

**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.: 18403/2024-13 WSM

Our ref.: 18403/2024/I/GCW

29 October 2024

Annexes: 2

Subject: Global Cryosphere Watch (GCW) Data Requirements Workshop, Geneva, Switzerland, 9 - 11 December 2024

Action required: To notify the WMO Secretariat preferably no later than 6 November 2024 on your participation

Dear Sir/Madam,

The seventy-eighth session of the World Meteorological Organization (WMO) Executive Council (EC-78), which took place in June 2024, requested the Infrastructure Commission (INFCOM) of WMO to work with the WMO Research Board and engage the international research communities on developing a feasible pathway for an effective access to research data on the cryosphere through the WMO Information System ([WIS2](#)). Furthermore, the guiding principles for data access are the WMO Unified Data Policy, the adherence to FAIR (Findable, Accessible, Interoperable, and Reusable) principles for scientific data management and stewardship, and to deliver mutual benefits.

In the spirit of the EC-78 request, the Advisory Group of the Global Cryosphere Watch (AG-GCW) of INFCOM will organize a workshop on 9-11 December 2024, which will take place in Geneva (Switzerland), being hosted by the WMO Secretariat.

The purpose of the workshop is to develop a White Paper outlining principles, requirements and technical aspects guiding an effective data access in support of advances in cryospheric sciences and related applications. The White Paper is expected to inform future actions on engagements between operational institutions like the National Meteorological and Hydrological Services (NMHSs) and research communities, in the context of internationally coordinated initiatives for polar and cryosphere-related research, and the transfer of their results to operations. The participants will be invited to make recommendations on opportunities for increased coordination between existing data centres, on optimized access and standardization in the framework of WIS2, and on the sustainable long-term preservation of relevant datasets. The participants will be invited to take into consideration the principles for managing data as outlined in the [2022 Implementation Plan](#) of the Global Climate Observing System (GCOS), e.g. Theme D, Managing Data.

Information on the agenda and the organization of the meeting will be made available on the WMO website at <https://wmo.int/activities/events-and-meetings>.

To: Shichang Kang (China), Mads Lund (Denmark), Ruth Mottram (Denmark), Janina Felden (Germany), Thomas Jung (Germany), Tillmann Lubker (Germany), Regina Yulia Yasmin (Indonesia), Øystein Godøy (Norway), Carolina Adler (Switzerland), Mathias Bavay (Switzerland), Ethan Welty (Switzerland), Michael Zemp (Switzerland), Maria Shahgedanova (UK), Jeremy Tandy (UK), Walt Meier (USA), and Emma Pidduck (ECMWF)

cc: Respective Permanent Representatives with WMO

Given your scientific expertise and your engagement with the cryosphere, polar, and high mountain activities of WMO, I am inviting you to contribute to the development of the above noted White Paper, and to attend the workshop planned on 9-11 December 2024 in Geneva, Switzerland.

It is hoped that the cost of your participation will be borne by your organization or by yourself. 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.

For administrative purposes, I should be grateful if you could kindly confirm your participation by email at cryosphere@wmo.int, with a copy to Rodica Nitu, PM, Global Cryosphere Watch at rnitu@wmo.int, at your earliest convenience, but preferably **not later than 6 November 2024**, and indicate whether any financial assistance will be required. If so, please complete, sign and return the enclosed Request for Financial Assistance (RFA) form (Annex I) to the Secretariat at mrequests@wmo.int with copy to cryosphere@wmo.int together with a copy of the first page of your passport, **as soon as possible but no later than 6 November in order to receive financial assistance**. These documents are essential for us to complete, in due time, the necessary formalities concerning your travel. If WMO meets the travel costs, the travel arrangements will be made by the Secretariat and details will be sent to you, in due course.

In addition, you are kindly requested to **inquire about an entry visa** to Switzerland and check with the concerned travel agent if a transit visa is required. If necessary, you are responsible to obtain the required visa and WMO can provide a formal invitation letter in support of a visa application; for this purpose, the attached Request for Travel Visa Support form (Annex II) needs to be completed and send to the Secretariat at registration@wmo.int.

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.

Travellers should also 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.

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

Yours faithfully,

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

Mr Nir Stav
Director
Infrastructure Department

Ref.: 18403/2024.1.3 I/ESM

WEATHER CLIMATE WATER



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

GCW Data Requirements Workshop
Geneva, Switzerland
9-11 December 2024

Please complete this form in block letters by typing only (no handwriting).
Return it to: mrequests@wmo.int (cc: cryosphere@wmo.int) with a copy of your passport
before 6 November 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

Assistance requested: ☐ yes ☐ no

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

50% of DSA will be recovered by the organization if no accommodation invoice is provided.

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**) ☐.

4. 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:

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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.ch@contactcwt.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, which is directly attributable 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.ch@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.

Ref.: 18403/2024.13 I/ESM

<p>GCW Data Requirements Workshop Geneva, Switzerland, 9-11 December 2024 I</p> <p><i>PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO registration@wmo.int TOGETHER WITH A SCAN OF YOUR NATIONAL PASSPORT</i></p>
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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.

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

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

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

<i>CONTACT DETAILS OF THE EMBASSY/CONSULATE ISSUING A TRANSIT VISA</i>	

DATE _____

SIGNATURE _____