

**WMO OMM**

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

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Our ref.: 02555/2023/S/HWR/FFGS

17 April 2023

Annex: 1 (available in English only)

Subject: Invitation to the First Flash Flood Guidance System (FFGS) Programme Management Committee (PMC) Meeting from 16–17 June 2023 and the Second FFGS Global Workshop from 19–23 June 2023, Skopje, Republic of North Macedonia

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 First Flash Flood Guidance System (FFGS) Programme Management Committee (PMC) Meeting and the Second FFGS Global Workshop.

The goal of the PMC of the FFGS project is to attain effective operational performance and sustainability of the global FFGS. The FFGS/with global coverage (WGC) Sustainability Strategy (SS), endorsed by World Meteorological Congress in 2021 at its extraordinary session through [Resolution 5](#) (Cg-Ext (2021)) - Advanced implementation of elements of the Plan of Action for Hydrology, outlines the need for a more inclusive PMC in terms of governance. Therefore, the PMC expands the current four-party Management table (the four signatories of the Memorandum of Understanding (MoU), that is WMO, USAID, NOAA and HRC), to include representation of those contributing to and benefitting from the overall effort.

The goal of the Second FFGS Global 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 of the new capabilities of FFGS.

At the kind invitation of the HydroMeteorological Service of Republic of North Macedonia (HMS), the First FFGS PMC Meeting will be held from 16–17 June 2023 and the Second Global FFGS Workshop from 19 to 23 June 2023 in Skopje, Republic of North Macedonia. It is expected that approximately 30 representatives from the meteorology and hydrology services of the FFGS Regional Centres, together with representatives from WMO and its other partners will attend the First FFGS PMC Meeting, while approximately 220 meteorologists, hydrologists, disaster management experts, and representatives from international organizations from all over the world will attend the Second FFGS Global Workshop.

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

cc: Hydrological Advisers (limited distribution)

FFGS Focal Points

FFGS Alternate Focal Points

Dr Juan Carlos Bertoni, Director of Instituto Nacional del Agua (INA)

In this regard, I am pleased to invite the FFGS Focal Point, who is the official representative of your FFGS Regional Centre in the Programme Management Committee, to attend the First FFGS PMC Meeting and the Second FFGS Global Workshop. Please complete the form in the following link that is necessary to process your flight ticket and accommodation:

[https://docs.google.com/forms/d/e/1FAIpQLSfBnc7TQBabeG7Lok3hIMKpR9I5M1SJkiyNK8pwGFJupKwiMA/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSfBnc7TQBabeG7Lok3hIMKpR9I5M1SJkiyNK8pwGFJupKwiMA/viewform?usp=pp_url)

I am also pleased to invite your Alternate Focal Point to attend only the Second FFGS Global Workshop from 19 to 23 June 2023. We would like you to also nominate one representative from the National Disaster Agency of your country with whom your organization is working closely on developing warnings based on FFGS to participate in the Second FFGS Global Workshop from 19 to 23 June 2023. Please complete the form in the following link that is necessary to process the flight tickets and accommodation: [Registration Form 2nd FFGS Global Workshop \(google.com\)](#).

Note: this link is different from the link before, as this is for Alternate Focal Point and representative from the National Disaster Agency).

Please note that all participants, including representative 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.

Please also 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 the participants to [nsaraj@wmo.int](mailto:nsaraj@wmo.int), [pmutic@wmo.int](mailto:pmutic@wmo.int), [rba@wmo.int](mailto:rba@wmo.int), copying the WMO FFGS office ([ffgs@wmo.int](mailto:ffgs@wmo.int)) and completing the forms in the links provided above, are requested **no later than 25 April 2023**.

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 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 (in the [annex](#) attached) needs to be completed and sent to the Secretariat at [registration@wmo.int](mailto:registration@wmo.int).

Travellers should also 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.

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 First FFGS PMC Meeting and Second Global FFGS Workshop.

Yours faithfully,



Dr Elena Manaenkova  
for the Secretary-General

**FLASH FLOOD GUIDANCE SYSTEM PROGRAMME MANAGEMENT COMMITTEE MEETING****16–17 June 2023**

and

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

Ref.: 02555/2023-1.21 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 meeting and 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;
- (d) The participant is responsible for getting any required visa, including countries of transit, should it be needed.

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	

Ref.: 02555/2023-1.21 S/HWR

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

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](mailto:ffgs@wmo.int), with copy to [registration@wmo.int](mailto:registration@wmo.int)

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