

**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.: 12073/2024-1.8 S/DPS

Our ref.: 12073/2024/S/DMPs/DTT/TR-EWS-1

15 July 2024

Annexes: 2

Subject: 1<sup>st</sup> meeting of the Drafting Team on Technical Regulation on Early Warning Services (TR-EWS), Geneva, Switzerland, 23-27 September 2024

Action required: (1) Your participation in this event  
(2) If WMO assistance in relation to funding is sought

Dear Sir/Madam,

I would like to inform you that the 1<sup>st</sup> meeting of the Drafting Team on Technical Regulation on Early Warning Services (TR-EWS) will be held in Geneva, Switzerland from 23 to 27 September 2024. Additional details regarding this event can be found in the attached Concept Note ([Annex I](#)) and the list of the drafting team members can be found in [Annex II](#).

We are pleased to invite you to attend this meeting which will be held in person, at the WMO Headquarters in Geneva, Switzerland.

It is hoped that your Service may cover expenses relating to your attendance at the meeting. In case it is not possible, WMO may consider providing financial support (air ticket and/or per diem) towards your participation in the meeting, upon request.

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, 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.*

To: Members of the Drafting Team on Technical Regulation on Early Warning Services (TR-EWS)

cc: Permanent Representatives of Members of WMO (limited distribution)

For administrative purposes, I would appreciate it if you could kindly notify the following WMO Secretariat staff: Mr Vicente Vasquez Granda (vvasquez@wmo.int), Ms Erica Allis (eallis@wmo.int) and Mr Ryutaro Ikeda (rikeda@wmo.int), **no later than 10 September 2024** of:

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

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'J. Stander', with a stylized flourish at the end.

Dr Johan Stander  
Director  
Services Department

## Concept Note

### **1<sup>st</sup> meeting of the Drafting Team on Technical Regulation on Early Warning Services (TR-EWS)**

**Geneva, Switzerland, 23-27 September 2024**

Ref.: 12073/2024.1.8 S/DPS

WMO will be hosting the 1<sup>st</sup> meeting of the Drafting Team on Technical Regulation on Early Warning Services (TR-EWS) in Geneva, Switzerland from 23-27 September 2024 daily, from 0900 to 1700 CEST (0700 to 1500 UTC).

The meeting will be conducted as a face-to-face event.

The main objective of the meeting is to:

- 1) Review and consolidate Draft 1 of the TR-EWS to be made available for consultation by the Regional Associations.
- 2) Define the common storyline and strategy/ approach to include feedback/inputs from Regional Associations, e.g., regional webinars with facilitation by Drafting Team members.

The list of invited participants can be found in [Annex II](#).

Should you need any assistance with visa requirements, please contact Mr Vicente Vasquez Granda ([vvasquez@wmo.int](mailto:vvasquez@wmo.int)) and Mr Ryutaro Ikeda ([rikeda@wmo.int](mailto:rikeda@wmo.int)).

List of members of the Drafting Team on Technical Regulation on Early Warning Services (TR-EWS)

Geneva, Switzerland, 23-27 September 2024

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