



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Our ref.: LCP/CNF/Cg-17/MFA

GENEVA, 15 January 2015

Annexes: 5 (Annexes I, II and III available in English only)

Sir/Madam,

I have the honour of drawing your attention to the arrangements for the sessions of the constituent bodies of the World Meteorological Organization during the seventeenth financial period (2016–2019). The constituent bodies of the Organization are Congress, the Executive Council, the regional associations and technical commissions.

In accordance with established practice, sessions of Congress and the Executive Council are held in Geneva. This letter, therefore, deals only with sessions of regional associations and technical commissions.

In order to enable the Members of the Organization and the Secretariat to take the necessary steps in good time, and also to avoid the overlapping or excessive concentration of sessions in certain time periods, a timetable for these sessions needs to be established as far in advance as possible. In this connection, the Secretariat has prepared a coordinated programme for sessions of regional associations and technical commissions during the seventeenth financial period (2016–2019), a copy of which is enclosed herewith (see Annex I).

Based on the Fifteenth Congress decision that, with the exception of Congress and the Executive Council, no more than two sessions of constituent bodies should be held in any period of three consecutive months, a timetable of these meetings has been prepared. Consultations are being held with presidents of regional associations and technical commissions to obtain their views on the proposed dates for sessions of their respective bodies (see Annex II).

In general, the sessions of these bodies take place at the invitation of Member governments in accordance with the established policy of the Organization, as confirmed by the Fourteenth Congress.

I have therefore the honour to ask that you examine the proposed schedule contained in Annex I and to inform me whether your country is willing to extend an invitation for one or more of the sessions listed, in the period indicated in each case. For your information, tables showing the dates and places of all the previous sessions of these bodies are included in Annex III.

To: Ministers of Foreign Affairs of Member States of the World Meteorological Organization
(WMO-1414)

To facilitate your consideration of this question, I enclose a note giving general information regarding such invitations and indicating the arrangements that the host country is required to make in respect of conference staff, materials and accommodations for each session (see Annex IV). It is important to mention that the relevant budget estimates for the seventeenth financial period (2016–2019) are made in accordance with current practice, whereby the cost of holding a session away from Geneva is borne by WMO up to the amount that the session would have cost if it had been held in Geneva (or at the location of the WMO Regional Office in the case of regional associations if this is more favourable to the host country). Any amount in excess of that figure needs to be covered by the host country. These budget estimates are based on the criteria followed during the sixteenth financial period regarding the duration of sessions, number of working committees, languages, etc. (see Annex V).

If during a previous session of a regional association or a technical commission the delegation of your country has expressed its intention to host the next session, I should be very much obliged if you would confirm such an offer. In this connection, please bear in mind that in accordance with Annex I to General Regulation 18 (as shown in Annex III to this letter), no invitation to host a session shall be considered unless it is received from the inviting government at least 300 days before the scheduled date of opening of the session. Past this deadline, the venue of the session would automatically be Geneva.

To enable us to prepare a report on the schedule of sessions of constituent bodies for the seventeenth financial period (2016–2019) for submission to the Seventeenth Congress (Geneva, 25 May to 12 June 2015) and to distribute it to all Members in time, I should be grateful if you would let me know as soon as possible, and in any case before **25 February 2015**, the position of your government concerning this matter.

An electronic copy of this letter is being sent to the Permanent Representative of your country with WMO for his/her information.

Accept, Sir/Madam, the assurances of my highest consideration.



M. Jarraud
(Secretary-General)

WORLD METEOROLOGICAL ORGANIZATION
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LCP/CNF/Cg-17/MFA, ANNEX I

**PROGRAMME OF SESSIONS OF CONSTITUENT BODIES
DURING THE SEVENTEENTH FINANCIAL PERIOD (2016-2019)**

2016

Sixteenth session of the Commission for Basic Systems (CBS-16)
Fifteenth session of the Commission for Hydrology (CHy-15)
Seventeenth session of Regional Association II (Asia) (RA II-17)
Fifth session of the Joint WMO/IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM-5)

2017

Seventeenth session of Regional Association IV (North America, Central America and the Caribbean) (RA IV-17)
Seventeenth session of Regional Association VI (Europe) (RA VI-17)
Seventeenth session of the Commission for Atmospheric Sciences (CAS-17)
Seventeenth session of the Commission for Agricultural Meteorology (CAgM-17)
Seventeenth session of the Commission for Climatology (CCI-17)

2018

Seventeenth session of Regional Association V (South-West Pacific) (RA V-17)
Seventeenth session of the Commission for Aeronautical Meteorology (CAeM-17)
Seventeenth session of the Commission for Instruments and Methods of Observation (CIMO-17)
Seventeenth session of Regional Association III (South America) (RA III-17)
Seventeenth session of Regional Association I (Africa) (RA I-17)

PROVISIONAL PROGRAMME OF SESSIONS OF CONSTITUENT BODIES (2016-2019)

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
2016				CBS-16 Geneva		FINAC WMO Bureau EC-68	CHy-15 Geneva			RA II-17		JCOMM-5 Geneva
2017		RA IV-17		RA VI-17		FINAC WMO Bureau EC-69	CAS-17 Geneva			CCI-17 Geneva		CAGM-17 Geneva
2018			RA V-17		CAeM-17 Geneva	FINAC WMO Bureau EC-70		CIMO-17 Geneva		RA III-17		RA I-17
2019					FINAC WMO Bureau Cg-18 CIGG	EC-71						

TABLE SHOWING PLACES AND DATES OF ALL SESSIONS OF REGIONAL ASSOCIATIONS AND TECHNICAL COMMISSIONS HELD IN THE PERIOD
BETWEEN FIRST AND SIXTEENTH FINANCIAL PERIODS

Session	RA I	RA II	RA III	RA IV	RA V	RA VI
1 st	Tananarive 19-30.I.1953	New Delhi 2-14.II.1955	Rio de Janeiro 15-25.IX.1953	Toronto 4-7.VIII.1953	Melbourne 19-31.I.1954	Zurich 26.V.-8.VI.1952
2 nd	Las Palmas 21.I.-9.II.1957	Rangoon 3-13.XI.1959	Caracas 4-20.XII.1957	Washington, D.C. 1-6.XII.1958	Manila 7-18.IV.1958	Dubrovnik 12-24.III.1956
3 rd	Addis Ababa 14-29.III.1962	Bangkok 18-30.X.1965	Geneva 26.IV.1963	Geneva 6.IV.1963	Nouméa 5-17.XI.1962	Madrid 26.IX.-14.X.1960
4 th	Lagos 1-8.II.1965 (Techn. Conference)	Tehran 4-14.X.1965	Quito 7-19.XI.1966	Asheville 4-12.X.1966	Wellington 7-17.II.1966	Paris 5-24.IV.1965
5 th	Geneva 6-18.X.1969	Tokyo 20-31.VII.1970	Bogota 6-18.VII.1970	Geneva 10.IV.1971	Kuala Lumpur 3-15.VIII.1970	Varna 6-17.V.1969 Ext. session Lucerne 19-26.IV.1972
6 th	Geneva 21.VIII.-1.IX.1973	Colombo 8-19.IX.1975	Buenos Aires 25.XI.-6.XII.1974	Guatemala City 29.XI.-7.XII.1973	Manila 11-23.II.1974	Bucharest 17-25.IX.1974 Ext. session Budapest 11-16.X.1976
7 th	Nairobi 6-17.II.1978	Geneva 2-13.VI.1980	Brasília 18-29.IX.1978	Mexico City 26.IV.-6.V.1977	Jakarta 18-26.VII.1978	Praha 17-25.X.1978
8 th	Cairo 15-25.XI.1982	Geneva 5-16.XI.1984	Montevideo 1-12.III.1982	La Havana 23.XI.-2.XII.1981	Melbourne 7-17.IX.1982	Rome 5-15.X.1982
9 th	Harare 8-19.XII.1986	Beijing 5-16.IX.1988	Lima 14-25.IV.1986	San José 25.XI.-6.XII.1985	Wellington 4-14.IV.1986	Potsdam 8-19.IX.1986
10 th	Bamako 26.XI.-7.XII.1990	Tehran 5-16.IX.1992	Quito 18-28.X.1989	Tegucigalpa 3-13.V.1989	Singapore 14-24.XI.1989	Sofia 8-15.V.1990
11 th	Gaborone 14-25.XI.1994	Ulaanbaatar 24.IX.-3.X.1996	Asunción 22.IX.-1.X.1993	Mexico, D.F. 12-21.V.1993	Nouméa 18-28.V.1994	Oslo 2-13.V.1994

**SESSIONS OF REGIONAL ASSOCIATIONS AND TECHNICAL COMMISSIONS HELD IN THE PERIOD BETWEEN
FIRST AND SIXTEENTH FINANCIAL PERIODS (*cont'd.*)**

Session	RA I	RA II	RA III	RA IV	RA V	RA VI
12 th	Arusha 14-23.X.1998	Seoul 19-27.IX.2000	Salvador 17-26.IX.1997	Nassau 12-21.V.1997	Denpasar 14-22.IX.1998	Tel Aviv 18-27.V.1998
13 th	Mbabane 20-28.XI.2002	Hong Kong 7-15.XII.2004	Quito 19-26.IX.2001	Maracay 28.III.-6.IV.2001	Manila 21-28.V.2002	Geneva 2-10.V.2002
14 th	Ouagadougou 14-23.II.2007	Tashkent 5-11.XII.2008	Lima 7-13.IX.2006	San José 5-13.IV.2005	Adelaide 9-16.V.2006	Heidelberg 7-15.IX.2005
15 th	Marrakech 1-8.XI.2010		Bogota 22-29.IX.2010	Nassau 24.IV-1.V.2009	Bali 30.IV-6.V.2010	Brussels 18-24.IX.2009
16 th	Praia 3-9 February 2015	Doha 13-19 December 2012	Asunción 15-20 September 2014	Willemstad 12-19 April 2013	Jakarta 2-8 May 2014	Helsinki, 11-17 September 2013

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SESSIONS OF TECHNICAL COMMISSIONS

Session	CAeM	CAGM	CAS	CBS	CIMO	CHy	CMM	CCI
1 st	Montreal 15.IV.- 14.VIII.1954	Paris 3-20.XI.1953	Toronto 10.VIII.-5.IX.1953	Washington, D.C. 2-29.IV.1953	Toronto 10.VIII.-4.IX.1953	Washington, D.C. 12-25.IV.1961	London 14-29.VII.1952	Washington, D.C. 12-25.III.1953
2 nd	Montreal 1-29.IX.1959	Warsaw 29.IX.-17.X.1958	Paris 18.VI.-5.VII.1957	New Delhi 21.I.-15.II.1958	Paris 18.VI.-6.VII.1957	Warsaw 29.IX.-15.X.1964	Hamburg 16.X.-1.XI.1956	Washington, D.C. 14-25.I.1957
3 rd	Paris 20.I.-15.II.1964	Toronto 9-26.IV.1962	Rome 18.IX.-2.X.1961	Washington, D.C. 26.III.-19.IV.1962	New Delhi 29.I.-15.II.1962	Geneva 9-21.IX.1968	Utrecht 16-31.VIII.1960	London 1-15.XII.1960
4 th	Montreal 14.XI.-15.XII.1967	Quezon City 15-29.XI.1967	Brussels 6-20.VII.1965	Wiesbaden 8.III.-2.IV.1966	Tokyo 4-15.X.1965	Buenos Aires 3-17.IV.1972	Geneva 23.XI.-8.XII.1964	Stockholm 12-26.VIII.1965
5 th	Geneva 4-16.X.1971	Geneva 18-31.X.1971	Washington, D.C. 17-29.VII.1970	Geneva 15.VI.-3.VII.1970	Versailles 15-30.IX.1969	Ottawa 5-17.VII.1976	Kingston, R.I. 19-31.VIII.1968	Geneva 20-31.X.1969
	Ext. session Montreal 13-18.V.1974							
6 th	Montreal 8-14.V.1976	Washington, D.C. 14-26.X.1974	Versailles 19-30.XI.1973	Belgrade 18.III.-5.IV.1974	Helsinki 6-18.VIII.1973	Madrid 21.IV.-2.V.1980	Tokyo 9-12.X.1972	Bad Homburg 8-20.X.1973
				Ext. session Geneva 1-12.XI.1976				
7 th	Montreal 14.IV.-7.V.1982	Sofia 18-28.IX.1979	Manila 27.II.-10.III.1978	Washington, D.C. 6-17.XI.1978	Hamburg 1-12.VIII.1977	Geneva 27.VIII.-7.IX.1984	Geneva 29.XI.-10.XII.1976	Geneva 17-28.IV.1978
				Ext. session Geneva 1-10.XII.1980				
8 th	Geneva 4-15.XI.1986	Geneva 21.II.-4.III.1983	Melbourne 8-19.II.1982	Geneva 31.I.-11.II.1983	Mexico, D.F. 19-30.X.1981	Geneva 24.X.-4.XI.1988	Hamburg 14-25.IX.1981	Washington, D.C. 19-30.IV.1982
				Ext. session Hamburg 21.X.-1.XI.1985				

SESSIONS OF TECHNICAL COMMISSIONS (*cont'd.*)

Session	CAeM	CAGM	CAS	CBS	CIMO	CHy	CMM	CCI
9 th	Montreal 5-28.IX.1990	Madrid 17-28.XI.1986	Sofia 6-17.X.1986	Geneva 25.I.-5.II.1988 Ext. session London 24.IX.-5.X.1990	Ottawa 15-27.VII.1985	Geneva 5-15.I.1993	Geneva 1-12.X.1984	Geneva 2-13.XII.1985
10 th	Geneva 10-21.X.1994	Florence 2-13.XII.1991	Offenbach 17-28.IV.1990	Geneva 2-13.XI.1992 Ext. session Helsinki 8-18.VIII.1994	Brussels 11-22.IX.1989	Koblenz 2-12.XII.1996	Paris 6-17.II.1989	Lisbon 3-14.IV.1989
11 th	Geneva 2-11.III.1999	Havana 13-24.II.1995	Geneva 5-14.IV.1994	Cairo 28.X.-7.XI.1996 Ext. session Karlsruhe 30.IX.-9.X.1998	Geneva 21.II.-4.III.1994	Abuja 6-16.XI.2000	Lisbon 19-30.IV.1993	Havana 15-26.II.1993
12 th	Montreal 16-20.IX.2002	Accra 18-26.II.1999	Skopje 23.II.-4.III.1998	Geneva 29.XI.-8.XII.2000 Ext. session Cairns 4-12.XII.2002	Casablanca 4-12.V.1998	Geneva 20-29.XI.2004	Havana 10-20.III.1997	Geneva 4-14.VIII.1997
13 th	Geneva 23.XI- 1.XII.2006	Ljubljana 10-18.X.2002	Oslo 12-20.II.2002	St. Petersburg 23.II.-3.III.2005 Ext. session Seoul 9-16.XI.2006	Bratislava 25.IX.-3.X.2002	Geneva 4-12.XI.2008	JCOMM-I Akureyri 19-29.VI.2001	Geneva 21-30.XI.2001
14 th		New Delhi 28.X-3.XI.2006	Cape Town 16-24.II.2006		Geneva 7-14.XII.2006		JCOMM-II Halifax 19-27.IX.2005	Beijing 3-10.XI.2005

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15 th	Hong Kong 3-10.II.2010	Belo Horizonte 15-23.VII.2010	Incheon 18-25.XI.2009	Dubrovnik 25.III-2.IV.2009	Helsinki 2-8.IX.2010		JCOMM-III Marrakech 4-11.XI.2009	Antalya 19-24.II.2010
				Ext. session Windhoek 17-24.XI.2010				
Session	CAeM	CAGM	CAS	CBS	CIMO	CHy	JCOMM	CCI
16 th	Montreal 15-16 July 2014	Antalya 10-15 April 2014	Antalya 20-26 Nov. 2013	Jakarta 10-15 Sept. 2012 Ext. session Asunción 8-12 Sept. 2014	Saint-Petersburg 10-16 July 2014	CHy-14 Geneva 6-14 Nov. 2012	JCOMM-IV Yeosu 23-31 May 2012	Heidelberg 3-8 July 2014

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LCP/CNF/Cg-17/MFA, ANNEX IV

NOTE CONCERNING INVITATIONS AND ARRANGEMENTS TO BE MADE FOR A SESSION OF A REGIONAL ASSOCIATION OR A TECHNICAL COMMISSION

General

Sessions of WMO regional associations and technical commissions are held in the countries of Members of WMO at the invitation of the Governments concerned. In this respect Article 18(c) of the Convention and Regulations 169, 170 and 171 apply for regional associations, and Regulation 186 and 187 for technical commissions.

(a) *Regional associations*

Article 18(c) of the Convention

"Regional associations shall meet as often as necessary. The time and place of the meeting shall be determined by the presidents of the regional associations in agreement with the President of the Organization."

Regulation 169

"Sessions of an association shall normally be held at a place within its Region."

Regulation 170

"(a) Ordinary sessions of an association shall normally be held at intervals not exceeding four years;

(b) An extraordinary session of an association may be convened by decision of Congress or the Executive Council, if so recommended by the association, either in session or through a vote by correspondence which will be conducted after receiving a request from one-third of the Members of the association."

Regulation 171

"The Secretary-General shall draw up a provisional programme of sessions of associations in consultation with the presidents of the associations and the President of the Organization. The co-ordinated programme of sessions shall be sent to all Members, prior to the ordinary session of Congress, inviting them to act as host countries for one or more sessions of constituent bodies. The date and place of an ordinary or an extraordinary session shall be determined by the president of the association in agreement with the President of the Organization and after consultation with the Secretary-General.

In the case where invitations are received from more than one Member to act as host country for the same session of an association, the Secretary-General shall submit the matter to the President of the Organization for decision."

(b) Technical commissions

Regulation 187

"(a) Ordinary sessions of a commission shall normally be held at intervals not exceeding four years;

(b) An extraordinary session of a commission may be convened by decision of Congress or the Executive Council, if so recommended by the commission either in session or through a vote by correspondence which will be conducted after receiving requests from one-third of the Members represented on the Commission."

Regulation 188

"The Secretary-General shall draw up a provisional programme of sessions of commissions in consultation with the presidents of the commissions for co-ordination by the Executive Council at its last session before an ordinary session of Congress. The co-ordinated programme of sessions shall be sent to all Members, prior to the ordinary session of Congress, inviting them to act as host countries for one or more sessions of constituent bodies. The date and place of an ordinary or an extraordinary session shall be determined by the president of the commission after consultation with the Secretary-General.

In the case where invitations are received from more than one Member to act as host country for the same session of a commission, the Secretary-General shall submit the matter to the President of the Organization for decision."

Procedures relating to the acceptance of invitations for sessions of constituent bodies and other WMO conferences

Regulation 18 of the WMO General Regulations stipulates certain conditions regarding the acceptance of invitations. It reads as follows:

Regulation 18

"Whenever an invitation is extended for holding a session of any constituent body elsewhere than at the location of the Secretariat, such invitation shall be considered only if the Member in whose territory it is proposed to hold such session:

- (a) Has ratified without reservation the Convention on the Privileges and Immunities of the Specialized Agencies including the annex relating to the Organization; or
- (b) Gives assurance that all delegates, representatives, experts, observers or other individuals, entitled under the Convention or any regulation of the Organization to attend such meeting, shall enjoy these privileges and immunities "necessary for the independent exercise of their functions in connection with the Organization" as provided in the Convention.

The procedures which apply to the acceptance of such invitations are specified in Annex I."

These procedures are reproduced below:

"1. Regulation 18 establishes certain conditions which have to be satisfied in respect of the acceptance of invitations for holding sessions of any constituent body. Experience has shown that it is necessary to be specific in the application of this Regulation in practice. In addition, it is necessary to establish the procedure to be followed in respect of other conferences sponsored by WMO and paid for from the regular budget.

2. These procedures are only applicable to those sessions and conferences sponsored by the Organization and financed from the regular budget in which the participants are the designated representatives of their governments and are therefore not applicable to sessions, symposia, conferences or other meetings in which the participants act in their individual capacities. At the discretion of the Secretary-General certain types of meetings, such as governmental panels, at which the participants are designated representatives of their governments, may be organized without making use of the procedure in this annex because of the urgency or other special circumstances in convening the meeting.

3. In the following procedures, the term "session" is intended to denote a session of a constituent body or another conference of the type specified in the preceding paragraphs. The time-limits indicated below are minimum time-limits. Subject to the special circumstances of each case, the Secretary-General may extend these time-limits but in no event may they be reduced.

4. No invitation to host a session shall be considered unless it is received from the inviting government at least 300 days before the scheduled date of opening of the session. If the invitation satisfies this criterion, it should then be considered in the light of Regulation 18 and the necessary assurances obtained not later than 270 days before the scheduled opening date. If the invitation does not satisfy the aforementioned criterion, the session shall be held at WMO Headquarters.

5. Simultaneously with the action referred to in the preceding paragraph, the Secretary-General shall take steps to obtain the assurances of the host country that the necessary conference facilities will be provided by the host country. These assurances must likewise be received not later than 270 days before the scheduled opening date of the session.

6. In the case where the assurances referred to in the previous two paragraphs are not received within the time-limit prescribed and in the absence of any other host country, the session concerned shall be held at WMO Headquarters.

7. After receipt of the assurances referred to in the preceding two paragraphs, the Secretary-General will inform all Members of the Organization of the proposed session at least 240 days prior to the scheduled opening date. He shall invite Members to inform him by a certain date, not later than 180 days prior to the scheduled opening date, whether they intend to be represented at the session. A period of at least 60 days shall be given for Members to reply. The Secretary-General will then communicate to the host government not later than 165 days prior to the scheduled opening date the list of Members which have made known their intention to participate in the session and request this government to give assurances that it is willing to grant visas to representatives of all Members indicated in the above-mentioned list, in order to enable Members on the list to be represented at the session. At the same time, the Secretary-General will request the host government to supply information regarding the

procedures it wishes to be followed by Members in making application for visas for their representatives to attend the session. Such assurances and information on procedures for visa applications shall be received not later than 135 days prior to the scheduled opening date of the session.

8. On the basis of the reply given by the host country, the President will decide whether the invitation should be accepted and, if not, whether arrangements should then proceed for the session to be held at WMO Headquarters or at some other place. The absence of a reply from the host country will be regarded as its unwillingness to give the necessary assurances, in which case the invitation shall automatically be declined. In the case where a reply is received, the decision of the President will be taken on the basis of the list of Members referred to in the preceding paragraph and, for the purposes of this decision, this list shall not be modified by the addition of other Members which may decide to be represented at the session but which have not notified the Secretary-General within the time-limit prescribed above.

9. In the event that the President should decide to accept the invitation, conditions regarding the notification to Members of the date and place of the session shall be made in accordance with the time-limit of 120 days prescribed in the Regulations for a session of a constituent body. With regard to any other type of conference, the Executive Council will prescribe the time-limit to be applied and the Members to be invited.

10. The Secretary-General, in notifying all Members of the decision to proceed with the session, will include the information regarding the procedure for the visa applications and will urge all Members to take the necessary action as promptly as possible.

11. In those cases where there are no diplomatic relations between a Member and the host country and in other cases where the former considers that some difficulties may be experienced in obtaining visas, a request to the host country for visas should be submitted through the Secretary-General. Such requests shall include all the particulars requested by the host country for the granting of visas and shall be received by the Secretary-General at least 60 days prior to the scheduled opening date. The Secretary-General shall then transmit the request for visas to the host government as soon as possible and not later than 45 days before the scheduled opening date."

Assistance by the WMO Secretariat

The WMO Secretariat arranges for notification of each session to be distributed to all Members and other organizations and prepares and distributes all necessary documents prior to the session. The Secretariat also prepares the report of the meeting and takes the necessary follow-up action. The Secretariat gives any advice and guidance required on the arrangements for the session including a preliminary visit of the facilities, the establishment of cost estimates and agreements for the financing of the sessions.

Organization of a session

(a) Facilities to be provided by the host country

- A conference hall for 80 to 200 persons, with simultaneous interpretation facilities for the required number of working languages (see Annex V);

- A smaller conference room for about 20 persons, without simultaneous interpretation equipment;
- Six to seven offices for the President, the Vice-President, the WMO Secretariat Officers and their Secretaries, the Conference Officer, Translation Specialist, the local secretariat;
- A room for the reproduction of the documents.

(b) Staff, services and material to be provided by the host country

The host country is expected to provide PCs with access to Internet, telefaxes, internet facilities for delegates and the documents reproduction services (equipment, supplies and staff). In this respect, high-capacity photocopying machines with sorters and stapling would allow a decrease in the number of staff required. The following are expected to be provided by the host country:

- A local Secretariat, generally directed by a fairly high-ranking official of the National Meteorological Service, acts as liaison with all local authorities. It should include one person in charge of reconfirming travel tickets, and one or two persons, speaking some of the session's languages, to serve at the document distribution and inquiries desk;
- Technicians for the operation of the simultaneous interpretation equipment, the recording of plenaries and video conference interventions, available during all working hours of the session;
- Two IT specialists, available during all hours of attendance of the WMO Secretariat;
- Office supplies for all staff.

(c) Staff and services to be provided by WMO

The WMO staff required for a session comprise:

- The Representative of the Secretary-General;
- Three WMO Secretariat Officers;
- A Conference Officer;
- Interpreters and Translators (see Annex V);
- A secretary;
- A Translation Specialist.

The above-mentioned staff is provided or recruited by WMO, but due consideration is given to the possibilities of recruiting qualified staff at the place of the session or the provision of some staff by the host country.

Reference material required by the WMO staff is also provided by the Secretariat. If some supplies cannot or are too difficult to be found in the host country, they can be provided by

WMO. Due account should, however, be taken not to encumber the host country with undue transportation costs.

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LCP/CNF/Cg-17/MFA, ANNEX V

CRITERIA TO BE USED IN ESTABLISHING THE DETAILED REQUIREMENTS FOR SESSIONS OF CONSTITUENT BODIES DURING THE SEVENTEENTH FINANCIAL PERIOD

Technical commissions

Number of working committees:	None, all sessions are plenaries.
Duration:	Six or seven days.
Languages:	Arabic, Chinese, English, French, Russian and Spanish, both for documentation and interpretation.

Regional associations

Number of working committees:	None, all sessions are plenaries.
Duration:	Six to eight days.
Languages: RA I :	Documentation in Arabic, English and French; interpretation into Arabic, English, French (and Portuguese, if funds are available).
RA II :	Documentation and interpretation in Arabic, Chinese, English, French and Russian.
RA III :	Documentation in English and Spanish; interpretation into English, French, Spanish (and Portuguese if funds are available).
RA IV :	Documentation in English and Spanish; interpretation into English, French and Spanish.
RA V :	Documentation and interpretation into English and French.
RA VI :	Documentation into Arabic, English, French and Russian; interpretation into Arabic, English, French, Russian and Spanish.
