

## WMO OMM

WEATHER CLIMATE WATER  
TEMPS CLIMAT EAU



World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

### 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 – public.wmo.int

Our ref.: 07057/2018/SG/LCP/CNF/CAeM-16

16 April 2018

Dear Sir/Madam,

I have the honour to inform you that, at the kind invitation of the Government of the United Kingdom of Great Britain and Northern Ireland, the sixteenth session of the Commission for Aeronautical Meteorology (CAeM-16) of the World Meteorological Organization (WMO) will be held at the University of Exeter, United Kingdom of Great Britain and Northern Ireland from 24 to 27 July 2018, preceded by a technical Conference (TECO) on 23 July 2018.

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. In this context, 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 in due course the credentials of your delegation, signed by, or on behalf of, an appropriate governmental authority of the Member.

In the event of your country having already nominated experts as members of the Commission for Aeronautical Meteorology 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. I would like also to draw your attention to Regulation 191(7) of the WMO General Regulations, according to which the presidents of regional associations or technical commissions may propose additional items to the provisional agenda

In addition, the provisional agenda and the explanatory memorandum for the session will be accessible on the session website: <http://meetings.wmo.int/CAeM-16>.

Please be aware that the World Meteorological Congress has made no provisions in the regular budget of WMO to fund the participation of representatives of its Members in sessions of constituent bodies, including technical commissions, as delegates are representatives of their respective Governments.

Information concerning the visa application will be provided in the INF. 1(1) document, "material arrangements for the session", to be posted in due course on the session website.

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

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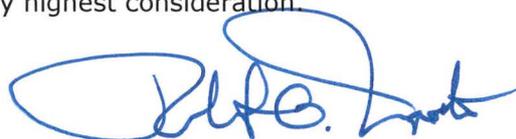
In view of their official status with WMO, Permanent Representatives are kindly invited to act as focal points for the online registration of their delegation to the CAeM-16. The link to the online Event Registration System (ERS), the username and password that were sent to Permanent Representatives by e-mail remain valid for all upcoming WMO meetings (<https://eventregistration.wmo.int/register/>).

Please note that the online registration will close on **6 July 2018**. 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).

Please also 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.

A copy of this letter is being sent to the Permanent Representative and Hydrological Adviser of your country with WMO, as well as to Permanent Missions of Member States with WMO to the United Nations Office and other International Organizations in Geneva; members of the Commission for Aeronautical Meteorology (CAeM) and presidents of technical commissions and regional associations.

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



 (P. Taalas)  
Secretary-General