



Our ref.: 09162/2023/S/HWR/FFGS

21 April 2023

Annex: 1 (available in English only)

Subject: Invitation to the FFGS Female Technical Empowerment Workshop, from 25 to 27 May 2023, Geneva, Switzerland

Action required: Confirmation of the participation

Dear Madam,

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

The goal of the workshop is to bring together female forecasters from all 6 Regional Associations, using the national and regional FFGSs, to share experiences, achievements, and ways to overcome challenges on their path to become successful and empowered in their work of expertise. It will also help to create a network of motivated professional and outstanding experts, to strengthen their capacities, and to develop to their highest potential through the FFGS Programme. The dates of this workshop have been carefully selected to be just before the WMO Hydrological Assembly. In that way, the group will have the opportunity to give a statement to the Hydrological Assembly. In addition, one of the participants will deliver a statement to the WMO Congress the following week. Through it, female forecasters will provide their contribution and make their voice be heard.

At the kind invitation of the WMO, the FFGS Female Technical Empowerment Workshop will be held from 25 to 27 May 2023 in Geneva, Switzerland, in parallel with the nineteenth WMO Congress (Cg-19). It is expected that, approximately 25 female meteorologists, hydrologists from all over the FFGS regions will attend the Workshop.

In this regard, I am pleased to invite you to attend this Workshop from 25 to 27 May 2023.

Please note that WMO will cover the travel-related expenses and Daily Subsistence Allowance (DSA) for each participant.

To: FFGS Female Forecasters (limited distribution)

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

Hydrological Advisers (limited distribution)

Luis Menjivar (Director) [luis.menjivar@ambiente.gob.sv](mailto:luis.menjivar@ambiente.gob.sv)  
[interkaz@meteo.kz](mailto:interkaz@meteo.kz)

To allow the WMO Secretariat to complete the administrative process for providing participants travel tickets and DSA, your confirmation of attendance, including the scanned copies of the passports and completed Request for Financial Assistance form (attached to this letter), are requested **no later than 28 April 2023** by email to Petra Mutic ([pmutic@wmo.int](mailto:pmutic@wmo.int)), copying the WMO FFGS office ([ffgs@wmo.int](mailto: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 getting 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 Request for Travel Visa Support form in Annex needs to be completed and sent to the Secretariat, if not already done, at [registration@wmo.int](mailto:registration@wmo.int) and [ffgs@wmo.int](mailto:ffgs@wmo.int).

Travelers 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 Workshop.

Yours faithfully,



Dr Stefan Uhlenbrook  
Director

Hydrology, Water and Cryosphere Branch

**FFGS Female Empowerment Workshop  
Geneva, Switzerland, 25-27 May 2023**

**PLEASE RETURN THIS FORM AS SOON AS POSSIBLE,  
to the attention of: Ms Petra Mutic, e-mail: [ffgs@wmo.int](mailto:ffgs@wmo.int), with copy  
to [registration@wmo.int](mailto:registration@wmo.int)**

**REQUEST FOR TRAVEL VISA(S) WITH THE ASSISTANCE OF WMO**

***To be completed by the Participant***

Please note, 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. This letter is sent to the Embassy/Consulate exclusively by e-mail. In order to prepare the letter, a copy of the passport id page is required. Please submit this form as early as possible, as in some cases there is a considerable delay to process.

| <b>PLEASE PROVIDE THE FOLLOWING INFORMATION EXACTLY AS IT APPEARS IN YOUR PASSPORT</b>     |  |
|--|--|
| DR / MR / MS<br>/PROF  |  |
| FAMILY NAME  |  |
| FIRST NAME   |  |
| PASSPORT NO.   |  |
| DATE OF BIRTH  |  |
| DATE OF ISSUE  |  |
| DATE OF EXPIRY   |  |
| <b>PROFESSIONAL ADDRESS</b>  |  |
| ORGANIZATION   |  |
| SECTION / DIVISION<br>/  |  |
| STREET   |  |
| CITY & COUNTRY   |  |
| <b>E-MAIL<br/>(ESSENTIAL)</b>  |  |
| TEL  |  |
| <b>CONTACT DETAILS OF THE EMBASSY/CONSULATE<br/>ISSUING THE ENTRY VISA FOR THE MEETING</b> | <b>CONTACT DETAILS OF THE<br/>EMBASSY/CONSULATE ISSUING A<br/>TRANSIT VISA (IF APPLICABLE)</b> |
| EMBASSY OF   |  |
| CITY   |  |
| COUNTRY  |  |
| <b>E-MAIL<br/>(ESSENTIAL)</b>  |  |

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_