



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse

Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81

wmo@wmo.int – www.wmo.int

Weather • Climate • Water  
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Our ref.: LCP/CNF/EC-66-Offices

GENEVA, 24 March 2014

Annex: 1

Subject: Availability of office space for use by delegations during EC-66, 18-27 June 2014

Action required: Secretariat to be informed of your requirements by **16 May 2014**

Dear Sir/Madam,

The sixty-sixth session of the Executive Council will be held at WMO in Geneva from 18 to 27 June 2014.

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 **16 May 2014**, whether you would like to have an office at your disposal for the duration of EC-66.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Jarraud', written over a horizontal line.

(M. Jarraud)  
Secretary-General

To: Members of the Executive Council (EC-1012)

**WORLD METEOROLOGICAL ORGANIZATION**  
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**LCP/CNF/EC66-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

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