

**WMO OMM**

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

**Secrétariat**

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Our ref.: SG/CER/EC-68

GENEVA, 14 March 2016

Annex: 1

Subject: Sixty-eighth session of the Executive Council

Action required: For information and action to be taken, as appropriate

Dear Sir/Madam,

I wish to inform you that the sixty-eighth session of the WMO Executive Council will be held from 15 to 24 June 2016 at the WMO headquarters in Geneva, Switzerland.

The Executive Council at its sixtieth session (Geneva, June 2008) decided to amend Rule 7 of its Rules of Procedure to provide for its meeting to be held in public.

In this context, WMO Members and the Permanent Missions in Geneva who are interested in following the discussions of the above-mentioned Executive Council session may send representatives to attend the session without the right to speak and at their own cost, according to Resolution 40 (Cg-XVI).

The draft annotated agenda and documents for the session are being posted on the website as they become available. Access to the documents is provided through the WMO website for EC, which can be found as indicated below:

Open your Internet browser and go to [EC-68.wmo.int](http://EC-68.wmo.int) or <http://www.wmo.int>. Click on "Meetings", then click on "Constituent body sessions" and finally click under "Sixty-eighth session of the Executive Council (EC-68) Geneva, 15 to 24 June 2016".

The online registration of the participants will start on 11 April 2016. It is therefore strongly advised that all participants pre-register through the online registration system in order to avoid delays upon arrival at the venue.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6895)

cc: Permanent Missions of Members in Geneva (for information)

Details regarding the registration process are provided in the attached "Information Note to focal points on the registration of participants: Access to the Online Registration System (ORS)".

Please note that the submission of information through the online registration system will not preclude the need to inform the WMO Secretariat of your participation in the session.

Yours faithfully,

A handwritten signature in blue ink, consisting of a long horizontal stroke followed by a loop and a short vertical stroke.

(P. Taalas)  
Secretary-General

**Sixty-eighth session of the Executive Council  
Geneva, 15-24 June 2016**

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**Information Note to focal points on the registration of participants  
Access to the Online Registration System (ORS)**  
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As focal point for the online registration of participants to the sixty-eighth session of the Executive Council, the WMO Secretariat is pleased to provide you with direct access to an online registration system that will enable you to handle all the related registration formalities.

**Access to the registration system**

You will soon receive, in a separate e-mail, the link to the registration system along with a username and password that will allow you to register yourself and other participants accompanying you to the session.

**Registration of participants**

***Online registration begins on 11 April 2016.***

You are kindly requested to proceed with registration for yourself and for each member of your delegation individually.

Online registrations should be made under "Delegation Category" as "Representatives of WMO Members" and under "Delegation Function" as "Observer" (unless you are accompanying an EC member and registered by the EC member, accordingly).

When a request has been submitted, you will receive an acknowledgement of the request to participate in the sixty-eighth session of the Executive Council.

**Confirmation of registration**

Upon validation of the registration by WMO, each participant will receive a confirmation letter by e-mail providing further information concerning the registration.

Please note that in order to obtain an identification badge, the participant must bring a copy of the confirmation letter and present it to the registration desk, together with a passport or other official identification card. The registration desk will be located in the reception area of the ground floor of the WMO headquarters.

The submission of information through the online registration system does not exempt you from the need to inform the Secretariat of your participation to the session, either by mail or by fax to: [+4122 730 80 37](tel:+41227308037).

**The WMO Secretariat would strongly advise pre-registration of all participants to the meeting, in order to avoid delays upon arrival at the venue.**

**Issuing of badges**

Badges for the sixty-eighth session of the Executive Council will be issued at the WMO headquarters from Tuesday 14 June between 2.30 p.m. and 5.30 p.m.

As of Wednesday, 15 June, and throughout the duration of the Executive Council, badges will be issued between 8.30 a.m. and 5.30 p.m.

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