

**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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2023 年 8 月 17 日

附件: 2 份 (仅以英文提供)

主题: 邀请参加第二届世界气象中心研习班, 2023 年 11 月 14-16 日, 瑞士日内瓦

要求采取的行动: (1) 最好在 **2023 年 8 月 24 日**之前提名至少一名代表亲临会场参加研习班  
(2) 在 **2023 年 8 月 24 日**之前, 确认贵方代表是否参加, 无论是否有资金

尊敬的先生/女士,

很高兴地通知您, 第二届世界气象中心 (WMC) 研习班将于 2023 年 11 月 14 日至 16 日在瑞士日内瓦举行, 同时这也将是 WMO 综合处理和预测系统 (WIPPS) 第一次研习班。

《WMO 2024-2027 年战略计划》(建议 11 (EC-76)) 中明确指出若干目标需要通过 WIPPS 活动为其提供支持。此外, 实施联合国全民早期预警倡议 (决定 8 (EC-76)) 也要求提供信息, 支持 NMHS 基于影响的预警, 同时第十九次世界气象大会 (决议 4 (Cg-19)) 要求各技术委员会、研究理事会和其他机构确定并实施高度优先活动, 以满足各会员在全民早期预警 (EW4All) 倡议方面的迫切需求。

WMC 研习班旨在加快新产品和新数据的实施, 以满足用户对 EW4All 的要求。研习班的主要目标包括:

- 审查现有能力和活动, 加强未来 WIPPS 的活动, 以涵盖所有地球系统领域和时空尺度;
- 阐明实现 WMO 战略计划目标的要求, 并满足未来 WIPPS 在所有地球系统领域 (天气、气候、水、冰冻圈) 的要求;
- 确定 WMC 的行动, 并酌情与灾害性天气预报计划 (SWFP) 和相关的区域专业气象中心 (RSMC) 联合行动, 确保加强 WIPPS 的活动, 以实现 EW4All 倡议的目标;
- 分享培训计划、培训材料和知识共享等方面的良好做法, 加强区域培训中心 (RTC)、区域气候中心 (RCC) 和 WMC 之间的能力发展协调;
- 在 WMC、RSMC 和研究界之间建立协调机制, 更好地利用 WIPPS 活动。

此次研习班将主要以面对面会议的形式进行, 但若有与会者无法亲临会场, 也可远程参会。更多信息, 包括注册详情, 将在[研习班的专门网页](#)上公布。

为确保最有效的参与, 请提名至少一名专家亲临会场研习班, 作为贵国 WMC 的代表参加技术讨论。您也可以提名更多有决策权的与会者, 但请注意, WMO 将只考虑支付代表的差旅费, 而 WMC 可能要支付其他与会者的差旅费。

希望贵组织能够承担代表参会的费用。但是, 如果无法承担, WMO 愿根据请求考虑提供资助, 其中包括旅费 (最经济的机票, 最直接的路线) 和/或每日津贴。

致: 澳大利亚、加拿大、中国、法国、德国、日本、俄罗斯联邦、英国、美国常任代表, 以及欧洲中期天气预报中心 (ECMWF) 主任 Florence Rabier 女士 (有限分发)

抄送: 水文顾问

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为便于行政管理，请尽早（最好不迟于**2023年8月24日**）确认贵代表参会情况，并说明是否需要资助。如果需要，该代表应填写、签署所附的财务援助申请表（RFA）并将之交回秘书处：[mrequests@wmo.int](mailto:mrequests@wmo.int)。如果由WMO承担差旅费，秘书处将负责差旅安排，详情将在适当时候发送给代表。如果您希望以虚拟方式参加会议，请发送电子邮件至[wipps@wmo.int](mailto:wipps@wmo.int)。

此外，请代表查询瑞士入境签证事宜，并与有关旅行社核实行程是否需要过境签证。如有必要，WMO可提供正式邀请函，以支持签证申请；为此，请填写所附的旅行签证支持申请表，发送至秘书处：[registration@wmo.int](mailto:registration@wmo.int)。

关于 WMO 非工作人员的保险范围，谨请您注意以下几点：

“获准由本组织出资旅行和/或从 WMO 领取 DSA 的非 WMO 工作人员须确保其对代表本组织公务旅行和出席会议期间因死亡、疾病或伤害发生的费用完全负责。因此，他们须全权负责为这些会议和活动期间安排人寿、健康、意外和任何其他形式的足额保险。

WMO 的责任仅限于代表本组织从事服务或出席会议，由伤害和疾病福利保险覆盖，该保险有限覆盖医疗、急诊和补充公务差旅费。”

WMO秘书处随时为您提供问题和技术支持。请随时与秘书处联系：[wipps@wmo.int](mailto:wipps@wmo.int)。

我谨借此机会衷心感谢您及贵组织对 WMO 综合处理和预测系统的持续支持。

谨上，



张文建  
代秘书长



WORLD  
METEOROLOGICAL  
ORGANIZATION

# REQUEST FOR FINANCIAL ASSISTANCE

2023 WIPPS Workshop as the Second WMC Workshop  
Geneva, Switzerland  
14-16 November 2023  
**I/ESP**

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

Return it to: [mrequests@wmo.int](mailto:mrequests@wmo.int) (with a copy of your passport) before **21 August 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

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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:

.....

.....

**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](mailto:wmo.ch@contactcwt.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 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 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.

2023 WIPPS Workshop as the Second WMC Workshop, Geneva, Switzerland  
14–16 November 2023

(PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO [REGISTRATION@WMO.INT](mailto:REGISTRATION@WMO.INT)  
TOGETHER WITH A **SCAN OF YOUR NATIONAL PASSPORT**)

### REQUEST FOR TRAVEL VISA(S) WITH THE ASSISTANCE OF WMO

(To be completed by the participant)

Please note, 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 e-mail. In order to prepare the letter, a copy of the **passport id page** is required.

Please also note that, in some cases, the visa issuing process can take quite some time so we ask that you submit this form as early as possible.

<b>Please provide the following information exactly as it appears in your passport</b>	
Mr/Ms/Prof	
Family name	
First name	
Passport no.	
Date of birth	
Date of issue	
Date of expiry	

<b>Professional address</b>	
Organization Name	
Section/Division	
Street	
City/Country	
E-mail address ( <b>essential</b> )	
Tel.	

<b>Contact details of the Embassy/Consulate:</b>		
	<b>Issuing an ENTRY visa for the meeting</b>	<b>Issuing a TRANSIT visa</b>
Embassy of:		
City		
Country		
E-mail ( <b>essential</b> )		

Date \_\_\_\_\_

Signature \_\_\_\_\_