

**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.: 16817/2023-1.6/ESP

Our ref.: 16817/2023/I/ESP/WIPPS

17 August 2023

Annexes: 2 (available in English only)

Subject: Invitation to the Second WMC Workshop, Geneva, Switzerland,
14–16 November 2023

Action required: (1) To nominate at least one in-person representative to participate in
the Workshop, preferably by **24 August 2023**
(2) To confirm the participation of your representative, with or without
funding at your earliest convenience no later than **24 August 2023**

Dear Sir/Madam,

I am pleased to inform you that the Second World Meteorological Centres' (WMC) Workshop will be held in Geneva, Switzerland from 14 to 16 November 2023. This will also function as the first WMO Integrated Processing and Prediction System (WIPPS) Workshop.

The WMO Strategic Plan 2024–2027 (Recommendation 11 (EC-76)) identifies several objectives that require support through WIPPS activities. In addition, the implementation of the UN Early Warnings for All initiative (Decision 8 (EC-76)) also requires the provision of information to support impact-based warning of NMHSs, and the nineteenth World Meteorological Congress (Resolution 4 (Cg-19)) requested technical commissions, the Research Board and others to identify and implement high-priority activities to address the urgent needs of Members in relation to the Early Warnings for All (EW4All) initiative.

The WMC Workshop will seek to accelerate the implementation of new products and data to meet user requirements for EW4All. Key objectives of the Workshop will be, inter alia, to:

- Review existing capabilities and activities to enhance future WIPPS activities covering all the Earth system domains and spatial and temporal scales;
- Articulate requirements for meeting the objectives of the WMO Strategic Plan, and to address future WIPPS requirements across all Earth system domains (weather, climate, water, cryosphere);
- Identify actions for WMCs and, where applicable, jointly with the Severe Weather Forecasting Programme (SWFP) and relevant Regional Specialized Meteorological Centres (RSMCs), to ensure the enhancement of the WIPPS activities necessary to implement objectives of the EW4All initiative;

To: Permanent Representatives of Australia, Canada, China, France, Germany, Japan, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America, and Ms Florence Rabier, Director-General, European Centre for Medium-Range Weather Forecasts (ECMWF) (limited distribution)

cc: Hydrological Advisers

- Share good practices on training programmes, training material, and knowledge sharing to enhance the coordination of capacity development among Regional Training Centres (RTCs), Regional Climate Centres (RCCs), and WMCs; and
- Develop coordination mechanisms among WMCs, RSMCs and also research communities to better leverage WIPPS activities.

The Workshop will be conducted primarily as a face-to-face meeting; however, remote access will be made available if participants are not able to attend in person. More information, including registration details, will be available on a dedicated [web page for the Workshop](#).

To ensure the most effective participation, you are kindly requested to nominate at least one expert to attend the Workshop in person who is expected to represent your WMC and engage in technical discussions. You can also nominate more participants who would hold decision-making authority, but please note that WMO would consider covering only the representative's travel costs, while the WMC may cover the travel costs for other participant(s).

It is hoped that the participation cost of the representative will be borne by your organization. However, if this is not possible, WMO is prepared to consider, upon request, providing financial support which may consist of the travel cost (most economic air fare according to the most direct route) and/or a per diem.

For administrative purposes, I should be grateful if you could kindly confirm the representative's participation at your earliest convenience, but preferably no later than **24 August 2023**, and indicate whether any financial assistance will be required. If so, the representative shall complete, sign, and return the enclosed Request for Financial Assistance (RFA) form to the Secretariat at mrequests@wmo.int. If WMO meets the travel costs, the travel arrangements will be made by the Secretariat, and details will be sent to the representative in due course. If you would like to participate in the meeting virtually, please email wipps@wmo.int.

In addition, the representative is kindly requested to inquire about an entry visa to Switzerland and check with the concerned travel agent if a transit visa is required with the itinerary. If necessary, WMO can provide a formal invitation letter in support of a 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.

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."

The WMO Secretariat is available to assist you with any questions and technical support. Please do not hesitate to contact the Secretariat at wipps@wmo.int.

I would also like to take this opportunity to express my sincere thanks to you and your Service for your continued support of the WMO Integrated Processing and Prediction System.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Zhang', with a stylized, flowing script.

Dr Wenjian Zhang
for the Secretary-General



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

2023 WIPPS Workshop as the Second WMC Workshop
Geneva, Switzerland
14-16 November 2023
I/ESP

Please complete this form in block letters by typing only (no handwriting).

Return it to: mrequests@wmo.int (with a copy of your passport) before **21 August 2023**.

1. PARTICIPANT

Please complete the following **MANDATORY** information exactly as it appears in your passport:

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
FAMILY NAME			
MAIDEN NAME (if applicable)			
First Name			
Nationality			
Place of birth		Date of birth (DD/MM/YY)	
Passport number		Validity (DD/MM/YY)	
Holding US visa	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Schengen visa	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Address			
City		Postal code	
Country		Nearest departure airport	
Mobile phone number		Office phone number	
E-mail			

2. ASSISTANCE FROM WMO FOR TRAVEL

Assistance requested: ☐ yes ☐ no

3. ASSISTANCE FROM WMO FOR DAILY SUBSISTENCE ALLOWANCE (DSA)

50% of DSA will be recovered by the organization if no accommodation invoice is provided.

DSA requested ☐ yes ☐ no

Bank transfer, please indicate full bank details:

- (i)
- ☐
- CHF**
- Swiss Francs,
- ☐
- USD**
- US Dollars,
- ☐
- EUR**
- Euros currencies

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Name of the bank:	
Address:	
Name of account holder	
Account number	
SWIFT Code	
ABA Code (USA)/BSB(AUD)	
SORT Code (UK)/Transit (CAD)	
IBAN Code/ CLABE(MEX)	

If bank transfer is NOT possible:

- (ii) Payment by Swiss Bankers Card* ☐ **CHF**, ☐ **USD**, ☐ **EUR**
- (iii) Payment by reloading of existing Swiss Bankers Card in my possession
☐ **CHF**, ☐ **USD**, ☐ **EUR**
- (iv) Through UNDP Office (**USD**) ☐.

4. INFORMATION ON SUPPORT RECEIVED IN ADDITION TO WMO ASSISTANCE**4.1 Declaration**

No additional support received ☐ OR Additional support received ☐

4.2 Information

In case additional support is received, please indicate type of funding and estimated value:

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5. APPLICABLE RULES AND INSTRUCTIONS

The travel shall be conducted in accordance with relevant WMO rules and instructions. An excerpt of these is provided in the Annex to this form. Please read it carefully.

By signing this form, I confirm that:

- ☐ The information I have provided is correct;
- ☐ I shall comply with the relevant WMO rules and instructions;
- ☐ It is my responsibility to make arrangements for health insurance;
- ☐ It is my responsibility to ensure that the required medical clearance is obtained before traveling;
- ☐ It is my responsibility to obtain all necessary visas;
- ☐ If I do not attend/participate in the meeting, I will return any travel advance that I have received, and if the travel advance exceeded the amount of reimbursable travel expenses, I shall refund WMO the difference.

Signature of the participant: **Date:**

ANNEX

Excerpt from applicable rules and instructions

In accordance with WMO travel rules, air travel shall be provided in economy class, for the most economical and direct route.

If you are unable to travel after the ticket has been issued, you must inform the WMO travel agency (at: wmo.ch@contactcwt.com) prior to departure. Please also inform mrequests@wmo.int and travel@wmo.int as soon as your travel is cancelled.

Visas

It is the traveller's responsibility to ensure that all required official travel documents are valid and accurate in order to obtain the necessary visa(s) for the destination, transit stops prior to departure.

Medical clearance

Medical clearance is a mandatory requirement for all travellers whose official travel is paid for by WMO in order to certify that they are medically fit to travel. It is the traveller's responsibility to ensure that the required medical clearance and vaccinations are obtained before travelling.

Insurance

As per the regulations related to insurance in Chapter 6 of the Standing Instructions on WMO official travel, non-staff members retain the primary obligation to ensure that they have the appropriate medical and travel insurance coverage when travelling on behalf of WMO, which means that if any health or travel-related eventuality should occur the non-staff members should seek assistance and claim their coverage from an insurance policy that they have taken out, as per the following regulation :

"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, which is directly attributable 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".

Travellers should 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.

Insurance policy in relation to travel by car

Official travel by private vehicle will not be covered under the WMO Staff compensation and/or Benefits insurance policies. Travellers who choose to use a private vehicle for official travel should arrange for sufficient coverage with their car insurance provider for damages caused to both the vehicle and the occupants. This applies to personal vehicles as well as rental cars.

Ticket purchased through our WMO travel agency

The proposed itinerary is based on official travel dates and the traveller must accept or refuse this itinerary within 24 hours.

Once the proposed itinerary is confirmed, the traveller must ensure that an "Electronic Ticket" is received.

Deviations from the proposed official itinerary

For any deviation from the official itinerary proposed by WMO travel agency, the traveller should **directly** contact the travel agency, either by phone or e-mail to make the necessary arrangements.

FYI: CWT e-mail: wmo.ch@contactcwt.com,

CWT phone number (24/7): +41 58 515 00 78

Any additional cost resulting from a private deviation request will be borne by the traveller.

Deviations for personal convenience can be undertaken by the traveller purchasing their own tickets based on the WMO financial liability as per the standard cost or the cost of the itinerary proposed by the travel agency if such an itinerary has been requested. In these cases, the actual cost of the self-purchased ticket will be reimbursed by WMO.

Self-purchase of official travel tickets

Individuals travelling on behalf of WMO or whose official travel is paid for by WMO are authorized to purchase their own tickets. In this case,

- (a) Tickets can be purchased by travellers and will be reimbursed up to the actual cost paid by the traveller provided that the cost is within the financial liability as per the standard cost or the cost of the itinerary proposed by the travel agency, if such an itinerary has been requested;
- (b) In the event that there are changes to the planned official travel, the traveller is responsible for managing any associated change and refund requests by dealing directly with the ticket provider and for covering any extra charges related to these changes;
- (c) Travellers who have purchased their own tickets and are unable to travel for reasons of *force majeure* may be reimbursed the cost of the purchased tickets. Requests for reimbursement shall be justified in writing by the traveller and approved by the certifying officer;
- (d) Claims for reimbursement must be supported by the invoice paid by the traveller and/or proof of the official travel, if any.

Travel claims

Individuals travelling on behalf of WMO or whose official travel is paid for by WMO shall, within two calendar weeks after completion of the official travel, submit a completed official travel reimbursement claim, with supporting documents, including hotel invoices and boarding passes. Recovery of official travel advances (or "due to") shall be initiated if an individual travelling on behalf of WMO fails to submit a duly completed claim together with the supporting documents, or if, on review of the claim, it is determined that the official travel advance exceeded the amount of reimbursable official travel expenses.

2023 WIPPS Workshop as the Second WMC Workshop, Geneva, Switzerland
14–16 November 2023

(PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO REGISTRATION@WMO.INT
TOGETHER WITH A **SCAN OF YOUR NATIONAL PASSPORT**)

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 also note that, in some cases, the visa issuing process can take quite some time so we ask that you submit this form as early as possible.

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

Professional address	
Organization Name	
Section/Division	
Street	
City/Country	
E-mail address (essential)	
Tel.	

Contact details of the Embassy/Consulate:		
	Issuing an ENTRY visa for the meeting	Issuing a TRANSIT visa
Embassy of:		
City		
Country		
E-mail (essential)		

Date

Signature
