

**WMO OMM**

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

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Ref.: 22654/2023-13 IONM

Our ref.: 22654/2023/I/ONM/ET-WTR

13 October 2023

**Subject:** Participation in the second plenary meeting of the Expert Team on WIGOS tools and Regional WIGOS Centres (ET-WTR) to be held in a hybrid format, Santander, Spain, 23 to 24 November 2023

**Action required:** WMO Secretariat to be notified by **20 October 2023** whether you will attend the meeting in-person or online

Dear Sir/Madam,

I have the pleasure to inform you that at the kind invitation of the Spanish Meteorological Service (Agencia Estatal de Meteorología (AEMET)), the World Meteorological Organization (WMO) is organizing the second plenary meeting of the Expert Team on WIGOS tools and Regional WIGOS Centres (ET-WTR) in Santander, Spain, on 23 and 24 November 2023.

This second plenary meeting of the ET-WTR will be the first hybrid meeting, after the restructuring of the team. The meeting will review and update the action plan of the Expert Team and those of subsidiary Task Teams and will discuss critical and urgent issues on which the team is expected to deliver, such as those related to the review and update of technical guidelines for the operation of the Regional WIGOS Centres, the operating status and evolution of WIGOS tools, the issues related to WIGOS versus WIS metadata, the implementation of Global Basic Observing Network (GBON) and Regional Basic Observing Networks (RBON) and the RWCs audit process, among others. The provisional agenda and other relevant documents will be made available to the participants on due course.

This is an invitation for you to attend this ET-WTR meeting in-person, for which you are kindly requested to inform the WMO Secretariat, by email to Mr Luis Nunes ([lnunes@wmo.int](mailto:lnunes@wmo.int)), **by 20 October 2023** whether you intend to participate in the meeting in-person.

In accordance with WMO General Regulation 31, the "expenses of attendance of members of subsidiary bodies of constituent 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 or organization, should you attend in-person.

If it is not possible for your government or organization to meet your expenses for an in-person attendance, 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.

Regarding insurance coverage for non-staff members, may I draw your attention to the following:

To: Core members of SC-ON/ET-WTR (limited distribution)

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

*"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."*

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 traveler to ensure that they retain the necessary travel insurance protection to cover unexpected occurrences such as border closures or other travel restrictions.

I look forward to your participation in the meeting.

Yours faithfully,

A handwritten signature in dark ink, appearing to read "Nir Stav". The signature is written in a cursive, slightly slanted style.

Dr Nir Stav  
Director, Infrastructure Department