



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Our ref.: LCP/CNF/EC65-Offices

GENEVA, 20 February 2013

Annex: 1

Subject: Availability of office space for use by delegations during EC-65, 15-23 May 2013

Action required: Secretariat to be informed of your requirements by **15 April 2013**

Dear Sir/Madam,

The sixty-fifth session of the Executive Council will be held at WMO in Geneva from 15 to 23 May 2013.

During the session, delegations may wish to have an office at their disposal for the duration of EC and consequently action has been taken to ensure the availability of a number of offices for this purpose in the WMO headquarters building. The rental charge will vary between CHF 60 and CHF 120 per day.

The number of offices available is limited. In view of this, you are kindly requested to advise the Secretariat of your interest in renting an office well ahead of time, as offices will be allocated on a strict "first come-first served" basis.

I should be grateful if you would inform me at your earliest convenience but no later than 15 April 2013, whether you would like to have an office at your disposal for the duration of EC-65.

Yours faithfully,

(E. Manaenkova)
for the Secretary-General

To: Members of the Executive Council (EC-1006)

WORLD METEOROLOGICAL ORGANIZATION

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LCP/CNF/EC65-Offices, ANNEX

EQUIPMENT AVAILABLE IN THE OFFICES

The rental charge mentioned in the letter includes the equipment mentioned below.

Single offices

1 desk
1 lockable cupboard

Double offices

2 desks
2 lockable cupboards

Triple office

3 desks
3 lockable cupboards

Breakout room for 8 persons

1 oval table
1 lockable cupboard
