



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat  
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Our ref.: LCP/CNF/Cg-Ext.-Offices

GENEVA, 27 August 2012

Subject: Availability of office space for use by delegations during Cg-Ext.(2012)

Action required: Secretariat to be informed of your requirements at your earliest convenience

Dear Sir/Madam,

You are no doubt aware that the World Meteorological Congress Extraordinary Session 2012 will be held in the International Conference Centre (CICG) in Geneva from 29 to 31 October 2012 preceded by the GFCS User Conference, which will be held in the same venue from 26 to 27 October 2012.

Though the session will be short, some delegations may wish to have an office at their disposal for the duration of Congress and consequently action should be taken to ensure the availability of a number of offices for this purpose at the Conference Centre, as well as in the WMO Headquarters building. The size of each office is about 10 square metres and the rental charge for an office for the whole period will be CHF 200.00

I have to inform you that the number of offices available at the Centre is limited. In view of this, you are requested to advise the Secretariat of your requirements well ahead of time, as offices will be allocated on a strict "first come-first served" basis.

I should be grateful if you would inform me at your earliest convenience but not later than **30 September 2012**, whether you would like to have an office at your disposal for the duration of Congress.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'J. Lengoasa', with a long horizontal stroke extending to the right.

(J. Lengoasa)  
for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services)  
of Members of WMO (PR-6662)

cc: Hydrological Advisers to Permanent Representatives