



## 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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Our ref.: 08744/2024/S/CMP

23 May 2024

Annexes: 3

Subject: Expert invitation to attend Workshop on WMO State of the Climate Reports, 9-11 July 2024

Action required: Confirm your expert's participation in the workshop by returning the duly completed and signed Request for Financial Assistance form (RFA) as soon as possible, but not later than **by 7 June 2024**

Dear Sir/Madam,

I would like to inform you that the Workshop on Modernizing the State of the Climate Reports will be held in Offenbach, Germany, from 9 to 11 July 2024. Additional details regarding this event can be found in the attached Concept Note ([Annex I](#)).

I have the pleasure in inviting an expert from your service to participate in this event ([Annex II](#)). It would be helpful if you could find internal resources to support your participation fully or partially, but if required, WMO will consider providing support within the resources available.

For administrative purposes, I would appreciate it if you would kindly notify the WMO Secretariat ([cransom@wmo.int](mailto:cransom@wmo.int)), **no later than 7 June**, of:

- (1) Your nominated expert's participation in this event
- (2) If funding is required, returning the duly completed and signed Request for Financial Assistance form (RFA) ([Annex III](#))

Yours faithfully,

Ms Ko Barrett  
for the Secretary-General

To: Permanent Representatives of Australia & Egypt with WMO (limited distribution)

Concept Note

WMO Workshop on

Modernizing the State of the Climate Reports

The [State of the Climate](#) reports are among WMO’s flagship products, prepared by annual and multi-year timescales at global and regional levels. To ensure the quality and relevance of these reports, WMO, in collaboration with Deutscher Wetterdienst, is organizing an international workshop on Modernizing the State of the Climate in Offenbach, Germany from 9 to 11 July 2024.

Key stakeholders in the State of the Climate reporting are invited to participate in this workshop to discuss scientific issues as promoting synergy, co-production, and linkages with other reports and to prospect the implementation of new methodologies, tools, data sources and production styles.

Thematic areas



Headline  
climate  
indicators



Attribution  
science



Socio-economic  
impact  
indicators, data,  
and methods



Communication



Capacity  
development

Expected Outcomes

- a) **Recommend updated list of climate indicators** and approach for updating attribution in real time and delayed modes.
- b) **Minimize overlaps amongst the existing reporting mechanisms**, enhance synergies, and make use of digital platforms.
- c) **Enhance international collaboration** including WMO, IPCC and other international groups on communicating climate updates at UNFCCC COP including climate indicators, global temperature and its comparison to the levels stipulated in the Paris Agreement, high impact events and other associated climate action measures.
- d) **Identify means for capacity building** including on methodologies and tools for the regional and national state of the climate reporting.

Key Deliverable

Recommendations for inclusion in a strategy document on the above to be submitted to the WMO Executive Council in June 2025.

## Structure

### Day 1: Plenary

Overview of main outcomes from the WMO expert meeting of the modernization of the State of the Climate reporting held at WMO, 8-10 November 2023. Selected topics for presentations:

- Climate Indicators: Current list and potential additions
- Attribution: Current state of the art and what benefit we can get from in reporting the results
- Data challenges and opportunities: Challenges on data availability (physical, extremes events impacts and socio-economic indicators)
- Capacity development: Regional and National SoC reporting

### Day 2: Working Groups

- a) Physical Science
- b) Data and methods
- c) Communication
- d) Capacity Development

### Day 3: Plenary

List of recommendations arising from the parallel sessions to be included in a final strategy document. List of authors for developing the strategy document to be submitted to the WMO Executive Council in June 2025.

## Organizing Committee

**Chair: John Kennedy**, Scientific Coordinator for the WMO State of the Global Climate

**Markus Ziese**, Deutscher Wetterdienst (DWD)

**Robert Vautard**, Intergovernmental Panel on Climate Change (IPCC)

**Jessica Blunden**, National Oceanic and Atmospheric Administration (NOAA)

**Henry Reges**, Community Collaborative Rain, Hail and Snow Network (CoCoRaHS)

**Robert Dunn**, UK Meteorological Office

**Chris Hewitt**, World Meteorological Organization (WMO)

**Lauren Stuart**, World Meteorological Organization (WMO)

**Hindumathi Palanisamy**, World Meteorological Organization (WMO)

**Omar Baddour**, World Meteorological Organization (WMO)

**Claire Ransom**, World Meteorological Organization (WMO)

### Financial support for attendance

*Participants to this workshop should bear their own funding support. However limited resources can be made available to participants who request support, in particular participants from developing and least developed countries, and affiliated experts in WMO State of the Climate Expert Teams, working on key topics.*

**Tentative list of nominated experts requiring approval**

<b>Name</b>	<b>Country</b>
Blair Trewin	Australia
Awatif Ebrahim Mostafa Abd El Hady	Egypt



WORLD  
METEOROLOGICAL  
ORGANIZATION

# REQUEST FOR FINANCIAL ASSISTANCE

WMO Workshop on State of the Climate Modernization  
Offenbach, Germany  
9 to 11 July 2024  
**Services Department**

- ☐ Return it to [mrequests@wmo.int](mailto:mrequests@wmo.int)
- ☐ With a copy of your **passport**
- ☐ **As soon as possible, but not later than 7 June 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](mailto:wmo.ch@contactcwt.com)) **prior to departure**. Please also inform [mrequests@wmo.int](mailto:mrequests@wmo.int) and [travel@wmo.int](mailto: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**

<b>Bank Transfer</b>	<input type="checkbox"/> CHF Swiss Francs	<input type="checkbox"/> USD US Dollars	<input type="checkbox"/> EUR Euros
Name of the bank			
Address			
Name of account holder <b>or Institution</b>			
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:

.....  
.....

**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](mailto:wmo.ch@contactcwt.com)) **prior to departure**. Please also inform [mrequests@wmo.int](mailto:mrequests@wmo.int) and [travel@wmo.int](mailto: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](mailto: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.

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