

**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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Ref.: 22457/2023-15 MS/RSO

Notre réf.: 22457/2023/MS-RSO

16 octobre 2023

Annexe: 1 (disponible en anglais seulement)

Objet: Atelier de familiarisation 2023 à l'intention des représentants permanents récemment nommés (Secrétariat de l'OMM, Genève, **20-22 novembre 2023**)

Suite à donner: Remplir et renvoyer à l'OMM dans les meilleurs délais le [formulaire de demande de visite de familiarisation](#) pour les représentants permanents et les directeurs de Services météorologiques et hydrologiques nationaux

Madame, Monsieur,

J'appelle votre attention sur ma lettre du 5 octobre dernier (réf.: 20891/2023/MS-RSO) concernant l'atelier susmentionné. À cet égard, je vous informe que les dates de l'atelier ont été modifiées et que ce dernier se tiendra non plus du 13 au 15 novembre 2023, mais du **20 au 22 novembre 2023**.

En ce qui concerne le paiement de l'indemnité journalière de subsistance, une carte Swiss Bankers vous sera remise à votre arrivée. Veuillez remplir le formulaire de demande d'assistance financière figurant en [annexe](#) et l'envoyer à mherinkova@wmo.int dès que possible et au plus tard le **23 octobre 2023** afin de permettre la mise en œuvre des dispositions logistiques nécessaires.

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.

Les voyageurs doivent également noter que le Règlement général et les règles de l'OMM ne couvrent pas les frais supplémentaires résultant de la prolongation du séjour des experts ou d'autres frais découlant des restrictions de déplacement imposées par les autorités nationales. À l'instar des dispositions relatives à l'assurance-maladie, il incombe aux voyageurs de souscrire une assurance voyage permettant de couvrir les imprévus tels que la fermeture des frontières ou autres restrictions de déplacement.»

Veuillez agréer, Madame, Monsieur, l'expression de ma considération distinguée.

Petteri Taalas
Secrétaire général

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

cc: Conseillers en hydrologie



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

2023 Permanent Representative induction workshop

20-22 November 2023

WMO Secretariat in Geneva

MS/RSO

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

Return to: mrequests@wmo.int (with a copy of your passport) at your earliest convenience but no later than **23 October 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 (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 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) | |
| SORT Code (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:

.....

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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.
