



Our ref.: WMOMS-595891807-2315073/2025/MS/RSO

24 July 2025

Subject: 2025 Permanent Representative Induction Workshop,  
27–28 October 2025, WMO Secretariat, Geneva and online

Action required: [Application form for induction visits](#) to be completed and returned to WMO  
at your earliest convenience

Dear Sir/Madam,

On behalf of the World Meteorological Organization (WMO), I am pleased to invite you to a two-day induction workshop at the WMO Secretariat in Geneva, Switzerland, in person or online, from 27 to 28 October 2025, following the extraordinary session of the World Meteorological Congress 2025 (Cg-Ext(2025)) and the extraordinary session of the Executive Council (EC-Ext(2025)).

The objective of the induction workshop is to acquaint newly appointed Permanent Representatives (PRs) with WMO, particularly those who are unfamiliar with WMO activities, and to enhance their understanding of WMO governance procedures, its various programmes, the undertakings of WMO and its Secretariat, and the crucial leadership responsibilities of PRs within the Organization. Moreover, it aims to facilitate the engagement of PRs with diverse stakeholders, while interaction with the WMO Executive Management and Department Directors is intended to foster the provision of support and assistance to WMO Members.

Upon request, WMO may consider supporting those eligible PRs attending Cg-Ext(2025) in person to extend their stay in Geneva. Please note that for the approved participants attending the induction in person, WMO support will cover the Daily Subsistence Allowance (DSA) only and will not include travel expenditure.

With respect to the payment of the DSA, successful applicants will be provided with a Request for Financial Assistance form (RFA) upon the approval of their application.

The induction is targeted at PRs appointed from November 2022 to date, in line with the EC criteria for induction visits, [Decision 57 \(EC-69\)](#) – Criteria on award of fellowships and training sponsorship. Due to budget limitations and the anticipated high number of requests, WMO will prioritize requests of PRs from least developed and developing countries and small island developing States, as well as those who are not familiar with WMO. Please fill in the [Application form for Familiarisation visit](#) for PRs and send it to Mr Mark Majodina, Senior Programme Officer, at [mmajodina@wmo.int](mailto:mmajodina@wmo.int), and copy Ms Hong Fan, Legislation and Policy Support Officer, at [hfan@wmo.int](mailto:hfan@wmo.int) at your earliest convenience but **not later than 1 September 2025**, to allow for the required logistical arrangements. Please indicate if you require an individual invitation letter with your name and your passport number to initiate the necessary official domestical procedure.

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

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.*

I would like to express our gratitude to your Government's continued cooperation with WMO.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Ko Barrett', with a long, sweeping horizontal stroke extending to the right.

Ms Ko Barrett  
for Secretary-General