



30 آذار / مارس 2017

الرسالة رقم: 11938/2017/LCP/CNF/EC-69

عدد المرفقات: 5 (متوافرة بالإنكليزية فقط)

الموضوع: الدورة التاسعة والستون للمجلس التنفيذي

الإجراء المطلوب: للعلم واتخاذ الإجراء اللازم (السفر والتسجيل المسبق)

تحية طيبة وبعد،

لعلكم تعلمون أن الدورة التاسعة والستين للمجلس التنفيذي ستُعقد في مقر المنظمة (WMO) في جنيف، في الفترة 10-17 أيار/ مايو 2017. وسيجري المجلس التنفيذي خلال الدورة، وتحديدًا في 11 أيار/ مايو 2017، حواراً خاصاً بشأن مستقبل خدمات الأرصاد الجوية للطيران.

وسيتوافر في الوقت المناسب، فقط من خلال الموقع الشبكي للمنظمة (WMO) (<http://meetings.wmo.int/EC-69>)، جدول الأعمال المؤقت المشروح، ووثائق الدورة وكذلك المعلومات الخاصة بالترتيبات المادية. وستُحمل الوثائق التحضيرية للدورة على الموقع تبعاً عند توافرها.

وفي ما يخص ترتيبات السفر، قرر المجلس التنفيذي في دورته الحادية والأربعين (جنيف 5-16 حزيران/ يونيو 1989) إماماً سداد أسعار تذاكر السفر جواً وإما دفع بدل معيشة يومي كامل بمعدلات الأمم المتحدة، عند الطلب، لأعضاء المجلس التنفيذي الذي يحضرون دورات المجلس. غير أن المجلس قد قرر في دورته الرابعة والأربعين (جنيف، 22 حزيران/ يونيو – 4 تموز/ يوليو 1992) أن يمنح، بناء على الطلب، وفي حالات استثنائية، نفقات السفر وبدل المعيشة اليومي كليهما، لأعضاء المجلس من أقل البلدان نمواً الذين يحتاجون لهذا الدعم ليتمكنوا من المشاركة بشكل كامل في الدورات اللاحقة.

ولذلك، يرجى إبلاغ الأمانة في موعد غايته 21 نيسان/ أبريل 2017 بما تفضلونه، أي بما إذا كنتم ترغبون في الحصول على تذكرة السفر جواً أم على بدل المعيشة اليومي، أم على دعم مالي كامل (نفقات السفر وبدل المعيشة اليومي)، حسب الاقتضاء. وللعلم فإن بدل المعيشة اليومي الحالي في جنيف يبلغ 370 فرنكاً سويسرياً.

ويُرجى من الأعضاء الذين يختارون الحصول على تذاكر السفر جواً اتباع إجراءات الحجز الواردة في المرفق 4.

ولتيسير الردود فيما يتعلق بترتيبات السفر، يُدعى أعضاء المجلس إلى استيفاء الاستمارات المرفقة الخاصة بمعلومات عن السفر (المرفق 1 أو المرفق 2، حسب الاقتضاء) واستمارة طلب مساعدة مالية (المرفق 3)، وإعادتها على البريد الإلكتروني: [tconcepcion@wmo.int](mailto:tconcepcion@wmo.int).

إلى: أعضاء المجلس التنفيذي

صورة إلى: المستشارين الهيدرولوجيين للممثلين الدائمين (للعلم)

وسيتوافر مزيد من المعلومات بشأن الترتيبات المادية والإقامة في الفنادق في جنيف في وثيقة المعلومات EC-69/INF. 1، الموجودة على الموقع الشبكي للدورة التاسعة والستين للمجلس التنفيذي.

والرجاء الإحاطة علماً بسياسة تغطية التأمين لغير العاملين في المنظمة (WMO)، وهي كما يلي:

"بالنسبة إلى الأشخاص غير العاملين في المنظمة، ولكن أذن لهم بالسفر على نفقة المنظمة و/أو يتقاضون منها بدل إقامة يومياً، تقبل المنظمة أن تتحمل مسؤولية محدودة عن التعويضات في حالة الوفاة أو المرض أو الإصابة نتيجة لحضور الاجتماعات أو أداء خدمات نيابة عن المنظمة. وعليه يبقى هؤلاء الأشخاص مسؤولين كلياً عن أي مصاريف مرتبطة بأحداث لا يمكن عزوها إلى حضور الاجتماعات أو أداء خدمات نيابة عن المنظمة، ومسؤولين عن اتخاذ الترتيبات اللازمة للتأمين على الحياة والصحة وغير ذلك من أشكال التأمين حسبما يرويه مناسباً".

ونظراً إلى صفتكم الرسمية لدى المنظمة (WMO)، فقد عُينتكم منسقين لتسجيل أنفسكم أنتم ومناوبكم (مناوبيكم) و/أو مستشاركم (مستشاريكم) في هذا الاجتماع عبر الإنترنت. وسيبدأ التسجيل الإلكتروني للمشاركين في الدورة التاسعة والستين للمجلس التنفيذي في 31 آذار/ مارس 2017، وسيُغلق في 1 أيار/ مايو 2017.

وللدخول على نظام التسجيل في الاجتماعات (<https://eventregistration.wmo.int/register>) عبر الإنترنت، يظل اسم المستخدم وكلمة السر المستخدمان في التسجيل المسبق لوفدكم في الاجتماعات السابقة للمنظمة (WMO) صالحين. وإذا كنتم قد نسيت كلمة السر الخاصة بكم، يرجى اتباع التعليمات الواردة في المرفق 5.

والرجاء تنفيذ إجراءات التسجيل المسبق للمناوب و/أو المستشار المرافق لكم، بصورة منفصلة لتجنب التأخير عند الوصول إلى مكان انعقاد الدورة. فسيُطلب من المشاركين غير المسجلين مسبقاً تسجيل أنفسهم مباشرة في مكتب التسجيل بتقديم دليل رسمي للتمثيل، من قبيل رسالة من عضو المجلس التنفيذي المعني.

ويرجى ملاحظة أن تقديم المعلومات من خلال نظام التسجيل في الاجتماعات عبر الإنترنت لا يعفي أعضاء المجلس التنفيذي من ضرورة إبلاغ الأمانة بمشاركته من خلال موافاتها برسالة موقعة على البريد الإلكتروني التالي: [registration@wmo.int](mailto:registration@wmo.int).

ولمزيد من المعلومات عن التسجيل عبر الإنترنت، يُرجى الاتصال بأمانة المنظمة (WMO) على البريد الإلكتروني: [registration@wmo.int](mailto:registration@wmo.int).

وتفضلوا بقبول فائق الاحترام،



(ب. تالاس)  
الأمين العام

**TO BE RETURNED TO THE WMO SECRETARIAT (*tconcepcion@wmo.int*)  
BEFORE 21 April 2017**

Ref.: 11938/2017-1.0 LCP

**TRAVEL INFORMATION FOR MEMBERS ATTENDING EC-69  
(10-17 May 2017)**

Name of EC member: .....

I wish to have WMO pay for:

- My air ticket ☐

For journeys including long-distance flights (over nine hours of non-stop flying time) you may request WMO to issue the cheapest upgradeable economy class air ticket. The cost of the upgrade shall be covered by the traveler.

**OR**

- My Daily Subsistence Allowance (DSA) ☐

I choose to travel to Geneva by private car and claim reimbursement based on the UN rates of reimbursement for travel by private car. ☐

Please be informed that travelling by personal car to and from Geneva is not covered by WMO insurance.

Date of arrival in Geneva: .....

Date of departure from Geneva: .....

Date: .....

Signature: .....

**TO BE RETURNED TO THE WMO SECRETARIAT ([tconcepcion@wmo.int](mailto:tconcepcion@wmo.int))  
BEFORE 21 April 2017**

Ref.: 11938/2017-1.0 LCP

**TRAVEL INFORMATION FOR MEMBERS  
FROM LEAST DEVELOPED COUNTRIES  
ATTENDING EC-69  
(10-17 May 2017)**

Name of EC member: .....

I wish to have WMO pay for:

- My air ticket ☐

For journeys including long-distance flights (over nine hours of non-stop flying time) you may request WMO to issue the cheapest upgradeable economy class air ticket. The cost of the upgrade shall be covered by the traveler.

**OR**

- My Daily Subsistence Allowance (DSA) ☐

**OR**

- Both my air ticket **AND** my Daily Subsistence Allowance (DSA) ☐

Date of arrival in Geneva: .....

Date of departure from Geneva: .....

Date: .....

Signature: .....

\_\_\_\_\_



WORLD  
METEOROLOGICAL  
ORGANIZATION

# REQUEST FOR FINANCIAL ASSISTANCE

## Sixty-ninth session of the WMO Executive Council (EC-69) Geneva, 10-17 May 2017 MF60002 – CER

**PLEASE READ CAREFULLY THE INSTRUCTIONS FOR THE USE OF THIS FORM PROVIDED ON  
PAGE 3 OF THIS ANNEX**

**AND**

**RETURN IT, WITH A COPY OF YOUR PASSPORT,  
BEFORE: 21 April 2017**

**To the Secretary: Teresita Concepcion (tconcepcion@wmo.int)**

### 1. PARTICIPANT

**Please complete the following form by typing the following MANDATORY information  
as it appears in your passport (no handwriting):**

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			
Mobile phone number		Office phone number	
E-mail address			

### 2. ASSISTANCE FROM WMO FOR TRAVEL

#### Request

Assistance requested: ☐ yes ☐ no

Once you receive a proposed itinerary from the WMO travel agency, please confirm it and send it to the WMO secretary responsible for the meeting.

**Please check that the e-mail you receive clearly states that it is an "ELECTRONIC TICKET". If not, it is most probably an itinerary waiting for your confirmation.**

**3. ASSISTANCE FROM WMO FOR DAILY SUBSISTENCE ALLOWANCE (DSA)**

To request DSA, please provide the following information.

Allowable DSA, Terminal Expenses and other refundable expenses will be transferred to you in advance of the meeting, provided that your request has been received before the deadline indicated on page 1 of this form.

**3.1 Request**

Assistance requested: ☐ yes ☐ no

**3.2 Payment procedure**

(i) Preferred payment method is by **bank transfer**. Please indicate full bank details:

Name of the bank:			
Address:			
Name of account holder			
Account number		Currency of account	
SWIFT Code			
ABA Code (USA)			
SORT Code (UK)			
IBAN Code (Europe except UK)			

(ii) Payment by Swiss Bankers Card (CHF) for use in Switzerland ☐

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

(iv) Through UNDP Office (on exceptional basis) ☐

**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 (e.g. ticket, subsistence allowance, accommodation, meals, local transportation) 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 provided in this form is correct to the best of my knowledge and that I shall comply with the relevant WMO rules and instructions.

**Signature of the participant:** ..... **Date:** .....

EXCERPT from applicable rules and instructions

**Please note that, as per WMO travel rules, air travel shall be provided in economy class, for the most direct and economical route.**

Please note that if you are unable to travel after the ticket has been issued, you must inform the airline company at least 2 hours prior to departure to ensure that the ticket will be reimbursed. **Failure to do so will mean you are declared as a "no show" passenger and the cost of the ticket will not be reimbursed.** Please also **inform the secretary responsible for the meeting,** as soon as you cancel your travel.

It is your responsibility to obtain all necessary visas (for transits and final destination) prior to departure.

Evidence of travel (original of boarding passes for air travel or hotel bill when travel has been undertaken by train or car) must be submitted to the WMO secretary responsible for the meeting within 16 calendar days after completion of travel. Failure to do so will result in recovery of DSA and of other advance payments made by the WMO.

You may choose to purchase the airline ticket yourself. In this case, please inform the travel agency and the secretary responsible for the meeting. However please note the following:

- Tickets purchased below the financial limit provided by the WMO proposal will be reimbursed up to the actual cost incurred by the traveller and only up to this limit;
- The invoice or e-receipt relating to the self-purchased ticket needs to be provided to the WMO **before any refund can be processed** and must show the name of the provider, the name of the clients, ticket number and form of payment accompanied by the WMO travel agency proposal;
- Traveller should not purchase an air ticket before obtaining the official WMO travel agency proposal. A ticket purchased prior to obtaining the official proposal may not be reimbursed by the Secretariat;
- In case you are unable to travel, the WMO **shall not reimburse** the cost of self-purchased tickets.

#### **INSTRUCTIONS for the use of this form**

- Please complete this form in block letters **by typing only** (no handwriting) and return it together with a copy of your passport to the secretary responsible for the meeting, as indicated on page 1 of this form.

To allow for the timely processing of the travel authorization and the transfer of DSA and other refundable expenses, this form must be received within the deadline indicated.

## WMO TRAVEL PROCESS

Ref.: 11938/2017-1.0 LCP

Previously, travelers to WMO meetings were requested to contact our travel agency after receipt of the Request for Financial Assistance (RFA) form.

With the new travel process, the WMO secretary responsible for the meeting will communicate to our travel agency all necessary information provided by the traveler in the RFA form. The traveler will then be contacted by our travel agency with a travel itinerary based on the WMO travel policy and the dates and place of the meeting. Upon receipt of this proposal, the traveler is requested to choose one of the three options below:

- (1) Accept the travel proposal by returning a written acceptance to the travel agency with copy to the WMO secretary responsible for the meeting; or,
- (2) Request a modification of the itinerary proposed by the travel agency according to his/her personal needs, with the understanding that the WMO financial responsibility will be based on the original proposal provided by the travel agency and that the cost difference, if any, will be borne by the traveler; or,
- (3) Refuse in writing the travel agency's proposal and self-purchase his/her ticket. The reimbursement of this ticket will be processed after the meeting, upon submission of a travel claim accompanied by the ticket invoice/receipt, boarding passes. The original CWT proposal will serve as the maximum WMO financial ceiling for reimbursement.

**In case of self-purchased ticket (option 3), the following additional rules will apply:**

- (a) Tickets purchased below the financial limit provided by the WMO proposal will be reimbursed up to the actual cost incurred by the traveler and only up to this limit;
- (b) Reimbursement of self-purchased tickets will be processed only after the meeting and upon submission of related invoice or e-receipt indicating the name of the provider, the name of the traveler, the ticket number and the form of payment accompanied by the WMO travel agency proposal;
- (c) Traveler should not purchase an air ticket before obtaining the official WMO travel agency proposal. A ticket purchased prior to obtaining the official proposal may not be reimbursed by the Secretariat;
- (d) In case you are unable to travel, WMO shall not reimburse the cost of self-purchased tickets.

In general, airline bookings are legally held up to 24 hours, and the deadline for ticket issuance will be notified by the travel agency on their proposal. It is the responsibility of the traveler to reply to the travel agency within the time frame, otherwise the traveler will have to contact the official travel agency to reactivate his/her booking.

Travelers should note that obtaining all necessary visas (for transits and final destination) prior to departure remains under their responsibility.

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# **GUIDELINES**

## **EVENT REGISTRATION SYSTEM (ERS)**

## ACCESS TO THE ERS AND LOGIN

Ref.: 11938/2017-1.0 LCP

Here is the link to access the ERS: <https://eventregistration.wmo.int/register/>

When you reach the login page, enter your username and password.

- ➡ Username = email address
- ➡ Password received by email
- ➡ The password can be reset

Please note that newly designated Permanent Representatives shall receive an automatically generated e-mail containing the link, the username and the password that would allow them to access the ERS. If the e-mail has not been received, please contact [registration@wmo.int](mailto:registration@wmo.int).



Event Registration registration <registration@wmo.int>

### WMO Event Registration System – Focal Point account created

Event Registration <registration@wmo.int>  
 Reply-To: Event Registration <registration@wmo.int>  
 To:

Thu, Jan 19, 2017 at 12:15 PM

Dear Mr

Your personal account has been created for the purpose of registering all members of your delegation for WMO meetings. To access the WMO Event Registration System, please click the link below and enter the username and password:

<https://eventregistration.wmo.int/register/>

Username:  
 Password:

Please note that you can change your password after your first login. If you cannot click on the link above, please copy and paste it into your browser.

Yours sincerely,

WMO Conference Services

## RESETTING OF YOUR PASSWORD

The image shows the 'WMO Event Registration' login page. It has fields for 'Username' (containing 'test@wmo.int'), 'Password', and a 'Remember me' checkbox. A 'Login' button is at the bottom right. A red box highlights the 'Forgot password' link at the bottom center.

→ If you can't remember your password, click on "Forgot password" to reset it. The new password will be sent to your email address.

You can also decide to personalize your password.

The image shows a 'Reset Password' dialog box. It has a 'Username' field (highlighted in green) and a 'Captcha' field (containing 'v 9 b' and 'a u 3'). There are 'Reset Password' and 'Cancel' buttons at the bottom.

→ Username = email address  
→ Captcha = only blue characters

When logged in, click on the "Change password" tab, enter the current password and the new one.

The image shows the 'WMO Event Registration' page with the 'Change password' tab selected. It has three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

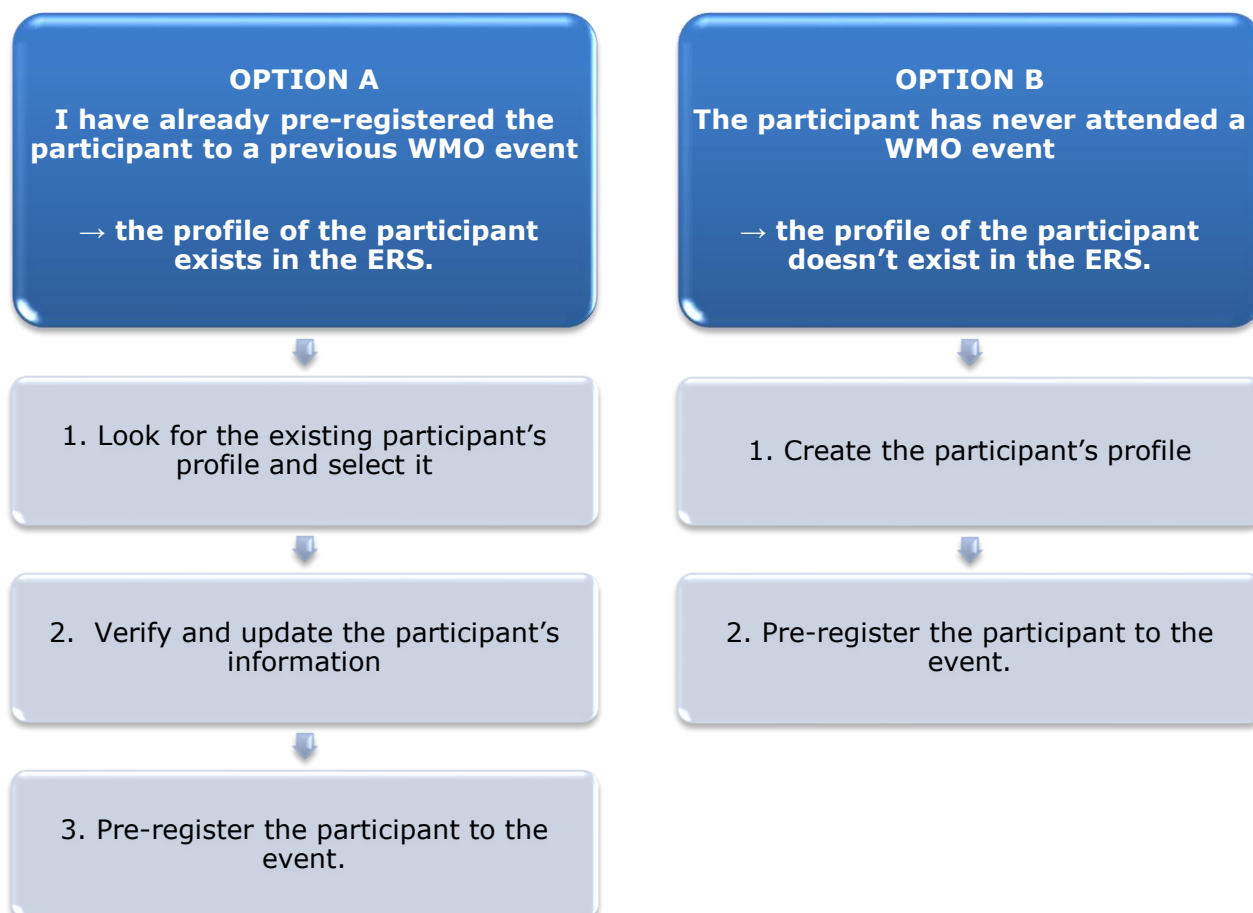
A confirmation message "Password has been successfully changed" will appear.

The image shows the 'WMO Event Registration' page with the 'Change password' tab selected. A red banner at the top of the form area displays the message "Password has been successfully changed". The form fields and the 'Change Password' button are still visible.

**If you experience any technical problem or haven't received your password, please contact [registration@wmo.int](mailto:registration@wmo.int).**

## STEPS TO FOLLOW TO PRE-REGISTER A PARTICIPANT

Ref.: 11938/2017-1.0 LCP



## ***OPTION A: The profile of the participant exists in the ERS.***

### 1. Look for the existing participant's profile and select it

Click on the "Registration" tab to have access to all the existing participant's profiles. Look for the participant that you want to pre-register and click on his/her name.

Ref.: 11938/2017-1.0 LCP

**WMO Event Registration** | Focal Point

Attendance sheet **Registration** Change password Help Logout

**Existing Participants Profiles**

Name	Email
PEDRONI, Mario	mpedroni@wmo.int
PETERS, Johana	jpeters@wmo.int
SMITH, John	jsmith@wmo.int
<b>WHITE, Barbara</b>	bwhite@wmo.int

Add Profile

### 2. Verify and update the participant's information

Before clicking on the "Proceed" button, make sure that the existing information is correct, add missing data and upload a photo (if missing). **Please fill in all the fields that you can.**

**Participant Information**

Title \* Ms

Last name \* WHITE

First name \* Barbara

Email address \* bwhite@wmo.int

Delegate's photo **Browse...** No file selected. ?

Official title

Institution

Work address

Country Select...

Telephone

Fax

Mobile

\* Required fields

Save **Proceed** Cancel

➡ Upload the participant's photo

### 3. Pre-register the participant to the event

Fill in the fields with the participant's registration information corresponding to the event.  
Click on "Register".

Ref.: 11938/2017-1.0 LCP

Participant Registration

Event \*

EC-69

Delegation category \*

Elected members

Delegation function \*

Member

Representing country/organization \*

N/A

Arrival

yyyy-mm-dd

Flight number

Departure

yyyy-mm-dd

Flight number

Local address

Local address

Comments

Comments...

Required fields

Register

Cancel

Confirmation

Delegate has been registered for the event. Please click on the 'Attendance Sheet' menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.

OK

## **OPTION B: The profile of the participant doesn't exist in the ERS.**

### 1. Create the participant's profile

Click on the "Registration" tab and on the "Add Profile" Button.

Ref.: 11938/2017-1.0 LCP

**WMO Event Registration** Focal Point

Attendance sheet **Registration** Change password Help Logout

**Existing Participants Profiles**

Name	Email
PEDRONI, Mario	mpedroni@wmo.int
PETERS, Johana	jpeters@wmo.int
SMITH, John	jsmith@wmo.int
WHITE, Barbara	bwhite@wmo.int

**Add Profile**

Fill in the fields with the participant's personal information. **Please fill in all the fields that you can.**

**Participant Information**

Title \* Mr

Last name \* Mohamed

First name \* Karim

Email address \* amohamed@wmo.int

Delegate's photo **Browse...** No file selected. ?

Official title

Institution

Work address

Country Select...

Telephone Telephone number

Fax Fax number

Mobile Mobile number

\* Required fields

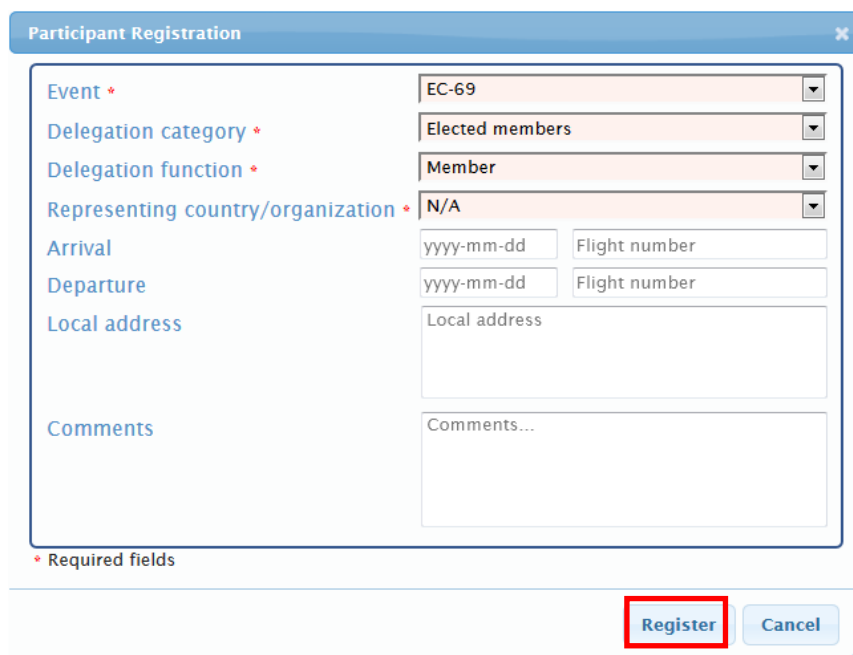
Save the profile & pre-register the participant later **Save** **Proceed** Cancel

Save the profile & proceed with pre-registration

## 2. Pre-register the participant to the event

Fill in the fields with the participant's registration information corresponding to the event.  
Click on "Register".

Ref.: 11938/2017-1.0 LCP

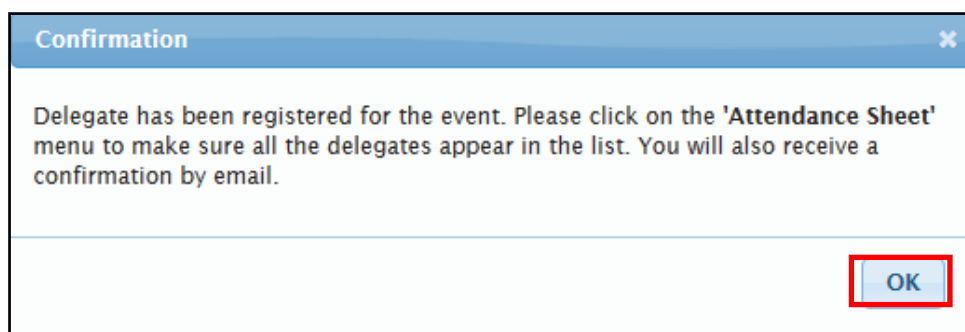


The 'Participant Registration' dialog box contains the following fields:

- Event \***: EC-69
- Delegation category \***: Elected members
- Delegation function \***: Member
- Representing country/organization \***: N/A
- Arrival**: yyyy-mm-dd (date) and Flight number (text)
- Departure**: yyyy-mm-dd (date) and Flight number (text)
- Local address**: Local address (text)
- Comments**: Comments... (text)

Legend: \* Required fields

Buttons: Register (highlighted with a red box), Cancel



The 'Confirmation' dialog box displays the following message:

Delegate has been registered for the event. Please click on the 'Attendance Sheet' menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.

Button: OK (highlighted with a red box)



## Attendance Sheet

Click on the "Attendance Sheet" tab and select an event to display all the participants that you have already pre-registered for this specific event.

Ref.: 11938/2017-1.0 LCP

**WMO Event Registration** Focal Point

**Attendance sheet** | Registration | Change password | Help | Logout

Select the event: EC-69 ?

Participant	Delegation category	Delegation function	Telephone	Email address	Status
TEST, registration	Representatives of WMO Members	Delegate		test@wmo.int	Pre-registered

\* Modifying registration details of participants whose status is *Confirmed* will change their status back to *Pre-registered*

Remove a participant from the delegation.

The profile will not be deleted from the system so that you can pre-register this person to another event.

You can follow up the status of the registration of each participant. When registration details have been checked by WMO, the status changes to *Confirmed*.