

**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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25 March 2019

Subject: Eighty-first meeting of the WMO Bureau (BUR-81)

Action required: To confirm your attendance on or before **4 April 2019**

Dear President,

At the meeting of Bureau-81 held in Geneva on 28 January 2019, it was decided that the next meeting of the Bureau will be on 31 May 2019.

The above meeting will focus on the organization of the eighteenth session of the World Meteorological Congress.

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 this meeting. 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 **4 April 2019**, 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 the WMO insurance coverage for non-staff members, 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 Regional Associations