

**WMO OMM**

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

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Ref.: 15495/2024-1.4 / OMM

Our ref.: 15495/2024/I/WIGOS

26 September 2024

Annexes: 2 (available in English only)

Subject: First in-person meeting of the INFCOM/SC-ON/ Expert Team on Earth Observing Systems Design and Evolution (ET-EOSDE)

Action required: To notify the WMO Secretariat on:

- (1) The participation of your expert in this event
- (2) If WMO assistance in relation to funding is sought

Dear Sir/Madam,

It is my pleasure to inform you that the first in-person meeting of the INFCOM/SC-ON/ Expert Team on Earth Observing Systems Design and Evolution (ET-EOSDE), will be held in Geneva, Switzerland from 4 to 6 December 2024. Additional details regarding this event can be found in the attached Concept Note ([Annex I](#)).

I have the pleasure to invite your designated expert to participate in this event ([Annex II](#)).

Please note that it is the responsibility of your Service to provide funding to cover the corresponding costs related to the attendance of your expert. If you are unable to cover such costs, WMO may consider funding your designated expert's travel and/or per diem expenses.

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: Permanent Representatives of Members with WMO (limited distribution)

cc: Expert of ET

For administrative purposes, I would appreciate it if you would kindly notify Mr Krunoslav Premec, at kpremec@wmo.int, in the WMO Secretariat, at your earliest convenience but preferably no later than **14 October 2024**:

- (1) The participation of your expert in this event,
- (2) If WMO assistance in relation to funding is sought.

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

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Ko Barrett', with a stylized flourish extending to the right.

Ms Ko Barrett
for the Secretary-General

Concept Note

First in-person meeting of the INFCOM/SC-ON/ Expert Team on Earth Observing Systems Design and Evolution (ET-EOSDE)

Geneva, Switzerland from 4 to 6 December 2024

WMO will be hosting the first in-person meeting of the INFCOM/SC-ON/ Expert Team on Earth Observing Systems Design and Evolution (ET-EOSDE), in Geneva, Switzerland from 4 to 6 December 2024 daily from 0900 to 1700 CET (0800 to 1600 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 main objective of the meeting is to discuss the key ET deliverables and progress with the execution of their workplan, in line with and contribution to the SC-ON workplan, in particular:

- Finalize guidance and outreach material for RBON design in support of EW4All and completion of transition to new RRR,
- Approve SoGs of ESAC Atmosphere and ESAC Cryosphere,
- Discuss plan for GBON Expansion,
- Discuss plan for update of WIGOS vision and HLG document,
 - Initiate the ninth impact workshop preparation, and
- Interact with other ETs and TTs, as appropriate.

A provisional agenda, working documents as well as logistic information for the meeting will be posted on the meeting web page: [1st in-person meeting of the INFCOM/SC-ON/ Expert Team on Earth Observing Systems Design and Evolution \(ET-EOSDE\) | World Meteorological Organization \(wmo.int\)](#).

The list of invited participants can be found on the next page.

Should you need any assistance with visa requirements please contact (kpremec@wmo.int).

List of participants

First in-person meeting of the INFCOM/SC-ON/ Expert Team on Earth Observing Systems Design and Evolution (ET-EOSDE)

Geneva, Switzerland from 4 to 6 December 2024

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Name	Organization/ Service	Country	Role	Email
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Prabir Patra	JAMSTEC	Japan	Member	prabir@jamstec.go.jp

Name	Organization/ Service	Country	Role	Email
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Estelle Gruetter	Meteoswiss	Switzerland	SC-ON chair	Estelle.Grueter@meteoswiss.ch
