



Our ref.: 19686/2017/SG/LCP/CNF/CAS-17

28 June 2017

Dear Sir/Madam,

I have the honour to refer to my letter dated 5 April 2017, informing you that the seventeenth session of the Commission for Atmospheric Sciences (CAS-17) of the World Meteorological Organization (WMO) would be held in Denpasar, Bali, Indonesia, from 23 to 24 October 2017.

I would like to draw your attention to Regulation 21 of the WMO General Regulations dealing with the communication of the names of your representatives, which specifies:

"Prior to a session of a constituent body other than the Executive Council, each Member should, if possible, communicate to the Secretary-General the names of the persons composing its delegation to that body, indicating which of these shall be regarded as its principal delegate.

Besides this communication, a letter giving these particulars and otherwise conforming with the provisions of the Convention and of these Regulations and signed by, or on behalf of, an appropriate governmental authority of the Member shall be sent to the Secretary-General or handed to his representative at the session and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activities of the constituent body."

In accordance with this regulation, I should be grateful to receive as soon as possible the names and addresses of the persons nominated as the representatives of your country, with clear indication of the head of delegation and alternate head of delegation and to receive the credentials of your delegation in due course.

In the event of your country having already nominated experts as members of the Commission for Atmospheric Sciences and/or who would play an active role during the event, it would be an advantage to the work of the session if those members could be included in the delegation of your country. If your country has not previously nominated experts as members of the Commission and wishes to do so, your Permanent Representative is invited to provide the name and contact information of the expert(s) to the Secretariat, at the earliest opportunity.

Regulation 190(a) of the General Regulations accords to all Members the right to propose additional items to the provisional agenda, preferably not later than 30 days before the opening of the session. The same regulation requires that an explanatory memorandum summarizing the issues to be raised under the additional items should accompany such proposals.

To: Ministers of Foreign Affairs of Member States of the World Meteorological Organization

cc: Hydrological Advisers to Permanent Representatives  
Permanent Representatives of Members of WMO (for information)

In addition, the provisional agenda and the explanatory memorandum for the session will be accessible on the session website: <http://meetings.wmo.int/CAS-17>.

All participants who require a valid visa for admission to Indonesia should make their application for visas directly to the nearest diplomatic representation of Indonesia and include a copy of the present notification to the visa application. It is advisable that such applications be made as soon as possible. More information concerning the visa application will be provided in the *INF 1(1) material arrangements for the session*, to be posted in due course on the session website.

If there is no Embassy or Consulate-General of Indonesia in the participant's country, the participants may be able to apply for Visa on Arrival (VoA) by sending prior information, such as the invitation letter from WMO, a letter of visa request and copies of their passport to BMKG with a copy to the WMO Secretariat, not later than one month prior to the session. Please note that, prior to departure, participants need to obtain confirmation from BMKG that their application for Visa on Arrival (at Denpasar, Ngurah Rai International Airport) has already been cleared.

In view of their official status with WMO, Permanent Representatives are kindly invited to act as focal points for the online registration of their delegation to the CAS-17.

The link to the online Event Registration System (ERS), the username and password that were sent to Permanent Representatives by e-mail remain valid for all upcoming WMO meetings (<https://eventregistration.wmo.int/register/>). This link is also valid in the event of a forgotten password. Please note that the online registration will begin on 10 July and close on 15 September 2017.

Permanent Representatives are kindly requested to pre-register each member of their delegation individually in order to avoid delays upon arrival at the venue. Upon validation of the registration by WMO, each participant will receive a confirmation letter by e-mail. The participant must bring a copy of the confirmation letter and present it to the registration desk, together with an official identification document in order to obtain a badge.

Those participants who have not been pre-registered will be required to register personally at the registration desk by presenting an official proof of representation, such as a letter from the relevant entity.

Please note that the submission of information through the online event registration system does not exempt Members from the need to provide valid credentials for the participating delegation.

For further information concerning online pre-registration, please do not hesitate to contact the WMO Secretariat by e-mail at: [registration@wmo.int](mailto:registration@wmo.int).

Accept, Sir/Madam, the assurances of my highest consideration.

Yours faithfully,



(P. Taalas)  
Secretary-General