



Notre réf.: 00347/2025/I/WIS/2.0

28 janvier 2025

Annexes: 2 (disponibles en anglais seulement)

Objet: Atelier de formation sur la version 2.0 du Système d'information de l'OMM (SIO 2.0) (Mascate, Oman, 13-17 avril 2025)

Suite à donner: Désigner un(e) représentant(e) de votre Service et en informer le Secrétariat de l'OMM au plus tard le **10 mars 2025**

Madame, Monsieur,

J'ai le plaisir de vous informer que l'Organisation météorologique mondiale (OMM) prévoit d'organiser l'atelier susmentionné à Mascate, du 13 au 17 avril 2025.

Cet atelier répondra aux besoins de renforcement des capacités du personnel chargé de la mise en œuvre du SIO 2.0 au sein des Services météorologiques et hydrologiques nationaux.

Ainsi, cet atelier vise à aider les Membres de l'OMM à renforcer leurs capacités en:

- 1) Améliorant leur compréhension de l'architecture du SIO 2.0;
- 2) Développant leurs compétences en matière d'installation et de configuration du «WIS 2.0 in a box» (SIO 2.0 tout-en-un);
- 3) Développant leurs compétences pour exploiter un nœud du SIO 2.0.

Cet atelier, qui se déroulera en anglais, est conçu de façon à être concret et hautement interactif. Il est attendu des participants qu'ils travaillent à ces activités, ou à d'autres activités, de façon individuelle ou en groupe. Chaque participant doit disposer d'un ordinateur portable individuel pour suivre les séances pratiques de l'atelier.

Vous êtes invité(e) à désigner, au sein de votre Service, un(e) représentant(e) (de préférence un(e) ingénieur(e) en informatique participant au développement de logiciels et à la programmation informatique) pour participer à l'atelier.

Il serait opportun que vous puissiez dégager des fonds d'origine nationale pour prendre en charge, en totalité ou en partie, les frais de participation de l'intéressé(e). Sur demande, l'OMM envisagera de fournir une assistance financière dans la limite des ressources disponibles.

Concernant l'assurance des personnes n'ayant pas la qualité de fonctionnaires, je tiens à attirer votre attention sur les dispositions suivantes:

Les personnes ne faisant pas partie du personnel de l'Organisation qui sont autorisées à voyager à ses frais et/ou au bénéfice d'une indemnité journalière de subsistance doivent veiller à pouvoir prendre entièrement à leur charge

Aux: Représentants permanents des Membres de l'OMM suivants: Arabie saoudite, Bahreïn, Égypte, Émirats arabes unis, Iraq, Jordanie, Koweït, Liban, Libye, Qatar, Somalie, Syrie, Tunisie et Yémen (distribution restreinte)

cc: Conseillers en hydrologie

toute dépense encourue en cas de décès, de maladie ou de lésion corporelle imputable à un voyage officiel et à la participation à des réunions au nom de l'Organisation. Il leur appartient donc de contracter toute assurance-vie, assurance-maladie, assurance accidents ou toute autre forme d'assurance avec un niveau de couverture adéquat pour toute la durée de ces réunions et événements.

La responsabilité de l'OMM est limitée à l'exercice de fonctions ou à la participation à une réunion pour son compte. L'OMM a souscrit une assurance contre les accidents et les maladies qui prévoit une couverture limitée des frais médicaux, des frais d'urgence et des frais supplémentaires encourus lors des voyages officiels.»

Pour des raisons d'ordre administratif, je vous saurais gré de bien vouloir confirmer la participation de votre représentant(e) à l'atelier dans les meilleurs délais, de préférence le **10 mars 2025** au plus tard, en indiquant si une aide financière sera requise. Dans l'affirmative, vous voudrez bien renvoyer au Secrétariat, par courriel à mrequests@wmo.int avec copie à wis@wmo.int, le formulaire de demande d'assistance financière ([annexe I](#)), dûment rempli et signé. Si l'OMM prend en charge les frais de voyage, les dispositions nécessaires seront prises par le Secrétariat et votre expert(e) en sera avisé en temps voulu.

Par ailleurs, nous vous invitons à vous renseigner sur la nécessité d'obtenir un visa d'entrée pour Oman et à vérifier auprès de l'agent de voyage concerné si l'itinéraire retenu requiert un visa de transit. Au besoin, l'OMM peut fournir une lettre d'invitation officielle pour appuyer la demande de visa. Pour ce faire, il convient de remplir le formulaire de demande d'appui pour un visa ([annexe II](#)), et de le renvoyer au Secrétariat, par courriel à registration@wmo.int avec copie à wis@wmo.int.

En vous remerciant du soutien que vous apportez aux activités de l'OMM, je vous prie d'agréer, Madame, Monsieur, l'expression de ma considération distinguée.



Ko Barrett
pour la Secrétaire générale



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

WIS 2.0 TRAINING WORKSHOP

MUSCAT, OMAN

13 – 17 April 2025

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 10 March 2025**

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 No.		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 TRAVEL

Assistance 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 (UNDP) 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 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 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 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.

**WIS 2.0 TRAINING WORKSHOP,
MUSCAT, OMAN
13–17 April 2025**

Ref.: 00347/2025-1.5 IWIS

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 that 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 biodata page is required.

Please submit this form as early as possible, given the long visa processing times in some cases.

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 (required)	
Telephone No.	

Contact details of the Embassy/Consulate issuing the entry visa for the meeting

Embassy of	
City	
Country	
Email (required)	

Contact details of the Embassy/Consulate issuing a transit visa

Signature of the participant

Date