

**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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14 mars 2023

Annexe: 1 (disponible en anglais seulement)

Objet: Invitation à participer au quatrième atelier des parties prenantes au projet FOCUS-Africa et aux séances de formation connexes (Macaneta, Mozambique, 10-12 mai 2023)

Madame, Monsieur,

Nous avons le plaisir de vous informer que l'Organisation météorologique mondiale (OMM) et un groupement de 15 partenaires organisent à Macaneta, du 10 au 12 mai 2023, le quatrième atelier des parties prenantes au projet relatif à l'ensemble de la chaîne de valorisation de services climatologiques optimisés et axés sur les utilisateurs (FOCUS-Africa). Ce projet a pour objectif de favoriser le développement, dans la région de la Communauté de développement de l'Afrique australe, de services climatologiques durables adaptés à quatre secteurs: l'agriculture et la sécurité alimentaire, l'eau, l'énergie, et les infrastructures. De plus amples informations sur le projet FOCUS-Africa sont disponibles à l'adresse suivante: <http://focus-africaproject.eu/>.

L'atelier comprendra deux volets. Un atelier des parties prenantes se concentrera, le 10 mai 2023, sur les services climatologiques destinés à l'agriculture. Il permettra aux Services météorologiques et hydrologiques nationaux (SMHN) d'interagir avec les utilisateurs et les intermédiaires afin d'échanger des renseignements et d'étudier la façon de fournir des informations utiles et opportunes sur le climat aux fins de la prise de décision dans ce secteur cible.

Les 11 et 12 mai 2023, les participants des SMHN suivront des séances de formation axées sur l'évaluation de la précision des prévisions saisonnières et sur la correction des erreurs systématiques y afférentes, ainsi que sur des méthodes de substitution pour le calcul des dates de début de la saison des pluies. La Scuola Superiore Sant'Anna (SSSA) assurera l'encadrement de ces deux journées de formation avec le soutien du Centre de calcul informatique de Barcelone (BSC), du Conseil mondial de l'énergie et de la météorologie (WEMC), du Service météorologique du Royaume-Uni, du Centre africain pour les applications de la météorologie au développement (ACMAD) et d'autres partenaires du projet. L'atelier devrait réunir une soixantaine de participants issus des milieux de la recherche, de la science, de l'élaboration de politiques, de la société civile et des SMHN. Une vingtaine de participants sont également attendus pour les journées de formation. Pour connaître le programme de l'atelier et obtenir de plus amples informations, veuillez consulter la [page Web de l'événement](#).

Dans ce contexte, nous vous invitons à désigner un expert du Service climatologique de votre pays pour participer à cet atelier. Nous vous serions reconnaissants de bien vouloir communiquer les coordonnées de la personne désignée à M. Hamid Bastani ([hbastani@wmo.int](mailto:hbastani@wmo.int)) **d'ici au 21 mars 2023**. L'OMM prendra en charge les frais de participation de l'intéressé(e) conformément aux politiques internes en matière de voyages. Veuillez noter que l'atelier se déroulera en anglais.

A: Représentants permanents des Membres de l'OMM suivants (distribution restreinte): Afrique du Sud, Angola, Botswana, Comores, Eswatini, Lesotho, Madagascar, Namibie, République démocratique du Congo, Seychelles, Zambie et Zimbabwe

cc: Conseillers en hydrologie

La participation de votre expert contribuera indéniablement à la réussite du quatrième atelier des parties prenantes au projet FOCUS-Africa. Pour toute question concernant l'atelier, veuillez contacter M. Hamid Bastani ([hbastani@wmo.int](mailto:hbastani@wmo.int)), avec copie à Mme Roberta Boscolo ([rboscolo@wmo.int](mailto:rboscolo@wmo.int)) et M. Sebastian Grey ([sgrey@wmo.int](mailto:sgrey@wmo.int)).

Si une aide financière de la part de l'OMM est nécessaire pour que votre expert désigné puisse participer à l'atelier, veuillez renvoyer le formulaire de demande d'assistance financière ci-joint **avant le 21 mars 2023**.

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 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.»*

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



Invitation to attend the Fourth FOCUS- Africa Stakeholders' Workshop and training sessions

Macaneta, Mozambique

10 – 12 May 2023

S/ACS

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

Return it to: [hbastani@wmo.int](mailto:hbastani@wmo.int) (with a copy of your passport) **before 15 March 2023.**

## 1. PARTICIPANT

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

|                                |                                                               |                             |                                         |
|--------------------------------|---------------------------------------------------------------|-----------------------------|-----------------------------------------|
| Gender                         | Male <input type="checkbox"/> Female <input type="checkbox"/> |                             |                                         |
| FAMILY NAME                    |                                                               |                             |                                         |
| MAIDEN NAME<br>(if applicable) |                                                               |                             |                                         |
| First Name                     |                                                               |                             |                                         |
| Nationality                    |                                                               |                             |                                         |
| Place of birth                 |                                                               | Date of birth (DD/MM/YY)    |                                         |
| Passport number                |                                                               | Validity (DD/MM/YY)         |                                         |
| Holding US visa                | Yes <input type="checkbox"/>                                  | No <input type="checkbox"/> | Not applicable <input type="checkbox"/> |
| Schengen visa                  | Yes <input type="checkbox"/>                                  | No <input type="checkbox"/> | Not applicable <input type="checkbox"/> |
| Address                        |                                                               |                             |                                         |
| City                           |                                                               | Postal code                 |                                         |
| Country                        |                                                               | Nearest departure airport   |                                         |
| Mobile phone<br>number         |                                                               | Office phone number         |                                         |
| E-mail                         |                                                               |                             |                                         |

## 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,
- ☐
- 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**
- (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:

.....

.....

**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@contactwt.com](mailto:wmo.ch@contactwt.com)) prior to departure. Please also inform [mrequests@wmo.int](mailto:mrequests@wmo.int) and [travel@wmo.int](mailto: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](mailto: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.

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