

Our ref.: 6781944/2026/SSCD/MSS/MA

20 October 2026

Annexes: 2 (available in English only)

Subject: Participation of your expert in the first meeting of the ET-MSSS-1, in Geneva, Switzerland, from 25 to 27 January 2027 and/or the drafting meeting of the TT-DR-1, in Geneva, Switzerland, on 28 and 29 January 2027

Action required: To kindly notify the WMO Secretariat at your earliest convenience, but preferably before **13 November 2026**, if your expert will attend the meeting and whether any financial assistance is requested

Dear Sir/Madam,

I have the pleasure to inform you that the first meeting of the Expert Team on Maritime Safety Services and Standards (ET-MSSS-1) will be held in Geneva, Switzerland, from 25 to 27 January 2027. The drafting meeting of the Task Team on Document Review (TT-DR-1) will take place immediately afterwards on 28 and 29 January 2027.

The preliminary agenda will be circulated in due course.

The membership of ET-MSSS ([Annex I](#)), TT-DR ([Annex II](#)) and invited experts include one or several experts from your country or organization who has been nominated with your approval to serve on this group or its parent body. I should, therefore, be grateful if you would kindly examine the possibility of your expert(s) attending the meeting.

In accordance with WMO [General Regulation 31](#), (*Basic Documents No. 1 (Convention, General Regulations, Staff Regulations, Financial Regulations and Agreements)* (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, expected that these expenses will be borne by your Government, should your expert attend.

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. However, in view of the very limited funds available to support sessions of subsidiary bodies of constituent bodies, I should be grateful if you could kindly consider the possibility of meeting at least part of the costs involved.

To: Permanent Representatives of Argentina, Canada, Chile, China, Colombia, Denmark, Germany, Ghana, Indonesia, Japan, Morocco, Norway, Philippines, Republic of Korea, the United Kingdom of Great Britain and Northern Ireland and the United States of America with WMO (limited distribution)

For administrative purposes, I should be grateful if you could kindly notify the WMO Secretariat at wmo@wmo.int with copy to mmo@wmo.int, at your earliest convenience, but preferably not later than **13 November 2026**, as to whether your expert will be able to attend the above-mentioned meeting and whether any financial assistance will be requested, as well as indicating the details of the assistance required (travel costs or per diem, or both). If your expert's travel costs are borne by WMO, then travel arrangements will be made by the WMO Secretariat and details will be sent to your expert in due course.

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, 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".

I would like to take this opportunity to thank you for your continued support and contribution to WMO marine activities.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Ko Barrett', with a long, sweeping horizontal stroke extending to the right.

Ms Ko Barrett
for the Secretary-General

**MEMBERSHIP OF THE EXPERT TEAM ON
MARITIME SAFETY SERVICES AND STANDARDS (ET-MSSS) AND
INVITED EXPERTS FOR ET-MSSS-1
(25 to 27 January 2027)**

(Updated as of 28 September 2026)

NAME	ROLE	MEMBER
Yun Lu	Chair	China
Nick Hughes	Vice-Chair	Norway
Anne Wiese	Vice-Chair	Germany
Alvaro Santiago Scardilli	Core member	Argentina
Scott Weese	Core member	Canada
Thomas Biney	Core member	Ghana
Robb Gile	Core member	Philippines
Stephanie Stevenson	Core member	The USA
Sewoong Oh	Core member	Republic of Korea
Haruka Sasaki*	Core member	Japan
Juan Leonardo Moreno*	Core member	Colombia
Khadija Echaaria*	Core member	Morocco
Bayu Edo Pratama*	Core member	Indonesia
Allison Allen	Chair SC-MMO	The USA
Michael Martens	Vice-Chair SC-MMO	Germany
Sofia Chahbi	Vice-Chair SC-MMO	Morocco
Keld Qvistgaard	Core member SC-MMO	Denmark
Alejandro de la Maza	Core member SC-MMO	Chile
Erik de Groot	Co-Chair WWMIWS-SubC; Core member SC-MMO	Canada
Nadao Kohno	Chair ET-CHAR Core member SC-MMO	Japan

* Pending endorsement by the next SERCOM Management Group meeting.

**MEMBERSHIP OF THE
TASK TEAM ON DOCUMENT REVIEW (TT-DR) AND
INVITED EXPERTS FOR TT-DR-1
(28 and 29 January 2027)**

(Updated as of 28 September 2026)

NAME	ROLE	MEMBER
Yun Lu	Chair ET-MSSS	China
Alvaro Santiago Scardilli	Core member ET-MSSS	Argentina
Robb Gile	Core member ET-MSSS	Philippines
Stephanie Stevenson	Core member ET-MSSS	The USA
Erik de Groot	Chair WWMIWS-SubC	Canada
Melinda Bailey	Core member WWMIWS-SubC	The USA
Wei Zhao	Core member WWMIWS-SubC	China
William Maunder	Core member WWMIWS-SubC	The UK
Allison Allen	Chair SC-MMO	The USA
Michael Martens	Vice-Chair SC-MMO	Germany
Sofia Chahbi	Vice-Chair SC-MMO	Morocco
Nadao Kohno	ET-CHAR	Japan
Anne Wiese	Vice-Chair ET-MSSS	Germany
Nick Hughes	Vice-Chair ET-MSSS	Norway