

**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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27 April 2023

Annex: 1 (available in English only)

Subject: Participation of your expert in the second face-to-face SERCOM Management Group meeting to be held at the University of Hawaii in Honolulu, United States from 30 October to 2 November 2023

Action required: WMO Secretariat to be notified **by 9 May 2023** on whether your expert will attend the meeting

Dear Sir/Madam,

I am pleased to inform you that, following a kind hosting offer from the Permanent Representative of the United States of America with the World Meteorological Organization (WMO), the second face-to-face SERCOM Management Group meeting will take place from 30 October to 2 November 2023, at the University of Hawaii in Honolulu, United States of America.

This will be a physical meeting with the possibility of online participation. The Provisional Agenda of the session will be provided in due time.

The membership of this group ([Annex](#)) includes an expert from your country who has been nominated with your approval to serve on this group. I should, therefore, be grateful if you would kindly examine the possibility of his/her attending the meeting.

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, hoped that these expenses will be borne by your Government, should your expert attend in person.

If it is not possible for your Government to meet the expenses for the in-person attendance of your expert, 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, I should be grateful 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 (clevinski@wmo.int and cbezzola@wmo.int) no later than **9 May 2023** on whether your expert will be able to attend the above-mentioned 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. If WMO meets the travel costs, the travel arrangements will be made by the Secretariat and details will be sent to you in due course.

To: Permanent Representatives of Members with WMO, Argentina, Australia, Brazil, Canada, China, Germany, India, Morocco, Republic of Korea, Romania, Russian Federation, Singapore, South Africa, United Republic of Tanzania, United Kingdom of Great Britain and Northern Ireland, (Limited Distribution).

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

Yours faithfully,



Dr Elena Manaenkova
for the Secretary-General

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MANAGEMENT GROUP OF SERCOM**

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