

**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.: 06811/2024.LTP/SC/AVI

Our ref.: 06811/2024/S/AVI/TT-LTP-2024

1 May 2024

Annex: 1 (available in English only)

Subject: Participation of your expert in a 2024 Writing Workshop of the Task Team on the Long-term Plan for Aeronautical Meteorology (TT-LTP-2024) to be held in Geneva, Switzerland, 28 to 30 October 2024

Action required: WMO Secretariat to be notified by **30 June 2024** whether your expert will attend the workshop

Dear Sir/Madam,

I have the pleasure to inform you that a 2024 Writing Workshop of the Task Team on the Long-term Plan for Aeronautical Meteorology (TT-LTP-2024) will be held at WMO headquarters in Geneva, Switzerland from 28 to 30 October 2024. The Task Team is a subsidiary body of the Standing Committee on Services for Aviation (SC-AVI) of the Commission for Weather, Climate, Hydrological, Marine and Related Environmental Services and Applications (SERCOCM).

Consistent with the terms of reference of SC-AVI, the Task Team has been established by the Standing Committee and tasked to prepare the next (second) edition of WMO's Long-term Plan for Aeronautical Meteorology (LTP-AeM) in time for consideration at the SC-AVI-4 meeting (2025) and SERCOM-4 session (2026). The first edition of the *Long-term Plan for Aeronautical Meteorology* was published by WMO in 2019.

The objective of the workshop is to review, discuss and write new or updated content for the next edition of the LTP-AeM. The in-person workshop will be highly interactive and inspired by a series of online interactions over preceding months.

The provisional agenda and other relevant information are available [online](#).

The membership of this Task Team (see [annex](#)) includes an expert from your country who has been nominated with your approval to serve on SC-AVI and/or its subsidiary bodies. I should, therefore, be grateful if you would kindly examine the possibility of his/her attendance at the workshop.

Please note that this workshop is convened in the week immediately following an Aeronautical Meteorology Scientific Conference ([AeroMetSci-2024](#)), which will take place also at WMO headquarters from 21 to 25 October 2024, see WMO Circular letter 02062/2024/S/AVI/AeroMetSci-2024 for reference. Additionally, please note that those experts denoted in the [annex](#) as concurrently serving as Chair and Co-Vice-Chairs of SC-AVI are requested to additionally attend an ad hoc SC-AVI Executives Coordination Meeting that will take place at WMO headquarters on the day immediately following the workshop, i.e. on 31 October 2024.

To: Permanent Representatives of Members with WMO (limited distribution)

cc: Members of SC-AVI TT-LTP

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 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, should your expert attend in person.

If it is not possible for your government to meet the expenses for the in-person attendance of your expert, 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.

For administrative purposes, I should be grateful if you could kindly notify the WMO Secretariat in writing ([wmo@wmo.int](mailto:wmo@wmo.int) with copy to [aviation@wmo.int](mailto:aviation@wmo.int)) not later than **30 June 2024** whether your expert will be able to attend the above workshop and whether any financial assistance will be required. If so, details of the assistance required, i.e. travel costs or per diem, or both, should be indicated. If WMO should meet travel costs, travel arrangements will be made by the Secretariat and details will be sent directly to your expert in due course.

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.*

May I take this opportunity to thank you for your ongoing support to WMO activities.

Yours faithfully,



Prof. Celeste Saulo  
Secretary-General

**MEMBERSHIP OF THE TASK TEAM ON THE LONG-TERM PLAN FOR  
AERONAUTICAL METEOROLOGY (TT-LTP)**

(Correct as on 19 April 2024)

Ref.: 06811/2024.LII.S/AVI

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|---------------------|---|
| <b>Co-Leads</b>     | Ms Andrea HENDERSON (Australia)*                |
|                     | Mr Kaspar BUCHER-STUDER (Switzerland)**         |
| <b>Core experts</b> | Mr Oluwaseun Wilfred IDOWU (Nigeria)**          |
|                     | Ms Gaborekwe KHAMBULE (South Africa)            |
|                     | Mr Lei GU (China)                               |
|                     | Ms Claudia RIBERO (Argentina)                   |
|                     | Ms Jennifer STROOZAS (United States of America) |

\* Concurrently the Chair of SC-AVI

\*\* Concurrently a Co-Vice-Chair of SC-AVI

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