

**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.: 09984/2024-L6 S/ACS

Our ref.: 09984/2024/S/ACS

20 June 2024

Annex(es): Agenda (I), List of Participants (II) and RFA form (III)

Subject: Invitation to participate in the Global Heat Health Information Network (GHHIN) Management Committee Meeting, Singapore

Action required: (1) Confirm your participation by June 24th
(2) If WMO assistance in relation to funding is sought, return the completed Request for Financial Assistance Form (Annex III)

Dear GHHIN Management Committee Member,

I would like to inform you that the GHHIN Management Committee Meeting will be held at the Heat Resilience and Performance Center, National University of Singapore in Singapore from July 22nd to July 26th. I have the pleasure in inviting you to participate in this event.

The four main purposes of the meeting include:

- Carry out the annual in-person management network meeting
- Development of GHHIN's Strategic 3-year plan
- Meeting with the Southeast Asia Regional Steering Committee
- Assist Southeast Asia's Heat Health Node in its initial phase
- Help organize the 2024 South East Asia Regional Forum (aimed for December 2024)

Please note that if you are unable to cover travel expenses, WMO can possibly cover both travel and per diem expenses. For administrative purposes, we would be grateful if you could notify the GHHIN Technical Support Unit (asaezreale@wmo.int and jshumake-guillemot@wmo.int) of your participation in this meeting by 24th June 2024.

A provisional agenda can be found in Annex I. List of invited participants can be found on Annex II. If your organization cannot cover your travel expenses and you require financial assistance, please fill out and return the attached RFA Form (Annex III). Information regarding the need of travel visa can be found [here](#).

Yours faithfully,

Prof. Chris Hewitt
Director, Climate Services Branch
World Meteorological Organization



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Annex I

Provisional Meeting Agenda

2024 GHIN Management Committee Meeting and Southeast Asia Regional Steering Committee Meeting

**Heat Resilience & Performance Center, National University of Singapore, Singapore.
July 22nd to July 26th 2024**

WMO will be hosting the 2024 GHIN Management Committee Meeting in Singapore at the Heat Resilience and Performance Center from July 22nd to July 26th daily from 0900 to 1800 SGT (1300 to 2200 UTC).

The meeting will be conducted as a face-to-face event; however, remote access will be made available in case any participant is not able to attend in person.

The tentative agenda for the week is the following:

- ✓ Day 1: GHIN Ambitions, current state, scale up. Landscaping and priorities activities. Key partnering institutions. Overview of GHIN Priorities. Discussion on Roles and best use of resources.
- ✓ Day 2: Overview of planned activities for 2024-2025-2026. Development of 2024-2027 Strategic Work plan Discussion on how to Toolkits in Indoor Heat, Occupational and Urban Heat.
- ✓ Day 3: Global Heat Health Synthesis Report. Guidelines for Establishment of Regional Nodes. Review Partnerships and implementation agreements and mechanisms
- ✓ Day 4: Meet the Southeast Asia Regional Steering Committee. Assist Southeast Asia's Heat Health Node in its initial phase. Discuss Strategic and Operational Plans
- ✓ Day 5: Help organize the 2024 South East Asia Regional Forum (aimed for December 2024). Communications and Outreach regional plan



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Annex II

List of participants

GHHIN Management Committee Meeting

**Heat Resilience & Performance Center, National University of Singapore, Singapore.
July 22nd to July 26th 2024**

Name	Organization/Service	Country	Role	Email
Joy Shumake-Guillemot	World Meteorological Organization	Switzerland	Joint Office for Climate and Health Lead – GHHIN Co-chair	jshumake-guillemot@wmo.int
Alejandro Saez Reale	World Meteorological Organization	Switzerland	GHHIN TSU Coordinator	asaezreale@wmo.int
Juli Trtanj	National Aerospace and Atmospheric Administration – National Integrated Heat Health Information System	United States of America	NOAA – NIHHS	juli.trtanj@noaa.gov
Jason Lee	National University of Singapore	Singapore	Head of Heat Resilience & Performance Center	phsjlkw@nus.edu.sg
Sari Kovats	London School of Hygiene and Tropical Medicine	United Kingdom	Associate Professor at Health Protection Research Unit	sari.kovats@lshtm.ac.uk
Abhiyant Tiwari	National Resources Defense Council	India	Health & Climate Resilience Lead	atiwari@nrdcindia.org
Shubhayu Saha	U.S. Center for Disease Control and Prevention	United States of America	Scientist	hsf5@cdc.gov
Ousmane Ndiaye	ANACIM	Senegal	Director	ousmane.ndiaye@anacim.sn
Roxy Koll	Indian Institute of Tropical Meteorology	India	Climate Scientist	rocksea@gmail.com

Swathi Manchikanti	UNICEF	United States of America	Climate and Health Expert	smanchikanti@unicef.org
Caradee Wright	South African Medical Research Council	South Africa	Chief Specialist Scientist	caradee.wright@mrc.ac.za
Kris Ebi	Center for Health and the Global Environment - University of Washington	United States of America	Professor	krisebi@uw.edu
Julie Arrighi	Red Cross Red Crescent Climate Centre	United States of America	Lead	julie.arrighi@redcross.org
Ladd Keith	University of Arizona	United States of America	Professor	ladd@arizona.edu
Ollie Jay	University of Sydney	Australia	Professor	Ollie.jay@sydney.edu.au
Rupa Kumar Kolli	Indian Institute of Tropical Meteorology	India	Scientist	rkolli.wmo@gmail.com
South East Asia Heat Health Node Steering Committee Participants				
Name	Organization/Service	Country	Role	Invitations sent separately from the region
Ben Churchill	WMO Regional Office for Asia and South-West Pacific	Singapore	Director	
Seth Sarmiento	Asia Pacific Regional Office - IFRC	Phillipines	Regional Coordinator	
Aslam Perwaiz	Asian Disaster Preparedness Center	Thailand	Deputy Executive Director	
Wai Leng	Ministry of Health of Singapore	Singapore	Epidemiology & Disease Control Director	
Lydia Law	National University of Singapore	Singapore	SEA-HHN Co-director	
Koh Li-Na	National Environment Agency – Meteorological Services and Radiation Protection	Singapore	Assistant Chief Executive	
Yuka Ujita	International Labour Organization	Thailand	Occupational Safety and Health Specialist	



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REQUEST FOR FINANCIAL ASSISTANCE

Annex III

GHHIN Management Committee Meeting, July 22nd to July 26th 2024

- ☐ Return it to mrequests@wmo.int
- ☐ With a copy of your **passport**
- ☐ Before June 24th

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

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)	

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- ☐ **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 IV

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.

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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.
