

**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.: 18663/2024-16 S/MAR

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12 November 2024

Annex: 1

Subject: Invitation for Expert Team on Waves, Coastal Hazards and Marine Emergency Response (ET-MWCHMER), to be held in Tokyo, Japan, from 17 to 19 March 2025

Action required: To confirm participation of your expert and if financial assistance will be requested

Dear Sir/Madam,

I have the pleasure of informing you that the first face-to-face meeting of the Expert Team on Waves, Coastal Hazards and Marine Emergency Response (ET-MWCHMER) under the WMO Standing Committee on Marine Meteorological and Oceanographic Services (SC-MMO) will be held from 17 to 19 March 2025, at the Japan Meteorological Agency in Tokyo, Japan.

I am seeking your approval for the participation in this meeting of the participant from your service listed in the [annex](#), in their respective roles. Should any of them be unable to attend in person, a virtual link will be provided; however, WMO preference is to hold a face-to-face meeting to facilitate comprehensive discussions among all invited participants.

In accordance with WMO [General Regulation 31](#) (*Basic Documents No. 1* (WMO-No. 15)), the "Expenses of attendance of members of subsidiary bodies of constituent and additional bodies at sessions of these bodies shall normally be borne by the Members or the international organization to which those members belong". It is, therefore, hoped that these expenses will be borne by your Government, should your expert attend in person.

If it is not possible for your Government to meet the expenses for the in-person attendance of your expert, WMO is prepared to consider providing financial support for this purpose. However, in view of the limited funds available to support sessions of subsidiary bodies of constituent bodies, I should be grateful if you could consider the possibility of meeting at least part of the costs involved.

For administrative purposes, I kindly ask you to notify the WMO Secretariat at [mmo@wmo.int](mailto:mmo@wmo.int), at your earliest convenience, but preferably no later than **6 December 2024**, if your expert will be able to participate in this meeting and whether financial assistance will be required. If so, the details of the assistance required, i.e. travel costs or per diem, or both, should be indicated. If WMO provides the travel costs, the travel arrangements will be made by the Secretariat and details will be sent directly to the expert.

To: Permanent Representatives of Members with WMO (limited distribution)

cc: Members of ET-MWCHMER

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.*

Please accept my appreciation for your continued support to advancing the WMO marine activities.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Ko Barrett', with a stylized flourish extending from the end.

Ms Ko Barrett  
for the Secretary-General

## LIST OF PARTICIPANTS

Ref.: 18663/2024-16 S/MAR

Name	Role	Organization
Diana Greenslade	Vice Chair of ET-WCHMER	Bureau of Meteorology
Devon Telford	Core Expert	Environment and Climate Change Canada
Graig Sutherland	Core Expert	Environment and Climate Change Canada
Laura Tuomi	Core Expert	Finnish Meteorological Institute
Sung Hyup You	Vice Chair of SC-MMO	Korea Meteorological Administration
Fawwaz Dilmahomed	Core Expert	Mauritius Meteorological Service
Lotfi Aouf	Core Expert	Météo-France
Alice Dalphnet	Associate Expert	Météo-France
Jamie Rhome	Core Expert	National Oceanic and Atmospheric Administration
Cody Fritz	Associate Expert	National Oceanic and Atmospheric Administration
Allison Allen	Chair of SC-MMO	National Oceanic and Atmospheric Administration
Oyvind Breivik	Vice Chair of ET-WCHMER	Norwegian Meteorological Institute
Bruce Hacket	Core Expert	Norwegian Meteorological Institute
Andy Saulter	Core Expert	Met Office