

**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.: 17453/2023-1.8 WESP

Our ref.: 17453/2023/I/ESP/ET-ERA

14 August 2023

Annexes: 3 (available in English only)

Subject: Invitation to the Expert Team on Emergency Response Activities (ET-ERA) meeting in Vienna, Austria, from 16 to 20 October 2023

Action required: Confirmation of your participation, with or without funding at your earliest convenient, but **preferably not later than 21 August 2023**

Dear Sir/Madam,

I am pleased to inform you that the meeting of the Expert Team on Emergency Response Activities (ET-ERA) will be held at GeoSphere in Vienna, Austria, from 16 to 20 October 2023.

The Expert Team on Emergency Response Activities (ET-ERA) has been supporting WMO Members in effectively responding to both nuclear and non-nuclear emergency incidents and accidents. This support is coordinated with the WMO Regional Specialized Meteorological Centres for environmental emergency responses (RSMCs-EER). In such events, the dispersion prediction products from atmospheric transport and dispersion models are invaluable. It is therefore important to review and enhance coordination among the RSMCs-EER themselves and with other International Organizations, including the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO), the International Atomic Energy Agency (IAEA), and the International Civil Aviation Organization (ICAO) in order to ensure the provision of the relevant products and services. Additionally, the Expert Team will explore technological advancements to improve the quality of products provided to the WMO Members.

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

For administrative purposes I should be grateful if you could kindly confirm your participation at your earliest convenience, but **preferably not later than 21 August 2023**, and indicate whether any financial assistance will be required. If financial assistance is required, please 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 you in due course. If you would like to participate in the meeting virtually, please email wipps@wmo.int.

In addition, you are kindly requested to inquire about an entry visa to Austria and check with the concerned travel agent if a transit visa is required. 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:

To: Members of the Expert Team on Emergency Response Activities (ET-ERA) (as per list attached)

cc: Respective Permanent Representatives of Members with WMO

"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".

Yours sincerely,



Dr Anthony Rea
Director
Infrastructure Department

	Recipient	Role	Representing Member
1.	Dr María Soledad OSORES	Member of ET-ERA	Argentina
2.	Mr Alan WAIN	Member of ET-ERA	Australia
3.	Dr WOTAWA, Gerhard	Member of ET-ERA	Austria
4.	Mr Alain Malo	Vice chair of ET-ERA	Canada
5.	Dr Zhenxin SONG	Member of ET-ERA	China
6.	Dr Philippe ARBOGAST	Member of ET-ERA	France
7.	Mr Jochen FOERSTNER	Member of ET-ERA	Germany
8.	Mr OTA Yukinari	Member of ET-ERA	Japan
9.	Mr Victor Mukhalyov	Member of ET-ERA	Russian Federation
10.	Mr MUSCAT, Anton Mark	Chair of ET-ERA	United Kingdom of Great Britain and Northern Ireland
11.	Mr Jeffery MCQUEEN	Member of ET-ERA	United States of America

The meeting of Expert Team on Emergency Response Activities (ET-ERA)
Vienna, Austria
16-20 October 2023

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO registration@wmo.int TOGETHER WITH A SCAN OF YOUR NATIONAL PASSPORT

Ref.: I7335/2023-1.0 I/ESP

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.

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	
SECTION / DIVISION /	
STREET	
CITY & COUNTRY	
E-MAIL (ESSENTIAL)	
TEL	

CONTACT DETAILS OF THE EMBASSY/CONSULATE ISSUING THE ENTRY VISA FOR THE MEETING	
EMBASSY OF	
CITY	
COUNTRY	
E-MAIL (ESSENTIAL)	

CONTACT DETAILS OF THE EMBASSY/CONSULATE ISSUING A TRANSIT VISA	

DATE _____

SIGNATURE _____



The meeting of Expert Team on Emergency Response Activities (ET-ERA)
Vienna, Austria
16-20 October 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

Name of the bank:	
Address:	
Name of account holder	
Account number	
SWIFT Code	
ABA Code (USA)/BSB(AUD)	
SORTCode (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@contactwt.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 the chapter 6 of the Standing Instruction 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.
