



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water  
Temps • Climat • Eau

Our ref.: SG/CER/EC-65

GENEVA, 27 March 2013

Annexes: 2

Subject: Travel and hotel arrangements for attendance at EC-65

Action required: Reply to be sent to the Secretariat by **29 April 2013** preferably on the enclosed form

Dear Sir/Madam,

I am writing to you concerning the arrangements for your journey to and from Geneva to attend the sixty-fifth session of the Executive Council, from 15 to 23 May 2013 and hotel accommodation in Geneva during the session.

The Executive Council decided at its forty-first session (Geneva, 5-16 June 1989) to pay either the air-fare **or** full per diem at the UN rate in lieu of air-fare, on request, to those members of the Council attending the Council sessions.

However, at its forty-fourth session (Geneva, 22 June-4 July 1992), the Council decided to grant, **upon request**, in exceptional cases, both travel expenses and daily subsistence allowance to members of the Council from the Least Developed Countries who would need such support to permit their full participation in future sessions (see list of LDCs attached).

You are therefore kindly requested to inform the Secretariat not later than **29 April 2013**, of your preference, i.e. whether you wish to receive an air ticket, the daily subsistence allowance, **or** full financial support (both travel expenses and daily subsistence allowance (LDCs only)), as appropriate. For your information, the current daily subsistence allowance for Geneva is **CHF 370**.

Members who choose to be provided with an air ticket are kindly requested to follow the booking procedures. As you are aware, the current regulations require that travel should be made by the most direct and economical route in economy class; any difference for travel by an indirect route or in a higher class shall be at the expense of the traveller. You will be required to submit the original invoice and boarding passes.

To: Members of the Executive Council (EC-1009)

For long-distance flights, rest stopovers may be allowed (one stopover not exceeding 24 hours for journeys of more than 10 hours but not more than 16 hours; and, two stopovers not exceeding 24 hours each for journeys of more than 16 hours). There will be a possibility for upgradable tickets if procured by WMO.

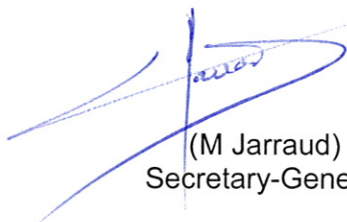
Hotel accommodation in Geneva is at times difficult to obtain if not reserved sufficiently in advance. You are therefore encouraged to make early arrangements for your stay in Geneva, due to other large meetings during the same period. You may wish to make your reservations directly with the Geneva Tourist Office on [www.geneve-tourisme.ch](http://www.geneve-tourisme.ch).

The list of hotels issued by the UN Housing Bureau 2012, which have agreed to grant special rates to all organizations of the United Nations system, will be forwarded to you upon request. In order to benefit from the special rates, reservations must be made by WMO or you must indicate, when making your reservation, that you are attending a WMO meeting. It should be noted that, for the above reasons, it may not always be possible to meet requests for hotel reservations received after **29 April 2013**. In this regard, you may wish to contact Mr David Rusinga from the WMO Procurement and Travel Services Division by e-mail to: [DRusinga@wmo.int](mailto:DRusinga@wmo.int).

In order to facilitate replies regarding arrangements, members of the Council are invited to use the attached form - Travel and hotel information for members attending EC-65.

If there is any other way in which the Secretariat can be of assistance, please let us know.

Yours faithfully,



(M Jarraud)  
Secretary-General



## WORLD METEOROLOGICAL ORGANIZATION

SG/CER/EC-65, ANNEX I

**TO BE RETURNED TO THE WMO SECRETARIAT BEFORE 29 APRIL 2013**  
TRAVEL INFORMATION FOR MEMBERS ATTENDING EC-65 (15-23 May 2013)

Name of EC member .....

I wish to have WMO pay for my air ticket ☐ **OR** DSA ☐  
(daily subsistence allowance)

### ARRANGEMENTS FOR TICKET (IF APPLICABLE)

I wish to have WMO make arrangements for my ticket:  
Through UNDP or AMEX ☐

Please indicate the airline of your choice: .....

I wish to make my own travel arrangements and request an advance of ☐  
(currency and amount) .....

I shall travel by private car and claim for reimbursement in Geneva ☐

Date of arrival in Geneva: .....

Date of departure from Geneva: .....

Date: .....

Signature: .....

# WORLD METEOROLOGICAL ORGANIZATION

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SG/CER/EC-65, ANNEX II

## LIST OF LEAST DEVELOPED COUNTRIES (LDCs)

### Africa (34)

1	Angola	18	Madagascar
2	Benin	19	Malawi
3	Burkina Faso	20	Mali
4	Burundi	21	Mauritania
5	Central African Republic	22	Mozambique
6	Chad	23	Niger
7	Comoros	24	Rwanda
8	Democratic Republic of the Congo	25	São Tomé and Príncipe
9	Djibouti	26	Senegal
10	Equatorial Guinea	27	Sierra Leone
11	Eritrea	28	Somalia
12	Ethiopia	29	South Sudan
13	Gambia	30	Sudan
14	Guinea	31	Togo
15	Guinea-Bissau	32	Uganda
16	Lesotho	33	United Republic of Tanzania
17	Liberia	34	Zambia

### Asia (14)

1	Afghanistan	8	Nepal
2	Bangladesh	9	Samoa
3	Bhutan	10	Solomon Islands
4	Cambodia	11	Timor-Leste
5	Kiribati	12	Tuvalu
6	Lao People's Democratic Republic	13	Vanuatu
7	Myanmar	14	Yemen

### Latin America and the Caribbean (1)

1	Haiti
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