

**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.: 06367/2024-LS S/RCP

Our ref.: 06367/2024/S/RCP

17 April 2024

Annexes: 3 (available in English only)

Subject: Technical Coordination Workshop of the Pacific Regional Climate Centre Network (PRCC-Network), 27 to 29 May 2024, Port Vila, Vanuatu

Action required: Confirm your participation in the mentioned workshop by returning duly completed and signed Request for Financial Assistance form (RFA) preferably **by 22 April 2024**

Dear Sir/Madam,

I am pleased inform you that, the Technical Coordination Workshop of the Pacific Regional Climate Centre Network (PRCC-Network) will be held in Port Vila, Vanuatu from 27 to 29 May 2024. Additional details regarding this event can be found in the attached Concept Note (Annex I).

I have the pleasure in inviting you to participate in this event. It would be helpful if you can find internal resources to support your participation fully or partially, but if required, the World Meteorological Organization (WMO) will consider providing support within the resources available.

For administrative purposes, I would appreciate it if you would kindly notify the WMO Secretariat (wmokia@wmo.int, mrequests@wmo.int) no later than **22 April 2024**:

- 1) Your participation in this event by returning your duly completed and signed Request for Financial Assistance form (RFA)

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

Yours faithfully,

Dr Johan Stander
Director
Services Department

To: Invited experts (limited distribution)

**Technical Coordination Workshop of the Pacific Regional Climate Centre Network
(PRCC-Network), 27–29 May 2024, Port Vila, Vanuatu**

Port Vila, Vanuatu, 27–29 May 2024

WMO in collaboration with the Secretariat of the Pacific Regional Environment Programme (SPREP) organizes the Technical Coordination Workshop of the Pacific Regional Climate Centre Network (PRCC-Network) in Port Vila, Vanuatu from 27 to 29 May 2024.

The main objective of the meeting is to strengthen the capacities of the Pacific RCC-Network (in demonstration phase) and equip with state-of-the-art methodologies to enable them to provide improved climate services to the Member countries across the region and prepare the Network for the designation as a WMO RCC.

With the advent of the Global Framework for Climate Services (GFCS), the role of WMO Regional Climate Centres (RCCs) and Networks (RCC-Network) has been widely recognized in the regional implementation of the Climate Services Information System (CSIS), a foundational pillar and operational core of the GFCS.

Furthermore, remarkable progress has been made by the Pacific Regional Climate Centre Network (PRCC-Network) during the demonstration phase which commenced in 2018. The Network performs all mandatory and some highly recommended functions, providing high quality climate services to the Member countries of the region and technical support to the Pacific Islands Climate Outlook Forums (PICOF).

Through the Intra-ACP Climate Services and related Applications Programme (ClimSA), WMO initiated the evaluation of Pacific RCC-Network operations which recommended to organize a capacity development workshop to enhance the RCC capacities and facilitate the designation process.

The agenda of the workshop as well as the logistical details will be provided to the participants in due course. For further information, please contact Mr Wilfran Moufouma Okia (wmokia@wmo.int), Head, Regional Climate Prediction Services (RCP) Division and Mr Saeed Vazifekhhah (svazifekhhah@wmo.int), Scientific Officer, RCP Division at the WMO Secretariat.

Should you need any assistance with visa requirements please contact registration@wmo.int.

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06367/2024/S/RCP: Annex II**List of participants**

**Technical Coordination Workshop of the Pacific Regional Climate Centre Network
 (PRCC-Network)**

Port Vila, Vanuatu, 27–29 May 2024

Name	Organization/Service	Country	Role	Email
Mr Govindarajalu Srinivasan	Disaster Preparedness, Mitigation and Management (DPMM), Asian Institute of Technology (AIT)	India	Expert	srini@ait.asia
Mr Simon Mason	International Research Institute for Climate and Society (IRI)	USA	Expert	simon@iri.columbia.edu
Mr Denis Stuber	Météo-France	France	Expert	Denis.stuber@meteo.fr
Ms Valentina Khan	Hydrometeorological Research Center of Russian Federation (Hydrometcenter of Russia)	Russia	Expert	valentina_khan2000@yahoo.com
Mr Tshencho Dorji	Regional Integrated Multi-hazard Early Warning System (RIMES)	Thailand	Expert	tshencho@rimes.int
Mr Rupa Kumar Kolli	International Monsoons Project Office, IITM	India	Honorary Scientist	rkolli.wmo@gmail.com
Mr Grigory Nikulin	Rosby Centre Swedish Meteorological and Hydrological Institute (SMHI)	Sweden	Expert	grigory.nikulin@smhi.se



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

06367/2024/S/RCP: Annex III

Technical Coordination Workshop of the Pacific Regional Climate Centre Network- (PRCC-Network)
Port Vila, Vanuatu
27 to 29 May 2024
Services Department

- Return it to mrequests@wmo.int
- With a copy of your **passport**
- Before **as soon as possible not after the 22nd of April 2024**

1. PARTICIPANT

Please complete the following MANDATORY information exactly as it appears in your passport. Please complete this form in block letters by typing only (**no handwriting**)

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 REQUESTED FROM WMO

FOR TRAVEL

Assistance requested: Yes No

FOR DAILY SUBSISTENCE ALLOWANCE (DSA)

50% of DSA will be recovered by the organization if no accommodation invoice is provided.

DSA requested: Yes No

If you are unable to travel after the ticket has been issued, you must inform the WMO travel agency (wmo.ch@contactcwt.com) prior to departure. Please also inform mrequests@wmo.int and travel@wmo.int.

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 (wmo.ch@contactcwt.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.

- 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.