

**WMO OMM**

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

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24 December 2024

Annex: 1 (available in English only)

Subject: Meeting of the Regional Subprogramme Management Team (RSMT) of  
Severe Weather Forecasting Programme in Eastern Caribbean  
(SWFP-Eastern Caribbean)  
San Salvador, El Salvador, 4 April 2025

Action required: Convey nomination of your designated SWFP focal point/expert for  
attending the subject meeting of RSMT of SWFP-Eastern Caribbean to the  
WMO Secretariat at your earliest convenience, but preferably by  
**27 January 2025**

Dear Sir/Madam,

I have pleasure in informing you that, at the kind invitation of the Government of  
El Salvador, the following meetings will be held in San Salvador, El Salvador during late March  
and early April 2024:

- (1) Nineteenth session of Regional Association IV (North America, Central America and  
the Caribbean) (RA IV-19, Phase I) from 27 to 29 March 2025;
- (2) Forty-seventh session of the RA IV Hurricane Committee (HC-47) from 31 March to  
3 April 2025;
- (3) Meeting of the Regional Subprogramme Management Team (RSMT) of the SWFP  
Regional Subprogramme for Eastern Caribbean (SWFP-Eastern Caribbean) on  
4 April 2025.

Since several Members represented at HC-47 are also involved in SWFP-Eastern  
Caribbean, it has been considered appropriate and cost efficient to organize a meeting of RSMT  
of SWFP-Eastern Caribbean following the HC-47 in San El Salvador on 4 April 2024. The two  
meetings will contribute to improving synergies between the two programmes.

The RSMT of SWFP-Eastern Caribbean mainly comprises the designated SWFP focal  
points/experts from the relevant participating Members and contributing global and regional  
centres and is co-chaired by the Caribbean Meteorological Organization (CMO) and the  
Regional Forecast Support Facility (RFSF) in Martinique (hosted by MeteoFrance) within the  
framework of SWFP-Eastern Caribbean. The list of members of RSMT is attached as the [annex](#).

The meeting of RSMT will review the progress of SWFP regional subprogramme in  
the Eastern Caribbean and will also discuss SWFP expansion to cover countries in the Western  
Caribbean in support of the Early Warnings for All (EW4All) initiative.

To: Permanent Representatives of Antigua and Barbuda, British Caribbean Territories (BCT), Canada,  
Dominican Republic, Guyana, France, Curaçao and Sint Maarten, and USA, with WMO

Director of the Caribbean Institute for Meteorology and Hydrology (CIMH) of Barbados  
(limited distribution)

cc: Dr Arlene Laing, Co-Chair of RSMT of SWFP-Eastern Caribbean  
Mr Emmanuel Cloppet, Co-Chair of RSMT of SWFP-Eastern Caribbean

I am therefore pleased to invite you to consider the nomination of your designated SWFP focal point/expert to attend the subject meeting of RSMT of SWFP-Eastern Caribbean in San Salvador on 4 April 2025. The provisional agenda and the information note for the meeting will be made available in due course of time.

It is hoped that your Government/Service/Centre may provide travel support for your expert's participation in the meeting of RSMT of SWFP-Eastern Caribbean especially if your Service/Centre is also attending HC-47. However, if this is not possible, then the WMO Secretariat, upon request, may consider from the limited available resources, to provide travel support (per diem and/or air-ticket) to your expert for his/her attendance at the meeting RSMT of SWFP-Eastern Caribbean on 4 April 2025 as/if feasible.

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 notify the WMO Secretariat at your earliest convenience, but preferably before **27 January 2025**, of the attendance of your designated 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,



Ms Ko Barrett  
for the Secretary-General

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

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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>
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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>
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