

**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.: 07316/2024-16 S/RCP

Our ref.: 07316/2024/S/RCP

26 April 2024

Annexes: 2 (available in English only)

Subject: Experts Meeting on developing the WMO guidelines on the use and interpretation of climate change projections, 18–20 June 2024, Washington, D.C. USA

Action required: Confirm your participation to the meeting by returning the duly completed and signed Request for Financial Assistance Form (RFA) preferably not later than **8 May 2024**

Dear Sir/Madam,

I would like to inform you that the Experts Meeting on developing the WMO guidelines on the use and interpretation of climate change projections will be held in Washington, D.C., USA from 18 to 20 June 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.

Please note that it is the responsibility of your Service to provide funding to cover the corresponding costs related to your attendance. If you are unable to cover such costs, WMO may consider funding your travel and/or per diem expenses. For this purpose, you may use the enclosed Request for Financial Assistance (RFA) form, to be duly completed, signed, and returned to WMO.

For administrative purposes, I would appreciate it if you would:

- (1) Inform the WMO Secretariat (wmokia@wmo.int) about your participation in this event,
- (2) Provide mrequests@wmo.int (with a copy to svazifekhah@wmo.int) **not later than 8 May 2024** your duly completed and signed Request for Financial Assistance (RFA) form (Annex II) with a copy of your passport.

Yours faithfully,

Dr Johan Stander
Director
Services Department

To: Participants of the Meeting on developing the WMO guidelines on the use and interpretation of climate change projections

Concept Note Experts Meeting on developing the WMO guidelines on the use and interpretation of climate change projections, 18–20 June 2024**Washington, D.C., USA, 18-20 June 2024**

Ref.: 07316/2024.16 S/RCP

WMO will be hosting the Experts Meeting on developing the WMO guidelines on the use and interpretation of climate change projections in Washington, D.C., USA from 18-20 June 2024.

The main objective of the meeting is to advance the development of the World Meteorological Organization (WMO) Guidelines to facilitate the use and interpretation of climate change projections products into regional and national levels climate services delivery chains.

The WMO Commission for Weather, Climate, Water and Related Environmental Services and Applications (SERCOM) established the Standing Committee on Climate Services (SC-CLI). In the previous intersessional period, the SC-CLI Expert Team on Climate Services Information System Operations (ET-CSISO) lead the development and implementation of standardized and user-targeted approaches for the systematic generation and exchange of climate data, monitoring, prediction, and projection products that are required for the operational functioning of the Climate Services Information System (CSIS) at global, regional and national levels.

One of the remaining deliverables of the ET-CSISO is the development of the WMO Guidelines to facilitate the use and interpretation of climate change projections products into regional and national levels climate services delivery chains. Many stakeholders, policymakers and communities are interested in climate change information to guide mitigation plans, adaptation strategies and climate risk management. However, climate change projections are conditional on the evolution of concentrations of greenhouse gases, aerosols and other atmospheric constituents, and subject to uncertainty. The development of these guidelines is therefore crucial to provide guidance and standards and share good practices in the production, interpretation and use of regional and national climate change projections, including the characterization of uncertainties for applications and decision-making.

In this context, the Expert Meeting is planned to bring together international experts with relevant knowledge and expertise to advance the WMO Guidelines on the Use and Interpretation of Climate Change Projections which will be held in Washington, D.C., USA, from 18 to 20 June 2024 hosted by the National Oceanic and Atmospheric Administration (NOAA).

The agenda of the meeting and logistical details will be provided 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 Vazifekhah (svazifekhah@wmo.int), Scientific Officer, RCP Division at the WMO Secretariat.

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



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

Experts Meeting on developing the WMO guidelines on the use and interpretation of climate change projections

Washington, D.C., USA

18 to 20 June 2024

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- Return it to mrequests@wmo.int
- With a copy of your **passport**
- Before **as soon as possible not later than 8 May 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.

List of participants

Experts Meeting on developing the WMO guidelines on the use and interpretation of climate change projections

Washington, D.C., USA, 18-20 June 2024

Ref.: 07316/2024.L6 S/RCP

Name	Organization/Service	Country	Role	Email
Ms Nicola Golding	UK MetOffice	UK	ET-CID Co Lead	nicola.golding@metoffice.gov.uk
Mr Theodore Shepherd	University of Reading	UK	Expert	theodore.shepherd@reading.ac.uk
Ms Silvina Alicia Solman	CIMA	Argentina	Expert	solman@cima.fcen.uba.ar