

**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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6 de septiembre de 2024

Anexo: 1 (disponible en inglés solamente)

Asunto: Edición de 2024 del Taller de Orientación Inicial para Representantes Permanentes (Secretaría de la Organización Meteorológica Mundial en Ginebra, Suiza, 29 a 31 de octubre)

Finalidad: Completar el [formulario de solicitud de visitas de orientación inicial](#) para Representantes Permanentes y Directores de los Servicios Meteorológicos e Hidrológicos Nacionales y remitirlo en cuanto pueda a la Organización

Estimado señor/Estimada señora:

En nombre de la Organización Meteorológica Mundial (OMM) me complace invitarle al taller de orientación inicial de tres días que tendrá lugar en la Secretaría de la OMM en Ginebra (Suiza) del 29 al 31 de octubre de 2024.

El objetivo del taller es que los Representantes Permanentes recién nombrados, en especial aquellos que no estén familiarizados con las actividades de la OMM, adquieran un mayor grado de comprensión de los siguientes aspectos: los procedimientos de gobernanza de la OMM, sus diversos programas, las labores de la Organización y su Secretaría, y las funciones esenciales de liderazgo que los Representantes Permanentes desempeñan en la OMM. Asimismo, el taller facilitará la colaboración de los Representantes Permanentes con distintas partes interesadas y, al propiciar la interacción con la dirección ejecutiva y los directores de departamento de la Organización, permitirá mejorar la prestación de apoyo y asistencia a los Miembros de la OMM.

Me complace informarle de que, a raíz de las consultas celebradas con las Oficinas Regionales, tendrá lugar un Taller de Orientación Inicial para Representantes Permanentes en la Secretaría de la OMM en Ginebra. Entre los aspectos que se abordarán cabe destacar la introducción a las nuevas iniciativas de la Organización y al plan estratégico para el período financiero actual, que fueron objeto de deliberación en el Decimonoveno Congreso Meteorológico Mundial en junio de 2023, así como durante la 78ª reunión del Consejo Ejecutivo, celebrada del 10 al 14 de junio de 2024. Así pues, tengo el privilegio de invitarle a participar en este taller, cuyo programa detallado recibirá a su debido tiempo.

Para ayudarle a preparar su participación en este evento, puede consultar las dos publicaciones que se indican a continuación (actualmente en fase de revisión):

- 1) [Guía de referencia para los Representantes Permanentes de los Miembros ante la Organización Meteorológica Mundial sobre los procedimientos y las prácticas de la Organización](#) (OMM-Nº 939);
- 2) [Guidelines on the Role, Operation and Management of National Meteorological and Hydrological Services](#) (WMO-No. 1195) (Directrices sobre el papel, el funcionamiento y la gestión de los Servicios Meteorológicos e Hidrológicos Nacionales).

A los Representantes Permanentes de los Miembros ante la OMM (distribución limitada)

Le ruego que complete el [formulario de solicitud de visitas de orientación inicial](#) para Representantes Permanentes y Directores de los Servicios Meteorológicos e Hidrológicos Nacionales y lo remita, en cuanto pueda, al señor Mark Majodina, funcionario superior de programas (mmajodina@wmo.int), con copia a la señora Hong FAN, funcionaria de apoyo en materia de legislación y políticas (hfan@wmo.int).

Mientras tanto, para que el taller sea provechoso y beneficioso para todos los participantes, me gustaría invitarle a preparar una breve presentación de unos diez minutos sobre su Servicio para exponerla en el marco de la visita.

En cuanto a los costos financieros del viaje y su estancia en Ginebra, los sufragará la OMM. Sin embargo, debido a limitaciones presupuestarias y al elevado número de solicitudes previsto, la OMM dará prioridad a las solicitudes de los Representantes Permanentes de países menos adelantados y países en desarrollo, en consonancia con los criterios del Consejo Ejecutivo para las visitas de orientación inicial. Para poder ultimar los preparativos logísticos necesarios, sírvase completar el formulario de solicitud de asistencia financiera que figura en el [anexo](#) a la presente carta y enviarlo a la dirección cperotti@wmo.int, con mherinkova@wmo.int en copia, con la mayor brevedad y, en todo caso, no más tarde del **27 de septiembre de 2024**. Le ruego que tenga a bien indicar si necesita una carta de invitación personal con su nombre y número de pasaporte para poder incoar el procedimiento nacional oficial que corresponda.

En cuanto al pago de las dietas, a su llegada se le entregará una tarjeta de Swiss Bankers con la cuantía aprobada. Si ya dispone de una tarjeta de Swiss Bankers, se le ingresará el monto correspondiente.

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".

Aprovecho la ocasión para transmitirle nuestro agradecimiento por la cooperación constante de su Gobierno con la OMM.

Le saluda atentamente.



Sra. Ko Barrett
por la Secretaria General



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

2024 Permanent Representatives Induction Workshop 29–31 October 2024, WMO, Geneva

- Return it to: cperotti@wmo.int with cc to MHerinkova@wmo.int
- With a copy of your **passport**
- **As soon as possible** but not later than **27 September 2024**

1. PARTICIPANT

Please complete the following MANDATORY information exactly as it appears in your passport. Please complete this form in block letters by typing only (**no handwriting**).

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	
E-mail			

2. ASSISTANCE FROM WMO FOR TRAVEL

Assistance requested: ☐ yes ☐ no

An individual visa letter 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

If you are unable to travel after the ticket has been issued, you must inform the WMO travel agency (wmo.ch@contactcwt.com) prior to departure. Please also inform mrequests@wmo.int and travel@wmo.int.

PLEASE SELECT ONLY ONE MODE OF PAYMENT

If the DSA must be paid to you via your institution (e.g NOAA, Environment Canada, ECMWF ...) please mention it by adding the relevant bank detail.

☐ (i) **Bank transfer, please indicate full bank details:**

☐ **CHF** Swiss Francs, ☐ **USD** US Dollars, ☐ **EUR** Euros currencies

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

☐ **If bank transfer is NOT possible:**

(ii) Payment by Swiss Bankers Card ☐ **CHF**, ☐ **USD**, ☐ **EUR**

A Swiss Bankers Card is a prepaid credit card. It is used like a normal credit card. WMO finance division provides with this card, either in Geneva or at the venue of the meeting via a member of the WMO

(iii) Payment by reloading of existing Swiss Bankers Card in my possession

☐ **CHF**, ☐ **USD**, ☐ **EUR**

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 provided in the Annex 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 traveling;
- ☐ 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:**

ANNEX**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 e-mail to make the necessary arrangements.

FYI: CWT e-mail: 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.
