



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

6 de mayo de 2022

Anexo: 1 (disponible en inglés solamente)

Asunto: Trámites relativos a los viajes de los miembros del Consejo Ejecutivo que asistirán a la 75ª reunión del Consejo

Finalidad: 1) Notificar si participará de forma presencial en la reunión indicada
2) Completar el formulario de solicitud de asistencia financiera

Estimado señor/Estimada señora:

Quisiera referirme a la 75ª reunión del Consejo Ejecutivo, que se celebrará en Ginebra (Suiza) del 20 al 24 de junio de 2022 y en la que también se podrá participar a través de una plataforma virtual.

De conformidad con lo dispuesto en la [Resolución 27 \(EC-73\)](#) — Reglas que rigen el pago de los gastos de viaje y las dietas de las personas que no pertenecen al personal de la Organización Meteorológica Mundial, los miembros del Consejo Ejecutivo y los asesores hidrológicos regionales que asistan de forma presencial a la reunión podrán percibir, previa solicitud, bien el importe del pasaje de avión, bien las dietas completas, cuyo monto asciende actualmente a 389 dólares de los Estados Unidos en el caso de Ginebra.

Sin embargo, aquellos miembros del Consejo Ejecutivo que procedan de [países menos adelantados](#) y que necesiten de dicha asistencia para poder participar plenamente en la reunión podrán percibir, previa solicitud, el importe correspondiente tanto a los gastos de viaje como a las dietas.

Le ruego que también tome nota de que a veces es difícil conseguir alojamiento en Ginebra si no se reserva el hotel con suficiente antelación. Por consiguiente, le animo a que adopte cuanto antes las disposiciones necesarias para su estancia en Ginebra.

Asimismo, tenga en cuenta que incumbe únicamente a los participantes en la reunión la obtención de los visados necesarios (tanto para el tránsito como para el destino final) y la contratación de seguros de vida, salud y accidentes, o de cualquier otro tipo, cuyo nivel de cobertura deberá ser adecuado para la duración de su estancia.

Con el fin de agilizar la adopción de las disposiciones necesarias, se invita a los miembros del Consejo Ejecutivo y a los asesores hidrológicos regionales que tengan previsto asistir de forma presencial a la 75ª reunión del Consejo Ejecutivo a que:

- 1) notifiquen a la Secretaría si participarán en la reunión de forma presencial, enviando para ello un mensaje a la dirección de correo electrónico registration@wmo.int;

A los miembros del Consejo Ejecutivo
asesores hidrológicos regionales de los presidentes de las asociaciones regionales

- 2) completen el formulario de solicitud de asistencia financiera que figura en el [anexo](#) a la presente carta y lo envíen con la mayor brevedad y, en todo caso, no más tarde del **19 de mayo de 2022**.

Para obtener información adicional acerca de los trámites relativos a los viajes, sírvase ponerse en contacto con la Secretaría de la OMM (registration@wmo.int).

Le saluda atentamente.



Prof. Petteri Taalas
Secretario 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 (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 ☐ 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		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) prior to departure. Please also inform mrequests@wmo.int and 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,

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.
