

WMO OMM

WEATHER CLIMATE WATER
TEMPS CLIMAT EAU

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

Secrétariat

7 bis, avenue de la Paix – Case postale 2300
 CH 1211 Genève 2 – Suisse
 Tél.: +41 (0) 22 730 81 11
 Fax: +41 (0) 22 730 81 81
 wmo@wmo.int – public.wmo.int

Notre réf.: 03732/2019/DRA/VCP/IPM

20 février 2019

Annexes: 4 (disponibles en anglais seulement)

Objet: Réunion de planification informelle du Programme de coopération volontaire de l'OMM (PCV), Tokyo, Japon, 26-28 mars 2019

Suite à donner: 1) Indiquer au Secrétariat de l'OMM de préférence **le 28 février 2019** au plus tard si des représentants de votre Service seront en mesure de participer à la réunion

2) Faire parvenir au Secrétariat de l'OMM le rapport d'activité de votre pays concernant le PCV et les activités de coopération technique menées en 2018, y compris les actions à caractère bilatéral et la contribution attendue pour 2019

Madame, Monsieur,

J'ai le plaisir de vous informer qu'à l'aimable invitation du Gouvernement du Japon, la réunion annuelle de planification informelle du Programme de coopération volontaire (PCV) de l'Organisation météorologique mondiale (OMM) se tiendra à Tokyo, du 26 au 28 mars 2019.

Compte tenu du soutien généreux que votre Service apporte aux activités de coopération technique et étant donné l'importance que revêtent la coordination et la mise en œuvre du PCV et des activités de coopération technique connexes, j'ai le plaisir de vous inviter à désigner des experts de votre Service susceptibles de participer à cette réunion. Comme à l'accoutumée, il est attendu des participants qu'ils prennent en charge leurs frais de voyage et de séjour. Veuillez noter que la réunion se tiendra en anglais.

Vous trouverez ci-joint l'ordre du jour provisoire de la réunion, le formulaire de participation et la note d'information aux participants (annexes I, II et III, respectivement).

Les débats porteront sur les éléments suivants:

- a) Un bref rapport sur le PCV et les activités de coopération technique menées à bien dans votre pays/territoire en 2018, ainsi que les perspectives pour 2019;
- b) Un compte rendu succinct des activités connexes de coopération technique qui relèvent d'accords bilatéraux ou multilatéraux;
- c) La contribution estimative de votre pays en 2018 (en dollars des États-Unis), avec indication des montants pour le programme «Équipement et services» du PCV (PCV(ES)), le programme Formation/Bourses d'études et les équipements et services fournis en vertu d'accords bilatéraux ou multilatéraux.

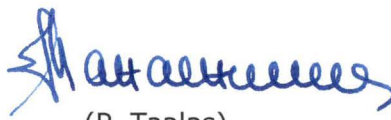
Aux: Représentants permanents des Membres de l'OMM (distribution restreinte)

cc: Missions permanentes de ces pays Membres auprès de l'Office des Nations Unies et des autres organisations internationales à Genève

Même si votre Service ne participera pas à la réunion, je vous serais reconnaissant de bien vouloir néanmoins communiquer au Secrétariat de l'OMM un bref rapport sur les activités d'aide au développement menées par votre pays, en vous servant du modèle figurant à l'annexe IV. Ce rapport, qui figurera dans la documentation de la réunion, contribuera à replacer dans une perspective plus large l'assistance mutuelle des Membres de l'OMM et permettra d'explorer des possibilités de synergie et d'accroissement de la valeur ajoutée, dans l'intérêt des Membres qui sont tenus de fournir les produits et les services nécessaires aux gouvernements et aux populations.

Je vous saurais gré de bien vouloir renvoyer au Secrétariat de l'OMM le formulaire d'inscription (annexe II) dûment rempli et de nous communiquer votre décision de préférence le **28 février 2019** au plus tard. Vous êtes également invités à envoyer votre rapport (annexe IV) au Secrétariat le plus rapidement possible.

En espérant que votre Service pourra participer à cette importante réunion, je vous prie d'agréer, Madame, Monsieur, l'expression de ma considération distinguée.


pour (P. Taalas)
Secrétaire général

WORLD METEOROLOGICAL ORGANIZATION
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Annex I

**Informal Planning Meeting of the
WMO Voluntary Cooperation Programme (VCP)
Tokyo, Japan, 26-28 March 2019**

Provisional Agenda

1. Organization of the meeting
2. Adoption of the agenda
3. Report of the VCP(F) and VCP coordinated activities in 2018
4. Report on projects
 - 4.1 Overview of the projects under development by WMO secretariat
 - 4.2 Overview of bilateral technical cooperation activities by Members
5. Contribution by NMHSs
6. WMO development partnership – Country Support Initiative (CSI)
7. Preparation of the 18th WMO Congress
 - 7.1. Priorities during the 18th Financial Period
 - 7.2. Side event during the Congress
 - 7.3. Procedures for the VCP
8. Any other business
9. Date and place of the next IPM
10. Closure

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Annex II

Ref.: 03735/2019-1.0 DRA

**Informal Planning Meeting of the
WMO Voluntary Cooperation Programme (VCP)
Tokyo, Japan, 26-28 March 2019**

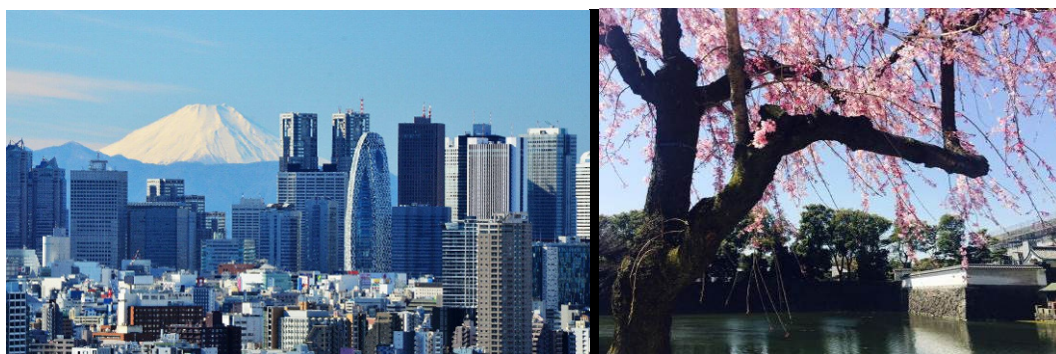
Attendance Form

1. Country: _____
2. Service or Organization: _____
3. Participant:
Surname (Dr/Mr/Ms): _____
Given name: _____
Address: _____

Telephone: _____
Telefax: _____
E-mail: _____

To be returned not later than 19 February 2019 to the Secretariat:

Facsimile: (+41-22) 730 80 47
E-mail: MHerinkova@wmo.int cc: kshida@wmo.int



**Informal Planning Meeting of the
WMO Voluntary Cooperation Programme (VCP)
26-28 March 2019, Tokyo, Japan**

Information Note for Participants

Date and Venue

The annual Informal Planning Meeting (IPM) of the WMO Voluntary Cooperation Programme (VCP) will be held from 26 to 28 March 2019 at the headquarters of the Japan Meteorological Agency (JMA, room 539, 5th floor, 1-3-4 Otemachi, Chiyoda-ku, Tokyo 100-8122, Japan).

Registration

Participants are requested to make registration on Tuesday, 26 March 2019 from 09:00 to 09:30 at the lobby of the JMA headquarters.

Badges

Participants are requested to wear badges during the meeting.

Participant Form

[Important] Please fill out the **Participant Form** given in **Appendix** and send it back to the Local Secretariat (Mr Yasutaka Hokase, hokase@met.kishou.go.jp) **by 19 February 2019 at the latest** for necessary arrangements by the Local Secretariat (e.g. hotel room booking, visa application support).

Working Language

The meeting will be conducted in English. All documents and information papers will be prepared in English only.

Internet Facilities

Free wireless Internet connection will be available in the meeting room.

Entry Requirements

Visa may be required to enter Japan for some participants. For visa requirements and other information on entry conditions, please check at: https://www.mofa.go.jp/j_info/visit/visa/index.html

Time

Japan Standard Time is UTC + 9 hours.

Hotel

A block booking has been made at KKR Hotel Tokyo, located in front of JMA, at a rate of JPY 12,500 (Deluxe Twin) or JPY 11,500 (Deluxe Single) per night (from 25 to 29 March 2019). If you would like to stay at this hotel, please specify it in the attached Participant Form. The participants will be required to pay their own bills to the hotel at check-out, and may be required to provide a credit card information or cash deposit at check-in.

KKR Hotel Tokyo

Address: 1-4-1 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan

Tel: +81 3 3287 2921, Fax: +81 3 3287 2913

<https://www.kkr-hotel-tokyo.gr.jp/en/>

Deluxe Twin (JPY 12,500/night. Breakfast (JPY 1,400) is not included.)



Deluxe Single (JPY 11,500/night. Breakfast (JPY 1,400) is not included.)

**Electricity**

Electric current is 100 volt AC (50 or 60 cycles) throughout the country and use plug socket type A. Visitors with electric appliances may need a plug adapter kit.

**Currency**

The currency of Japan is Japanese Yen (JPY). Please be noted that the other foreign currencies (e.g. USD, EUR etc.) will not be accepted in most cases including public transportation, while most of shops and restaurants accept major credit cards (e.g. Visa, Master). If needed, you can exchange money to JPY at your airport or withdraw JPY from ATMs at 7-Eleven convenience stores located everywhere in Tokyo including the one close to KKR Hotel Tokyo. There is no tipping culture in Japan.

1 USD = 110 JPY

1 EUR = 125 JPY (As of 6 February 2019)

Airport Information and Transportation to the Hotel

There are two major international airports in Tokyo: Haneda Airport and Narita Airport. From each airport, it is recommended to go to Tokyo Station using public transportation, bus or train as shown below. From Tokyo Station, it will take about 10 minutes to JMA headquarters and KKR Hotel Tokyo by taxi (around JPY 1,000).

- From Narita Airport to Tokyo Station**By JR Narita Express (N'EX)**

60 minutes, JPY 3,020, direct, 1-2 connections per hour

http://www.jreast.co.jp/e/pass/nex_oneway.html

By Keisei Skyliner

50 minutes, JPY 2,630, 1 transfer (to Ueno Station by Keisei Skyliner and to Tokyo Station by JR Yamanote Line), 2 connections per hour

<http://www.keisei.co.jp/keisei/tetudou/skyliner/us/index.html>

By limousine bus

75-125 minutes, JPY 3,100, direct, 3-7 connections per hour

https://www.limousinebus.co.jp/en/areas/detail/nrt/tcat_tokyo/dep

By Tokyo Shuttle bus

90 minutes, JPY 900-1,000, direct, 3 connections per hour

<http://www.keiseibus.co.jp/inbound/tokyoshuttle/en/>

For further details, visit:

<https://www.japan-guide.com/e/e2027.html>

- From Haneda Airport to Tokyo Station

By Tokyo Monorail

30 minutes, JPY 650, 1 transfer (to Hamamatsucho Station by Tokyo Monorail and to Tokyo Station by JR Yamanote Line), frequent connections

By Keikyu Railways

30 minutes, JPY 580, 1 transfer (to Shinagawa Station by Keikyu Railways and to Tokyo Station by JR Yamanote Line), frequent connections

By limousine bus

50 minutes, 930 JPY, 1-2 connections per hour

For further details, visit:

<https://www.japan-guide.com/e/e2430.html>

Climate

The climatological data at Tokyo in late-March is given below:

Mean temperature	9.8 °C
Mean maximum temperature	14.6 °C
Mean minimum temperature	5.6 °C
Relative humidity	59 %
Total precipitation (per month)	117.5 mm
Number of rainy days (per month)	9.9 days

<http://www.data.jma.go.jp/obd/stats/data/en/normal/normal.html>

For daily weather forecasts and related information, visit the JMA's website at:

<http://www.jma.go.jp/en/yoho/319.html>

<https://www.jma.go.jp/en/kaikotan/index.html>

Other useful websites:

The Official Tokyo Guide <https://www.gotokyo.org/en/>

Japan Railway <http://www.jreast.co.jp/e/nex/index.html>

Tokyo Metro <http://www.tokyometro.jp/global/en/>

Toei Subway <http://www.kotsu.metro.tokyo.jp/english/index.html>

Local Secretariat

Yasutaka Hokase (Mr)

Office of International Affairs, JMA

Email: hokase@met.kishou.go.jp

Tel: +81 (0)3 3211 4966

Fax: +81 (0)3 3211 2032

**Informal Planning Meeting of the
WMO Voluntary Cooperation Programme (VCP)
Tokyo, Japan, 26-28 March 2019**

Participant Form

Ref.: 03736/2019-1.0 DRA

Please complete this form (at least item 1. General information) and return it to the Local Secretariat (hokase@met.kishou.go.jp) by **19 February 2019 at the latest**.

1. General information

First name: _____ Family name: _____ (Dr./Mr./Ms.): _____

Note: It must be the same spelling as the name in your passport.

Country: _____

Service/Organization _____

I will stay at ☐ KKR Hotel Tokyo (pre-booked by JMA) / ☐ another hotel (*hotel name*).

Check-in date: _____ Check-out date: _____

Any food restrictions? (e.g. *halal, vegetarian, ...*) _____

2. Schedule of stay

Arrival At: *Narita or Haneda* Date: _____ Flight number^{*3}: _____

Departure From: *Narita or Haneda* Date: _____ Flight number^{*3}: _____

* *The flight numbers and hotel may be left blank if they have not been determined yet. Fill in the arrival/departure airport (Narita or Haneda) and dates as you plan.*

----- For those who require support for visa application ----

If you require an invitation letter for visa application to enter Japan, please fill out the form below. By your request, the Japan Meteorological Agency (JMA) will issue necessary documents (letter of reason for invitation, letter of guarantee and schedule of stay). Send your **passport copy** as well.

3-1. Passport information

Nationality: _____

Sex: ☐ male ☐ female

Date of birth: _____ / _____ / _____ (day/month/year)

3-2. Embassy/Consulate to apply

☐ Embassy / ☐ Consulate of Japan in _____

3-3. Additional requests

☐ Issue list of visa applicants^{*1} as well
I will apply for a visa together with (_____).

☐ Send the original documents^{*2} via snail mail to: _____

^{*1}: *In case you will apply for a visa together with other officers, please request this list.*

^{*2}: *Most Embassies/Consulates of Japan require original documents. If you wish to apply for a visa to the Embassies/Consulates with copy documents (printed from scanned pdf), please ask the Embassies/Consulates in advance to make sure if those copy documents will be accepted.*

Informal Planning Meeting of the WMO Voluntary Cooperation Programme

Activity Report

Ref.: 03737/2019-1.0 DRA

1. Country/Territory	
2. Overall national contribution in 2018	3. Overall estimated national contribution in 2019 (in USD)
, USD	***,*** USD
4. List of Activities / Projects / Events in 2018 related to contribution	5. Source of Funding (USD)
• • • • • • • •	• • • • • • • •
6. Other Relevant Projects	7. Implemented by
• • • • • • • •	• • • • • • • •
8. Challenges in Resource Mobilization for your Activities / Projects / Events	9. Opportunities for Increased Activity for your Activities / Projects / Events
• • • • •	• • • • •
10. Opportunities for more cooperation with other Members / organizations	

Please send the report preferably **by 28 February 2019** to

Mr Yoshiro Tanaka
 Senior Programme Officer
 Regional and Technical Integration Unit
 Development and Regional Activities Department
 World Meteorological Organization
 E-mail: YTanaka@wmo.int
 Cc: kshida@wmo.int