

**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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6 September 2024

Annex: 1 (available in English only)

Subject: 2024 Permanent Representative Induction Workshop,
29–31 October 2024, WMO Secretariat, Geneva

Action required: [Application form for Induction visits](#) for Permanent Representatives and
Directors of National Meteorological and Hydrological Services to be
completed and returned to WMO at your earliest convenience

Dear Sir/Madam,

On behalf of WMO, I am pleased to invite you to a three-day induction workshop at the WMO Secretariat in Geneva, Switzerland, from 29 to 31 October 2024.

The objective is to acquaint newly appointed Permanent Representatives (PRs), particularly those who are unfamiliar with WMO activities by enhancing their understanding of: WMO governance procedures; its various programmes; the undertakings of WMO and its Secretariat, and the crucial leadership responsibilities of PRs within the Organization. Moreover, it aims to facilitate the engagement of PRs with diverse stakeholders while interaction with the Executive Management and Department Directors of WMO is intended to foster the provision of support and assistance to WMO Members.

I am pleased to inform you that, following consultations with Regional Offices, a Permanent Representative Induction Workshop will be organized at the WMO Secretariat in Geneva and will include an introduction to the new WMO initiatives and strategic plan for the current financial period, deliberated during the session of the Nineteenth World Meteorological Congress (Cg-19) in June 2023 as well as during the seventy-eighth session of the Executive Council (EC-78) from 10 to 14 June 2024. It is my privilege to extend an invitation to you to participate in this workshop and a detailed agenda will be shared with you in due course. .

To assist you in your reflection, you may wish to refer to the following two publications, which are currently under review.

- (1) [Reference Guide for Permanent Representatives of Members with the World Meteorological Organization on Relevant Procedures and Practices of the Organization](#) (WMO-No. 939);
- (2) [Guidelines on the Role, Operation and Management of National Meteorological and Hydrological Services](#) (WMO-No. 1195).

Please fill in the [application form for induction visits](#) for PRs and Directors of National Meteorological and Hydrological Services (NMHSs) and send it to Mr Mark Majodina, Senior Programme Officer at mmajodina@wmo.int, with a copy to Ms Hong FAN, Legislation and Policy Support Officer at hfan@wmo.int at your earliest convenience.

To: Permanent Representatives of Members with WMO (limited distribution)

In the meantime, in order to have a meaningful and beneficial workshop for all participants, I would like to invite you to prepare and make a short presentation (10 minutes) about your Service to be given during the visit.

Financial costs relating to travel and your stay in Geneva will be covered by WMO. However, due to budget limitations and the anticipated high number of requests, WMO will prioritize the requests from PRs from least developed and developing countries in line with the EC criteria for induction visits. Please fill in the Request for Financial Assistance form provided in the [annex](#) and send it to cperotti@wmo.int and copy mherinkova@wmo.int as soon as possible but not later than **27 September 2024** to allow for the required logistical arrangements. Please indicate if you require an individual invitation letter with your name and passport number to initiate the necessary official domestical procedure.

With respect to payment of the Daily Subsistence Allowance (DSA), you will receive a Swiss Bankers Card upon arrival, which will be loaded with the approved amount. If you already possess a Swiss Bankers Card, it will be reloaded accordingly.

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.

I would like to express our gratitude to your government's continued cooperation with WMO.

Yours faithfully,



Ms Ko Barrett
for the Secretary-General



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR
FINANCIAL ASSISTANCE

2024 PERMANENT REPRESENTATIVES INDUCTION WORKSHOP
29–31 October 2024
WMO, Geneva

Please complete this form in block letters by typing only (no handwriting).
Return it to: cperotti@wmo.int (cc: MHerinkova@wmo.int) with a copy of your passport
before 27 September 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 No.		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	
Email			

2. ASSISTANCE FROM WMO FOR TRAVELAssistance requested: ☐ yes ☐ no**3. ASSISTANCE FROM WMO 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.

PLEASE SELECT ONLY ONE MODE OF PAYMENT

If the DSA must be paid to you via your institution (e.g. NOAA, Environment Canada, ECMWF) please mention it by adding the relevant bank details.

Bank transfer, please indicate full bank details:(i) ☐ CHF Swiss Francs ☐ US\$ US Dollars ☐ EUR Euros currencies

Name of the bank:	
Address:	
Name of account holder	
Account number	
SWIFT Code	
ABA Code (USA)/BSB (AUD)	
SORT Code (UK)/Transit (CAD)	
IBAN Code/ CLABE (MEX)	

If bank transfer is NOT possible:(ii) Payment by Swiss Bankers Card ☐ CHF, ☐ US\$, ☐ EUR

A Swiss Bankers Card is a prepaid credit card. It is used like a normal credit card. The WMO Finance Section provides this card, either in Geneva or at the venue of the meeting via a member of WMO

(iii) Payment by reloading existing Swiss Bankers Card in my possession

☐ CHF, ☐ US\$, ☐ EUR

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:

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5. APPLICABLE RULES AND INSTRUCTIONS

The travel shall be conducted in accordance with relevant WMO rules and instructions. An excerpt of these is attached 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 travelling;
- ☐ 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:

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 (at: 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 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 email to make the necessary arrangements.

CWT email: 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.

- (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.