

**WMO OMM**

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

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Ref.: 10449/2022-1.8 GS

Our ref.: 10449/GS/CNF/EC-75

6 May 2022

Annex: 1 (available in English only)

Subject: Travel arrangements for EC members to attend the Executive Council at its seventy-fifth session (EC-75)

Action required: (1) Inform on in-person participation for the EC-75 session  
(2) Complete Request for Financial Assistance (RFA) form

Dear Sir/Madam,

Reference is made to the Executive Council at its seventy-fifth session (EC-75) to be held in Geneva, Switzerland, with the possibility to also attend through a virtual platform from 20 to 24 June 2022.

In accordance with [Resolution 27 \(EC-73\)](#) – Rules governing the payment of travel expenses and subsistence allowances in respect of non-staff members of WMO, either the cost of your air-fare ticket or full daily subsistence allowance (DSA), which is currently set at USD 389 for Geneva, can be paid, on request, to members of the Executive Council and Regional Hydrological Advisors attending the session of the Executive Council in-person.

However, both travel expenses and DSA can be provided, upon request, to members of Executive Council from the [Least Developed Countries](#) who would need such support to permit their full participation in the session of the Executive Council.

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.

Participants are fully responsible for obtaining all necessary visas (for transit and final destination) and for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of their stay.

In order to facilitate replies regarding these arrangements, members of the Executive Council and Regional Hydrological Advisors who are planning to attend the Executive Council at its seventy-fifth session (EC-75) in-person, are kindly invited to:

- (1) Inform the Secretariat of their participation in the meeting in-person by replying to [registration@wmo.int](mailto:registration@wmo.int); and
- (2) Complete and send back the attached Request for Financial Assistance (RFA) form ([Annex](#)) at your earliest convenience but no later than **19 May 2022**.

To: Members of the Executive Council  
Regional hydrological advisers to the presidents of Regional Associations

For any further information related to your travel arrangements, please contact the Secretariat by email at: [registration@wmo.int](mailto:registration@wmo.int).

Yours faithfully,

A handwritten signature in black ink, consisting of a long, sweeping horizontal line with a small upward flick at the end, and a shorter, wavy line underneath it.

Prof. Petteri Taalas  
Secretary-General



WORLD  
METEOROLOGICAL  
ORGANIZATION

# REQUEST FOR FINANCIAL ASSISTANCE

EC-75  
Geneva, Switzerland  
20-24 June 2022

Please complete this form in block letters by typing only (no handwriting).

Return it to: [registration@wmo.int](mailto:registration@wmo.int) (with a copy of your passport) before 19 May 2022

## 1. PARTICIPANT

Please complete the following **MANDATORY** information exactly as it appears in your passport:

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		Nearest departure airport	
Mobile phone number			
E-mail			

## FINANCIAL ASSISTANCE FROM WMO FOR TRAVEL

Either the cost of your air-fare ticket **or** full DSA, can be paid, on request, to EC members and Regional Hydrological Advisors attending the session of the Executive Council in-person.

Both travel expenses **and** DSA can be provided, upon request, to EC members from LDCs.

## 2. ASSISTANCE FROM WMO FOR TRAVEL

Assistance requested: ☐ yes ☐ no

## 3. ASSISTANCE FROM WMO FOR DSA

DSA requested ☐ yes ☐ no

**Bank transfer, please indicate full bank details:**(i) ☐ **CHF** Swiss Francs, ☐ **USD** US Dollars, ☐ **EUR** Euros

Name of the bank:	
Address:	
Name of account holder	
Account number	
SWIFT Code	
IBAN (mandatory for European transfer)	
ABA / BSB / SORT / Transit / REG code	

**If bank transfer is NOT possible:**

- (ii) Payment by Swiss Bankers Card ☐ **CHF**, ☐ **USD**, ☐ **EUR**  
 (iii) Payment by reloading of existing Swiss Bankers Card in my possession  
☐ **CHF**, ☐ **USD**, ☐ **EUR**  
 (iv) Through UNDP Office (**USD ONLY**) ☐

**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 and estimated value:

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**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 I have provided is correct;  
☐ I shall comply with the relevant WMO rules and instructions;  
☐ It is my responsibility to make arrangements for health insurance;  
☐ It is my responsibility to ensure that the required medical clearance is obtained before traveling;  
☐ It is my responsibility to obtain all necessary visas;  
☐ If I do not attend/participate in the meeting in-person, I will return any travel advance that I have received, and if the travel advance exceeded the amount of reimbursable travel expenses, I shall refund WMO the difference.

Signature of the participant: ..... Date: .....

## ANNEX

### Excerpt from applicable rules and instructions

In accordance with WMO travel rules, air travel shall be provided in economy class, for the most economical and direct route.

If you are unable to travel after the ticket has been issued, you must inform the WMO travel agency (at: [wmo.ch@contactwt.com](mailto:wmo.ch@contactwt.com)) prior to departure. Please also inform [mrequests@wmo.int](mailto:mrequests@wmo.int) and [travel@wmo.int](mailto:travel@wmo.int) as soon as your travel is cancelled.

#### Visas

It is the traveller's responsibility to ensure that all required official travel documents are valid and accurate in order to obtain the necessary visa(s) for the destination, transit stops prior to departure.

#### Medical clearance

Medical clearance is a mandatory requirement for all travellers whose official travel is paid for by WMO in order to certify that they are medically fit to travel. It is the traveller's responsibility to ensure that the required medical clearance and vaccinations are obtained before travelling.

#### Insurance

As per the regulations related to insurance in the chapter 6 of the Standing Instruction on WMO official travel, non-staff members retain the primary obligation to ensure that they have the appropriate medical and travel insurance coverage when travelling on behalf of WMO, which means that if any health or travel related eventuality should occur the non-staff members should seek assistance and claim their coverage from an insurance policy that they have taken out, as per the following regulation:

"Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events. WMO liability, which is directly attributable to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses".

Travellers should note that WMO Regulations and Rules do not cover additional costs arising from the prolongation of stay of experts or other costs arising from travel restrictions imposed by national authorities. As with related health insurance provisions it is incumbent on the traveller to ensure that they retain the necessary travel insurance protection to cover unexpected occurrences such as border closures or other travel restrictions.

#### Insurance policy in relation to travel by car

Official travel by private vehicle will not be covered under the WMO Staff compensation and/or Benefits insurance policies. Travellers who choose to use a private vehicle for official travel should arrange for sufficient coverage with their car insurance provider for damages caused to both the vehicle and the occupants. This applies to personal vehicles as well as rental cars.

### **Ticket purchased through our WMO travel agency**

The proposed itinerary is based on official travel dates and the traveller must accept or refuse this itinerary within 24 hours.

Once the proposed itinerary is confirmed, the traveller must ensure that an "Electronic Ticket" is received.

### **Deviations from the proposed official itinerary**

For any deviation from the official itinerary proposed by WMO travel agency, the traveller should **directly** contact the travel agency, either by phone or e-mail to make the necessary arrangements.

FYI: CWT e-mail: [wmo.ch@contactcwt.com](mailto:wmo.ch@contactcwt.com),

CWT phone number: (24/7) +41 58 515 00 78

Any additional cost resulting from a private deviation request will be borne by the traveller. Deviations for personal convenience can be undertaken by the traveller purchasing their own tickets based on the WMO financial liability as per the standard cost or the cost of the itinerary proposed by the travel agency if such an itinerary has been requested. In these cases, the actual cost of the self-purchased ticket will be reimbursed by WMO.

### **Self-purchase of official travel tickets**

Individuals travelling on behalf of WMO or whose official travel is paid for by WMO are authorized to purchase their own tickets. In this case,

- (a) Tickets can be purchased by travellers and will be reimbursed up to the actual cost paid by the traveller provided that the cost is within the financial liability as per the standard cost or the cost of the itinerary proposed by the travel agency, if such an itinerary has been requested;
- (b) In the event that there are changes to the planned official travel, the traveller is responsible for managing any associated change and refund requests by dealing directly with the ticket provider and for covering any extra charges related to these changes;
- (c) Travellers who have purchased their own tickets and are unable to travel for reasons of *force majeure* may be reimbursed the cost of the purchased tickets. Requests for reimbursement shall be justified in writing by the traveller and approved by the certifying officer;
- (d) Claims for reimbursement must be supported by the invoice paid by the traveller and/or proof of the official travel, if any.

### **Travel claims**

Individuals travelling on behalf of WMO or whose official travel is paid for by WMO shall, within two calendar weeks after completion of the official travel, submit a completed official travel reimbursement claim, with supporting documents, including hotel invoices and boarding passes. Recovery of official travel advances (or "due to") shall be initiated if an individual travelling on behalf of WMO fails to submit a duly completed claim together with the supporting documents, or if, on review of the claim, it is determined that the official travel advance exceeded the amount of reimbursable official travel expenses.