need your passport for check-in.

Meals:

In accordance with KMA regulations, meal allowances will be provided in cash (KRW) on the first day of the meeting. The amount may vary depending on the place of departure and the duration of the travel.

Applicable rules and instructions

Except as provided above, the travel shall be conducted in accordance with relevant WMO rules and instructions. An excerpt of these is provided in the Appendix to this form.

Please read it carefully.

By signing this form, I confirm that:

- The information I have provided is correct.
- I shall comply with the relevant WMO and KMA, as applicable, rules and instructions.
- It is my responsibility to make arrangements for health insurance, which is not reimbursed by WMO nor KMA.
- It is my responsibility to ensure that the required medical clearance is obtained before traveling.
- It is my responsibility to obtain all necessary visas.
- If I do not attend/participate in the meeting, I will return any travel advance that I have received, and if the travel advance exceeded the amount of reimbursable travel expenses, I shall refund KMA the difference.

Signature of the traveller

Appendix

Excerpt from applicable WMO rules and instructions

Visas

It is the traveller's responsibility to ensure that all required official travel documents are valid and accurate in order to obtain the necessary visa(s) for the destination, transit stops prior to departure.

Medical clearance

Medical clearance is a mandatory requirement for all travellers whose official travel is paid for by WMO in order to certify that they are medically fit to travel. It is the traveller's responsibility to ensure that the required medical clearance and vaccinations are obtained before travelling.

Insurance

As per the regulations related to insurance in the chapter 6 of the Standing Instruction on WMO official travel, non-staff members retain the primary obligation to ensure that they have the appropriate medical and travel insurance coverage when travelling on behalf of WMO, which means that if any health or travel related eventuality should occur the non-staff members should seek assistance and claim their coverage from an insurance policy that they have taken out, as per the following regulation :

"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, which is directly attributable 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.

Insurance policy in relation to travel by car

Official travel by private vehicle will not be covered under the WMO Staff compensation and/or Benefits insurance policies. Travellers who choose to use a private vehicle for official travel should arrange for sufficient coverage with their car insurance provider for damages caused to both the vehicle and the occupants. This applies to personal vehicles as well as rental cars.
