

**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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Our ref.: 15925/2025/S/AVI/ET-ETC-3

25 September 2024

Annex: 1 (available in English only)

Subject: Participation of your expert in the third meeting of the Expert Team on Education, Training and Competency (ET-ETC-3) of the Standing Committee on Services for Aviation (SC-AVI) to be held in Montreal, Canada from 24 to 26 March 2025

Action required: WMO Secretariat to be notified by **31 October 2024** whether your expert will attend the meeting

Dear Sir/Madam,

I have the pleasure to inform you that, following a kind offer by the Permanent Representative of Canada with WMO, the third meeting of Expert Team on Education, Training and Competency (ET-ETC-3) of the Standing Committee on Services for Aviation (SC-AVI) will be held at the Environment and Climate Change Canada (ECCC) office in Montreal, Canada from 24 to 26 March 2025.

The ET-ETC-3 meeting will address, inter alia: a review and update of the ET-ETC Operating Plan for 2024-2027; education and training resources and outreach in aeronautical meteorology, including as these relate to a 2026 amendment to WMO Technical Regulations, Volume I and an update to WMO-No. 1209 addressing aeronautical meteorological personnel (AMP) qualification and competency requirements; the maintenance and enhancement of a Service for Aviation Moodle online training portal; and new or updated WMO guidance materials and other resources in aeronautical meteorology. Moreover, ET-ETC will formulate actions and decisions to progress its work and may formulate recommendations for the subsequent consideration of SC-AVI.

The Provisional Agenda and other relevant information will be made available at:

<https://community.wmo.int/en/activity-areas/aviation/meetings/et-etc-3>

The membership of this team (see the [Annex](#)) includes an expert from your country who has been nominated with your approval to serve on this group. I should, therefore, be grateful if you would kindly examine the possibility of his/her attending the session.

In accordance with WMO General Regulation 31, the "expenses of attendance of members of subsidiary bodies of constituent bodies at sessions of these bodies shall normally be borne by the Members or the international organization to which those members belong". It is, therefore, hoped that these expenses will be borne by your Government, should your expert attend.

To: Permanent Representatives of Australia, British Caribbean Territories, Canada, Guyana, South Africa, and Türkiye with WMO (limited distribution)

cc: Members of ET-ETC

If it is not possible for your Government to meet the expenses for the attendance of your expert, WMO is prepared to consider providing financial support for this purpose. However, in view of the limited funds available to support sessions of subsidiary bodies of constituent bodies, I should be grateful if you could consider the possibility of meeting at least part of the costs involved.

For administrative purposes I should be grateful if you could kindly notify the WMO Secretariat (email: wmo@wmo.int with copy to: aviation@wmo.int) not later than **31 October 2024** whether your expert will be able to attend meeting and whether any financial assistance will be required. If so, the details of the assistance required, i.e. travel costs or per diem, or both, should be indicated. If WMO meets the travel costs, the travel arrangements will be made by the Secretariat and details will be sent to your expert in due course.

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

Yours faithfully,



Ms Ko Barrett
for the Secretary-General

**MEMBERSHIP OF THE
EXPERT TEAM ON EDUCATION, TRAINING AND COMPETENCY
(ET-ETC)**

(Correct as of 20 September 2024)

Co-Chairs	Ms Kathy-Ann CAESAR (British Caribbean Territories) Ms Karine DUMAS (Canada)
Core Experts	Mr Lyndon ALVES (Guyana) Mr Harrison BURNS-FABB (Australia) Mr Jan Hendrik STANDER (South Africa) Mr Turgut ÜNAL (Türkiye)
