

**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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Our ref.: 01892/2023/MS/RAP/RA-II-RECO

3 February 2023

Annexes: 2 (available in English only)

Subject: Regional Conference (RECO) in the Regional Association II (Asia), Abu Dhabi, United Arab Emirates, 13–16 March 2023

Action required: To designate delegates to the meeting and inform WMO Secretariat by **13 February 2023**

Dear Sir/Madam,

I have the pleasure to inform you that the World Meteorological Organization (WMO) together with the National Center of Meteorology (NCM), United Arab Emirates, is organizing a regional conference (RECO) in the Regional Association II (Asia) (RA II), in Abu Dhabi, United Arab Emirates from 13 to 16 March 2023.

As you are aware, WMO is organizing RECOs in all regional associations (RAs) before the nineteenth session of the World Meteorological Congress (Cg-19) that will be held from 22 May to 2 June 2023. The purpose of a RECO is to provide a forum for the National Meteorological and Hydrological Services (NMHSs) to address the emerging issues and challenges, strengthen regional cooperation and enhance partnerships for the implementation of WMO resolutions/decisions and regional priorities.

More specifically, a one-day high-level event focusing on the United Nations Early Warnings for All initiative will be organized on 13 March. Ministers responsible for Meteorology and Hydrology in your country are strongly encouraged to join the high-level event. From 14 to 16 March, sessions will cover technical matters relating to all components of an early warning system, particularly infrastructure and services, including the hydrological component. A RA II Research Forum will also be organized. The tentative programme is attached herewith. Local information including visa requirements, accommodation and transportation arrangements can be found at the meeting website: meetings.wmo.int/RA-II-RECO.

I would like to invite your delegation, preferably headed by the Permanent Representatives with WMO, or a Minister in-charge, to attend this conference in person. Please note, however, that video conferencing will be available for those who cannot travel. Interpretation services into Arabic, Chinese, English and Russian will be provided.

It is hoped that the cost of your Service's participation in the meeting will be borne by your country. However, if this is not possible, WMO and the National Center of Meteorology will consider, upon request and within available budget, the possibility of meeting the cost of travel and/or accommodation with reduced daily subsistence allowance (DSA) for up to two participants per Member. Priority for WMO financial assistance will be given to participants from developing countries.

To: Permanent Representatives of Members with WMO in the Regional Association II (Asia)

cc: Hydrological Advisers in RA II

If WMO meets the travel costs, the travel arrangements will be made by the Secretariat and details will be communicated later.

Regarding WMO's insurance coverage for non-staff members, I would like to draw your attention to the following:

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.

Travellers should note that WMO Regulations and Rules 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 would be grateful if you could notify the WMO Secretariat, Mr Jun Yu, Regional Officer, at jyu@wmo.int with a copy to rap@wmo.int of the participants and whether financial support is required, as soon as possible, preferably not later than **13 February 2023**. If you are requesting financial support, please complete, sign and return the enclosed *Request for Financial Assistance (RFA) form* to the Secretariat at rap@wmo.int together with a copy of the first page of the passport, as soon as possible.

In view of their official status with WMO, Permanent Representatives are kindly invited to pre-register the participants attending RA II RECO 2023. The link to the online Event Registration System (ERS), and the username and password that were sent to Permanent Representatives by email remain valid for all upcoming WMO meetings (<https://eventregistration.wmo.int/register/>).

I would like to take this opportunity to thank you for your continued support to WMO activities.

I look forward to the participation of your Service in these important events.

Yours faithfully,



Prof. Petteri Taalas
Secretary-General

RECO in the Regional Association II (Asia)

Abu Dhabi, United Arab Emirates, 13–16 March 2023

Provisional Agenda

13 March	14 March	15 March	16 March
Opening High-level segment on Early Warnings for All initiative	Technical component on infrastructure, including hydrometry	Technical component on services, including hydrological services	RA II Research Forum
High-level segment on partnerships	Regional perspective	Regional perspective	Closing
Visit to NCM			



Regional Conference (RECO) in the Regional Association II
(Asia)
Abu Dhabi, United Arab Emirates
13– 16 March 2023
MS/RAP

Please complete this form in block letters by typing only (no handwriting).

Return it to: rap@wmo.int (with a copy of your passport) before 13 February 2023

1. PARTICIPANT

Please complete the following **MANDATORY** information exactly as it appears in your passport:

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
FAMILY NAME			
MAIDEN NAME (if applicable)			
First Name			
Nationality			
Place of birth		Date of birth (DD/MM/YY)	
Passport number		Validity (DD/MM/YY)	
Holding US visa	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Schengen visa	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Address			
City		Postal code	
Country		Nearest departure airport	
Mobile phone number		Office phone number	
Email			

2. ASSISTANCE FROM WMO FOR TRAVEL

Assistance requested: yes no

3. ASSISTANCE FROM WMO FOR DAILY SUBSISTENCE ALLOWANCE (DSA)

Accommodation and full board will be provided by the Host Country.
20% of DSA will be provided upon request.

DSA requested yes no

Bank transfer, please indicate full bank details:

(i) **CHF** Swiss Francs, **USD** US Dollars, **EUR** Euros currencies

Name of the bank:	
Address:	
Name of account holder	
Account number	
SWIFT code	
ABA Code (USA)/BSB(AUD)	
SORTCode (UK)/Transit (CAD)	
IBAN Code/ CLABE(MEX)	

If bank transfer is NOT possible:

- (ii) Payment by Swiss Bankers Card* **CHF**, **USD**, **EUR**;
- (iii) Payment by reloading of existing Swiss Bankers Card in my possession
 CHF, **USD**, **EUR**
- (iv) Through UNDP Office (**USD**) .

4. INFORMATION ON SUPPORT RECEIVED IN ADDITION TO WMO ASSISTANCE

4.1 Declaration

No additional support received OR Additional support received

4.2 Information

In case additional support is received, please indicate type of funding and estimated value:

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5. APPLICABLE RULES AND INSTRUCTIONS

The travel shall be conducted in accordance with relevant WMO rules and instructions. An excerpt of these is provided in the Annex to this form. Please read it carefully.

By signing this form, I confirm that:

- The information I have provided is correct;
- I shall comply with the relevant WMO rules and instructions;
- It is my responsibility to make arrangements for health insurance;
- It is my responsibility to ensure that the required medical clearance is obtained before travelling;
- It is my responsibility to obtain all necessary visas;
- If I do not attend/participate in the meeting, I will return any travel advance that I have received, and if the travel advance exceeded the amount of reimbursable travel expenses, I shall refund WMO the difference.

Signature of the participant: **Date:**

ANNEX

Excerpt from applicable rules and instructions

In accordance with WMO travel rules, air travel shall be provided in economy class, for the most economical and direct route.

If you are unable to travel after the ticket has been issued, you must inform the WMO travel agency (at: wmo.ch@contactcwt.com) prior to departure. Please also inform mrequests@wmo.int and travel@wmo.int as soon as your travel is cancelled.

Visas

It is the traveller's responsibility to ensure that all required official travel documents are valid and accurate in order to obtain the necessary visa(s) for the destination, transit stops prior to departure.

Medical clearance

Medical clearance is a mandatory requirement for all travellers whose official travel is paid for by WMO in order to certify that they are medically fit to travel. It is the traveller's responsibility to ensure that the required medical clearance and vaccinations are obtained before travelling.

Insurance

As per the regulations related to insurance in the chapter 6 of the Standing Instruction on WMO 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, which means that if any health or travel related eventuality should occur the non-staff members should seek assistance and claim their coverage from an insurance policy that they have taken out, as per the following regulation :

"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, which is directly attributable 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".

Travellers should note that WMO Regulations and Rules 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.

Insurance policy in relation to travel by car

Official travel by private vehicle will not be covered under the WMO Staff compensation and/or Benefits insurance policies. Travellers who choose to use a private vehicle for official travel should arrange for sufficient coverage with their car insurance provider for damages caused to both the vehicle and the occupants. This applies to personal vehicles as well as rental cars.

Ticket purchased through our WMO travel agency

The proposed itinerary is based on official travel dates and the traveller must accept or refuse this itinerary within 24 hours.

Once the proposed itinerary is confirmed, the traveller must ensure that an "Electronic Ticket" is received.

Deviations from the proposed official itinerary

For any deviation from the official itinerary proposed by WMO travel agency, the traveller should **directly** contact the travel agency, either by phone or email to make the necessary arrangements.

FYI: CWT email: wmo.ch@contactcwt.com,

CWT phone number: (24/7) +41 58 515 00 78

Any additional cost resulting from a private deviation request will be borne by the traveller. Deviations for personal convenience can be undertaken by the traveller purchasing their own tickets based on the WMO financial liability as per the standard cost or the cost of the itinerary proposed by the travel agency if such an itinerary has been requested. In these cases, the actual cost of the self-purchased ticket will be reimbursed by WMO.

Self-purchase of official travel tickets

Individuals travelling on behalf of WMO or whose official travel is paid for by WMO are authorized to purchase their own tickets. In this case,

- (a) Tickets can be purchased by travellers and will be reimbursed up to the actual cost paid by the traveller provided that the cost is within the financial liability as per the standard cost or the cost of the itinerary proposed by the travel agency, if such an itinerary has been requested;
- (b) In the event that there are changes to the planned official travel, the traveller is responsible for managing any associated change and refund requests by dealing directly with the ticket provider and for covering any extra charges related to these changes;
- (c) Travellers who have purchased their own tickets and are unable to travel for reasons of *force majeure* may be reimbursed the cost of the purchased tickets. Requests for reimbursement shall be justified in writing by the traveller and approved by the certifying officer;
- (d) Claims for reimbursement must be supported by the invoice paid by the traveller and/or proof of the official travel, if any.

Travel claims

Individuals travelling on behalf of WMO or whose official travel is paid for by WMO shall, within two calendar weeks after completion of the official travel, submit a completed official travel reimbursement claim, with supporting documents, including hotel invoices and boarding passes. Recovery of official travel advances (or "due to") shall be initiated if an individual travelling on behalf of WMO fails to submit a duly completed claim together with the supporting documents, or if, on review of the claim, it is determined that the official travel advance exceeded the amount of reimbursable official travel expenses.
