

**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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wmo@wmo.int – public.wmo.int

Ref.: 06545/2024-14 S/RCP

Our ref.: 06545/2024/S/RCP

19 April 2024

Annexes: Concept Note, List of Participants and Request for Financial Assistance (RFA) form

Subject: Inaugural Session of the Third Pole Climate Forum (TPCF 1) and meeting of the Third Pole Regional Climate Centre Network (TPRCC-Network) Task Team, Lijiang, China, 4 - 6 June 2024

Action required: Confirm your participation in the mentioned event by returning duly completed and signed Request for Financial Assistance form ([RFA](#)) preferably **by 26 April 2024**

Dear Sir/Madam,

I would like to inform you that the Inaugural session of the Third Pole Climate Forum (TPCF 1) and meeting of the Third Pole Regional Climate Centre Network (TPRCC-Network) Task Team will be held in Lijiang, China from 4 to 6 June 2024. The demonstration phase of the Third Pole Regional Climate Centre Network (TPRCC-Network) will be formally launched during the Forum. Additional details regarding this event can be found in the attached Concept Note (Annex I).

I have the pleasure in inviting you to attend and contribute to the aforesaid events given your knowledge and expertise.

Please note that it is the responsibility of your Service/Institution to provide funding to cover the corresponding costs related to your attendance. If your Service/Institution is unable to cover such costs, WMO may consider funding your travel and/or per diem expenses.

For administrative purposes, I would appreciate it if you would kindly notify the WMO Secretariat (ahovsepyan@wmo.int) no later than **26 April 2024**:

- (1) Confirming your participation in this event;
- (2) Providing with mrequests@wmo.int your duly completed and signed Request for Financial Assistance (RFA) form (Annex III).

Yours faithfully,

Dr Johan Stander
Director
Services Department

To: Participants listed in Annex II



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Annex I

Concept Note

Inaugural Session of the Third Pole Climate Forum (TPCF 1) and meeting of the Third Pole Regional Climate Centre Network (TPRCC-Network) Task Team

Lijiang, China, 4–6 June 2024

WMO and the Beijing Climate Center (BCC) of China Meteorology Administration (CMA) will be co-organizing the Inaugural Session of the Third Pole Climate Forum (TPCF 1) and meeting of the Third Pole Regional Climate Centre Network (TPRCC-Network) Task Team from 4 to 6 June 2024, hosted by BCC and the Northwest Institute of Eco-Environment and Resources (NIEER, CAS) in Lijiang, China.

Remarkable progress has been made by the Third Pole Regional Climate Centre – Network (TPRCC-Network) in developing climate products and services for the Members of the Third Pole region. TPRCC-Network has a unique design and focuses on the cryosphere products to address the needs of Members in the region with a rapidly changing and remote high-mountain environment. The Third Pole Climate Forum (TPCF) has been recognized as one of the flagship activities of TPRCC-Network and the main user engagement mechanism at regional level.

Following the resolution 9 of Seventeenth Session of Regional Association II (RA II-17) in 2021, the recommendations of the Scoping Workshop on the establishment of the Third Pole Climate Forum (TPCF) (November 2023) and the recommendations of the RA II WMO Integrated Global Observing System (WIGOS) Workshop (December 2023), the TPRCC-Network will be initiating the TPCF with guidance from the WMO Secretariat, relevant Constituent bodies, their subsidiary bodies and from the existing RCCs/RCC-networks. The TPCF will have a unique format by focusing on the cryosphere products to address the needs of Members in the Third Pole region.

The Inaugural session of TPCF will be held on 4 and 5 June 2024. The main objectives of the Forum are to establish a sustainable regional collaborative platform that brings together national, regional, and international climate experts, users and stakeholders, to produce seasonal outlook based on input from WMO Global Producing Centres for Long-Range Forecasts (GPCsLRF), Lead Center for Long-Range Forecast Multi-Model Ensemble (LC-LRFMME), WMO Regional Climate Centres (RCCs) and National Meteorological and Hydrological Services (NMHSs), and to discuss how the climate information can be effectively integrated into decision making processes. TPCF 1 will be followed by the meeting of the Task Team of TPRCC-Network on 6 June 2024 to discuss the outcomes of the Forum and the role and responsibilities of TPRCC Network Nodes in the TPCF process.

The Forum agenda as well as the logistical details will be provided to the participants in due course. For further information, please contact Ms Anahit Hovsepyan (ahovsepyan@wmo.int), Scientific Officer, Regional Climate Prediction (RCP) Services Division at the WMO Secretariat. For the local logistics and visa support please contact Mr Sun Yuan (sunyuan@cma.gov.cn).



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Annex II

List of participants

Inaugural Session of the Third Pole Climate Forum (TPCF 1) and meeting of the Third Pole Regional Climate Centre Network (TPRCC-Network) Task Team

Lijiang, China, 4-6 June 2024

Name	Organization/Service	Country	Role	Email
Dr Vijay Soni	India Meteorological Department	India	Node Lead of the Southern Node	vijay.soni@imd.gov.in ; soni_vk@yahoo.com
Mr Shahzad Sultan	Pakistan Meteorological Department	Pakistan	Node lead of the Western Node	shahzad.sultan@gmail.com
Ms Mandira Shrestha	International Centre for Integrated Mountain Development (ICIMOD)	Nepal	TPRCC-Network tech. partner	mandira.shrestha@icimod.org
Mr Peter Van Oevelen	Global Energy and Water Exchanges Project (GEWEX), WCRP	USA	TPRCC-Network tech. partner	pvanoevelen@gewex.org
Ms Juyoun LIM	Korea Meteorological Administration	Korea	LC LRFMME	anisse@korea.kr
Dr Sivananda Pai	RCC Pune	India	SASCOF	dspai2005@gmail.com
Mr Vasily Smolyanitsky	Arctic and Antarctic Research Institute	Russia	ArcRCC-Network/ ACF; GCW	vms@aari.aq
Ms Maria Shahgedanova	University of Reading, UK	UK	Mountain Research Initiative, GCW	m.shahgedanova@reading.ac.uk

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Mr Bolot Moldobekov	Central Asian Institute for Applied Geosciences (CAIAG)	Kyrgyzstan		b.moldobekov@caiag.kg
Mr Rupa Kumar Kolli	International Monsoons Project Office, IITM	India	SC CLI	rkolli.wmo@gmail.com
Ms Gaeun Kim	APEC Climate Centre	Korea	APCC	gkim@apcc21.org
Khalzan Purvedagva	Mongolia National Agency for Meteorology and Environmental Monitoring (NEMHEM)	Mongolia	SC-HYD	puujii_1979@yahoo.com

Annex III

Request for Financial Assistance (RFA) form



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

Inaugural Session of the Third Pole Climate Forum (TPCF 1)
Lijiang, China
4 – 6 June
S

- ☐ Return it to mrequests@wmo.int
- ☐ With a copy of your **passport**
- ☐ Before **as soon as possible not after the 25th 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.

3. PAYMENT METHOD (please select **only one method**)

If the DSA must be paid to you via your institution, please mention it.
If you are unsure, please check with your institution before returning your RFA

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Bank Transfer☐ CHF Swiss Francs☐ USD US Dollars☐ EUR Euros

Name of the bank	
Address	
Name of account holder or Institution	
Account number	
SWIFT Code	
ABA Code (USA)/BSB(AUD)	
SORTCode (UK)/Transit (CAD)	
IBAN Code/ CLABE(MEX)	

☐ **Swiss Bankers Card (SB Card)** ☐ CHF ☐ USD ☐ EUR
A Swiss Bankers is a prepaid Master Card accepted Worldwide, provided by WMO

☐ **SB Card already in my possession** ☐ CHF ☐ USD ☐ EUR

☐ **Through UNDP Office** USD only

4. INFORMATION ON SUPPORT RECEIVED IN ADDITION TO WMO ASSISTANCE**4.1 Declaration**

No additional support received ☐ OR Additional support received ☐

4.2 Information

In case additional support is received, please indicate type of funding and estimated value:

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5. APPLICABLE RULES AND INSTRUCTIONS

The travel shall be conducted in accordance with relevant WMO rules and instructions. An excerpt of these is provided in the Annex to this form. Please read it carefully.

By signing this form, I confirm that:

- ☐ The information I have provided is correct;
- ☐ I shall comply with the relevant WMO rules and instructions;
- ☐ It is my responsibility to make arrangements for health insurance;
- ☐ It is my responsibility to ensure that the required medical clearance is obtained before traveling;
- ☐ It is my responsibility to obtain all necessary visas;
- ☐ If I do not attend/participate in the meeting, I will return any travel advance that I have received, and if the travel advance exceeded the amount of reimbursable travel expenses, I shall refund WMO the difference.

Signature of the participant: **Date:**

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.