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17 March 2026

Annexes: 2 (available in English only)

Subject: Participation of your expert in the second in-person meeting of the ET-WSG to be held Geneva, Switzerland, from 27 April to 1 May 2026

Action required: To kindly confirm the participation of your expert and if so, whether WMO financial assistance is sought

Dear Sir/Madam,

I am pleased to inform you that the second in-person meeting of the Expert Team on Multi-Hazard Early Warning and Service Delivery Technical Guidance (ET-WSG)¹ will be held at the WMO headquarters in Geneva, Switzerland, from 27 April to 1 May 2026. The meeting will focus on drafting the Guide to Implementation of Technical Regulations on Early Warning Services.

Please find attached the Concept Note ([Annex I](#)), which provides further details regarding the objectives of and arrangements for the meeting.

As your expert has been involved in the development of the Technical Regulations on Early Warning Services ([Annex II](#) – drafting team members), their continued engagement in this process is highly valued. I am therefore pleased to formally invite your designated expert to participate in this important meeting. I would be grateful if you could kindly confirm their availability to attend.

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 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, anticipated that these expenses will be borne by your government.

If it is not possible for your government or organization to meet all the expenses for the attendance of your expert, WMO is prepared to consider providing financial support for this purpose, including international air travel (economy class) and daily subsistence allowance (DSA) for the duration of the meeting, in accordance with WMO rules and procedures.

¹ The Expert Team on Multi-Hazard Early Warning and Service Delivery Technical Guidance (ET-WSG) will be renamed the Expert Team on Regulations (ET-REG).

To: Permanent Representatives of Argentina, China, Cuba, Ethiopia, France, Hong Kong (China), India, Indonesia, Japan, Kenya, Morocco, Nigeria, Oman, Switzerland, United Kingdom, United States of America with WMO (limited distribution)

cc: Members of ET-WSG
Chair SC-DRR

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, health, and 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 limited coverage for medical, emergency, and supplementary official travel expenses.

Additional logistical information will be provided upon confirmation of participation.

Should you agree, you are kindly requested to notify the WMO Secretariat at wmo@wmo.int with copy to Dr Muhibuddin Usamah at musamah@wmo.int, whether your expert will be able to attend the above-mentioned meeting, at your earliest convenience, but preferably no later than **20 March 2026**. Please also indicate whether financial assistance will be requested and specify the type of support required (travel costs, per diem, or both). Should WMO cover the travel costs, the WMO Secretariat will arrange the travel and communicate the details directly to your expert in due course.

Yours faithfully,



Ms Ko Barrett
for the Secretary-General

CONCEPT NOTE

The second in-person meeting of the Expert Team on Multi-Hazard Early Warning and Service Delivery Technical Guidance (ET-WSG) – Drafting the Guide to Implementation of the Technical Regulations on Early Warning Services

Geneva, Switzerland, from 27 April to 1 May 2026

Background

The World Meteorological Congress, at its Extraordinary Session in 2025, adopted the Technical Regulations on Early Warning Services (EWS-TR). This landmark achievement strengthens the United Nations Early Warnings for All (EW4All) initiative by establishing internationally agreed standards and recommended practices to ensure that early warning services are reliable, interoperable, impact-based and people-centred.

Following its adoption, attention now turns to supporting Members in the effective implementation of the EWS-TR provisions. To this end, the development of a dedicated Guide for Implementation is required. The Guide will provide practical orientation, explanatory material and illustrative examples to assist Members in translating regulatory provisions into operational practice at national and regional levels.

Purpose of the meeting

WMO will convene the second in-person meeting of ET-WSG at the WMO headquarters in Geneva, Switzerland, from 27 April to 1 May 2026, from 0900 to 1700 CEST (0700 to 1500 UTC).

As part of this meeting, participants will contribute to the drafting of the Guide for the Implementation of the Technical Regulations on Early Warning Services. The meeting will be conducted primarily as an in-person session. Selected agenda items may be organized in a hybrid format to facilitate the participation of members who are unable to attend in-person.

Objectives

The main objective of the meeting is to advance the preparation of a structured, practical and user-oriented guide to support WMO Members in implementing the Technical Regulations on Early Warning Services. Specifically, the meeting will:

- (1) As a follow-up to the preparatory work already undertaken, confirm the overall structure, narrative framework and methodological approach of the Guide to ensure clarity, coherence and usability;
- (2) Finalize the detailed draft content to the extent possible;
- (3) Define the consultation strategy and engagement process with regional associations, including modalities for gathering feedback (for example, regional webinars facilitated by the drafting team members);
- (4) Review and progress the road map and timeline for finalization and submission of the Guide through the appropriate WMO governance mechanisms.

WMO Secretariat Contact Persons:

- (1) Andrew Tupper, Chief, Early Warning Services Section (atupper@wmo.int)
 - (2) Muhibuddin Usamah, Scientific Officer, Early Warning (musamah@wmo.int)
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LIST OF PARTICIPANTS (EXPERT TEAM)

The second in-person meeting of the Expert Team on Multi-Hazard Early Warning and Service Delivery Technical Guidance (ET-WSG) – Drafting the Guide to Implementation of the Technical Regulations on Early Warning Services

Geneva, Switzerland, from 27 April to 1 May 2026

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