



Our ref.: 6509751/2026/ESDP/INFCOM-MG-4

12 January 2026

Annexes: 5 (available in English only)

Subject: Invitations for INFCOM Management Group (INFCOM-MG-4)

Dear INFCOM Management Group Members,

I am pleased to inform you that the fourth meeting of the INFCOM Management Group (INFCOM-MG-4) will take place from 9 to 12 March 2026, at the WMO Secretariat, Geneva, Switzerland. The Provisional Agenda of the session will be provided in due course.

In this regard, I would like to invite you to kindly examine the possibility of attending the meeting, in your capacity as member of the Management Group as indicated in the Annex.

In accordance with WMO General Regulation 31, Basic Documents No. 1 (WMO-No. 15), 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 or organization, should you attend in person.

If it is not possible for your government or organization 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, it would be appreciated if you could consider the possibility of meeting at least part of the costs involved.

For administrative purposes I should be grateful if you could kindly notify the WMO Secretariat afischer@wmo.int, gteruggi@wmo.int, cbezzola@wmo.int and cbihute@wmo.int at your earliest convenience, **but not later than 31 January 2026**, whether you will be able to attend the meeting and whether any financial assistance will be required. If so, the details of the assistance required, i.e. travel costs or per diem, or both, should be indicated.

Should your travel costs be borne by WMO, kindly note that all travel arrangements will be made by the Secretariat, and details will be sent to you in due course.

In the event that you are able to participate in person and require financial assistance, please find attached the Request for Financial Assistance (RFA) (Annex 2), important information for funded participants (Annex 3), the WMO Supplier Form (Annex 4) and the Travel Claim Form (Annex 5).

Regarding insurance coverage for non-staff members of WMO, 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

To: INFCOM Management Group members

cc: Permanent Representatives of Members whose experts are in the INFCOM Management Group

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."

I take this opportunity to thank you for your continued cooperation and support to the WMO activities.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Albert Fischer', with a long horizontal flourish extending to the right.

Dr Albert Fischer
Officer in charge
Department of Earth System Data and
Predictions

INFCOM Management Group Members

	Name	Country/Organization	Role
1.	Michel JEAN	Canada	President
2.	Jan DANHELKA	Czechia	Co-vice-President
3.	Pascal WANIHA	Tanzania	Co-vice-President
4.	Pak-wai CHAN	Hong Kong, China	Co-vice-President
5.	Estelle GRUETER	Switzerland	Chair SC-ON
6.	Shannon KAYA	Canada	Co-Vice-Chair, SC-ON (acting chair)
7.	Martina SUAYA	Argentina	Co-Vice-Chair, SC-ON
8.	Jane WARNE	Australia	Chair, SC-MINT
9.	Junhong WANG	NYS Mesonet	Co-Vice-Chair, SC-MINT
10.	Jiankai WANG	China	Co-Vice-Chair, SC-MINT
11.	Rémy GIRAUD	France	Chair, SC-IMT
12.	Jeremy TANDY	UK	Co-Vice-Chair, SC-IMT
13.	Lei XUE	China	Co-Vice-Chair, SC-IMT
14.	David RICHARDSON	ECMWF	Chair, SC-WIPPS
15.	Hamza KABELWA	Tanzania	Co-Vice-Chair, SC-WIPPS
16.	Yuhei TAKAYA	Japan	Co-Vice-Chair, SC-WIPPS
17.	Shawn MARSHALL	Canada	Chair, AG-GCW
18.	Jorn KRISTIANSEN	Norway	Co-Vice-Chair, AG-GCW
19.	Vijay SONI	India	Co-Vice-Chair, AG-GCW
20.	Pauline MUFETI	Namibia	Chair, AG-Hydro
21.	Marcelo Jorge MEDEIROS	Brazil	Vice-Chair AG-Hydro
22.	Greg CARMICHAEL	USA	Co-Chair, AG-G3W
23.	Vincent Henri PEUCH	ECMWF	Co-Chair, AG-G3W
24.	Paolo MAZZETTI	Italy	Co-Chair, SG-FIT
25.	Simon MCLELLAN	UK	Coordinator, Implementation of the Unified Data Policy

26.	Jennifer MILTON	Canada	Coordinator, Capacity Development
27.	Thelma KRUG	Brazil	GCOS representative
28.	Lebogang MAKGATI	South Africa	GOOS representative
29.	Sean BURNS	EUMETSAT	CGMS representative
30.	Kinfe Hailemariam BEYENE	Ethiopia	RA I representative
31.	Yoshiaki SATO	Japan	RA II representative
32.	Gaston TORRES	Chile	RA III representative
33.	Kerry POWERY	Grand Cayman	RA IV representative
34.	Karl Monnik	Australia	RA V representative
35.	Fernando Belda	Spain	RA VI representative



Fourth Meeting of the INFCOM Management Group
Geneva, Switzerland, 9-12 March 2026
ESDP

- Return it to cbihute@wmo.int
- With a copy of your **passport**
- No later than **31 January 2026**

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

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

WMO 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 _____
- DSA ☐ Yes ☐ No
- Method of payment & Currency Please select only one method and one currency
 - ☐ Bank Transfer ☐ USD ☐ EUR ☐ CHF
 - ☐ Swiss Banker Card* ☐ USD ☐ EUR ☐ CHF
 - ☐ UNDP ☐ USD

* A Swiss Bankers Card (SB Card) is a prepaid Master Card accepted Worldwide, provided by WMO

Self-purchased ticket ☐ Yes ☐ No

If you say Yes, please also send a copy of your self-purchased ticket with its receipt.

If you choose to self-purchase your ticket upon reception of the itinerary from CWT, the refund will be done at the end of the meeting.

The amount of the refund is based on the WMO Responsibility (see Annex)

Institution ☐ Yes ☐ No

Is your mission covered by WMO but prepared by your institution? (Ticket, DSA, TER...)

If yes, please note that the reimbursement of ticket and allowances will be made by WMO **only** upon receipt of the invoice from your institution, addressed to WMO, based on the WMO standard costs

- Name of your institution _____

Information on support received in addition to WMO Assistance

No additional support received from another institution

Additional support received from another institution

In case additional support is received, please indicate type of funding and estimated value:

Applicable rules and instructions

The travel shall be conducted in accordance with relevant WMO rules and instructions.

An excerpt of these is provided in the Annex 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 rules and instructions.
- It is my responsibility to make arrangements for health insurance, which is not reimbursed by WMO.
- 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 WMO the difference.

Signature of the traveler

Annex

Excerpt from applicable rules and instructions

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 WMO travel agency (wmo.ch@contactcwt.com) prior to departure. Please also inform your travel preparer and travel@wmo.int as soon as your travel is cancelled.

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.

Ticket purchased through our WMO travel agency

The proposed itinerary is based on official travel dates and the traveller must accept or refuse this itinerary within 24 hours.

Once the proposed itinerary is confirmed, the traveller must ensure that an "Electronic Ticket" is received.

Deviations from the proposed official itinerary

For any deviation from the official itinerary proposed by WMO travel agency, the traveller should directly contact the travel agency, either by phone or e-mail to make the necessary arrangements.

- CWT e-mail: wmo.ch@contactcwt.com
- CWT phone number: (24/7) +41 58 515 00 78

Any additional cost resulting from a private deviation request will be borne by the traveller. Deviations for personal convenience can be undertaken by the traveller purchasing their own tickets based on the WMO financial liability as per the standard cost

Self-purchase of official travel tickets

Individuals travelling on behalf of WMO or whose official travel is paid for by WMO are authorized to purchase their own tickets. In this case,

- a) The choice of a self-purchased ticket is stated when completing the Request for Financial Assistance form: Tickets will be reimbursed up to the actual cost paid by the traveller provided that the cost is within the financial liability as per the standard cost;
- b) The choice of a self-purchased ticket is made upon reception of an itinerary from CWT. (Switching from CWT to self-purchase): Tickets will be reimbursed up to the actual cost paid by the traveller provided that the cost is within the financial liability as per the cost of the itinerary proposed by the travel agency;
- c) In the event that there are changes to the planned official travel, the traveller is responsible for managing any associated change and refund requests by dealing directly with the ticket provider and for covering any extra charges related to these changes;
- d) Travellers who have purchased their own tickets and are unable to travel for reasons of force majeure may be reimbursed the cost of the purchased tickets. Requests for reimbursement shall be justified in writing by the traveller and approved by the certifying officer;
- e) Claims for reimbursement must be supported by the invoice paid by the traveller and/or proof of the official travel, if any.

Travel claims

Individuals travelling on behalf of WMO or whose official travel is paid for by WMO shall, within two calendar weeks after completion of the official travel, submit a completed official travel reimbursement claim, with supporting documents, including hotel invoices and boarding passes. Recovery of official travel advances (or "due to") shall be initiated if an individual travelling on behalf of WMO fails to submit a duly completed claim together with the supporting documents, or if, on review of the claim, it is determined that the official travel advance exceeded the amount of reimbursable official travel expenses.

Reimbursable travel expenses

Additional necessary travel expenses may be reimbursed for

- a) Visa fees for official travel;
- b) Baggage fees charged by airlines, equivalent to the charge for one checked bag up to 23 kg, when no free baggage allowance is offered by the airline;
- c) Cost of inoculations and vaccinations imposed by National Health Service regulations and required for official travel;
- d) Airport taxes for the approved itinerary.

IMPORTANT INFORMATION FOR FUNDED PARTICIPANTS

WMO will be covering:

- **Most direct and economical air ticket**
- **Daily Subsistence Allowance (DSA)** (*intended to account for lodging, meals, incidental and other expenses*) – The DSA is calculated at USD 473.-/night (*rate of today, it may be adjusted*)
- **Terminal Expenses (TER)** (*expenditures for transportation between the air terminal or other point of arrival or departure, and the hotel or place of dwelling, including transfer of baggage, and other incidental expenses*) – TER is calculated at USD .126 total



Please read carefully through all the information below and follow the steps to process your travel arrangements.

Step A: Travel Arrangements (Mandatory)

1. Please send the following documents to cbihute@wmo.int by 31 January 2026:

- ✓ **Quantum Individual Supplier Form** (attached) The form must be filled in electronically; handwritten forms will not be accepted. There is no need to print or sign the form. Instead, simply type your name and date at the end before submitting it. (*You don't need to provide this form if you already completed it in the past, please inform me when you send back the other documents*)
- ✓ **A copy of a bank statement** or any other **official bank document** that displays your **name and bank details** (to verify your banking information). *Please ensure that any financial transactions are concealed before submission. (You don't need to provide this document if you already completed it in the past, please inform me when you send back the other documents)*
- ✓ **A copy of your passport** (to confirm your personal information)
- ✓ **Request for Financial Assistance Form (RFA)** (attached)
- ✓ **Copy of your self-purchased ticket** (ONLY if you chose for this option, see below)


2. Here are the available options for booking travel:

-  **WMO-Booked Ticket:** You will receive an itinerary, which requires your **approval within one day of receipt**. Once the ticket is issued, WMO will also arrange your DSA and TER payment.
-  **Self-Purchased Ticket:** Select this option when completing the attached RFA. WMO will reimburse up to the eligible amount. Please submit a copy of your purchased ticket along with the above required documents.

3. Visa

As a reminder, it is your responsibility to obtain any required visas. However, WMO can send a letter to support your visa application. Please let me know if you require this.

Step B: Post-Meeting Requirements (Mandatory within 2 weeks after return from travel)

-  If you had unexpected expenses (e.g., canceled flight), please submit the following to cbihute@wmo.int:
- ✓ **Travel Claim Form** (attached)

- ✓ **Receipts, boarding pass & hotel invoice** (your name and dates of stay must appear on the invoice, we need to verify the number of nights you spent there). Without a complete hotel invoice, a recovery of 50% of the official travel advances will be initiated

⚠ No requests for reimbursements of such expenses will be considered after the stated two-week deadline.

✉ If you had no additional expenses, please submit the following to cbihute@wmo.int:

- ✓ **Boarding pass & hotel invoice** (your name and dates of stay must appear on the invoice, we need to verify the number of nights you spent there). Without a complete hotel invoice, a recovery of 50% of the official travel advances will be initiated

⚠ In case of failure to comply with the two weeks deadline, a recovery of the official travel advances shall be initiated and delay future DSA payments.

For meeting-related inquiries or individual invitation letter, please contact Ms Catherine Bezzola and Catherine Bihute, the person in charge of this meeting.

**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 – wmo.int

External Individual Supplier Form

Information on this form

1. This form is used by the World Meteorological Organization (WMO) to obtain the information required for financial transactions to take place in an accurate, efficient, and cost-effective manner.
2. **This form is intended for use with external individuals**, such as: meeting participants, consultants, and fellows. The information provided by you, as the External Individual, in this form will be used to create a new Supplier record or update an existing one.
3. Please complete the present form in an electronic format to ensure legibility of the information provided.
Handwritten forms will not be accepted.
4. There is no need to print and sign the form once completed. To certify the provided information, please return the completed form back to the WMO contact person who sent it to you, together with a **copy of your passport** and a **copy of your bank statement** (or any official banking document that attests the provided banking details). Please ensure that you conceal any data on financial transactions.
5. If you wish to be paid using our **Corporate Pre-Paid Card**, you do not need to fill in the **banking information** and you do not need to provide any official banking document that attests the provided banking details.
6. Once completed, please double-check that the information provided is correct. **WMO cannot make any payments without complete and accurate information.**

How to fill in the form

1. Taxpayer ID:

Countries requiring Taxpayer ID for payments:

Argentina, Belarus, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti, Jamaica, Jordan, Kazakhstan, Kyrgyzstan, Republic of Moldova, Morocco, North Macedonia, State of Palestine, Panama, Paraguay, Peru, Somalia, Tajikistan, Ukraine, Venezuela.

2. Address information:

- Line 1 should not be longer than 55 characters, including spaces. If the address exceeds 55 characters, please use Line 2. Do not use special characters (@ # \$ % ^ & * () - _ = +) or diacritics (such as é, à, ö, ü, ñ, ç, â, ð, š, etc.).

- Address Line 1 and 2 should contain street number, street name, building, room number, P.O. Box.

3. Banking information:

- If your bank account is in a country adhering to the IBAN standard, the IBAN number is mandatory for WMO to make payments. The IBAN countries are:

Albania, Andorra, Angola, Austria, Azerbaijan, Bahrain, Belarus, Belgium, Bosnia and Herzegovina, Brazil, Bulgaria, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominican Republic, Estonia, Faroe Islands, Finland, France, Georgia, Germany, Gibraltar, Greece, Greenland, Guatemala, Guernsey, Hungary, Iceland, Iraq, Ireland, Isle of Man, Israel, Italy, Jersey, Jordan, Kazakhstan, Kuwait, Latvia, Principality of Liechtenstein, Lithuania, Luxembourg, Madagascar, Malta, Mauritania, Mauritius, Moldova, Monaco, Montenegro, The Netherlands, New Caledonia, North Macedonia, Norway, Pakistan, Poland, Portugal, Qatar, Romania, San Marino, Kingdom of Saudi Arabia, Serbia, Seychelles, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, State of Palestine, Tunisia, Türkiye, United Arab Emirates, United Kingdom, Virgin Islands.

- The use of **Local clearing codes** (SORT, ABA, IFSC, REG, etc.) in specific countries:

Country	Local Clearing Code	Length
Australia	Bank-State-Branch identifying code (BSB code)	6
Bangladesh	Local branch bank code	9
Botswana	Local branch bank code	2
Canada	Institution (bank code) / transit code (bank code)	9
Denmark	REG	4
Ghana	Local branch code	4
India	IFSC code / Beneficiary address (City/Street address)	11
Israel	Local branch code	3
Kenya	Local branch code	3
Papua New Guinea	Local branch code	3-5
Sierra Leone	Local branch code	3
South Africa	Local branch code / Account type (cheque/saving)	6
Sri Lanka	Local branch code	3
Tanzania	Local branch code	3
USA	ABA for ACH payment transfer	9
Uganda	Local branch code	4
Zambia	Local branch code	4

EXTERNAL INDIVIDUAL SUPPLIER FORM

(to be completed by the external individual and
returned to the WMO contact person)

Please type or complete on a computer - handwritten forms will not be accepted

Section A: General Information – fields with an * are mandatory

Salutation*:	Choose an item.
First name*: (needs to be the same as the passport)	Click or tap here to enter text.
Middle Name: (if any)	Click or tap here to enter text.
Last name*: (needs to be the same as the passport)	Click or tap here to enter text.
Nationality*:	Click or tap here to enter text.
Gender*:	Choose an item.
Date of birth*: (dd/mm/yyyy)	Click or tap to enter a date.
E-mail*:	Click or tap here to enter text.
Telephone number*:	Click or tap here to enter text.
Taxpayer ID: (see 1. of the "How-to" section)	Click or tap here to enter text.
Address information	
Country*:	Click or tap here to enter text.
Line 1*: (See 2. of "How-to" section)	Click or tap here to enter text.
Line 2*: (if applicable)	Click or tap here to enter text.
City*:	Click or tap here to enter text.
State: (mandatory for the United States of America)	Click or tap here to enter text.
Province: (mandatory for Canada, Italy and Argentina)	Click or tap here to enter text.
Postal Code*:	Click or tap here to enter text.

Section B: Banking information – fields with an * are mandatory

If you opt to be paid using our **Corporate Pre-Paid Card**, you do not need to fill in the banking information and you do not need to provide any official banking document that attests the provided banking details.

Mandatory questions (click the square if the answer is **YES**; do not click if the answer is **NO**:

1. Is the Supplier name (Section A, above) **exactly** the same as the Bank account holder name (first, middle and last names, as applicable and stated in Section A)?
2. In you answered NO to Question 1 above, are you requesting payment to a third party (someone who is not you)?

Account Type*:	<input type="text" value="Choose an item."/>
Bank Name in full*:	<input type="text" value="Click or tap here to enter text."/>
Country of Bank*:	<input type="text" value="Click or tap here to enter text."/>
Bank Branch name and number*: (if applicable)	<input type="text" value="Click or tap here to enter text."/>
Bank Branch address*:	<input type="text" value="Click or tap here to enter text."/>
Bank account number*: (max. 16 characters, no spaces)	<input type="text" value="Click or tap here to enter text."/>
Bank account currency*:	<input type="text" value="Click or tap here to enter text."/>
Bank account holder name*:	<input type="text" value="Click or tap here to enter text."/>
IBAN number*: (See 3. of "How-to" section)	<input type="text" value="Click or tap here to enter text."/>
SWIFT/BIC code*:	<input type="text" value="Click or tap here to enter text."/>
Local clearing code: (only mandatory for some countries. See 3. of "How-to" section)	<input type="text" value="Click or tap here to enter text."/>

Section C: Final information

Please state which supporting documents you will provide to support the above information:

(click the square if the answer is **YES**; do not click if the answer is **NO**)

* **NOTE:** To certify the provided information, please return the completed form back to the WMO contact person who sent it to you, together with **a copy of your passport** and a **copy of your bank statement header** (or any official banking document that attests the provided banking details).
Please ensure that you conceal any data on financial transactions.

If you wish to be paid using our Corporate Pre-Paid Card, you do not need to fill in the banking information and you do not need to provide any official banking document that attests the provided banking details.

Proof of identity	Proof of bank details (only one is sufficient)
Copy of passport <input type="checkbox"/>	<ul style="list-style-type: none">Bank statement header <input type="checkbox"/>Official bank letter <input type="checkbox"/>Pre-printed cheque <input type="checkbox"/>Other (please specify): Click or tap here to enter text.

I confirm that the information provided in this form is accurate and I understand that the information provided in the form will remain valid for any future payments from WMO.	
Name	Click or tap here to enter text.
Date (dd/mm/yyyy)	Click or tap to enter a date.



Travel Claim Form

- To be submitted to cbihute@wmo.int within two weeks of completion of travel
- If you have two unprocessed claims, our system will automatically block the payment of the DSA for the 3rd trip
- **No requests will be considered after two weeks after the meeting**
- The boxes are editable, **please do not write by hand**
- 50% of the DSA will be recovered by the organization if no accommodation invoice is provided

Name of the traveler	XXXX
Name of the meeting	Fourth Meeting of the INFCOM Management Group
Location of the meeting	Geneva, Switzerland
Dates of the meeting	9-12 March 2026

List of claimed expenses with relevant receipts

Details	Currency	Amount