

**WMO OMM**

World Meteorological Organization  
Organisation météorologique mondiale  
Organización Meteorológica Mundial  
Всемирная метеорологическая организация  
المنظمة العالمية للأرصاد الجوية  
世界气象组织

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18 July 2023

**Subject:** The thirteenth Asia-Oceania Meteorological Satellite Users' Conference (AOMSUC-13) and associated events, hosted by NMSC/KMA, Jincheon and Busan, Republic of Korea, from 3 to 10 November 2023

**Action required:** To notify the WMO Secretariat whether your expert will be able to attend the AOMSUC-13, at your earliest convenience, but not later than **15 September 2023**

Dear Sir/Madam,

I am pleased to inform you that the Korea Meteorological Administration (KMA) will be hosting the thirteenth Asia-Oceania Meteorological Satellite Users' Conference (AOMSUC-13) in conjunction with a training event and a Joint RA II–RA V Coordination Meeting to be held in Jincheon and Busan, Republic of Korea, from 3 to 10 November 2023. AOMSUC-13 and associated events will be conducted face-to-face. More details on the event could be found at the following website: [https://nmsc.kma.go.kr/enhome/html/conference/AOMSUC\\_2023.do](https://nmsc.kma.go.kr/enhome/html/conference/AOMSUC_2023.do).

Past AOMSUC events have proven to be very effective in promoting satellite observations and advancing application areas, focusing on regional issues, informing on recent advances in remote sensing science, fostering the dialogue between satellite operators and the user community on current and future satellites and engaging young scientists. This conference is the preeminent scientific and technical event in the Asia-Pacific region for those working in satellite remote sensing with applications in meteorology, climatology, oceanography and related fields.

In this regard, I would like to invite you and your representative to participate in the three events to be hosted by KMA:

1. Training event on satellite data and product utilization: from 3 to 5 November 2023;
2. Thirteenth Asia-Oceania Meteorological Satellite Users' Conference: from 6 to 9 November 2023;
3. Joint RA II–RA V Coordination Meeting: 10 November 2023.

It is hoped that the cost of the participation of your National Meteorological and Hydrological Services (NMHS) expert will be borne by your organization. There are no registration fees associated with this conference.

If it is not possible, KMA and the World Meteorological Organization (WMO) are prepared to consider, upon request, providing financial support which may consist of travel cost (most economic air fare according to the most direct route) and/or per diem.

To: Permanent Representatives of Members with WMO in RA II and RA V

cc: Hydrological Advisers

Dr James Purdom and Dr Allen Huang, Co-Chairs of the International Conference Steering Committee, AOMSUC

Members of the International Conference Steering Committee, AOMSUC

However, please kindly note that there are limited resources reserved for this event, therefore, you are encouraged to submit a motivation letter that will provide more detailed information about your nominated representatives. It should be added that the priority will be given to those who will submit abstracts to AOMSUC-13.

Regarding insurance, pursuant to Chapter 6 of WMO's Standing Instruction on Official Travel, non-staff members retain the primary obligation to ensure that they have the appropriate medical and travel insurance coverage when travelling on behalf of WMO. This means that if any health or travel related eventuality should occur, the non-staff member should seek assistance and claim their coverage from an insurance policy that they have taken out.

*Non-staff members of WMO who are authorized to travel at the Organization's expense and/or who are receiving a DSA from WMO must ensure they are fully responsible for expenses incurred in the event of death, illness or injury during official travel and attendance at meetings on behalf of the Organization. They are, therefore, fully responsible for arranging life, health, accident, as well as any other forms of insurance with an adequate level of coverage for the duration of such meetings and events.*

*WMO liability is limited to the performance of services or attendance at a meeting on behalf of the Organization, is covered by an injury and illness benefit insurance which provides a limited coverage for medical, emergency and supplementary official travel expenses.*

It should be noted that WMO does retain limited liability with respect to activities directly attributable to the performance of services or attendance at relevant meetings. This coverage, however, relating to medical, emergency and supplementary official travel should not be considered as a viable alternative to taking out private insurance.

Travellers should also note that WMO Regulations and Rules ([Basic documents No. 1](#) (WMO-No. 15)) do not cover additional costs arising from the prolongation of stay of experts or other costs arising from travel restrictions imposed by national authorities. As with related health insurance provisions it is incumbent on the traveller to ensure that they retain the necessary travel insurance protection to cover unexpected occurrences such as border closures or other travel restrictions.

For administrative purposes I should be grateful if you would kindly notify the WMO Secretariat (Ms Chang Liu, [cliu@wmo.int](mailto:cliu@wmo.int)) and the local organizing committee at NMSC/KMA ([csr@korea.kr](mailto:csr@korea.kr) and [mw.park@unione.co.kr](mailto:mw.park@unione.co.kr)) at your earliest convenience, but not later than **15 September 2023**, whether you or your representative will be able to attend the above meetings and if so, whether any financial assistance will be required.

I look forward to the participation of your NMHS expert in these important meetings.

Yours faithfully,



Dr Wenjian Zhang  
For the Secretary-General