



## 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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CBR-TR 2019

3 October 2018

Subject: Meetings in January-February 2019

Action required: To confirm your attendance on or before **17 October 2018**

Dear President,

Following consultation with the President of WMO, Mr David Grimes, I am pleased to invite you to the meetings that will be held in Geneva, Switzerland, as follows:

- (1) WMO Bureau Eightieth session (BUR-80) on 28 January 2019; and
- (2) Joint Meeting of PRA-PTC **and** EC Constituent Bodies Reform Task Force (CBR-TF) from 29 to 31 January 2019

The above-noted meetings will focus on the preparations for the Eighteenth World Meteorological Congress (Geneva, June 2019) and on WMO reforms, respectively.


Due to the limited financial resources of the Organization, it would be helpful if your institution would support all or part of your attendance at these meetings. If this is not possible, WMO will consider providing financial support for this purpose upon request. For administrative purposes, therefore, I should be grateful if you could kindly confirm your participation by **17 October 2018**, and inform the Secretariat whether any financial assistance will be required, i.e. travel costs or per diem, or both.

Please note that in accordance with WMO travel rules, air travel shall be provided in economy class, for the most direct and economical route. I should also inform you of WMO 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."

I look forward to your participation.

Yours faithfully,

 (P. Taalas)  
Secretary-General

To: Presidents of WMO Regional Associations  
cc: President of WMO  
Chairperson of the CBR-TF