

**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

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Ref.: 02553/2023-LL7 S/HWR

Our ref.: 02553/2023/S/HWR/FFGS

6 April 2023

Annex: 1 (available in English only)

Subject: Invitation to the Second Flash Flood Guidance System (FFGS)
Global Workshop, Skopje, Republic of North Macedonia,
19 – 23 June 2023

Action required: Confirmation of the participation

Dear Sir/Madam,

I have the pleasure to inform you that the World Meteorological Organization (WMO), in partnership with the United States Agency for International Development/Bureau for Humanitarian Assistance (USAID/BHA), the National Weather Service (NWS) of the US, the National Oceanic and Atmospheric Administration (NOAA), and the Hydrologic Research Center (HRC) are organizing the Second Flash Flood Guidance System (FFGS) Global Workshop.

The goal of the Workshop is to bring together the forecasters that use the national and regional FFGSs, to share experiences, showcase accomplishments, determine challenges and identify gaps towards establishing recommended practices, and provide training to further understanding the new capabilities of FFGS.

At the kind invitation of the HydroMeteorological Service (HMS) of the Republic of North Macedonia, the Second Global FFGS Workshop will be held from 19 to 23 June 2023 in Skopje, Republic of North Macedonia. It is expected that approximately 220 meteorologists, hydrologists, disaster management experts, and representatives from international organizations from all over the world will attend the Workshop.

In this regard, I am pleased to invite the FFGS Focal Point and the Alternate Focal Point of your country, to attend the Second FFGS Global Workshop. We would like you to also nominate one representative from the National Disaster Agency of your country with whom the NMHS/NMS/NHS is working closely on developing warnings based on FFGS to participate.

Please note that all participants, including representatives from the National Disaster Agency, will need to prepare posters on the application of FFGS for presentation at the Global Workshop. Topics for the poster session and guidelines for their preparation, as well as supporting documents, such as the draft agendas, will be communicated directly to the nominated participants.

To: Permanent Representatives of Members with WMO (limited distribution)

cc: Hydrological Advisers (limited distribution)
FFGS Focal Point
FFGS Alternate Focal Point

Please note that WMO will cover the travel-related expenses and provide full-board accommodation for each participant.

To allow the WMO Secretariat and HMS to complete the administrative process in providing participants with travel tickets, your confirmation of the attendance of participants, including the scanned copies of the passports, are requested **no later than 15 April 2023** through the [2nd FFGS Global Workshop online form](#) and also by email to HMS (contact.uhmr@gmail.com), copying the WMO FFGS office (ffgs@wmo.int).

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.

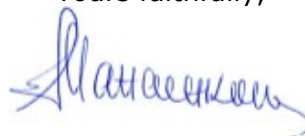
WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses.

Additionally, each participant is responsible for obtaining any required visa, including for countries of transit, should it be needed. If necessary, WMO can provide a formal invitation letter in support of visa application; for this purpose, the attached *Request for Travel Visa Support form*, needs to be completed and sent to the Secretariat at registration@wmo.int.

Travellers should also note that WMO Regulations and Rules (*Basic documents No. 1* (WMO-No. 15)) do not cover additional costs arising from the prolongation of the 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.

I appreciate your support for the mitigation of adverse effects of flash flooding in your country as well as in your Region and wish all participants a successful Workshop.

Yours faithfully,



Dr Elena Manaenkova
for the Secretary-General

SECOND FLASH FLOOD GUIDANCE SYSTEM GLOBAL WORKSHOP**Skopje, Republic of North Macedonia****19 – 23 June 2023****REQUEST FOR TRAVEL VISA(S) WITH THE ASSISTANCE OF WMO***To be completed by the participant*

Ref.: 02553/2023-117 S/HWR

Please note:

- (a) WMO can, if required and upon request, send a letter to the Embassy or Consulate concerned, indicating that you will participate in the above-mentioned workshop;
- (b) This letter is sent to the Embassy/Consulate exclusively by email. In order to prepare the letter, a copy of the passport ID page is required;
- (c) Submit this form as soon as possible, as otherwise the process may be delayed.

Please provide the following information exactly as it appears in your passport	
Dr / Mr / Ms /Prof.	
Family Name	
First Name	
Passport No.	
Date of birth	
Date of issue	
Date of expiry	

Professional address	
Organization	
Section/Division/ Street	
City and Country	
Email (essential)	
Telephone No.	

Ref.: 02553/2023-117 S/HWR

Contact details of the Embassy/Consulate issuing the entry visa for the meeting		Contact details of the Embassy/Consulate issuing A transit visa (if applicable)	
Embassy of:			
City			
Country			
Email (essential)			

Date _____ Signature _____

Please return this form as soon as possible to the attention of: Ms Petra Mutic, ffgs@wmo.int, with a copy to registration@wmo.int
