

**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.: 11261/2024/I/INFCOM mgmt gp

9 July 2024

Annexes: 3

Subject: Meeting of the Management Group of the Commission for Observation, Infrastructure and Information Systems to be held in Geneva, Switzerland from 1 to 4 October 2024

Action required: To confirm your participation in this event at your earliest convenience but preferably no later than **3 September 2024** and if WMO assistance in relation to funding is sought

Dear Sir/Madam,

I would like to inform you that the meeting of the Management Group of the Commission for Observation, Infrastructure and Information Systems (INFCOM) will be held in Geneva, Switzerland from 1 to 4 October 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, as a member of the Management Group.

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, within available resources. The priority of funding will be given to participants from developing countries. Please note:

*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, and 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 limited coverage for medical, emergency, and supplementary official travel expenses.*

For administrative purposes, I would appreciate it if you would kindly notify the WMO Secretariat ([wmo@wmo.int](mailto:wmo@wmo.int)) at your earliest convenience, but preferably no later than **3 September 2024**:

- (1) Your participation in this event.
- (2) If WMO assistance in relation to funding is sought.

To: Members of the INFCOM Management Group (Annex II)

cc: Permanent Representatives of the INFCOM Management Group members

I thank you for your continuous support to the WMO activities.

Yours faithfully,

A handwritten signature in black ink, reading "Nir Stav". The signature is written in a cursive, slightly slanted style.

Mr Nir Stav  
Director  
Infrastructure Department

**Concept Note for Circular Letter ref. 11261/2024/I/INFCOM MGMT GP**

**Meeting of the Management Group of the Commission for Observation, Infrastructure and Information Systems (INFCOM)**

**Geneva, Switzerland, 1 to 4 October 2024**

WMO will be hosting the meeting of the Management Group of the Commission for Observation, Infrastructure and Information Systems (INFCOM) in Geneva, Switzerland from 1 to 4 October 2024 daily from 0900 to 1630 CEST (0700 to 1430 UTC). The meeting venue will be announced in the coming weeks, once the requisition will be finalized.

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 main objective of the meeting is to discuss the implementation of the work programme of the Commission for the intersessional period 2024–2026, the contribution to the development of the Strategic Plan for 2028–2031, and the Commission's contribution to the strategic priorities including the Early Warnings for All initiative.

A provisional agenda, working documents as well as logistic information for the meeting will be sent out shortly.

List of invited participants can be found on the next page.

Should you need any assistance with visa requirements please complete and return the visa assistance form found in Annex III.

**List of Participants****Meeting of the Management Group of the Commission for Observation, Infrastructure and Information Systems (INFCOM)****Geneva, Switzerland, 1 to 4 October 2024**

<b>Name</b>	<b>Organization/Service</b>	<b>Country</b>	<b>Role</b>	<b>Email</b>
Mr Michel JEAN	Meteorological Service of Canada (MSC)/Retired	Canada	President of INFCOM	<a href="mailto:p-infcom@wmo.int">p-infcom@wmo.int</a>
Dr Pascal Felix WANIHA	Tanzania Meteorological Agency (TMA)	United Republic of Tanzania	Co-vice-president of INFCOM	<a href="mailto:pascal.waniha@meteo.go.tz">pascal.waniha@meteo.go.tz</a>
Dr Jan DANHELKA	Czech Hydrometeorological Institute (CHMI)	Czechia	Co-vice-president of INFCOM	<a href="mailto:jan.danhelka@chmi.cz">jan.danhelka@chmi.cz</a>
Prof. CHAN, Pak-wai	Hong Kong Observatory	Hong Kong, China	Co-vice-president of INFCOM	<a href="mailto:pwchan@hko.gov.hk">pwchan@hko.gov.hk</a>
Ms Estelle GRUETER	MeteoSwiss	Switzerland	Management Group member	<a href="mailto:Estelle.Grueter@meteoswiss.ch">Estelle.Grueter@meteoswiss.ch</a>
Ms Kaya, Shannon	Meteorological Service of Canada (MSC)	Canada	Management Group member	<a href="mailto:Shannon.Kaya@ec.gc.ca">Shannon.Kaya@ec.gc.ca</a>
Lic. Martina SUAYA	Servicio Meteorológico Nacional (SMN), Argentina	Argentina	Management Group member	<a href="mailto:msuaya@smn.gob.ar">msuaya@smn.gob.ar</a>
Dr Jane WARNE	Bureau of Meteorology	Australia	Management Group member	<a href="mailto:jane.warne@bom.gov.au">jane.warne@bom.gov.au</a>
Dr Jiankai WANG	China Meteorological Administration (CMA)	China	Management Group member	<a href="mailto:wjkaoc@cma.gov.cn">wjkaoc@cma.gov.cn</a>
Dr Junhong (June) WANG	State University of New York at Albany	United States of America	Management Group member	<a href="mailto:jwang20@albany.edu">jwang20@albany.edu</a>
Mr Rémy GIRAUD	Météo-France	France	Management Group member	<a href="mailto:remy.giraud@meteo.fr">remy.giraud@meteo.fr</a>

Mr Jeremy TANDY	Met Office	United Kingdom of Great Britain and Northern Ireland	Management Group member	<a href="mailto:jeremy.tandy@metoffice.gov.uk">jeremy.tandy@metoffice.gov.uk</a>
Ms XUE Lei	China Meteorological Administration (CMA)	China	Management Group member	<a href="mailto:xuele@cma.gov.cn">xuele@cma.gov.cn</a>
Mr David RICHARDSON	ECMWF/retired		Management Group member	<a href="mailto:David.Richardson@ecmwf.int">David.Richardson@ecmwf.int</a>
Dr Hamza Athumani KABELWA	Tanzania Meteorological Agency (TMA)	United Republic of Tanzania	Management Group member	<a href="mailto:hamza.kabelwa@meteo.go.tz">hamza.kabelwa@meteo.go.tz</a>
Dr Yuhei TAKAYA	Meteorological Research Institute (JMA)	Japan	Management Group member	<a href="mailto:yuhei.takaya@mri-jma.go.jp">yuhei.takaya@mri-jma.go.jp</a>
Dr Scott Lindsey	NOAA National Weather Service	United States of America	Management Group member	<a href="mailto:scott.lindsey@noaa.gov">scott.lindsey@noaa.gov</a>
Dr Jørn KRISTIANSEN	Norwegian Meteorological Institute	Norway	Management Group member	<a href="mailto:jornk@met.no">jornk@met.no</a>
Dr Vijay Kumar Soni	India Meteorological Department	India	Management Group member	<a href="mailto:soni_vk@yahoo.com">soni_vk@yahoo.com</a>
Dr Boris Kelly-Gerreyn	Bureau of Meteorology	Australia	Management Group member	<a href="mailto:Boris.Kelly-Gerreyn@bom.gov.au">Boris.Kelly-Gerreyn@bom.gov.au</a>
Ms Katherine (Katy) Hill	National Oceanography Centre	United Kingdom of Great Britain and Northern Ireland	Management Group member	<a href="mailto:katy.hill@noc.ac.uk">katy.hill@noc.ac.uk</a>
Mr Alejandro DE LA MAZA	Servicio Meteorológico de la Armada de Chile	Chile	Management Group member	<a href="mailto:AdelaMazaD@directemar.cl">AdelaMazaD@directemar.cl</a>
Mr Marcelo Jorge MEDEIROS	Agência Nacional de Águas (ANA)	Brazil	Management Group member	<a href="mailto:marcelo.medeiros@ana.gov.br">marcelo.medeiros@ana.gov.br</a>
Ms Pauline MUFETI	Ministry of Agriculture, Water and Forestry, Namibia	Namibia	Management Group member	<a href="mailto:pmufeti@yahoo.com">pmufeti@yahoo.com</a>

Dr Vincent-Henri PEUCH	ECMWF		Management Group member	<a href="mailto:Vincent-Henri.Peuch@ecmwf.int">Vincent-Henri.Peuch@ecmwf.int</a>
Prof. Greg CARMICHAEL	University of IOWA	United States of America	Management Group member	<a href="mailto:gregory-carmichael@uiowa.edu">gregory-carmichael@uiowa.edu</a>
Ms Karen Grissom	National Oceanic and Atmospheric Administration (NOAA)	United States of America	Management Group member	<a href="mailto:karen.grissom@noaa.gov">karen.grissom@noaa.gov</a>
Vacant			Management Group member	
Dr Véronique BOUCHET	Meteorological Service of Canada (MSC)	Canada	Management Group member	<a href="mailto:Veronique.Bouchet@ec.gc.ca">Veronique.Bouchet@ec.gc.ca</a>
Vacant			Management Group member	
Vacant			Management Group member	
Ms Bouchra EL JOHRA	Direction de la météorologie nationale du Maroc	Morocco	Management Group member	<a href="mailto:beljohra@gmail.com">beljohra@gmail.com</a>
Mr Simon McLellan	Met Office	United Kingdom of Great Britain and Northern Ireland	Management Group member	<a href="mailto:simon.mclellan@metoffice.gov.uk">simon.mclellan@metoffice.gov.uk</a>
Ms Jennifer Ann MILTON	Meteorological Service of Canada (MSC)/Retired	Canada	Management Group member	<a href="mailto:jennifer01.milton@gmail.com">jennifer01.milton@gmail.com</a>
Prof. Thelma KRUG	INSTITUTO NACIONAL DE PESQUISAS ESPACIAIS (INPE)	Brazil	Management Group member	<a href="mailto:krugthelma@gmail.com">krugthelma@gmail.com</a>
Vacant			Management Group member	
Mr Sean BURNS	EUMETSAT		Management Group member	<a href="mailto:sean.burns@eumetsat.int">sean.burns@eumetsat.int</a>

Mr Kinfe Hailmariam	Ethiopian Meteorological Institute (EMI)	Ethiopia	Management Group member	<a href="mailto:kinfe_hm@yahoo.com">kinfe_hm@yahoo.com</a>
Mr Yoshiaki SATO	Japan Meteorological Agency	Japan	Management Group member	<a href="mailto:y-sato@met.kishou.go.jp">y-sato@met.kishou.go.jp</a>
Mr Gaston TORRES ARAVENA	Dirección Meteorológica de Chile	Chile	Management Group member	<a href="mailto:gtorres@dgac.gob.cl">gtorres@dgac.gob.cl</a>
Mr Karl MONNIK	Bureau of Meteorology	Australia	Management Group member	<a href="mailto:karl.monnik@bom.gov.au">karl.monnik@bom.gov.au</a>
Dr BELDA-ESPLUGUES, Fernando	Agencia Estatal de Meteorología (AEMET)	Spain	Management Group member	<a href="mailto:fbeldae@aemet.es">fbeldae@aemet.es</a>
Mr Ian Lisk	Met Office	United Kingdom of Great Britain and Northern Ireland	Invited expert/president of SERCOM	<a href="mailto:psercom@wmo.int">psercom@wmo.int</a>
Abubakr Salih Babiker	WMO Secretariat		Technical Coordinator RAF	<a href="mailto:ababiker@wmo.int">ababiker@wmo.int</a>
Yongqing Chen	WMO Secretariat		Technical Coordinator RAP	<a href="mailto:ychen@wmo.int">ychen@wmo.int</a>
Daniel Vila Espigo	WMO Secretariat		Technical Coordinator RAM	<a href="mailto:dvila@wmo.int">dvila@wmo.int</a>

Ref.: 11261/2024.1.41

<b>INFCOM Management Group, 1 to 4 October 2024, Geneva Switzerland</b>
<b>PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO <a href="mailto:registration@wmo.int">registration@wmo.int</a> TOGETHER WITH A COPY OF NATIONAL PASSPORT</b>

**REQUEST FOR TRAVEL VISA(S) WITH THE ASSISTANCE OF WMO**  
***To be completed by the Participant***

Please note, WMO can, if required and upon request, send a letter to the Embassy or Consulate concerned, indicating that you will participate in the above-mentioned meeting.

This letter is sent to the Embassy/Consulate exclusively by email. In order to prepare the letter, a copy of the passport id page is required.

Please submit this form as early as possible, as in some cases there is a considerable delay to process.

<b>PLEASE PROVIDE THE FOLLOWING INFORMATION EXACTLY AS IT APPEARS IN YOUR PASSPORT</b>	
MR/MS/PROF	
FAMILY NAME	
FIRST NAME	
PASSPORT NO.	
DATE OF BIRTH	
DATE OF ISSUE	
DATE OF EXPIRY	

<b>PROFESSIONAL ADDRESS</b>	
ORGANIZATION	
SECTION / DIVISION /	
STREET	
CITY & COUNTRY	
<b>EMAIL (ESSENTIAL)</b>	
TEL	

<b>CONTACT DETAILS OF THE EMBASSY/CONSULATE ISSUING THE ENTRY VISA FOR THE MEETING</b>	
EMBASSY OF	
CITY	
COUNTRY	
<b>EMAIL (ESSENTIAL)</b>	

<b>CONTACT DETAILS OF THE EMBASSY/CONSULATE ISSUING A TRANSIT VISA</b>	

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_