

**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.: 21207/2023-L7 S/DPS

Our ref.: 21207/2023/S/DMPs/CAP

5 October 2023

Annex: 1 (available in English only)

Subject: Common alerting protocol (CAP) implementation workshop for Pacific, Port Vila Vanuatu, from 14 to 16 November 2023

Action required: Nomination of two participants by **12 October 2023**

Dear Sir/Madam,

I am pleased to inform you that Vanuatu Meteorology and Geo-Hazard Department (VMGD) in collaboration with the World Meteorological Organization (WMO) are planning a Workshop on Common alerting protocol (CAP) implementation to be held in Port Vila, Vanuatu, from 14 to 16 November 2023. The Workshop will invite participants from the Pacific Island countries and responds to a priority action from the WMO RA V Operating Plan and the Expert Team (ET) on Multi Hazard Early Warning Services (MHEWS) of the Working Group on Services (WG-S) of the RA V (South-West Pacific).

The Workshop will seek to expose participants to CAP implementation with hands-on exercises, and I would like to invite you to nominate two participants to benefit from the workshop by completing the attached nomination form. Please note that WMO upon request can consider provision of financial support to your nominated participants to attend this training workshop.

I should be grateful if you could notify the WMO Secretariat of your nomination at your earliest convenience and preferably before **12 October 2023**, through an email copied to the coordinators of the workshop, Mr Vicente Vasquez Granda (vvasquez@wmo.int) and Mr Hilal (Alhajri halhajri@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."

To: Permanent Representatives of Members with WMO (Limited Distribution) Fiji, Kiribati, Nauru, Samoa, Solomon Islands, Tonga, Vanuatu

cc: Hydrological Advisers
Line 2

I would like to take this opportunity to thank you for your continued support to WMO activities.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'E. Manaenkova', with a stylized flourish at the end.

Dr Elena Manaenkova
for the Secretary-General

Common alerting protocol (CAP) implementation workshop for Pacific, Port Vila, Vanuatu
14- 16 November 2023

PARTICIPANT NOMINATION FORM

Note: Please consider nomination of operational forecasters with at least 2 years of experience

The following two operational forecasters are nominated from (name of country): XXX
to attend the above captioned WMO Common alerting protocol (CAP) implementation workshop
for Pacific, Port Vila, Vanuatu 14- 16 November 2023

Sr. #	Particulars of the nominees	Contact detail
1.	Name: Date of birth: Address: Gender (Male/Female): Title/Designation: Responsibilities: Qualification: Experience as forecaster: years Passport Number: (please attach scanned copy of the passport) Expiry date: Departure City:	Email: Tel: Mobile:
2.	Name: Date of birth: Address: Gender (Male/Female): Title/Designation: Responsibilities: Qualification: Experience as forecaster: years Passport Number: (please attach scanned copy of the passport) Expiry date: Departure City:	Email: Tel: Mobile:
<p>WMO through Regular Budget may provide complete financial support to the nominated operational forecasters.</p> <p>Please indicate if any financial assistance is required for your nominees (Yes/No):</p> <p>Air-ticket (the most economical & direct) (Yes/No):</p> <p>Per diem to cover for hotel accommodation, meals, and incidental expenses (Yes/No):</p>		

Date: _____ Nominating NMHS: _____ XXX

Signature of Director of NMHS (or Permanent Representative): PR of _____ XXX
with WMO _____

Note: Please complete and submit this nomination form to Vicente Vasquez Granda and Hilal Al Hajri, email: vvasquez@wmo.int, halhajri@wmo.int, at WMO Secretariat at your earliest convenience, but preferably **no later than 7 October 2023**.