



Our ref.: CLW/GFCS/IBSC-MC/4

GENEVA, 23 September 2016

Subject: Fourth meeting of the Intergovernmental Board on Climate Services Management Committee (IBCS-MC/4) Darmstadt, Germany, 17-19 October 2016

Action required: To inform the Secretariat of attendance to the IBCS-MC/4 by **30 September 2016**

Dear Sir/Madam,

I am pleased to inform you that the fourth meeting of the Intergovernmental Board on Climate Services Management Committee (IBCS-MC/4) is planned to be held at the European Organization for the Exploitation of Meteorological Satellites (EUMETSAT), Eumetsat Allee 1, 64295 Darmstadt, Germany, from 17 to 19 October 2016.

In this context, I have pleasure in inviting you to attend the above-mentioned meeting. The agenda of the meeting and documentation for the session will be available at the dedicated website at: <http://www.gfcs-climate.org/node/963>.

This session will focus on:

- (a) Review of progress on the Global Framework for Climate Services (GFCS) implementation;
- (b) Consideration of the Operational and Resource Plan for the GFCS
- (c) Consideration of the Monitoring and Evaluation process and criteria, including the process for conducting a mid-term review;
- (d) Consideration of the White Paper on the contribution of the GFCS to the 2030 Agenda.

Provisions have been made to allow remote participation to the meeting. Information on how to connect remotely to the meeting will be available at the dedicated website for the event.

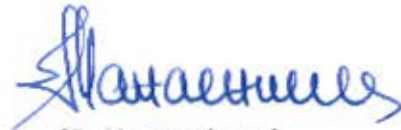
I should be grateful if you would kindly notify the Secretariat as soon as possible, but preferably not later than **30 September 2016** whether you will be able to attend the session, and if so, whether support for travel and/or per diem will be required.

To: Presidents of regional associations (P.RA-1771)

I should also inform you of WMO's insurance coverage for non-staff members, which is as follows:

"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services on behalf of the Organization. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate".

Yours faithfully,



(E. Manaenkova)
for the Secretary-General