



Our ref.: 07170/2019/SG/LCP/CNF/Cg-18

2 April 2019

Annex: 1

Subject: Focal point for registration of delegates for the Eighteenth Congress (Cg-18)
Credentials for delegations of Members to the Eighteenth session of the
World Meteorological Congress

Action required: Submission of credentials conforming to the provisions of the General
Regulations

Dear Sir/Madam,

I wish to refer to the Eighteenth World Meteorological Congress (Cg-18), scheduled to take place in Geneva, Switzerland from 3 to 14 June 2019 and to inform you that the online registration system will open on **8 April 2019**.

It is strongly advised that all delegates be pre-registered through the online registration system in order to avoid delays upon arrival at the Congress venue. In view of your official status with WMO, you are kindly invited to act as a focal point for the online registration of your delegation.

Details regarding the registration process are provided in the attached "Information note to focal points on the registration of delegates: Access to the Online Registration System (ORS)". **Please note that the submission of information through the online registration system will not preclude the need to provide credentials to the WMO Secretariat, in accordance with Regulation 21 of the WMO General Regulations.**

In this regard, I invite you to contact the appropriate governmental authority to ensure consistency between pre-registration and credentials. The text of the relevant part of this regulation is quoted below for your convenience:

"Prior to a session of a constituent body other than the Executive Council, each Member should, if possible, communicate to the Secretary-General the names of the persons composing its delegation to that body, indicating which of these shall be regarded as its principal delegate.

Besides this communication, a letter giving these particulars and otherwise conforming with the provisions of the Convention and of these Regulations and signed by, or on behalf of, an appropriate governmental authority of the Member shall be sent to the Secretary-General or handed to his representative at the session...."

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO

cc: Hydrological Advisers of Members of WMO

You will note from the above that the credentials should be "signed by, or on behalf of, an appropriate governmental authority of the Member". I should be grateful if you could kindly ensure that credentials for your delegation to the above session, conforming to the requirements stated above, are sent to the Secretary-General prior to the session, or handed over to the Registration Desk of the Congress session. It is important to observe this requirement, which is compulsory for the accreditation of your delegation at the session and in particular the exercise of Member's voting rights.

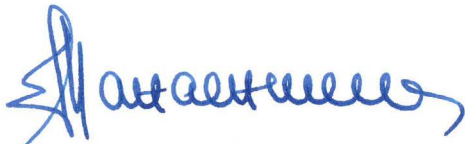

In order to facilitate the various organizational and other arrangements for the session, it would be highly appreciated if the credentials for your delegation could be communicated to the Secretariat of the World Meteorological Organization **by 10 May 2019**.

All Members of WMO are kindly invited to continue to include hydrological advisers of Permanent Representatives or representatives of their Hydrological Services in their delegations to Congress.

In those cases where there are no diplomatic relations between a Member and Switzerland and in other cases where the former considers that some difficulties may be experienced in obtaining visas, a request to Switzerland for visas should be submitted through the Secretary-General of the World Meteorological Organization, as specified in Annex I to the General Regulations of the Organization. Such requests must contain all the necessary details (name, surname, date and place of birth, father's name, nationality, passport number, date and place of issue, expiry date, profession, place where the visa is to be issued and duration of stay in Switzerland) and should be received by the Secretary-General as soon as possible.

I should be greatly obliged if you could assist as far as possible in ensuring that the above procedures are followed.

Yours faithfully,


for 
(P. Taalas)
Secretary-General

**EIGHTEENTH WORLD METEOROLOGICAL CONGRESS
GENEVA, 3-14 JUNE 2019**

Ref.: 07170/2019-17 LCP/CHF

**INFORMATION NOTE TO FOCAL POINTS ON THE REGISTRATION OF DELEGATES
ACCESS TO THE ONLINE REGISTRATION SYSTEM (ORS)**

As focal point for the online registration of delegates to the eighteenth session of the World Meteorological Congress, the WMO Secretariat is pleased to provide you with direct access to an online registration system that will enable you to handle all registration formalities for your delegation.

Access to the registration system

You will soon receive in a separate e-mail, a link to the registration system along with a username and password that will allow you to register all the members of your delegation.

Registration of participants

Online registration begins on 8 April 2019.

You are kindly requested to register each member of your delegation individually. When a request has been submitted, you will receive an acknowledgement of the request to participate in the eighteenth session of the World Meteorological Congress.

Confirmation of registration

Upon validation of the registration by WMO, each participant of your delegation will receive a confirmation letter by e-mail providing further information concerning the registration.

Please note that in order to obtain an identification badge, the delegate must bring a copy of the confirmation letter and present it to the Congress registration desk, together with a passport or other official identification card. The registration desk will be located in the reception area of the International Conference Centre - Geneva (CICG).

Please note that the official status of the delegation will be confirmed once the WMO Secretariat receives the credentials from your appropriate governmental authority. **The submission of information through the online registration system does not exempt Members from the need to provide credentials to the WMO Secretariat, either by mail or by fax to: +4122 730 80 37.**

The WMO Secretariat would strongly advise that you pre-register all members of your delegation in order to avoid delays upon arrival at the Congress venue.

On-site registration & issuing of badges

Badges for the eighteenth session of the World Meteorological Congress will be issued in the WMO building, starting on Sunday, 2 June 2019 between 2.30 p.m. and 5.30 p.m.

As of Monday, 3 June, and throughout the duration of Congress, badges will be issued between 8.30 a.m. and 5.30 p.m. in CICG.

Those delegates who have not pre-registered will be required to register personally at the registration desk by presenting official proof of representation, such as a letter of credentials duly signed **by the appropriate governmental authority** of the delegate's home country or, in the case of observers, a letter of representation signed by the head of the relevant administration or entity.

For further information, please contact the WMO Secretariat by e-mail at: registration@wmo.int.
