

**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.: 16753/2024-1.8 IDEI

Our ref.: 16753/2024/I/ESAC SoG

4 October 2024

Annex: 1

Subject: 2-day physical/hybrid meeting on drafting ESAC SoGs

Action required: To notify the WMO Secretariat on:

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

Dear Sir/Madam,

I have the pleasure to invite you to participate in the 2-day meeting on drafting ESAC SoGs that will be held in Geneva, Switzerland, from 2 to 3 December 2024. The meeting will be held in person but will also enable online participation.

The purpose of the meeting is to discuss the process and status of the identification of key gaps for each Application Area (AA) and commonalities between them, the current draft of the Statement of Guidance (SoG) of Earth System Application Category (ESAC) – Atmosphere, current draft of SoG of ESAC – Cryosphere, interactions among ESACs, based on the preceding discussions, and the next steps about review process, timeline, outreach.

Additional details regarding this event will be communicated in due course.

Please note that it is the responsibility of your Service to provide funding to cover the corresponding costs related to your attendance. If you are unable to cover such costs, WMO may consider funding your 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: Erik Andersson (ECMWF/UK), Rosemary Munro (EUMETSAT/Germany), Richard Eckman (NASA/USA), Jeff Knight (UK), Emma Heslop (IOC/GOOS/France), Emanuel Brocard (Switzerland)

cc: Permanent Representatives of the UK, USA & Switzerland with WMO (limited distribution)  
Dr F. Venuti, ECMWF (Fabio.Venuti@ecmwf.int)  
Dr Phil Evans, Director-General of EUMETSAT (Anne.Taube@eumetsat.int)  
Dr J. Post, IOC/UNESCO (j.post@unesco.org)

For administrative purposes, I would appreciate it if you would kindly notify the WMO Secretariat (Mr Krunoslav Premec, kpremec@wmo.int) **no later than 18 October 2024:**

- (1) Your availability and whether you will participate in-person or online in this event,
- (2) If WMO assistance in relation to funding is sought.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Nir Stav". The signature is written in a cursive, slightly slanted style.

Mr Nir Stav  
Director  
Infrastructure Department

Tentative list of participants

Contact	Allocated Role	Authorized by	RA	Gender	Email
Erik Andersson	SoG Atmosphere drafting team (SoG Atm) Chair	ECMWF	VI	M	<a href="mailto:erik.andersson@ecmwf.int">erik.andersson@ecmwf.int</a>
Rosemary MUNRO	SoG Atm Member	EUMETSAT	VI	F	<a href="mailto:rosemary.munro@eumetsat.int">rosemary.munro@eumetsat.int</a>
Richard Eckman	SoG Atm Member	NASA	IV	M	<a href="mailto:richard.s.eckman@nasa.gov">richard.s.eckman@nasa.gov</a>
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Emma Heslop	ESAC Ocean coordinator	IOC/GOOS	VI	F	<a href="mailto:e.heslop@unesco.org">e.heslop@unesco.org</a>
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