

**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

7 bis, avenue de la Paix – Case postale 2300
CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11
Fax: +41 (0) 22 730 81 81
wmo@wmo.int – public.wmo.int

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14 October 2024

Subject: EC Task Force on the Comprehensive Review of the WMO Regional Concept and Approaches

Action required: To confirm your participation in the second hybrid meeting of the Task Force, preferably **no later than 20 October 2024**

Dear Sir/Madam,

Through [Resolution 40 \(EC-76\)](#) - Review of regional offices and regional structures, it was agreed to maintain the Executive Council (EC) Task Force on the Comprehensive Review of the World Meteorological Organization (WMO) Regional Mechanisms and Approaches, established through [Resolution 2 \(EC-72\)](#) - Activities and Working Mechanisms of the Regional Associations, with the following mandate:

- (1) Develop the criteria for a basic structure characterizing the functioning of the regional offices; this would include a clear delineation of the technical and management functions in accordance with the guidelines on the role, responsibilities and operations of regional offices, and in line with regional needs;
- (2) Develop a balanced set of criteria for the location of the regional and representative offices in strategic locations that would enable them to function effectively and best serve Members' needs as well as to report to the Executive Council at its seventy-eighth session (EC-78) in June this year.

In order to review the preliminary findings of the work undertaken so far, you are invited to the second meeting of the EC Task Force which will take place at the WMO Secretariat on 2 and 3 December 2024.

Interpretation into English, French and Spanish will be provided during the meeting. A provisional agenda will be sent 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."

To: Members of the EC Task Force on the Comprehensive Review of the WMO Regional Concept

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."

It would be greatly appreciated if you would confirm your participation in the meeting to Mr Filipe Lúcio, Principal Director of the Member Services Department, by email at: flucio@wmo.int with a copy to: ealonso-carpy@wmo.int as soon as possible and preferably **no later than 20 October 2024**.

I thank you for your continued support to the Organization and I look forward to your participation in the second meeting of the EC Task Force.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Celeste Saulo', written in a cursive style.

Prof. Celeste Saulo
Secretary-General