



Our ref.: 10536/2017/LCP/CNF/EC-69

30 March 2017

Annexes: 5 (available in English only)

Subject: Sixty-ninth session of the Executive Council (EC-69)

Action required: For information and relevant action (travel and pre-registration)

Dear Sir/Madam,

The sixty-ninth session of the Executive Council shall be held at the WMO headquarters in Geneva from 10 to 17 May 2017. During the session, specifically on 11 May 2017, the Executive Council will conduct a Special Dialogue on the future of aeronautical meteorological services.

The provisional annotated agenda, documents for the session as well as information on the material arrangements will be posted online in due time, exclusively on the session website (<http://meetings.wmo.int/EC-69>). Pre-session documents will be uploaded as they become available.

In respect to travel arrangements, the Executive Council decided at its forty-first session (Geneva, 5-16 June 1989) to pay either the air-fare or full daily subsistence allowance 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 (LDCs) who would need such support to permit their full participation in future sessions.

You are therefore kindly requested to inform the Secretariat **not later than 21 April 2017**, of your preference, i.e. whether you wish to receive an air ticket or the daily subsistence allowance, or full financial support (both travel expenses and daily subsistence allowance), 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 in Annex 4.

In order to facilitate replies regarding travel arrangements, members of the Council are invited to fill in the attached forms and send them back to tconcepcion@wmo.int, the Travel Information Form (Annex 1 or 2, as appropriate) and the Request for Financial Assistance (Annex 3).

More information concerning material arrangements and hotel accommodation in Geneva will be available in the EC-69/INF. 1 posted on the EC-69 website.

To: Members of the Executive Council

cc: Hydrological Advisers to Permanent Representatives (for information)

Please be informed of WMO insurance coverage for non-staff members, which is as follows:

"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services on behalf of the Organization. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate".

In view of your official status with WMO, you are designated as focal point for your online registration as well as that of your alternate(s) and/or advisor(s). Online registration of participants to EC-69 will begin on 31 March 2017 and close on 1 May 2017.

The link to the online event registration system (<https://eventregistration.wmo.int/register>), the username and password that were used to pre-register your delegation to previous WMO meetings, remain valid. If you have forgotten your password, please follow the instructions in Annex 5.

Please pre-register each accompanying alternate and/or advisor individually in order to avoid delays on arrival at the venue. Those participants who have not been pre-registered will be required to do so directly at the registration desk by presenting an official proof of representation, such as a letter from the relevant EC member.

Please note that the submission of information through the online event registration system does not exempt EC members from the need to inform the Secretariat of their participation through a signed letter to be sent by e-mail to: registration@wmo.int.

For further information concerning online registration, please contact the WMO Secretariat by e-mail at: registration@wmo.int.

Yours faithfully,



(P. Taalas)
Secretary-General

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

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

Ref.: 10536/2017-133 LCP/CNF

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)
BEFORE 21 April 2017**

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

Ref.: 10536/2017-133 LCP/CNF

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

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.


GUIDELINES

EVENT REGISTRATION SYSTEM (ERS)

ACCESS TO THE ERS AND LOGIN

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.



Event Registration registration <registration@wmo.int>

WMO Event Registration System – Focal Point account created

Event Registration <registration@wmo.int>

Thu, Jan 19, 2017 at 12:15 PM

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

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

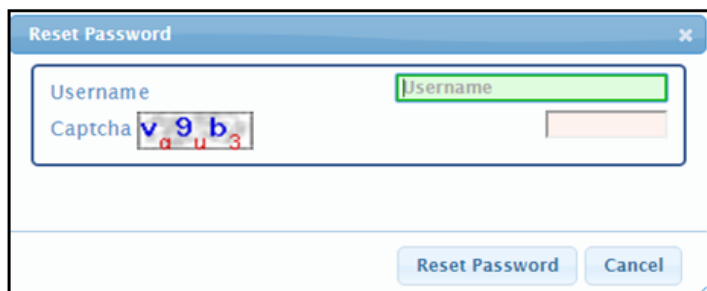
RESETTING OF YOUR PASSWORD



The login form for WMO Event Registration includes 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.

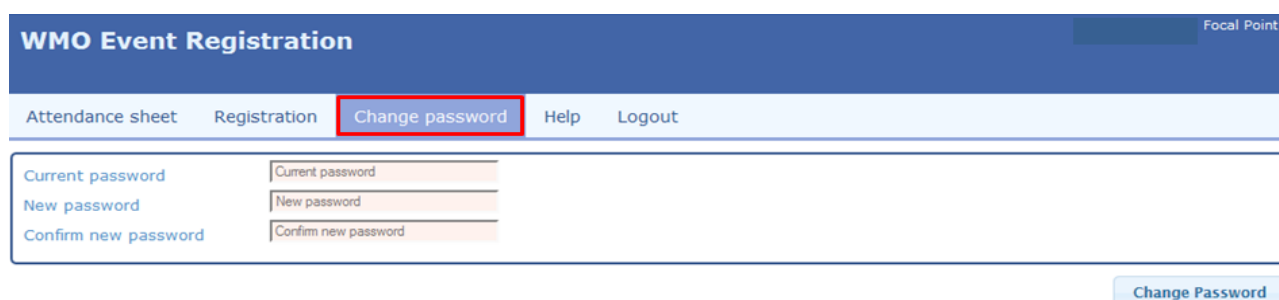
You can also decide to personalize your password.



The 'Reset Password' dialog box contains a 'Username' field (with a green border) and a 'Captcha' field (displaying 'v9b' and 'a u 3' in blue characters). 'Reset Password' and 'Cancel' buttons are at the bottom.

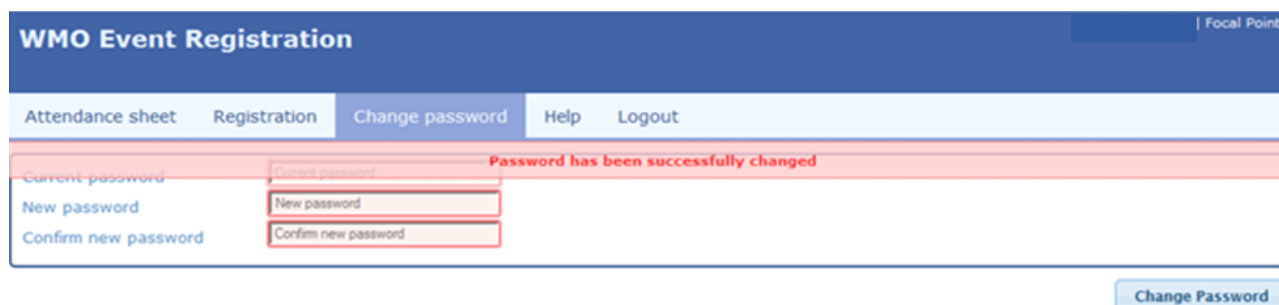
➡ Username = email address
➡ Captcha = only blue characters

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



The 'Change password' form is part of the WMO Event Registration interface. It has tabs for 'Attendance sheet', 'Registration', 'Change password' (highlighted with a red box), 'Help', and 'Logout'. The form contains three input fields: 'Current password', 'New password', and 'Confirm new password'. A 'Change Password' button is at the bottom right.

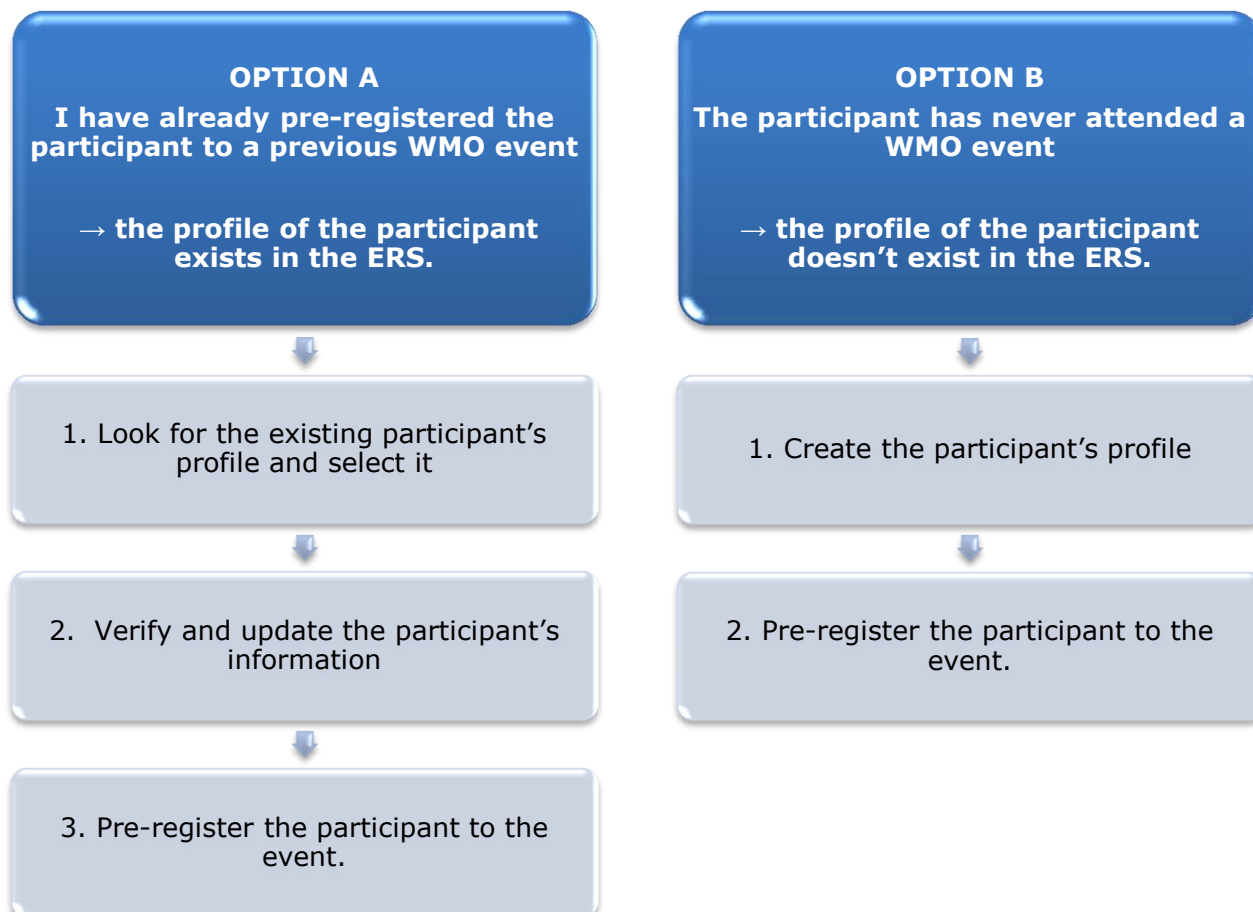
A confirmation message "Password has been successfully changed" will appear.



The same 'Change password' form is shown, but with a red banner at the top displaying the message "Password has been successfully changed". The 'Change Password' button remains at the bottom right.

If you experience any technical problem or haven't received your password, please contact registration@wmo.int.

STEPS TO FOLLOW TO PRE-REGISTER A PARTICIPANT



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.

The screenshot shows the 'WMO Event Registration' interface. At the top, there is a navigation bar with tabs: 'Attendance sheet', 'Registration' (highlighted with a red box), 'Change password', 'Help', and 'Logout'. Below the navigation bar, the section 'Existing Participants Profiles' is displayed. It contains a table with two columns: 'Name' and 'Email'. The table lists four participants: PEDRONI, Mario; PETERS, Johana; SMITH, John; and WHITE, Barbara. The name 'WHITE, Barbara' is highlighted with a red box. The email addresses are mpedroni@wmo.int, jpeters@wmo.int, jsmith@wmo.int, and bwhite@wmo.int respectively. At the bottom right of the table, there is an 'Add Profile' button.

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

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.**

The screenshot shows the 'Participant Information' form. It contains several fields for personal and contact information. The 'Delegate's photo' field is highlighted with a red box and contains a 'Browse...' button. The 'Proceed' button at the bottom right is also highlighted with a red box. The form includes a legend for required fields (marked with a red asterisk).

Title *	Ms
Last name *	WHITE
First name *	Barbara
Email address *	bwhite@wmo.int
Delegate's photo	<input type="button" value="Browse..."/> No file selected. ?
Official title	Official title
Institution	Institution
Work address	Work address
Country	Select...
Telephone	Telephone number
Fax	Fax number
Mobile	Mobile number

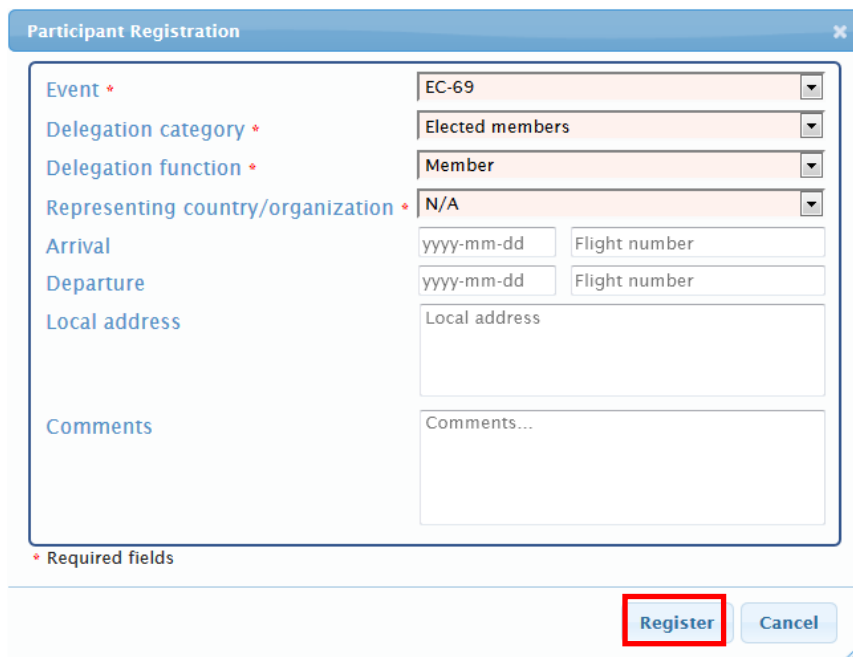
* Required fields

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".



The image shows a 'Participant Registration' window with a blue header bar and a close button. The form contains several fields: 'Event' (dropdown menu with 'EC-69'), 'Delegation category' (dropdown menu with 'Elected members'), 'Delegation function' (dropdown menu with 'Member'), and 'Representing country/organization' (dropdown menu with 'N/A'). Below these are 'Arrival' and 'Departure' sections, each with a date field (placeholder 'yyyy-mm-dd') and a 'Flight number' field. There is a 'Local address' text area and a 'Comments' text area. A legend at the bottom left indicates that red asterisks denote required fields. At the bottom right, there are 'Register' and 'Cancel' buttons; the 'Register' button is highlighted with a red rectangle.

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

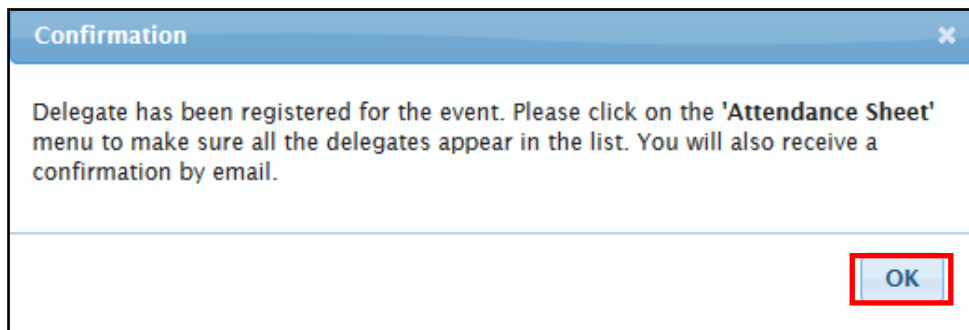
Local address

Comments

Comments...

* Required fields

Register Cancel



The image shows a 'Confirmation' dialog box with a blue header bar and a close button. The text inside reads: '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.' At the bottom right, there is an 'OK' button, which is highlighted with a red rectangle.

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.

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

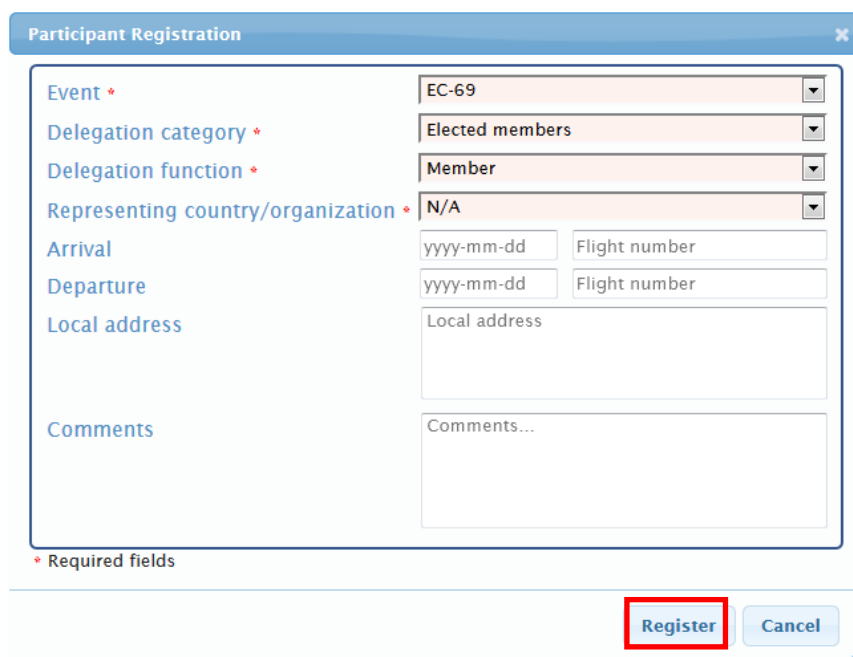
* Required fields

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".

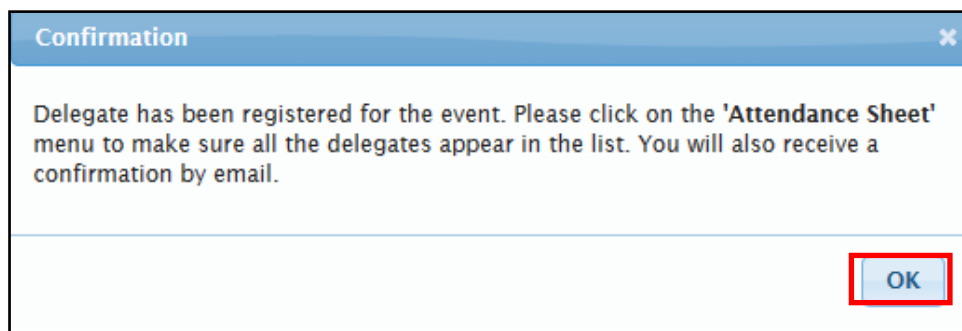


The image shows a 'Participant Registration' dialog box. It contains several fields for registration information. The 'Event' field is set to 'EC-69'. The 'Delegation category' is 'Elected members'. The 'Delegation function' is 'Member'. The 'Representing country/organization' is 'N/A'. There are fields for 'Arrival' and 'Departure' dates (format: yyyy-mm-dd) and 'Flight number'. There is a 'Local address' field and a 'Comments...' field. A legend indicates that fields with an asterisk (*) are required. The 'Register' button is highlighted with a red box.

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



The image shows a 'Confirmation' dialog box. It contains a 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.' The 'OK' button is highlighted with a red box.

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

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.

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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*.