



**World Meteorological Organization**  
**Organisation météorologique mondiale**

Secrétariat

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Weather • Climate • Water  
Temps • Climat • Eau

Our ref.: SG/CER/CCI-16

GENEVA, 24 March 2014

Sir/Madam,

I have the honour to refer to my letter WMO-1393, dated 23 January 2014, informing you that the sixteenth session of the Commission for Climatology (CCI-16) of the World Meteorological Organization (WMO) would be held in Heidelberg, Germany, from 3 to 8 July 2014.

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..."

In accordance with the first part of 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 head of delegation and alternate head of delegation.

In the event of your country having already nominated experts as members of the Commission for Climatology, it would be an advantage to the work of the session if these members could be included in the delegation of your country.

Regulation 190(a) of the General Regulations accords to all Members the right to propose additional items for the Provisional Annotated Agenda, preferably not later than thirty days before the opening of the session. The same regulation requires that 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 (WMO-1398)

In addition, the Provisional Annotated Agenda and the explanatory memorandum for the session will be accessible through the WMO website as indicated below:

Open your Internet browser and go to <http://www.wmo.int>. Click on "Meetings", then click on "Constituent body sessions" and finally click under "Commission for Climatology (CCI-16)".

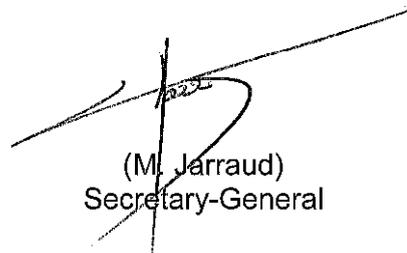
All participants who require a valid visa for admission to Germany should make their application for visas directly to the nearest diplomatic representation of Germany, together with a copy of the present notification. It is advisable that such applications be made as soon as possible.

In those cases where there are no diplomatic relations between a Member and Germany and in other cases where the former considers that some difficulties may be experienced in obtaining visas, a request to Germany for visas should be submitted through the Secretary-General of the World Meteorological Organization, as specified in Annex I to the General Regulations of the Organization. Such requests must contain all the necessary details (name, surname, date and place of birth, father's name, nationality, passport No., date and place of issue, expiry date, profession, place where the visa is to be issued and duration of stay in Germany) and should be received by the Secretary-General as soon as possible.

Other documents and information on the material arrangements will be available soon.

A copy of this notification is being sent to the Permanent Representative of your country with WMO and to his/her Hydrological Advisor, if appointed.

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



(M. Jarraud)  
Secretary-General