

**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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17 July 2024

Subject: WMO/CIMSS Regional Forecaster Training on Satellite Meteorology Data and Applications to be held in Almaty, Kazakhstan, on 18 and 19 September 2024

Action required: To notify the WMO Secretariat whether the relevant experts will be able to attend the training event, at your earliest convenience, but **not later than 12 August 2024**

Dear Sir/Madam,

I am pleased to inform you that the World Meteorological Organization (WMO) and the Cooperative Institute for Meteorological Satellite Studies (CIMSS) are organizing the Regional Forecaster Training on Satellite Meteorology Data and Applications, to be held in Almaty, Kazakhstan, on 18 and 19 September 2024, hosted by the Meteorology and Hydrology Department at the Al-Farabi Kazakh National University. The training event will be conducted face-to-face in English.

The training event aims to provide comprehensive information on the utilization of satellite data for meteorological applications. It will include laboratory activities so that forecasters can acquire hands-on experience with real data products. A provisional agenda as well as logistic information for the seminar are posted on the WMO web-page: [WMO-CIMSS Forecaster Training on Satellite Meteorology Data and Applications | World Meteorological Organization](#).

In this regard, I wish to invite relevant experts from your organization to participate in the seminar.

It is hoped that the cost of the participation of your experts will be borne by your organization. If, however, it is not possible, WMO is prepared to consider, upon request, providing financial support which may consist of travel cost (most economic air fare according to the most direct route) and/or per diem for one of your experts.

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".*

To: Permanent Representatives of Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Republic of Moldova, Russian Federation, Tajikistan, Turkmenistan, Uzbekistan with WMO (limited distribution)

For administrative purposes, I should be grateful if you could kindly notify the WMO Secretariat (Ms Natalia Donoho, [ndonoho@wmo.int](mailto:ndonoho@wmo.int)) at your earliest convenience, but not later than **12 August 2024**, whether your experts will be able to attend the seminar.

I take this opportunity to thank you for your continued support to the activities of the WMO.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ko Barret', with a long horizontal flourish extending to the right.

Ms Ko Barret  
for the Secretary-General