

**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.: 06066/2024.1.8 S/HWR

Our ref.: 06066/2024/S/HWR/EWS-F RA IV

26 April 2024

Annex: 1

Subject: Early Warning Systems for Floods (EWS-F) Project in Central America and the Caribbean

Action required: (1) To provide WMO with the Letter of Commitment and Focal Points to join the Early Warning Systems for Floods (EWS-F) Project, **on or before 30 April 2024**

(2) To provide candidates to attend the EWS-F Initial Planning Meeting **before 30 April 2024**

Dear Sir/Madam,

The EWS-F project aims to strengthen flood early warning systems, saving lives and reducing property and livelihood losses in the region, in alignment with the Early Warnings for All initiative, with support from USAID/BHA.

We would like to thank you for your contribution to the successful virtual Introduction Meeting for the EWS-F Project in Central America and the Caribbean on 8 April 2024. We would like to follow this by kindly asking you to:

- (1) Provide your Letter of Commitment (template attached) nominating two focal points: one from your hydrological service/department and another from your meteorological service/department (these can be the same individuals serving for other WMO projects like CREWS Caribbean 2.0, HydroSOS, or FFGS).

Please note that these focal points hold at least mid-management positions for effective collaboration during project design and implementation;

- (2) Nominate your country delegation for the upcoming in-person initial meeting of the project in Guatemala City from 3 through 5 June 2024, hosted by Guatemala's NMHS, INSIVUMEH.

An agenda and further details for the initial planning meeting will follow shortly. The meeting will refine the regional work plans and activities by building consensus across the service-providing technical agencies, their stakeholders and development partners.

WMO welcomes nominations for up to five participants from your country and will cover the cost of their travel and accommodation. To ensure comprehensive representation, we recommend the following nominations:

To: Permanent Representatives of Members with WMO (Antigua and Barbuda, Barbados, Guatemala, and Haiti) (limited distribution)

cc: Hydrological Advisers

- Permanent Representative (1)
- Hydrological Advisor (1)
- EWS-F Focal Point (1) (already nominated)
- Senior Expert (mid-level manager) from the National Disaster Management Authority (1)
- Senior Expert from a primary weather, water, or climate service provider (e.g. Ministry of Energy, Agriculture, or Health) (1)

We will also invite relevant stakeholders and development partners. Please inform us of any key stakeholders you would like us to invite, or feel free to extend the invitation directly.

For streamlined communication, please include your designated Hydrological Adviser in all correspondence. Submit your completed Letter of Commitment and participant nominations electronically to: Mr Luis Roberto Silva Vara (lsilvavara@wmo.int), and Mr Najeebullah Saraj (nsaraj@wmo.int), WMO Project Officers. The deadline for submissions is **on or before 30 April 2024**.

I am looking forward to receiving your positive reply that will help to ensure the success of the EWS-F project in your country, thereby helping to save lives, reduce property losses and loss of livelihood in the region. Moreover, I would like to thank you for your continued support and for your country's ongoing collaboration and that of Regional Association IV.

Yours faithfully,



Prof. Celeste Saulo
Secretary-General

LETTER OF COMMITMENT

(SAMPLE – DRAFT)

Ref.: 06066/2024-18 SHWR

[NMHS Letterhead]

Addressed to the Secretary-General of WMO, Prof. Celeste Saulo

Subject: Letter of Commitment regarding the Early Warning Systems for Floods (EWS-F) project

Dear Prof. Saulo,

Reference is made to the online Introduction Meeting on the EWS-F project, held on 8 April 2024, which was organized by the World Meteorological Organization (WMO) and WMO letter No. XXXXX.

I am pleased to learn about the successful outcomes of this meeting and its conclusions which constitute a milestone in the initiation of this important project.

In this regard, I would like to confirm the commitment of (country) to participate in all activities aimed at achieving the project objectives to benefit our country and the region.

The following institutions are identified as the national centres responsible for the implementation of the EWS-F project together with the focal points and their alternates, who will represent their institutions on the Project Steering Committee meetings.

Project	Focal Point Meteorology	Focal point Hydrology
Early Warning Systems for Floods (EWS-F)	Name: Function/Role: Institution: Address: Phone: E-mail:	Name: Function/Role: Institution: Address: Phone: E-mail:

I would like to express our appreciation for the efforts so far undertaken by WMO, NOAA, HRC and the generous support of the US Agency for International Development/Bureau for Humanitarian Assistance (USAID/BHA) as a donor.

Let me assure you of our full support and cooperation with the WMO Secretariat and the project partners in the successful implementation of this project.

Yours sincerely,

Name of PR