



Notre réf.: 27032/2022/S/DPS

15 novembre 2022

Annexe: 1 (disponible en anglais seulement)

Objet: Invitation au Forum technique d'experts sur le suivi des pertes et préjudices liés aux phénomènes dangereux et aux catastrophes (Bonn, Allemagne, 29-30 novembre 2022)

Suite à donner: Confirmer votre participation au Forum, de préférence avant le **17 novembre 2022**

Madame, Monsieur,

J'ai le plaisir de vous informer que le Forum technique d'experts sur le suivi des pertes et préjudices liés aux phénomènes dangereux et aux catastrophes se tiendra sur le Campus des Nations Unies à Bonn, les 29 et 30 novembre 2022.

Les participants du forum examineront les bonnes pratiques et les lacunes en matière d'enregistrement des phénomènes dangereux et de leurs conséquences, et passeront notamment en revue les normes nationales et internationales en vigueur ainsi que les processus, l'interopérabilité, l'analyse et la transparence des données dans ce domaine. Ce forum réunira des experts travaillant au sein des Services météorologiques et hydrologiques nationaux et des organismes nationaux de gestion des catastrophes, d'organisations régionales et internationales, ainsi que d'entreprises du secteur privé.

Les organisateurs présenteront aux participants, pour recueillir leurs avis, un projet de programme visant à surmonter les défis dans ce domaine. Vous trouverez en annexe la note de synthèse du Forum, lequel se déroulera en anglais avec un service d'interprétation assuré en espagnol et en français.

Comme vous le savez peut-être, à sa deuxième session (octobre 2022), la Commission des services de l'OMM a recommandé que le Conseil exécutif approuve, à sa soixante-seizième session (fin février 2023), le Plan de mise en œuvre de la méthode de classification des phénomènes dangereux. Le forum technique mettra en lumière, d'une part, la contribution que peut apporter cette classification à la comptabilisation des pertes et des préjudices et, d'autre part, sa mise en synergie avec DesInventar, l'outil de suivi du Cadre de Sendai géré par le Bureau des Nations Unies pour la prévention des catastrophes (UNDRR).

À cet égard, je vous saurais gré de participer vous-même à ce forum ou de permettre la participation d'un de vos représentants expérimentés dans le domaine de la comptabilisation des pertes et des préjudices, par exemple dans la supervision nationale de l'enregistrement des phénomènes dangereux.

Compte tenu de la modicité des fonds alloués à cet événement, nous espérons que votre Service pourra prendre en charge vos frais de participation ou ceux de votre représentant. Dans le cas contraire, l'OMM pourrait envisager de fournir, sur demande, une assistance financière destinée à couvrir les frais de voyage et/ou de séjour (indemnité journalière de subsistance).

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

cc: Conseillers en hydrologie

Avant le départ des participants pour le forum, je tiens à attirer l'attention de chacun 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 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 et afin de planifier l'événement en conséquence, dans le cas où un soutien financier serait requis, votre représentant désigné ou vous-même voudrez bien remplir le formulaire de demande d'assistance financière figurant en annexe et l'envoyer à l'adresse mrequests@wmo.int, avec copie à M. James Douris (jdouris@wmo.int), au plus tard le **17 novembre 2022**.

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.



Elena Manaenkova
pour le Secrétaire général



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

Technical Expert Forum on Tracking of Hazardous Events and Disaster Losses and Damages

Bonn, Germany

29–30 November 2022

S/DPS

Please complete this form in **type-written block letters** only (no handwriting).

Return it to: mrequests@wmo.int (with a copy of your passport) before **10 November 2022**

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		Office phone	
Email			

2. ASSISTANCE FROM WMO FOR TRAVELAssistance requested: ☐ yes ☐ no**3. ASSISTANCE FROM WMO FOR DAILY SUBSISTENCE ALLOWANCE (DSA)**DSA requested ☐ yes ☐ no**Bank transfer, please indicate full bank details:**(i) ☐ **CHF** Swiss francs ☐ **USD** US dollars ☐ **EUR** Euro

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

If bank transfer is NOT possible:(ii) Payment by Swiss Bankers Card (☐ **CHF** ☐ **USD** ☐ **EUR**)

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

☐ **CHF** ☐ **USD** ☐ **EUR**(iv) Through UNDP Office (**USD** ☐)**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.

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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 Instructions 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 form 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 a stay by 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.

Tickets purchased through the 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 contact the travel agency **directly**, either by phone or email to make the necessary arrangements.

FYI: CWT email: wmo.ch@contactcwt.com
CWT phone number (24/7): +41 58 515 0078

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.
