

**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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Our ref.: 21580/2024/S/DMPS

24 December 2024

Annexes: 2 (available in English only)

Subject: Forty-seventh session of the RA IV Hurricane Committee (HC-47)  
San Salvador, El Salvador, from 31 March to 3 April 2025

Action required: To notify WMO Secretariat at your earliest convenience **or before 27 January 2025**, of the attendance of a nominated expert, and whether financial assistance would be required

Dear Sir/Madam,

I have pleasure in informing you that, at the kind invitation of the Government of El Salvador, the forty-seventh session of the Regional Association (RA) IV (North America, Central America and the Caribbean) Hurricane Committee (HC-47) will be held in San Salvador, El Salvador, from 31 March to 3 April 2025. The HC-47 session will be preceded by the nineteenth session of RA IV (RA IV-19, Phase I), from 27 to 29 March 2025, and followed by the Regional Subprogramme Management Team of the Severe Weather Forecasting Programme for the Eastern Caribbean (SWFP-Eastern Caribbean) on 4 April 2025.

The function of the Committee may be broadly described as coordination and improvement of the hurricane forecasting and warning services, and thereby, the reduction of casualties and damage resulting from hurricanes in the Region.

According to [Resolution 6 \(RA IV-18\)](#), your country is represented in this Committee. I am therefore pleased to invite you to nominate an expert responsible for tropical cyclone forecasting to attend the session. The nomination form can be found in [Annex II](#). The provisional annotated agenda and the information note for the session will be made available in due course.

In accordance with [WMO General Regulation 31](#), (*Basic documents No. 1* (WMO-No. 15)) the "expenses for the 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 expected that your Government would consider covering the cost of participation of your nominated expert. However, upon request, WMO could consider providing financial support (travel and a lump sum in lieu of per diem) for the participation of your nominated expert.

To: Permanent Representatives of Members of Regional Association IV with WMO: Antigua and Barbuda, Bahamas, Barbados, Belize, British Caribbean Territories, Cabo Verde, Colombia, Costa Rica, Cuba, Curaçao and Sint Maarten, Dominica, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, St. Lucia, Trinidad and Tobago, and Venezuela (limited distribution)

cc: Eng. Luz Graciela de Calzadilla, Acting President of the RA IV  
Dr Michael Brennan, Chair of the RA IV Hurricane Committee

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.*

For administrative purposes, I should be grateful if you could kindly notify the WMO Secretariat (Ms Anne-Claire Fontan [acfontan@wmo.int](mailto:acfontan@wmo.int) and Ms Barbara Tapia [btapia@wmo.int](mailto:btapia@wmo.int)) your earliest convenience, but preferably **before 27 January 2025**, of the attendance of your nominated expert, and whether financial assistance would be required.

I would like to express my appreciation for your continued support in promoting the activities of WMO.

Yours faithfully,



Ko Barrett  
for the Secretary-General

LIST OF MEMBERS OF THE REGIONAL SUBPROGRAMME MANAGEMENT TEAM OF  
SWFP-EASTERN CARIBBEAN

Ref.: 21580/2024.1.3.5

Sr. #	Country/Organization	Name and Affiliation	Contact details
1	Caribbean Meteorological Organization (CMO)	Ms Arlene Laing (Co-Chair RSMT)	<a href="mailto:alaing@cmo.org.tt">alaing@cmo.org.tt</a>
2	MeteoFrance / Regional Forecast Support Facility (RFSF), Martinique	Mr Emmanuel Cloppet (Co-Chair RSMT)	<a href="mailto:emmanuel.cloppet@meteo.fr">emmanuel.cloppet@meteo.fr</a>
3	Antigua & Barbuda	Mr Dale Destin	<a href="mailto:dale_destin@yahoo.com">dale_destin@yahoo.com</a>
4	Sint-Maarten	Mr Joseph Isaac	<a href="mailto:joseph.isaac@sintmaarten.gov.org">joseph.isaac@sintmaarten.gov.org</a>
5	Dominican Republic	Mr Wagner Rivera	<a href="mailto:wagner.rivera81@gmail.com">wagner.rivera81@gmail.com</a>
6	Guyana	Dr Garvin Cummings	<a href="mailto:cho@moa.gov.gy">cho@moa.gov.gy</a>
7	Caribbean Institute of Meteorology and Hydrology (CIMH), Barbados	Ms Kathy-Ann L. Cesar	<a href="mailto:kacaesar@cimh.edu.bb">kacaesar@cimh.edu.bb</a>
8	RSMC Miami	Mr Daniel Brown	<a href="mailto:daniel.p.brown@noaa.gov">daniel.p.brown@noaa.gov</a>
9	WMC Montreal	Mr André Giguère	<a href="mailto:andre.giguere@canada.ca">andre.giguere@canada.ca</a>

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**FORTY-SEVENTH SESSION OF THE RA IV HURRICANE COMMITTEE**  
**SAN SALVADOR, EL SALVADOR**  
**31 March to 3 April 2025**  
**NOMINATION FORM**

Ref.: 21580/2024-135

Family Name			Gender:
First Name			Male:
			Female:
Address (Office)			
City – Country			
Telephone	Office +	Home +	
Fax	Office +	Home +	
Email			
Date and place of birth		Nationality	
Passport No. *		Expiry date	

\* Please attach a copy of passport

Present position and brief description of current duties:

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Name and address of person to be notified in case of emergency:

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FINANCIAL ASSISTANCE

Please complete if financial assistance is required from WMO to attend the **HC-47**

YES

NO

.....  
Date

.....  
Signature of Permanent Representative

To be completed and returned by mail **on or before 27 January 2025**  
to: [acfontan@wmo.int](mailto:acfontan@wmo.int) and [btapia@wmo.int](mailto:btapia@wmo.int)

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