

**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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30 September 2024

Annexes: 3

Subject: Invitation to the Sixth meeting of the Expert Team on Radio Frequency Coordination (ET-RFC-6) and associated Training Workshop, the Republic of Singapore, Singapore, **26 February – 4 March 2025**

Action required: To notify the WMO Secretariat whether you will be able to attend the ET-RFC-6 and associated Training Workshop, at your earliest convenience, but not later than **1 November 2024**

Dear Sir/Madam,

The World Meteorological Organization (WMO) would first of all like to thank you for your availability to serve on the Expert Team on Radio-Frequency Coordination (ET-RFC). I am pleased to inform you that the sixth meeting of the ET-RFC, along with an associated Training Workshop, will take place at the WMO Regional Office for Asia and the South-West Pacific, in Singapore, Republic of Singapore. The meeting will be held **from 26 to 28 February 2025**, followed by the workshop **from 3 to 4 March 2025**. The workshop is intended for national focal points for radio frequency matters from the Asia-Pacific region.

Additional details regarding the events can be found in the attached Concept Note ([Annex I](#)).

I have the pleasure in inviting you to participate in the ET-RFC-6 meeting and would be grateful if you could attend. Furthermore, I would like to inquire if you would be willing to participate in the workshop as a trainer.

It is hoped that the cost of your participation 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.

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"*

To: Members of the Expert Team on Radio Frequency Coordination (ET-RFC)

cc: Permanent Representatives of Members of WMO (limited distribution)  
Mr Phil Evans, Director-General, EUMETSAT ([DG-Office@eumetsat.int](mailto:DG-Office@eumetsat.int))

*which provides a limited coverage for medical, emergency and supplementary official travel expenses."*

For administrative purposes, I would appreciate if you could kindly notify the WMO Secretariat (Mr Jesse Andries [jandries@wmo.int](mailto:jandries@wmo.int) and Ms Zoya Andreeva, [zandreeva@wmo.int](mailto:zandreeva@wmo.int)) at your earliest convenience, but not later than **1 November 2024** of:

- (1) Your participation in the ET-RFC meeting
- (2) Your participation as a trainer in the associated Training Workshop
- (3) If WMO assistance in relation to funding is sought.

Yours faithfully,



Mr Nir Stav  
Director  
Infrastructure Department

## Concept Note

### **Sixth meeting of the Expert Team on Radio-Frequency Coordination and Associated Training Workshop for the Asia-Pacific Region**

**WMO Regional Office for Asia and the South-West Pacific, the Republic of Singapore, Singapore, 26 February – 4 March 2025**

WMO will be organizing the Sixth meeting of the Expert Team on Radio Frequency Coordination (ET-RFC) in the WMO Regional Office for Asia and the South-West Pacific, the Republic of Singapore, Singapore, **from 26 to 28 February 2025**, daily from 0900 to 1700 local time (UTC+8).

A training workshop on Radio Frequency matters for the Asia-Pacific Region will be organized on **3-4 March 2025**, in conjunction with the ET-RFC meeting. This workshop is intended for national focal points for radio frequency matters from the Asia-Pacific region.

The events 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 ET-RFC meeting is to revise the Preliminary WMO Position Paper for the ITU World Radiocommunication Conference 2027 (WRC-27).

A provisional agenda of the meeting will be posted on the ET-RFC web-page: <https://community.wmo.int/en/meetings/6th-meeting-expert-team-radio-frequency-coordination-26-28-february-2025>.

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

The information pack, containing detailed logistic information for participants, is available in [Annex III](#).

Should you need any assistance with visa requirements please contact Ms Zoya Andreeva, [zandreeva@wmo.int](mailto:zandreeva@wmo.int).

List of invited participants

Sixth meeting of the Expert Team on Radio Frequency Coordination (ET-RFC)  
and Associated Training Workshop for the Asia-Pacific Region

WMO Regional Office for Asia and the South-West Pacific, the Republic of  
Singapore, Singapore, 26 February – 4 March 2025

Name	Institution	Country	Role	Email
Mr David Franc	NASA	United States of America	Chair of ET-RFC	<a href="mailto:david.n.franc@nasa.gov">david.n.franc@nasa.gov</a>
Dr Alec Casey	ECCC	Canada	Vice-chair of ET-RFC	<a href="mailto:Alec.Casey@ec.gc.ca">Alec.Casey@ec.gc.ca</a>
Ms Kirsty McBeath	UK MetOffice	United Kingdom of Great Britain and Northern Ireland	Vice-chair of ET-RFC	<a href="mailto:kirsty.mcbeath@metoffice.gov.uk">kirsty.mcbeath@metoffice.gov.uk</a>
Mr Eric Allaix	Météo-France	France	Member of ET-RFC	<a href="mailto:eric.allaix@meteo.fr">eric.allaix@meteo.fr</a>
Dr Wanchalearm Petsuwan	TMD	Thailand	Member of ET-RFC	<a href="mailto:wpetsuwan@hotmail.com">wpetsuwan@hotmail.com</a>
Mr Markus Dreis	EUMETSAT		Member of ET-RFC	<a href="mailto:Markus.Dreis@eumetsat.int">Markus.Dreis@eumetsat.int</a>
Mr Vadim Nozdrin	ITU		Member of ET-RFC	<a href="mailto:vadim.nozdrin@itu.int">vadim.nozdrin@itu.int</a>
Mr Bruno Espinosa	ESA/SFCG		Ex-officio of ET-RFC	<a href="mailto:Bruno.Espinosa@esa.int">Bruno.Espinosa@esa.int</a>

Logistics information

6th meeting of the Expert Team on Radio Frequency Coordination (ET-RFC) and  
Associated Training Workshop for the Asia-Pacific Region

WMO Regional Office for Asia and the South-West Pacific, the Republic of  
Singapore, Singapore, 26 February – 4 March 2025

**LOCATION OF THE MEETING**

The meeting and training will be held in the Centre for Climate Research Singapore where the WMO Regional Office for Asia and the South-West Pacific is co-located. The address is 36 Kim Chuan Road, Singapore 537054.

**LANGUAGE**

The meeting and training will be conducted in English.

**WIFI-ACCESS**

Wireless internet connection will be provided for the meeting.

**ACCOMODATION SUGGESTIONS**

	Name of Hotel	Address	Website/Contact Details
Hotels within 3 km	Aqueen Hotel Paya Lebar	33 Jln Afifi, Singapore 409180	<a href="https://www.aqueenhotels.com/en/hotels/singapore/paya-lebar/">https://www.aqueenhotels.com/en/hotels/singapore/paya-lebar/</a>
	ibis Styles Singapore On Macpherson	401 MacPherson Rd, Corner Of Macpherson And, Singapore 368125	<a href="https://www.ibisstylesmacpherson.com/">https://www.ibisstylesmacpherson.com/</a>

\*Participants are requested to make necessary arrangements for accommodation at the earliest as prices of accommodations usually surge when making bookings with short notice.

**CURRENCY EXCHANGE**

The Singapore Dollar (SGD or S\$) is the unit of currency in Singapore. The exchange rates<sup>1</sup> as of 20 September 2024 are:

1 USD = 1.29 SGD

1 SGD = 0.77 USD

**ENTRY REQUIREMENTS**

Please visit the [Immigration and Checkpoint Authority Singapore website](#) for the latest requirements.

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<sup>1</sup> Rate as per google. These rates may fluctuate and have only been shared as an indication.

To enter Singapore, travellers must meet the following immigration requirements below.  
*[Note: There are no longer any COVID-19 measures for travellers arriving in Singapore from 13 Feb 2023, regardless of vaccination status or traveller profile.]*

General Entry Requirements	
<b>Passport Validity</b>	<ul style="list-style-type: none"> <li>Have minimum 6-month passport validity if you are not a Singapore passport holder</li> </ul>
<b>Visa</b>	<ul style="list-style-type: none"> <li>Short term travellers holding a passport or travel document from a visa-required country/region must <a href="#">apply for a Visa</a></li> <li>Visa-required travellers can use the <a href="#">Visa-Free Transit Facility</a> for stay of less than 96 hours in Singapore, if eligible</li> <li>If you require visa support, please contact <a href="mailto:zandreeva@wmo.int">zandreeva@wmo.int</a>, with a copy to <a href="mailto:rap@wmo.int">rap@wmo.int</a></li> </ul>
<b>SG Arrival Card (SGAC)</b>	<ul style="list-style-type: none"> <li>All travellers must submit the <a href="#">SGAC declaration</a> up to 3 days before arrival</li> </ul>
<b>Security and Immigration Processes on Arrival</b>	<ul style="list-style-type: none"> <li>Ensure that you do not bring <a href="#">prohibited items</a> into Singapore</li> <li>Familiarise yourself with <a href="#">immigration/customs clearance procedures</a>, including whether you are eligible for automated clearance</li> <li>Short-Term travellers should have sufficient cash and proof of onward travel (tickets, visas), and ensure that you do not stay beyond your visit pass validity. You may retrieve your e-Pass after arrival using the <a href="#">e-Pass Enquiry Portal</a> or check your visit pass validity using the <a href="#">visit pass validity tool</a>.</li> <li>Visitors who wish to stay beyond the period of stay granted can apply for a <a href="#">visit pass extension</a> online using the <a href="#">e-Service</a>. Applications are subject to approval.</li> </ul>

## **LOCAL WEATHER**

Singapore is situated near the equator and has a tropical climate. There is abundant rainfall, high and uniform temperatures typically between 25 to 32 degrees, and high relative humidity between 64% to 93%. Rainfall is plentiful in Singapore and short duration showers/thunderstorms in the afternoon are common.

You can find the local weather forecast here: <https://www.weather.gov.sg/home/>

## **LOCAL TIME**

Local time in Singapore is (GMT +8)

## **GETTING AROUND SINGAPORE**

### By train/By Bus

Singapore's has a comprehensive rail system, known as the MRT (Mass Rapid Transit). Alternatively, you may utilize Singapore's extensive bus network.

You may use the following options to pay for MRT/Bus journeys:

1. Get a Singapore Tourist Pass (STP), a special EZ-Link stored-value card which will allow you unlimited travel for one day (S\$17), two days (S\$24) or three days (S\$29). The Pass can be bought at the TransitLink Ticket Office at selected MRT stations. They are also available daily at the Automated STP Kiosks at Orchard station, HarbourFront station, and Changi Airport station (Terminal 2 and 3) near the Transitlink Ticket Office.
2. You can use your foreign-issued Mastercard® and Visa contactless bank cards issued outside of Singapore for the payment of public transport fares in Singapore. Do take note that admin fees apply for foreign-issued bank cards—you can check out the details at [TransitLink's SimplyGo website](#).
3. Adult Stored Value Smartcard (EZ-link / Nets FlashPay): These cost S\$12 inclusive of card value and come with a stored value of S\$7 for you to use on your commutes. You'll be able to purchase this card at any Transitlink Ticket Office or convenience stores.

\*When travelling by bus, do remember to tap your card again, on the reader located at the rear exit, when you alight. You can also opt to pay bus fares in cash, but ensure you have the exact amount.

#### By taxi

Cabs in Singapore are metered. There may be surcharges depending on when, where and which company's taxi you board. To get a rough idea of the final fare, check with the driver on the surcharges and ask for a receipt at the end of the trip. You can hail a taxi by the roadside or at a taxi stand, which you'll find at most malls, hotels and attractions.

#### By Private Hire transportation services

An alternative to taxis in Singapore would be private hire transportation services. Popular ride hailing apps in Singapore include GRAB, Gojek etc. Key in your pick-up and drop off location to get an estimated fare, and the app will connect you to the nearest available driver. You may download the apps on App Store or Google Play.

### **ELECTRICITY**



The standard electrical current used in Singapore is 220-240 volts AC (50 cycles) and you can use power plugs with three square prongs.

### **OTHER USEFUL TRAVEL INFORMATION**

For other useful information about Singapore, please visit the VisitSingapore website maintained by the Singapore Tourism Board, here:

<https://www.visitsingapore.com/travel-guide-tips/>

### **LOCAL CONTACT/FOCAL POINT**

Local Singapore contact:

Ryuji Yamada  
Programme Manager  
[Ryamada@wmo.int](mailto:Ryamada@wmo.int)

Jun Yu  
Regional Officer  
[Jyu@wmo.int](mailto:Jyu@wmo.int)

Julianne Thu  
Regional Officer  
[Julianne.Thu\\_jthu@wmo.int](mailto:Julianne.Thu_jthu@wmo.int)

**EMERGENCY NUMBERS**

Ambulance/Fire fighter: 995  
Police: 999