



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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Our ref.: SG/ASG/EC-68

GENEVA, 11 April 2016

Annex: 1

Subject: EC-68 annotated agenda, documentation and format

Action required: To submit comments on EC-68 documents by **1 May 2016**

Dear Sir/Madam,

I wish to draw your attention to information contained in the EC-68 website for the forthcoming sixty-eighth session of the Executive Council, and which can now be found online [here](#).

Guided by the WMO Bureau, the annotated agenda for EC-68 has been structured to focus on strategic issues where EC decisions and guidance are essential, while reporting will be reduced. The processes for conduct of the session will be streamlined. Your attention is especially invited to INF. 1 (attached for ease of reference), and the information it contains concerning the new format of documents, e.g., the “text for general summary” has been replaced by “draft decisions”.

It is planned that the larger part of documentation for the session will be available in early April. To enable a preliminary consideration of the documents before the start of EC-68, I would invite comments on the documents from EC members. These comments on pre-session documents should be sent by e-mail to Plenary@wmo.int, with the subject line containing the document number and EC member’s name. The deadline for submitting comments on session documents is **1 May 2016**. Comments received by the Secretariat by this deadline will be duly reflected in Draft 2 versions and published on the EC-68 website, replacing the original Draft 1 versions.

I hope that you will find these arrangements suitable, and I look forward to your feedback on EC-68 documents.

Yours faithfully,

(P. Taalas)
Secretary-General

To: Members of the Executive Council (EC-1017)



MATERIAL ARRANGEMENTS FOR THE SESSION

Venue

1. The sixty-eighth session of the WMO Executive Council will be held in Geneva from 15 to 24 June 2016 at the WMO headquarters building, 7 bis, avenue de la Paix. The opening of EC-68 will take place on Wednesday, 15 June 2016 at 9.30 a.m.
2. The plenary conference room (Salle Obasi) is equipped for simultaneous interpretation into the six WMO official languages. Other meeting rooms, with and without simultaneous interpretation facilities, are available for side events. Detailed arrangements concerning the meetings and allocation of the rooms can be found in the EC-68 Tentative Work Plan, which is available on the [main web page of EC-68](#).

Registration of participants

3. A Conference Information and Registration Desk will be set up close to the meeting rooms to facilitate the registration of participants and provision of general information. This service will be open from 8.30 a.m. to 5.30 p.m. Registration for EC-68 will take place from 3 p.m. to 5.30 p.m. on Tuesday, 14 June 2016 and from 8 a.m. on Wednesday, 15 June 2016. Registration will continue throughout the session. Participants will receive identification badges at the time of registration, which should be worn throughout the session.
4. Registration is required for all participants, and advanced registration via the [EC-68 web page](#) is strongly encouraged. Alternates and/or advisors to EC members should be identified by EC members. Representatives of international organizations invited as observers to the session should bring a copy of their authorization by an appropriate authority from their organization.
5. Representatives of WMO Members who wish to attend as observers must provide official proof of representation, such as a letter from the relevant Member or affiliation to a Permanent Mission of a Member in Geneva, and must register upon arrival.

List of participants

6. A provisional list of participants will be uploaded on the website of EC-68 promptly after the start of the session. This list will be revised as soon as all participants have arrived and registered.

Working languages

7. Simultaneous interpretation will be provided at plenary meetings in the six WMO official languages: Arabic, Chinese, English, French, Russian and Spanish. Side meetings will be held in English or with interpretation, when possible. Documents will be issued in the six WMO official languages.

Documents

8. The WMO Bureau recommended that the pre-session documents be submitted 60 days before the session for pre-session review to allow comments and amendments by EC members prior to the session, and 45 days before the session (1 May) all documents, including EC members comments, should be posted.

9. The documents will be in the form of decisions and/or resolutions requiring EC action. Resolutions will contain formal decisions on budgetary, regulatory and other matters requiring implementation by Members and delegated to EC by Congress; establishment of subsidiary bodies and their terms of reference. Other decisions will be recorded in the form of structured and numbered decisions. Decisions will be used to place on record instructions/directives to SG, the President, and constituent bodies in accordance with Cg resolutions/decisions; EC subsidiary bodies and other bodies reporting to EC; EC opinion/observations on a specific topic, procedural decisions and other decisions pertaining to the internal matters of EC. Background information will only be provided if it supports the draft decision/resolution.

10. Progress reports will be submitted as a separate INF document (numbered by agenda item). After the session, all progress reports will be consolidated in a single volume and used for production of the WMO annual report (June 2015- May 2016).

11. EC members and observers who wish to submit documents before the session are invited to send them to the WMO Secretariat as early as possible, to allow time for their translation and distribution. Such documents should be submitted no later than 45 days before the opening of the session, in accordance with the provisions of Regulation 152 (b) of the General Regulations.

Processes and document flow

12. Both the presentation of the session documents and the organization of work during the session will be streamlined to meet the desire expressed by WMO Members to improve the effectiveness of documents and discussions. Therefore, EC-68 will focus on strategic issues where EC decisions and guidance are essential, while reporting will be reduced.

13. To provide an opportunity to comment on pre-session documents, the English versions of session documents will be posted, as soon as possible, on the EC-68 website 60 days before the beginning of the session (on 15 April) and other languages will follow as soon as they become available. EC members who wish to have comments included in a posted document are invited to send them, by 1 May, to the session e-mail mailbox, plenary@wmo.int, with the subject line containing the document number and name of the EC member sending the comments. Comments sent before the 1 May deadline will be duly reflected in a Draft 2 version, which will clearly indicate the source of comments. Draft 2 versions will be published on the EC-68 website, replacing the initially posted Draft 1.

14. Comments on progress reports (INFs) and background material should be directed to the Secretariat via the plenary@wmo.int e-mail address. Such comments, as well as INF documents will not be formally presented during plenary discussions.

15. Proceedings of the sessions will be recorded. Detailed minutes of plenary meetings will not be taken, unless they are specifically requested by the plenary for particular deliberations.

Provisional abridged report

16. The provisional abridged report of the session will consist of the resolutions and decisions contained in the documents approved during the session. These approved documents

will be posted, after their approval by the session, in the "Provisional Report" folder. The overall structure of the session report can be seen in EC-68/Doc. 1.

Computing and communications

17. Computers with Internet connection are available in the entrance hall on the ground floor of the WMO building. The conference room is equipped with power and Internet sockets for laptop computers. In addition there is a wireless (wifi) system throughout the building for the use of delegates. Access to the WMO wifi is free and does not require a password. Participants are encouraged to bring their laptops, as the session will be paperless.

18. It is recommended that participants who bring their laptops also bring their own plug adapters to enable them to plug into Swiss power sockets. Information on the appropriate plugs may be found on the Internet (for example, at: <http://www.iec.ch/worldplugs/typeJ.htm>). A limited number of adapters are available on loan from the Conference Information Desk. It is also advisable to bring a network cable to connect, if necessary, to the Internet sockets in the conference room.

Use of mobile telephones

19. Participants are kindly reminded that, as a courtesy to their colleagues, their mobile telephones should be muted on entry to the conference room. Participants are requested to hold phone conversations outside of the conference rooms.

Office accommodation

20. A limited number of meeting rooms will be made available in the WMO building for rental during EC-68. Delegations wishing to rent meeting room facilities should send a request specifying their needs to the Conference Services Division (cnf@wmo.int). These requests will be processed on a "first come, first served" basis.

Mailing address

21. Mail for delegates may be sent to the following address:

Ms/Mr
Delegate to WMO Executive Council
WMO Secretariat
7 bis, avenue de la Paix
P.O. 2300
CH-1211 GENÈVE 2

22. The Conference Information and Registration Desk will collect and deliver mail addressed to participants.

Telephone - Fax

23.	WMO Secretariat:	Telephone:	+41 22 730 81 11
		Fax:	+41 22 730 89 27
		E-mail:	wmo@wmo.int
	Conference Information and Registration Desk	Telephone:	+41 22 730 89 06
		Fax:	+41 22 730 89 27
		E-mail:	cnf@wmo.int

IT Helpdesk

Telephone:

+41 44 511 2007

(or *07 from a WMO phone)

E-mail:

wmo.servicedesk@getronics.com

Hotel accommodation

24. Participants are advised that hotel accommodation in Geneva and the surrounding area may be scarce. They may, therefore, wish to make arrangements for accommodation as soon as possible. A list of hotels in Geneva which offer special UN rates may be obtained [here](#). Participants should inform the hotels that they are attending a WMO meeting.

Public transport

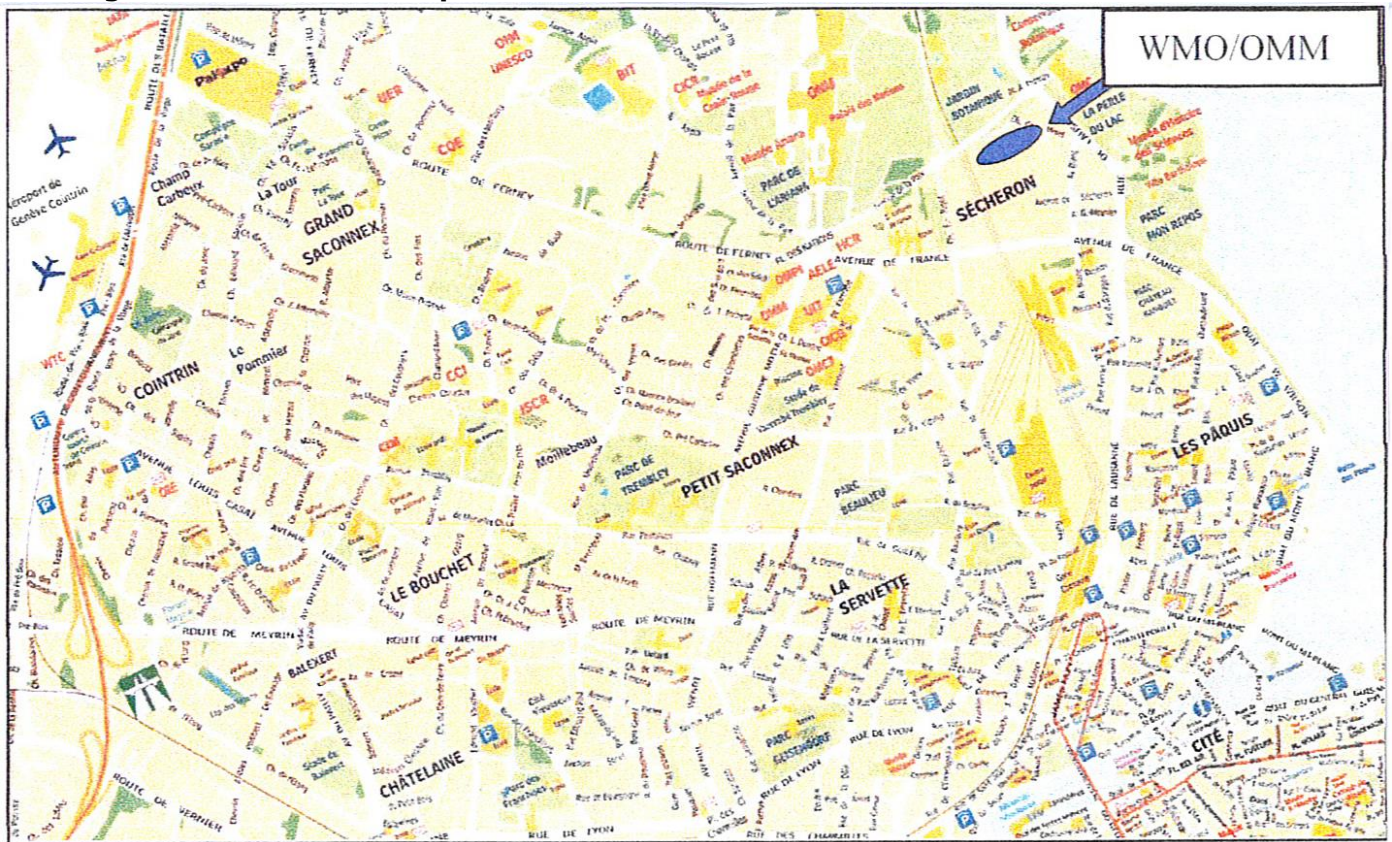
25. Hotels in Geneva provide all guests, upon demand, with a free ticket for public transport. In addition, upon arrival at Geneva airport, free tickets are available from the machine in the Baggage Conveyor Hall before passing customs.

26. More logistical information is available on the WMO website at Visitors' Info: [here](#)

Appendix: 1

APPENDIX

Getting to WMO from the Airport



Taxi: From the taxi rank outside the Arrivals Hall (Ground floor) Cost: approximately CHF 25-30.

Bus: Bus 28 can be taken from outside the Terminal Building (first floor-Departure level). The stop is situated to the left as you come out of the terminal. The bus goes all the way to the "Jardin Botanique", which faces the WMO building (last stop). Bus 5 from outside the Terminal Building (first floor-Departure level) will leave you at the "Place des Nations", a 5 to 10 minutes' walk to the WMO building.

Free bus tickets can be obtained from the machine in the Baggage Conveyor Hall before passing customs.

Getting to WMO from Geneva Centre

From Cornavin Station, buses 1 and 25 take you directly to WMO, direction "Jardin Botanique". You can also take tram 15 that goes to the "Place des Nations". WMO is then within walking distance (Avenue de la Paix, towards the lake – 5 minutes). Buses 11 and 28 terminate at the "Jardin Botanique", which faces the WMO building (NB Neither bus passes the city centre).

A map of the bus network can be obtained free of charge from the UNIRESO Information Centre at Cornavin Station, or found online at the [TPG web page](#).