

**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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10 de enero de 2024

Anexos: 2 (disponibles en inglés solamente)

Asunto: Taller de formación sobre el WIS 2.0 que se celebrará en Brasilia (Brasil) del 11 al 15 de marzo de 2024

Finalidad: Designar a un representante lo antes posible, pero preferiblemente no más tarde del **6 de febrero de 2024**

Estimado señor/Estimada señora:

Me complace informarle de que la Organización Meteorológica Mundial (OMM) tiene previsto organizar un taller de formación sobre el Sistema de Información de la OMM (WIS) 2.0, que se celebrará en Brasilia (Brasil) del 11 al 15 de marzo de 2024. Esta actividad de formación responde a las necesidades de creación de capacidad del personal de los Servicios Meteorológicos e Hidrológicos Nacionales (SMHN) que implementan el WIS 2.0.

El objetivo del taller consiste en ayudar a los Miembros de la OMM a crear capacidad conexa mediante las siguientes acciones:

- 1) fomentar la comprensión de la arquitectura del WIS 2.0;
- 2) adquirir habilidades para instalar y configurar el programa WIS 2.0 en la nube;
- 3) adquirir habilidades para operar un nodo WIS2.

El taller se ha concebido de modo tal que sea práctico y sumamente interactivo. Los participantes trabajarán individualmente o en grupos en estas y en otras actividades del curso. Cada participante debe disponer de una computadora portátil para participar en las sesiones prácticas durante la formación. El taller se impartirá en español.

Por la presente le invito a que designe a un representante de su Servicio para que asista al taller. Su experto deberá ser, preferiblemente, un ingeniero informático que lleve a cabo actividades de programación informática y de desarrollo de programas informáticos.

Le agradecería que encontrara recursos internos para apoyar —total o parcialmente— la participación de su experto en el taller. Sin embargo, si fuese necesario, la OMM consideraría la posibilidad de brindar apoyo financiero con los recursos limitados de que se dispongan.

A los Representantes Permanentes de los Miembros ante la OMM (distribución limitada) (Argentina, Bolivia, Brasil, Chile, Colombia, Costa Rica, Cuba, Ecuador, España, Guatemala, México, Panamá, Paraguay, Perú, República Dominicana, Uruguay, Venezuela)

En lo que respecta a la cobertura del seguro para las personas que no son funcionarios de la Organización, quisiera señalar a su atención lo siguiente:

“Las personas que no pertenecen al personal de la OMM, pero han sido autorizadas a viajar a sus expensas y/o reciben dietas de ella, deberán asumir íntegramente los gastos incurridos en caso de muerte, enfermedad o lesión durante los viajes oficiales y la asistencia a reuniones en nombre de la Organización. Por tanto, les incumbirá únicamente a ellas la concertación de cualquier seguro de vida, salud o accidente, así como de cualquier otra modalidad de seguro, con un nivel de cobertura adecuado para la duración de las reuniones y eventos correspondientes.

La responsabilidad de la OMM con respecto a esas personas se limitará a sus actividades de prestación de servicios o a su asistencia a reuniones en nombre de la Organización, y estará cubierta por un seguro de lesiones y enfermedad que ofrece una cobertura limitada de los gastos médicos y por urgencias médicas y de los gastos de viaje oficial adicionales”.

A efectos administrativos, le agradecería que, con la mayor brevedad y, preferiblemente, no más tarde del **6 de febrero de 2024**, tuviese a bien confirmar la participación de los representantes de su Servicio en el taller de formación e indicase si necesitará asistencia financiera. Si así fuese, en el adjunto a la presente carta figura el formulario de solicitud de asistencia financiera ([anexo 1](#)), que deberá rellenar, firmar y remitir a la Secretaría a la dirección mrequests@wmo.int, con copia a wis@wmo.int. Si la OMM sufragase los gastos de viaje, la Secretaría se encargaría de efectuar los trámites respectivos y se le enviaría oportunamente a su experto la información detallada.

Por otra parte, le ruego tenga a bien informarse acerca del visado de entrada en Brasil y comprobar con la agencia de viajes correspondiente si se requiere un visado de tránsito para su itinerario. Si fuera necesario, la OMM podría proporcionar una carta oficial de invitación para respaldar su solicitud de visado. Para ello, sírvase completar el formulario de solicitud de asistencia para la tramitación de un visado que figura en el [anexo 2](#) a la presente carta y enviarlo a la Secretaría a la dirección registration@wmo.int, con copia a wis@wmo.int.

Quisiera aprovechar esta oportunidad para agradecerle su apoyo a las actividades de la OMM.

Le saluda atentamente.



Prof. Celeste Saulo
Secretaria General



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

WIS 2.0 TRAINING WORKSHOP
BRASILIA, BRAZIL
11–15 March 2024
I/WIS

Please complete this form in block letters by typing only (no handwriting).

Return it to: mrequests@wmo.int (cc: wis@wmo.int) with a copy of your passport **before 6 February 2024**

1. PARTICIPANT

Please complete the following MANDATORY information exactly as it appears in your passport:

Gender	Male ☐	Female ☐
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 ☐ No ☐ Not applicable ☐	
Schengen visa	Yes ☐ No ☐ Not applicable ☐	
Address		
City	Postal code	
Country	Nearest departure airport	
Mobile phone number	Office phone number	
Email		

2. ASSISTANCE FROM WMO FOR TRAVELAssistance 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 ☐ US\$ US Dollars ☐ EUR Euros currencies

Name of the bank:	
Address:	
Name of account holder	
Account number	
SWIFT Code	
ABA Code (USA)/BSB (AUD)	
SORT Code (UK)/Transit (CAD)	
IBAN Code/ CLABE (MEX)	

If bank transfer is NOT possible:

- (ii) Payment by Swiss Bankers Card ☐ CHF ☐ US\$ ☐ EUR
- (iii) Payment by reloading of existing Swiss Bankers Card in my possession
☐ CHF ☐ US\$ ☐ EUR
- (iv) Through the United Nations Development Programme Office US\$ ☐.

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 attached 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 travelling;
- ☐ 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

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 email to make the necessary arrangements.

CWT email: 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.

TRAINING WORKSHOP ON WIS 2.0
BRASILIA, BRAZIL
11–15 March 2024

Please return this form as soon as possible to registration@wmo.int (cc: wis@wmo.int) together with a scan of your national passport and an individual invitation letter

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 email. 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.

Please provide the following information exactly as it appears in your passport	
Mr/Ms/Prof	
Family Name	
First Name	
Passport No.	
Date of birth	
Date of issue	
Date of expiry	
Professional address	
Organization	
Section/Division	
Street	
City and Country	
Email (ESSENTIAL)	
Telephone No.	

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Contact details of the Embassy/Consulate issuing the entry visa for the meeting		Contact details of the Embassy/Consulate issuing a transit visa
Embassy of		
City		
Country		
Email (Essential)		

Signature of the participant

Date