



## 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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Ref.: 27409/2021-13 MS/ETR

Our ref.: 27409/2021/MS/ETR/Contingency-Plan

19 November 2021

Subject: Case Studies of Business Continuity and Contingency Planning NMHS of Members

Dear Sir/Madam,

I wish to refer to [Resolution 10 \(Cg-Ext\(2021\)\)](#) – Towards a structured WMO response to global crises, which *inter alia* requests the Executive Council to include a section on business continuity and contingency planning guidance in the World Meteorological Organization (WMO) Capacity Development Strategy. This resolution also calls on Members to engage in this initiative through the mobilization of their experts and sharing of relevant knowledge, experience and documentation.

The Secretariat is in the process of rendering its support to the implementation of this resolution. In this regard, I would like to request you to provide information, share your knowledge and expertise in this area including on your response to the COVID-19 pandemic and other business interruptions, which could be of assistance in the preparation of the required guidance.

Considering the need to conclude the revision of the WMO Capacity Development Strategy in advance of EC-75, it would be appreciated if you could send your response (by email to [tra@wmo.int](mailto:tra@wmo.int), attention of Mr Mustafa Adiguzel, Scientific Officer) **no later than 31 December 2021**.

I wish to take this opportunity to thank you for your continued cooperation in the delivery of various activities of WMO.

Yours faithfully,

Prof. Petteri Taalas  
Secretary-General

To: Permanent Representatives of Members with WMO

cc: Hydrological Advisers