



Nuestra ref.: 12012/2017/LCP/CNF/EC-69

30 de marzo de 2017

Anexos: 5 (disponibles en inglés solamente)

Asunto: Sexagésima novena reunión del Consejo Ejecutivo

Finalidad: Para información y para que se adopten las medidas pertinentes (trámites de viaje y preinscripción)

Estimado señor/Estimada señora:

El Consejo Ejecutivo celebrará su 69ª reunión en la sede de la Organización Meteorológica Mundial (OMM) en Ginebra del 10 al 17 de mayo de 2017. Durante la misma, y más concretamente el 11 de mayo de 2017, se celebrará un diálogo especial sobre el futuro de los servicios meteorológicos aeronáuticos.

El orden del día provisional anotado, los documentos de la reunión e información sobre las disposiciones prácticas se publicarán en línea a su debido tiempo, exclusivamente en el sitio web de la reunión (<http://meetings.wmo.int/EC-69>). Los documentos previos a la reunión se irán cargando en el sitio web a medida que vayan estando disponibles.

Con respecto a los trámites de viaje, el Consejo Ejecutivo decidió en su 41ª reunión (Ginebra, 5 a 16 de junio de 1989) que abonaría, a los miembros del Consejo que lo solicitasen, los gastos de asistencia a sus reuniones, en concepto de billete aéreo o de la totalidad de las dietas, según el baremo de las Naciones Unidas. No obstante, en su 44ª reunión (Ginebra, 22 de junio a 4 de julio de 1992), el Consejo decidió sufragar, si así se le solicita y en casos excepcionales, tanto los gastos de viaje como las dietas de los miembros del Consejo procedentes de países menos adelantados que necesiten dicha ayuda para poder participar plenamente en sus reuniones.

Por consiguiente, le ruego tenga a bien comunicar a la Secretaría, a más tardar el 21 de abril de 2017, si prefiere que se le proporcione un billete de avión, que se le abonen las dietas o una ayuda financiera total (tanto los gastos de viaje como las dietas), según proceda. Para su información, la dieta diaria actualmente en vigor para Ginebra es de 370 francos suizos.

Se ruega a los miembros que elijan que se les proporcione el billete de avión que sigan los procedimientos de reserva establecidos, que figuran en el anexo IV.

Para agilizar la tramitación de los viajes, se invita a los miembros del Consejo a rellenar los formularios adjuntos, a saber, el formulario de información sobre el viaje (anexo I o II, según proceda) y la solicitud de ayuda financiera (anexo III), y enviarlos a la siguiente dirección: tconcepcion@wmo.int.

Se proporcionará más información sobre las disposiciones prácticas y el alojamiento en Ginebra en el documento INF.1, que se publicará en el sitio web de la 69ª reunión del Consejo.

A los Miembros del Consejo Ejecutivo

copias: Asesores hidrológicos de los representantes permanentes (para información)

En lo que respecta a la cobertura del seguro de la OMM para las personas que no son funcionarios de la Organización, quisiera señalar a su atención la siguiente información:

En el caso de las personas que no son funcionarios de la Organización pero han sido autorizadas a viajar a sus expensas y/o reciben una dieta de ella, la OMM acepta una responsabilidad limitada en cuanto a la indemnización en caso de muerte, enfermedad o lesión imputable a la asistencia a reuniones o a la prestación de servicios en su nombre. Por tanto, esas personas son totalmente responsables de cualquier gasto resultante de circunstancias que no son atribuibles a la asistencia a reuniones o a la prestación de servicios en nombre de la Organización, y de la concertación de cualquier seguro de vida, enfermedad o de otro tipo que consideren conveniente.

Ref.: I2012/2017-1.1 LCP

En vista de su condición oficial ante la OMM se le ruega que tenga a bien coordinar su inscripción en línea, así como la de su(s) suplente(s) y/o asesor(es). La inscripción en línea de los participantes en la 69ª reunión del Consejo Ejecutivo empezará el 31 de marzo de 2017 y terminará el 1 de mayo de 2017.

El enlace al Sistema en línea de inscripción en eventos (<https://eventregistration.wmo.int/register/>), así como el nombre de usuario y la contraseña que utilizó para preinscribir a los miembros de la delegación de su país en otras reuniones de la OMM, siguen siendo válidos. Si ha olvidado su contraseña, siga las instrucciones al respecto que encontrará en el anexo V.

Se le ruega que tenga a bien preinscribir a cada uno de los suplentes y/o asesores que le acompañarán por separado para evitar retrasos en la llegada al lugar de celebración de la reunión. Los participantes que no estén preinscritos deberán inscribirse personalmente en el mostrador de inscripción, para lo cual deberán presentar una prueba oficial de representación, como pueda ser una carta del miembro del Consejo Ejecutivo pertinente.

Sírvase tener en cuenta que la presentación de la información pertinente por medio del Sistema en línea de inscripción en eventos no exime a los miembros del Consejo Ejecutivo de tener que informar a la Secretaría de su participación en la reunión por medio de una carta firmada, que habrá de enviarse por correo electrónico a la siguiente dirección: registration@wmo.int.

Para obtener información adicional sobre la inscripción en línea, sírvase ponerse en contacto con la Secretaría de la OMM por correo electrónico: registration@wmo.int.

Le saluda atentamente.



(P. Taalas)
Secretario 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 ☐ Female ☐		
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 ☐	No ☐	Not applicable ☐
Schengen visa	Yes ☐	No ☐	Not applicable ☐
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.

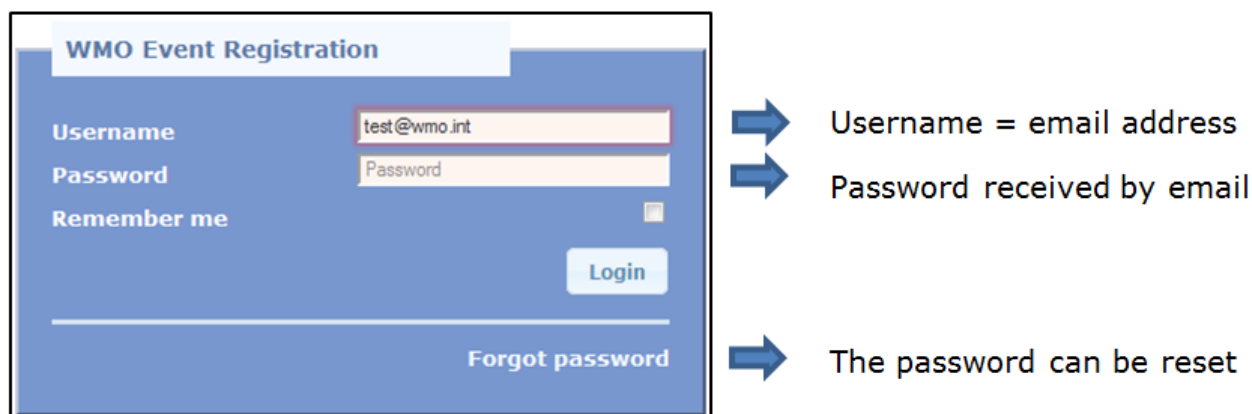
GUIDELINES

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.



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

Thu, Jan 19, 2017 at 12:15 PM

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/>

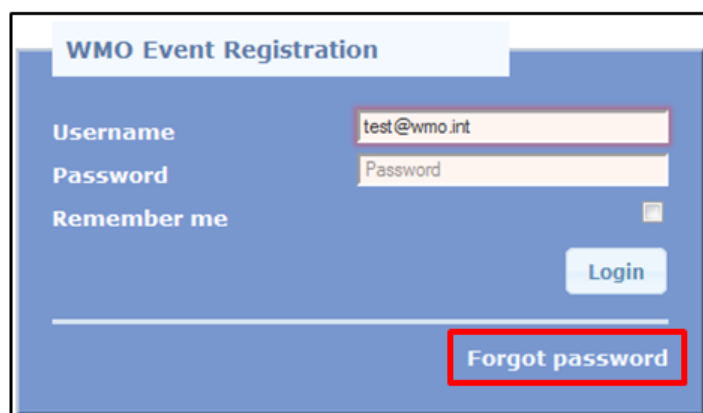
Username:
Password:

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

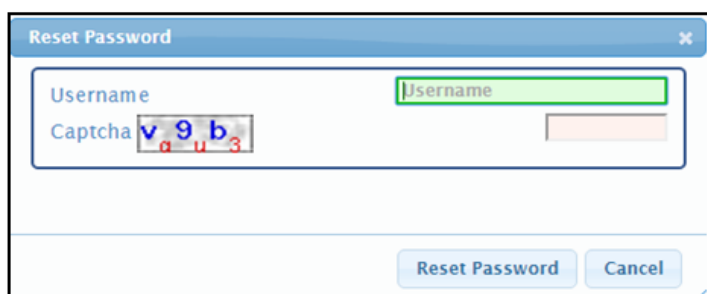
RESETTING OF YOUR PASSWORD



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.

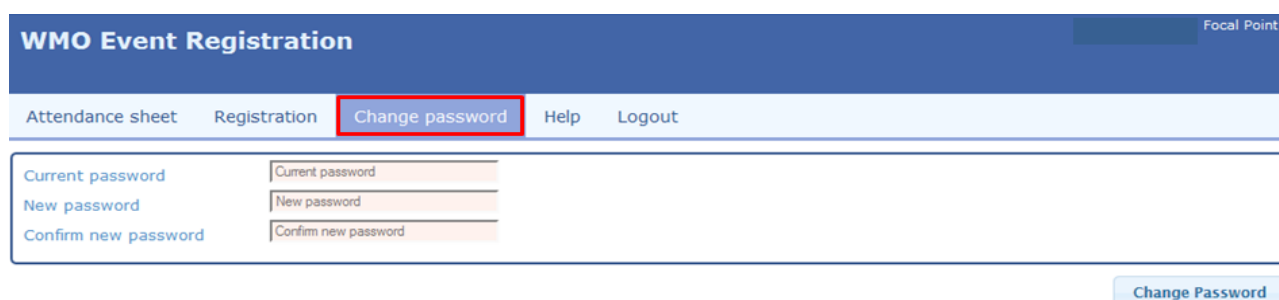
You can also decide to personalize your password.



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

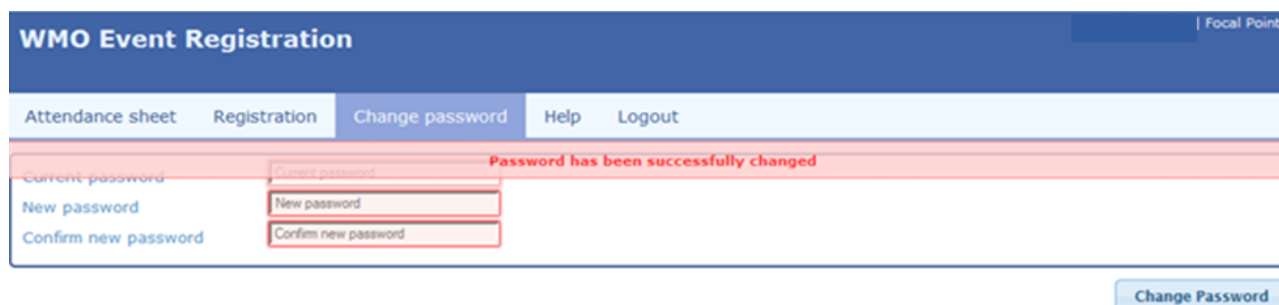
➡ Username = email address
➡ Captcha = only blue characters

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.

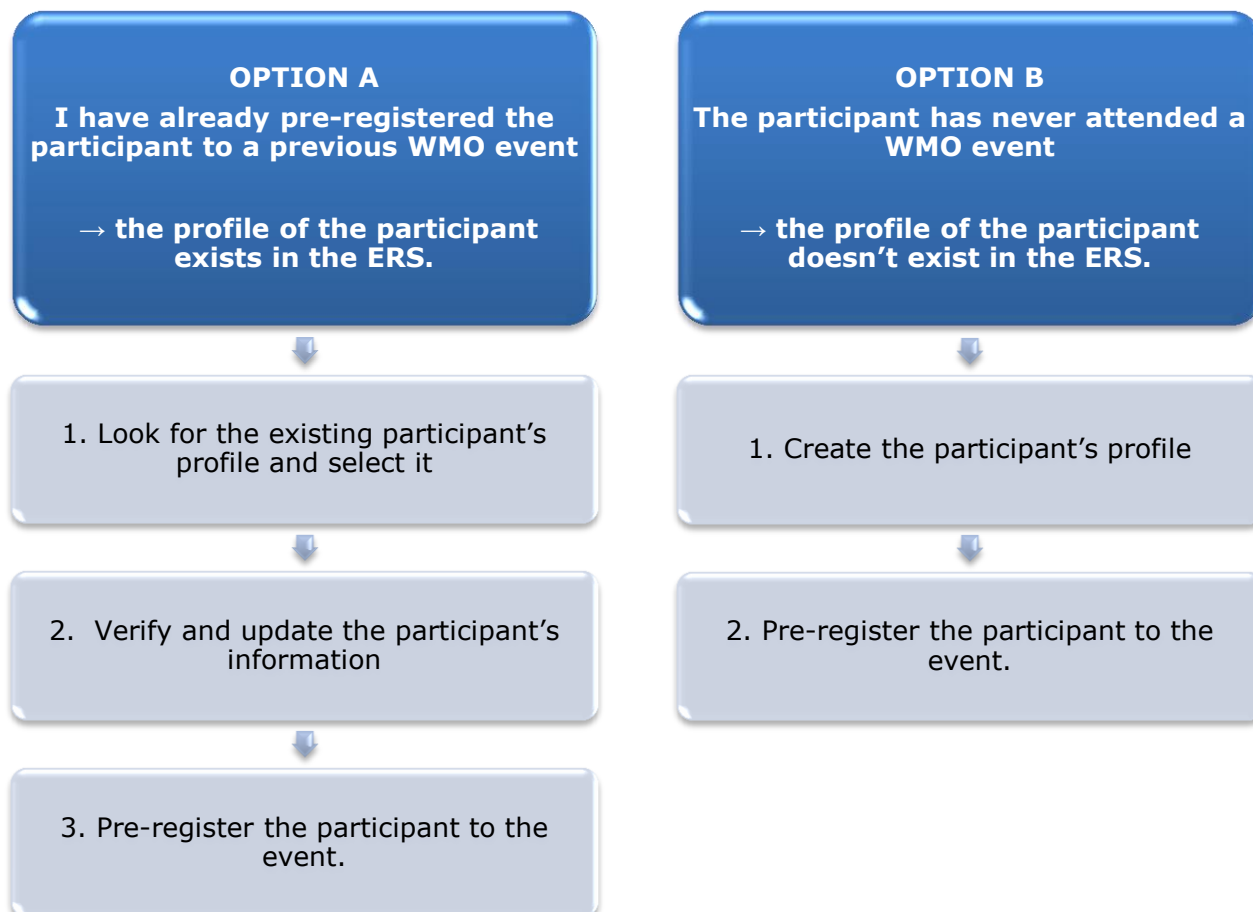
A confirmation message "Password has been successfully changed" will appear.



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' contains a table with two columns: 'Name' and 'Email'. The table lists four participants: PEDRONI, Mario (mpedroni@wmo.int), PETERS, Johana (jpeters@wmo.int), SMITH, John (jsmith@wmo.int), and WHITE, Barbara (bwhite@wmo.int). The name 'WHITE, Barbara' is highlighted with a red box. At the bottom right of the interface, there is an 'Add Profile' button.

2. Verify and update the participant's information

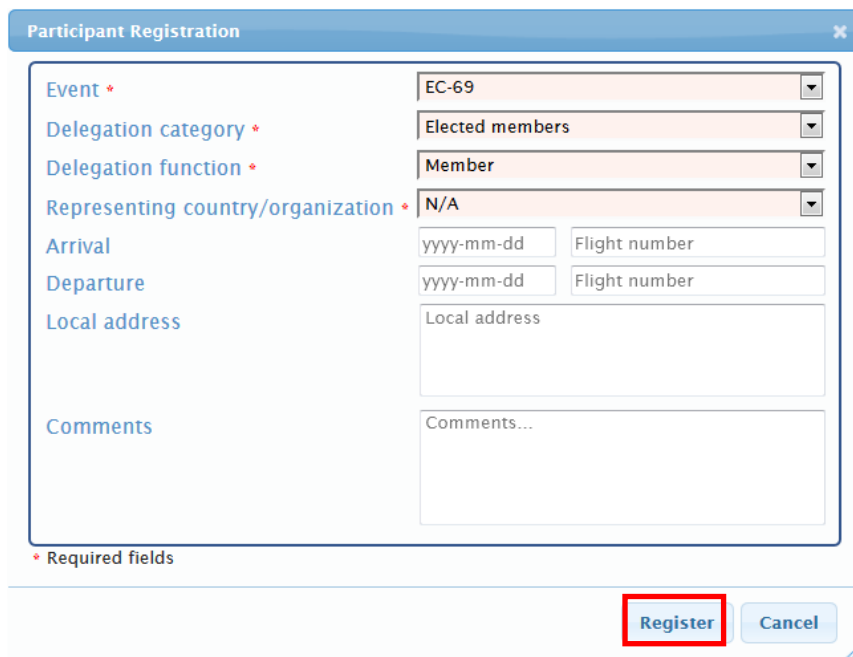
Before clicking on the "Proceed" button, make sure that the existing information is correct, add missing data and upload a photo (if missing). **Please fill in all the fields that you can.**

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. To the right of the 'Browse...' button, it says 'No file selected.' and a question mark. Below the 'Delegate's photo' field, there are fields for 'Official title', 'Institution', 'Work address', 'Country' (a dropdown menu), 'Telephone number', 'Fax number', and 'Mobile number'. At the bottom of the form, there are three buttons: 'Save', 'Proceed' (highlighted with a red box), and 'Cancel'. A legend at the bottom left indicates that fields with an asterisk (*) are required.

➡ Upload the participant's photo

3. Pre-register the participant to the event

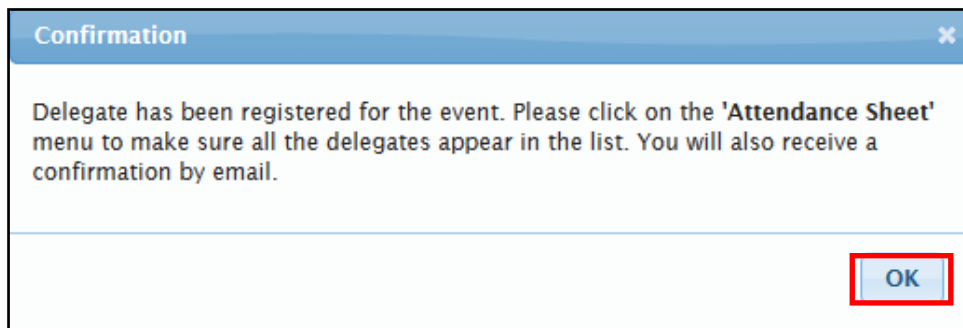
Fill in the fields with the participant's registration information corresponding to the event. Click on "Register".



The 'Participant Registration' form contains the following fields:

- Event ***: Dropdown menu with 'EC-69' selected.
- Delegation category ***: Dropdown menu with 'Elected members' selected.
- Delegation function ***: Dropdown menu with 'Member' selected.
- Representing country/organization ***: Dropdown menu with 'N/A' selected.
- Arrival**: Two input fields, 'yyyy-mm-dd' and 'Flight number'.
- Departure**: Two input fields, 'yyyy-mm-dd' and 'Flight number'.
- Local address**: A large text area.
- Comments**: A large text area labeled 'Comments...'.

A legend at the bottom left indicates that fields with an asterisk (*) are required. At the bottom right, there are two buttons: 'Register' (highlighted with a red box) and 'Cancel'.



The 'Confirmation' dialog box contains the following text:

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 (highlighted with a red box).

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

➡ Upload the participant's photo

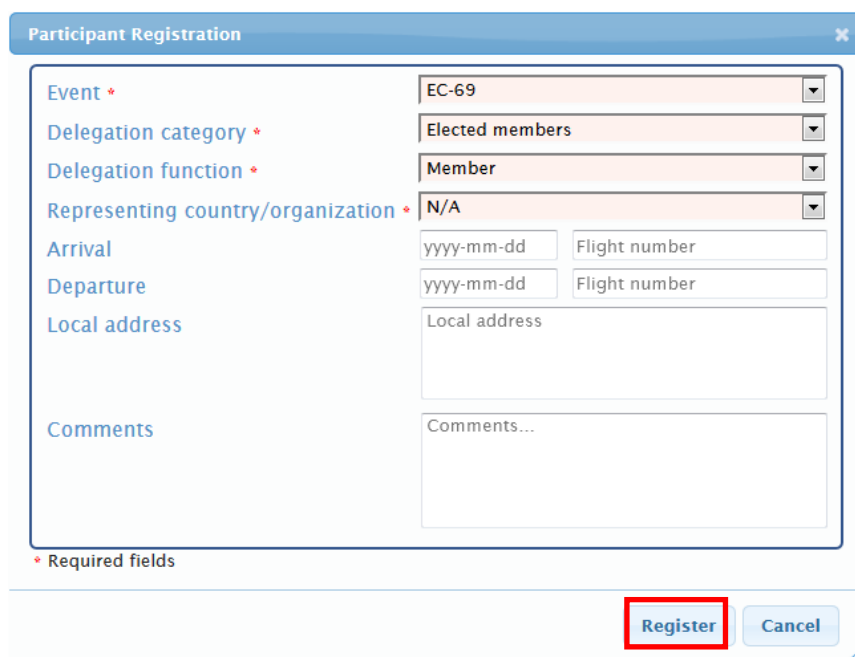
Save the profile & pre-register the participant later

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".

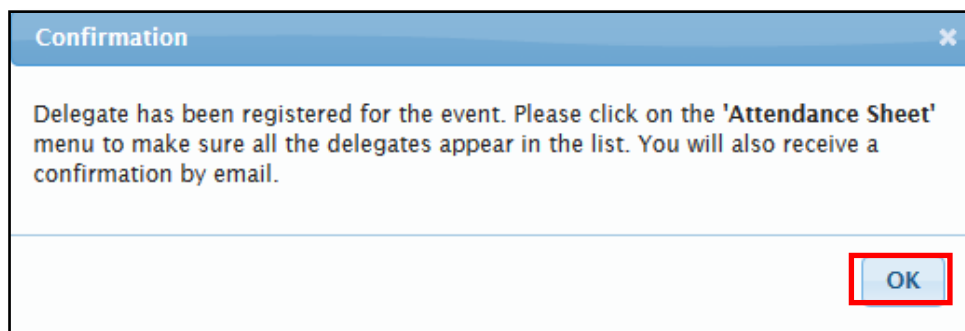


The image shows a 'Participant Registration' dialog box. It contains several fields for registration information. The 'Event' field is set to 'EC-69'. The 'Delegation category' is 'Elected members'. The 'Delegation function' is 'Member'. The 'Representing country/organization' is 'N/A'. There are fields 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*

Select the event

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*.