

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
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wmo@wmo.int – public.wmo.int

Our ref.: 11885/2017/INV/EC-69

6 April 2017

Annexes: 2

Subject: Sixty-ninth session of the Executive Council (EC-69)

Action required: For information and relevant action (travel and financial assistance)

Dear Sir/Madam,

I wish to inform you that the sixty-ninth session of the World Meteorological Organization (WMO) Executive Council will be held at the WMO headquarters building, Geneva, Switzerland, from 10 to 17 May 2017.

As Hydrological Adviser to the president of your Region, I have pleasure in inviting you to attend the Council for the duration of the session.

I am also pleased to inform you that WMO is prepared to provide to you, upon request, financial support in the form of travel at the most economical route **OR** per diem, for your attendance at the session. This arrangement should allow you to participate in discussions of all the relevant items throughout the whole period of the session.

In order to facilitate replies regarding arrangements, you are invited to use the attached forms (Annex 1) and the Request for Financial Assistance (Annex 2).

Access to the documents will be exclusively through the WMO website, which can be found as indicated below: <http://meetings.wmo.int/EC-69>. Pre-session documents will be uploaded as they become available, normally not later than 45 days before the opening of EC.

In this regard, it would be appreciated if you could indicate to the Secretariat as soon as possible, with a copy to the president of your Region, your intention to participate in the session.

Yours faithfully,

(P. Taalas)
Secretary-General

To: Regional Hydrological Advisers to presidents of regions associations

cc: President of regional associations (for information)

Ref.: 11885/2017-13 LCP



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Annex I

**TO BE RETURNED TO THE WMO SECRETARIAT (tconcepcion@wmo.int)
 BEFORE 1 May 2017**

**TRAVEL INFORMATION FOR ATTENDANCE EC-69
 (10-17 May 2017)**

Name of RHA:

I wish to have WMO pay for:

- My air ticket ☐

For journeys including long-distance flights (over nine hours of non-stop flying time) you may request WMO to issue the cheapest upgradeable economy class air ticket. The cost of the upgrade shall be covered by the traveler.

OR

- My Daily Subsistence Allowance (DSA) ☐

I choose to travel to Geneva by private car and claim reimbursement based on the UN rates of reimbursement for travel by private car. ☐

Please be informed that travelling by personal car to and from Geneva is not covered by WMO insurance.

Date of arrival in Geneva:

Date of departure from Geneva:

Date:

Signature:



WORLD
METEOROLOGICAL
ORGANIZATION

REQUEST FOR FINANCIAL ASSISTANCE

Sixty-ninth session of the WMO Executive Council (EC-69) Geneva, 10-17 May 2017. MF60002 – CER

PLEASE READ CAREFULLY THE INSTRUCTIONS FOR THE USE OF THIS FORM PROVIDED ON
PAGE 3 OF THIS ANNEX

AND

RETURN IT, WITH A COPY OF YOUR PASSPORT,

BEFORE: 1 May 2017

To the Secretary: Teresita Concepcion (tconcepcion@wmo.int)

1. PARTICIPANT

Please complete the following form by typing the following MANDATORY information as it appears in your passport (no handwriting):

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
FAMILY NAME			
MAIDEN NAME (if applicable)			
First Name			
Nationality			
Place of birth		Date of birth (DD/MM/YY)	
Passport number		Validity (DD/MM/YY)	
Holding US visa	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Schengen visa	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Address			
City		Postal code	
Country			
Mobile phone number		Office phone number	
E-mail address			

2. ASSISTANCE FROM WMO FOR TRAVEL

Request

Assistance requested: ☐ yes ☐ no

Once you receive a proposed itinerary from the WMO travel agency, please confirm it and send it to the WMO secretary responsible for the meeting.

Please check that the e-mail you receive clearly states that it is an "ELECTRONIC TICKET". If not, it is most probably an itinerary waiting for your confirmation.

3. ASSISTANCE FROM WMO FOR DAILY SUBSISTENCE ALLOWANCE (DSA)

To request DSA, please provide the following information.

Allowable DSA, Terminal Expenses and other refundable expenses will be transferred to you in advance of the meeting, provided that your request has been received before the deadline indicated on page 1 of this form.

3.1 Request

Assistance requested: ☐ yes ☐ no

3.2 Payment procedure

(i) Preferred payment method is by **bank transfer**. Please indicate full bank details:

Name of the bank:			
Address:			
Name of account holder			
Account number		Currency of account	
SWIFT Code			
ABA Code (USA)			
SORT Code (UK)			
IBAN Code (Europe except UK)			

(ii) Payment by Swiss Bankers Card (CHF) for use in Switzerland ☐

(iii) Payment by reloading of existing Swiss Bankers Card in my possession (CHF) ☐

(iv) Through UNDP Office (on exceptional basis) ☐

4. INFORMATION ON SUPPORT RECEIVED IN ADDITION TO WMO ASSISTANCE

4.1 Declaration

No additional support received ☐ OR Additional support received ☐

4.2 Information

In case additional support is received, please indicate type of funding (e.g. ticket, subsistence allowance, accommodation, meals, local transportation) and estimated value:

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.....
.....

5. APPLICABLE RULES AND INSTRUCTIONS

The travel shall be conducted in accordance with relevant WMO rules and instructions. An excerpt of these is provided in the Annex to this form. Please read it carefully.

By signing this form, I confirm that the information provided in this form is correct to the best of my knowledge and that I shall comply with the relevant WMO rules and instructions.

Signature of the participant: **Date:**

EXCERPT from applicable rules and instructions

Please note that, as per WMO travel rules, air travel shall be provided in economy class, for the most direct and economical route.

Please note that if you are unable to travel after the ticket has been issued, you must inform the airline company at least 2 hours prior to departure to ensure that the ticket will be reimbursed. **Failure to do so will mean you are declared as a “no show” passenger and the cost of the ticket will not be reimbursed.** Please also **inform the secretary responsible for the meeting,** as soon as you cancel your travel.

It is your responsibility to obtain all necessary visas (for transits and final destination) prior to departure.

Evidence of travel (original of boarding passes for air travel or hotel bill when travel has been undertaken by train or car) must be submitted to the WMO secretary responsible for the meeting within 16 calendar days after completion of travel. Failure to do so will result in recovery of DSA and of other advance payments made by the WMO.

You may choose to purchase the airline ticket yourself. In this case, please inform the travel agency and the secretary responsible for the meeting. However please note the following:

- Tickets purchased below the financial limit provided by the WMO proposal will be reimbursed up to the actual cost incurred by the traveller and only up to this limit;
- The invoice or e-receipt relating to the self-purchased ticket needs to be provided to the WMO **before any refund can be processed** and must show the name of the provider, the name of the clients, ticket number and form of payment accompanied by the WMO travel agency proposal.
- Traveller should not purchase an air ticket before obtaining the official WMO travel agency proposal. A ticket purchased prior to obtaining the official proposal may not be reimbursed by the Secretariat.
- In case you are unable to travel, the WMO **shall not reimburse** the cost of self-purchased tickets.

INSTRUCTIONS for the use of this form

- Please complete this form in block letters **by typing only** (no handwriting) and return it together with a copy of your passport to the secretary responsible for the meeting, as indicated on page 1 of this form.

To allow for the timely processing of the travel authorization and the transfer of DSA and other refundable expenses, this form must be received within the deadline indicated

WMO Travel Process

Previously, travelers to WMO meetings were requested to contact our travel agency after receipt of the Request for Financial Assistance (RFA) form.

With the new travel process, the WMO secretary responsible for the meeting will communicate to our travel agency all necessary information provided by the traveler in the RFA form. The traveler will then be contacted by our travel agency with a travel itinerary based on the WMO travel policy and the dates and place of meeting. Upon receipt of this proposal, the traveler is requested to choose one of the three options below:

- 1) Accept the travel proposal by returning a written acceptance to the travel agency with copy to the WMO secretary responsible for the meeting; or,
- 2) Request a modification of the itinerary proposed by the travel agency according to his/her personal needs, with the understanding that the WMO financial responsibility will be based on the original proposal provided by the travel agency and that the cost difference, if any, will be borne by the traveler; or,
- 3) Refuse in writing the travel agency's proposal and self-purchase his/her ticket. The reimbursement of this ticket will be processed after the meeting, upon submission of a travel claim accompanied by the ticket invoice/receipt, boarding passes. The original CWT proposal will serve as the maximum WMO financial ceiling for reimbursement.

In case of self-purchased ticket (option 3), the following additional rules will apply:

- Tickets purchased below the financial limit provided by the WMO proposal will be reimbursed up to the actual cost incurred by the traveler and only up to this limit;
- Reimbursement of self-purchased tickets will be processed only after the meeting and upon submission of related invoice or e-receipt indicating the name of the provider, the name of the traveler, the ticket number and the form of payment accompanied by the WMO travel agency proposal.
- Traveler should not purchase an air ticket before obtaining the official WMO travel agency proposal. A ticket purchased prior to obtaining the official proposal may not be reimbursed by the Secretariat.
- In case you are unable to travel, WMO shall not reimburse the cost of self-purchased tickets.

In general, airlines booking are legally held up to 24 hours, and the deadline for ticket issuance will be notified by the travel agency on their proposal. It is the responsibility of the traveler to reply to the travel agency within the time frame, otherwise the traveler will have to contact the official travel agency to reactivate his/her booking.

Travelers should note that obtaining all necessary visas (for transits and final destination) prior to departure remains under their responsibility.