



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat  
7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse  
Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81  
wmo@wmo.int – www.wmo.int

Weather • Climate • Water  
Temps • Climat • Eau

Our ref.: LCP/CNF/IBCS-Offices

GENEVA, 12 June 2013

Subject: Availability of office space for use by delegations during the Operational Climate Services Dialogue and the first session of the Intergovernmental Board on Climate Services (1-5 July 2013 in CICG, Geneva)

Action required: Secretariat to be informed of your requirements by **24 June 2013**

Dear Sir/Madam,

As part of our preparations for the Operational Climate Services Dialogue and the first session of the Intergovernmental Board on Climate Services, which will be held at the International Conference Centre (CICG) in Geneva from 1 to 5 July 2013, we would like to determine the need among delegations for individual office space.

Steps have been taken to ensure the availability of a number of offices at the Conference Centre and at the WMO headquarters building for use by delegations. Each office is approximately 10 square metres, and the rental charge per office will be CHF 200.00 for the entire duration of the meeting.

The number of offices available is limited. In view of this, you are kindly requested to advise the Secretariat of your interest in renting an office as they will be allocated on a strict "first come-first served" basis.

If you would like to book an office, please send an e-mail directly to our Conference Services staff at [cnf@wmo.int](mailto:cnf@wmo.int). Your requests should be sent by **24 June 2013** at the latest. Please be assured that we will do everything possible to accommodate your needs.

Yours faithfully,

A handwritten signature in purple ink, appearing to read 'E. Manaenkova'.

(E. Manaenkova)  
for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6701)

cc: Hydrological Advisers to Permanent Representatives (for information)