

**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.: 16946/2024-1.2 S/HWR

Our ref.: 16946/2024/S/HWR/SC-HYD

9 October 2024

Annexes: 4

Subject: Third Meeting of the Standing Committee on Hydrological Services (SC-HYD), Divonne, France, 2-6 December 2024

Action required: Notify WMO Secretariat whether you will be attending the meeting and whether financial support is needed, by returning the document sent as Annex II duly completed and a copy of your passport, as soon as possible **but not later than 15 October 2024**

Dear Sir/Madam,

I am pleased to invite you to the Third Standing Committee on Hydrological Services (SC-HYD) meeting that will take place in Divonne, France, from 2 to 6 December 2024. The meeting will be held at the hotel Domaine de Divonne. The primary objective is to review the progress and next steps for its thirty-six (36) milestones. Please find the meeting agenda in Annex II.

Upon request, WMO may consider providing financial support for travel (the most direct and economical route) and reduced Daily Subsistence Allowance (DSA), as room and meals will be provided during the event.

In addition, you are kindly requested to inquire about entry visa to France and check with the concerned travel agent if transit visa is required with your itinerary. In addition, as one side event will take place in Geneva, Switzerland, please inquire also about the need of visa to enter Switzerland. If necessary, WMO can provide an invitation letter in support of visa application. For this purpose, the attached Travel Visa Support Form (Annex III) needs to be duly completed and sent to registration@wmo.int as soon as possible.

Additionally, I would like to bring your attention to the following regarding insurance coverage for non-staff members:

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

To: Member of Standing Committee on Hydrological Services (SC-HYD) (Limited Distribution)

I would appreciate if you would kindly notify Ms Silvana Alcoz (salcoz@wmo.int) and Ms Cristina Levinski (clevinski@wmo.int), whether you will be able to participate in the meeting and whether support for travel and/or DSA for your participation is required. If so, kindly return the document presented in Annex IV duly completed in all its parts, and a copy of your passport, **as soon as possible but not later than 15 October 2024**.

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

Yours faithfully,



Prof. Stefan Uhlenbrook
Director
Hydrology, Water and Cryosphere

LIST OF PARTICIPANTS

Third Meeting of the Standing Committee on Hydrological Services (SC-HYD)
Divonne, France, 2-6 December 2024

Ref.: 16946/2024-1.2 S/HWR

Civility	First Name	Last Name	Country	Institution	Role
SC-HYD core experts					
Mr.	Yuri	SIMONO	Russia	Russian Federal Service for Hydrometeorology and Environmental Monitoring (ROSHYDROMET)	Chair of SCHYD
Eng.	Marcelo	URIBURU QUIRNO	Argentina	Comisión Nacional de Actividades Espaciales (CONAE)	Co-Vice-Chair of SC-HYD
Ms	Milica	DJORDJEVIĆ	Bosnia and Herzegovina	Republic Hydrometeorological Service of Republika Srpska (RHMZRS)	Co-Vice-Chair of SC-HYD
Eng.	Angela	Chiara CORINA	Italy	Presidenza del Consiglio dei Ministri	Core member
Dr	Celine	Cattoën-Gilbert	New Zealand	National Institute of Water and Atmospheric Research	Core member
Ms	Elma	Kazazic	Australia		Core member
Dr	Emmanuel	Brocard	Switzerland	Federal Office for Environment (BAFU)	Core member
Dr	Gergana	Majercakova	Slovakia	Global Water Partnership (GWP)	Core member
Mr	Guy	Reshef	Israel	Israel Water Authority	Core member
Mr.	Hyeonjun	Kim	Republic of Korea	Hydrology Research Group	Core member
Dr	Leandro	Giordano	Argentina	Instituto Nacional del Agua (INA)	Core member
Dr	Marie-Amélie	Boucher	Canada	Université de Sherbrooke	Core member
Mr.	Mohamed	HOUSSEINI IBRAHIM	Niger	Ministère de l'Hydraulique et de l'Assainissement	Core member

Ms	Reggina	Cabrera	United States of America		Core member
Eng.	Jose Rodolfo	Valles León	Uruguay	Direccion Nacional de Aguas	Core member
Dr	William	Scharffenberg	United States of America		Core member
Focal points					
Mr	Frederik	Pischke	Germany	International Climate Action	SC-AGR for IDMP
Eng.	Jose Alberto	Zuñiga Mora	Costa Rica	Instituto Costarricense de Electricidad (ICE)	SG-RENE
Dr	Mariano	Re	Argentina	Instituto Nacional del Agua (INA)	ET-URB/SC-DRR
Dr	Agie	Wandala PUTRA	Indonesia	Meteorological, Climatological and Geophysical Agency (BMKG)	AG-TC/SC-DRR
Associate experts					
Prof.	Yasir A.	Mohamed	Sudan	IHE DELFT	Associate expert
Eng.	Roberto	Cerón Pineda	El Salvador	Dirección General del Observatorio de Amenazas y Recursos Naturales	Associate expert
Ms	Tursyn	Tillakarim	Kazakhstan	Republican State Enterprise (RSE) "Kazhydromet"	Associate expert

World Meteorological Organization
SERVICES COMMISSION (SERCOM)
STANDING COMMITTEE ON HYDROLOGICAL SERVICES (SC-HYD)
Third Meeting (SC-HYD 3)
 Third Hybrid meeting (Divonne, France),
 2 to 6 December 2024

SC-HYD 3/Doc.1
(English only)
 Submitted by:
 WMO Secretariat
 4.10.2024
DRAFT 2

ANNEX-II

Agenda

Time (CET)	Agenda Item	Documents
Monday, 2 December (Day 1)		
09:00 -10:30	1. Opening of the session	
	2. Adoption of the agenda and organization of work	DOC.1 INF. 1
	3. Brief overview of WMO-Hydrology including its structure, role of SC-HYD	PPT.1
	4. Updates from SERCOM MG and TCC	PPT.2
10:30-11:00	Coffee/Tea break (Group photo)	
11:00-12:00	5. Updates from focal points of SC-AGR, SC-DRR, SG-RENE, ET-Urban, RRR completion	PPT.3
12:00-13:00	Lunch break	
13:00-15:00	6. Breakout Group session	PPT.4 PPT.5
	<ul style="list-style-type: none"> Group 1: Milestone 11 (Satellite Guidance) Group 2: Milestone 13 (FFI-AG) 	
15:00-17:00	6. Breakout Group session (cont.)	PPT.6 PPT.7
	<ul style="list-style-type: none"> Group 1: Milestone 30 (Research Board) Group 2: Milestone 18 (WRA web & Handbook), 20 (DWAT), 23 (WRMA twinning project) Joint Session 	
17:00-18:00	Plenary Session	
Tuesday, 3 December (Day 2)		
09:00-12:00	6. Breakout Group session (cont.)	PPT.8
	<ul style="list-style-type: none"> Group 1: Milestone 32 (Capacity Building) 	

Time (CET)	Agenda Item	Documents
	<ul style="list-style-type: none"> Group 2: Milestone 8 (Working Group on Digital Transformation including Google Pilot) Group 3: Milestone 3 (Guidelines for NHS managers) 	PPT.9 PPT.10
12:00-13:00	Lunch break	
13:00-16:00	6. Breakout Group session (cont.) <ul style="list-style-type: none"> Group 1: Milestone 25 (IBF-Hydrology) Group 2: Milestone 26 (Communication guidelines) Group 3: Milestone 33 (Policy advice), 34 (Guidance on climate change mitigation) Joint Session 	PPT.11 PPT.12 PPT.13
16:00-17:00	6. Breakout Group session (cont.) <ul style="list-style-type: none"> Group 1: Milestone 1 (Guide to hydrological practice) Group 2: Milestone 5 (International glossary) 	PPT.14 PPT.15
17:00-18:00	Plenary	
Wednesday, 4 December (Day 3)		
09:00-12:00	6. Breakout Group session (cont.) <ul style="list-style-type: none"> Group 1: Milestone 35 (Toolkit to evaluate services quality), 6 (Web-based AG), 4 (guidance on QMS) Joint Session Group 2: Milestone 14 (WRM helpdesk), 9 (CoP FF), 22 (CoP WRA) Joint Session Group 3: Milestone 10 (FFGS/WGC) 	PPT.16 PPT.17 PPT.18
12:00-13:00	Lunch break	
13:00-16:00	6. Breakout Group session (cont.) <ul style="list-style-type: none"> Group 1: Milestone 31 (WIPPS centres including WRA, FFF, S2S, SCP) Group 2: Milestone 7 (Inventory FF) Group 3: Milestone 27 (AG-WCM), 29 (ET-CHE, ET-EWS) Joint Session 	PPT.19 PPT.20 PPT.21
16:00-17:00	Plenary	
17:00-18:00	Break	
18:00-20:00	Ted-talk style event	downtown
Thursday, 5 December (Day 4)		
09:00-12:00	6. Breakout Group session (cont.) <ul style="list-style-type: none"> Group 1: Milestone 19 (HydroSOS), 24 (Water Quality) Joint Session Group 2: Milestone 2 (Guide to FF and EWS) 	PPT.22 PPT.22

Time (CET)	Agenda Item	Documents
	<ul style="list-style-type: none"> Group 3: Milestone 36 (Marketing) 	PPT.23
12:00-13:00	Lunch break	
13:00-15:00	6. Breakout Group session (cont.) <ul style="list-style-type: none"> Group 1: Milestone 15 (APFM/IDMP), 16 (Transboundary FRM) joint session Group 2: Milestone 12 (SEB guidelines) Group 3: Milestone 28 (CAP Hydrology) 	PPT.24 PPT.25 PPT.26
15:00-17:00	6. Breakout Group session (cont.) <ul style="list-style-type: none"> Group 1: Milestone 21 (Global water report) Group 2: Milestone 17 (WEFE guidance) 	PPT.27 PPT.28
17:00-18:00	Plenary	
Friday, 6 December (Day 5)		
09:00-10:30	7. Summary of discussion and action items	Doc. 2
10:30-10:45	Coffee/Tea break	
10:45-12:30	8. Any other business 9. Closing remarks	
12:00-13:00	Lunch break	
13:00-17:00	Reserved for outstanding discussions	

TRAVEL VISA SUPPORT FORM_ENG SC-HYD 3

Ref.: 16946/2024-1.2 S/HWR

SC-HYD, 2-6 December 2024

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE,
to the attention of: Cristina Levinski
E-mail : registration@wmo.int

REQUEST FOR TRAVEL VISA(S) WITH THE ASSISTANCE OF WMO
To be completed by the Participant

Please note, WMO can, if required and upon request, send a letter to the Embassy or Consulate concerned, indicating that you will participate in the above-mentioned meeting.

This letter is sent to the Embassy/Consulate exclusively by e-mail. In order to prepare the letter, a copy of the passport id page is required.

Please submit this form as early as possible, as in some cases there is a considerable delay to process.

PLEASE PROVIDE THE FOLLOWING INFORMATION EXACTLY AS IT APPEARS IN YOUR PASSPORT	
DR / MR / MS / PROF	
FAMILY NAME	
FIRST NAME	
PASSPORT NO.	
DATE OF BIRTH	
DATE OF ISSUE	
DATE OF EXPIRY	

PROFESSIONAL ADDRESS	
ORGANIZATION	
SECTION / DIVISION /	
STREET	
CITY & COUNTRY	
E-MAIL (ESSENTIAL)	
TEL	

CONTACT DETAILS OF THE EMBASSY/CONSULATE ISSUING THE ENTRY VISA FOR THE MEETING	
EMBASSY OF	
CITY	
COUNTRY	
E-MAIL (ESSENTIAL)	

CONTACT DETAILS OF THE EMBASSY/CONSULATE ISSUING A TRANSIT VISA (IF APPLICABLE)

DATE _____

SIGNATURE _____

REQUEST FOR FINANCIAL ASSISTANCE SC-HYD 3

Ref.: 16946/2024-1.2 S/HWR

WEATHER CLIMATE WATER



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

Standing Committee for Hydrology 3 (SC-HYD 3)
Divonne, France
2-6 December 2024

Please complete this form in block letters by typing only (no handwriting).

Return it to: mrequests@wmo.int (with a copy of your passport) before **15 October 2024**

1. PARTICIPANT

Please complete the following MANDATORY information exactly as it appears in your passport:

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 number		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	
E-mail			

2. ASSISTANCE FROM WMO FOR TRAVEL

Request

Assistance requested: ☐ yes ☐ no

3. ASSISTANCE FROM WMO FOR DAILY SUBSISTENCE ALLOWANCE (DSA)

DSA requested ☐ yes ☐ no

Bank transfer, please indicate full bank details:

(i) ☐ **CHF** Swiss Francs, ☐ **USD** US Dollars, ☐ **EUR** Euros currencies

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

If bank transfer is NOT possible:

- (ii) Payment by Swiss Bankers Card ☐ **CHF**, ☐ **USD**, ☐ **EUR**
- (iii) Payment by reloading of existing Swiss Bankers Card in my possession
☐ **CHF**, ☐ **USD**, ☐ **EUR**
- (iv) Through UNDP Office (**USD**) ☐

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:

.....

.....

5. APPLICABLE RULES AND INSTRUCTIONS

The travel shall be conducted in accordance with relevant WMO rules and instructions. An excerpt of these is provided in the Annex 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 traveling.
- ☐ 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:**

ANNEX

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@contactwt.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 the 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 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 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 e-mail to make the necessary arrangements. FYI: CWT e-mail: wmo@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. In this case,

- (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.
