

**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.: 24527/2023-L6 S/DPS

Our ref.: 24527/2023/S/DMP/HC-46

22 November 2023

Annex: 1 (available in English only)

Subject: Forty-sixth session of the RA IV Hurricane Committee (HC-46)
Panama City, Panama, 18–22 March 2024

Action required: To complete the Nomination Form to be submitted to the WMO Secretariat
on or before 15 December 2023

Dear Sir/Madam,

I have pleasure in informing you that, at the kind invitation of the Government of Panama, the forty-sixth session of the Regional Association (RA) IV (North America, Central America and the Caribbean) Hurricane Committee will be held in Panama City, Panama, from 18 to 22 March 2024.

The function of the Committee may be broadly described as coordination and improvement of the hurricane forecasting and warning services, and thereby, the reduction of casualties and damage resulting from hurricanes in the Region.

According to [Resolution 6 \(RA IV-18\)](#), your country is represented on this Committee. I am therefore pleased to invite you to nominate an expert responsible for tropical cyclone forecasting to attend the session. The nomination form is attached herewith (Annex). The provisional annotated agenda and the information note for the session will be made available in due course.

In accordance with [WMO General Regulation 31](#) (*Basic documents, No. 1* (WMO-No. 15)), the "expenses of attendance of members of subsidiary bodies of constituent and additional 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 your government would consider covering the cost of participation of your nominated expert. However, upon request, WMO could consider providing financial support (travel and a lump sum in lieu of per diem) for the participation of your nominated expert.

To: Permanent Representatives of Members of Regional Association IV with WMO (limited distribution)
(Antigua and Barbuda, Bahamas, Barbados, Belize, British Caribbean Territories, Colombia, Costa Rica, Cuba, Curaçao and Sint Maarten, Dominica, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, St. Lucia, Trinidad and Tobago, Venezuela) and Permanent Representative of Cabo Verde

cc: Mr Evan Thompson, President RA IV
Dr Michael Brennan, Chair of the RA IV Hurricane Committee

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.

For administrative purposes, I should be grateful if you could notify the WMO Secretariat, Raymund Flores (rflores@wmo.int) and Anne-Claire Fontan (acfontan@wmo.int), **on or before 15 December 2023**, of the attendance of your nominated expert, and whether financial assistance would be required.

I would like to express my appreciation for your continued support in promoting the activities of WMO.

Yours faithfully,



Dr Elena Manaenkova
for the Secretary-General

FORTY-SIXTH SESSION OF THE RA IV HURRICANE COMMITTEE
PANAMA CITY, PANAMA
18-22 MARCH 2024

Ref.: 24588/2023-1.2 S/DPS

Family Name			Gender: Male: Female:
First Name			
Address (Office)			
City – Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
E-mail			
Date and Place of Birth		Nationality	
Passport No.		Expiry Date	

Present position and brief description of current duties:

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Name and address of person to be notified in case of emergency:

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FINANCIAL ASSISTANCE:

Please complete if financial assistance is required from WMO to attend the **HC-46**

YES

NO

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Date

.....
Signature of Permanent
Representative

To be completed and returned by mail **on or before 15 December 2023**

to: rflores@wmo.int; acfontan@wmo.int;
btapia@wmo.int
