

## WMO OMM

WEATHER CLIMATE WATER  
TEMPS CLIMAT EAU



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.: 22323/2018/DRA/AFLDC

15 August 2018

Annexes: 2

Subject: WMO RA I Workshop on Automatic Weather Station (AWS) networks the challenges of automating meteorological observations, Windhoek, Namibia, 19-21 November 2018

Actions required: To confirm the participation of surface observing network manager in the workshop and submit the Nomination Form as soon as possible but no later than **14 September 2018**

Ref.: 22323/2018-17 DRA/AFLDC

Dear Sir/Madam,

I have the pleasure in informing you that the World Meteorological Organization (WMO) is organizing, in collaboration with the Meteorological Service of Namibia, and at the kind invitation of the Government of Namibia, a WMO RA I Workshop on "Automatic Weather Station (AWS) networks: the challenges of automating meteorological observations" in Windhoek, Namibia, from 19 to 21 November 2018.

The purpose of this workshop is to increase the capacity within Member states to plan, implement and operate AWS networks and enhance "culture of compliance" with the WMO Technical Regulations among Members.

The Workshop will cover issues related to drivers of change; requirement analysis and integration of networks; specification and procurement; network installation, management and operations; competency requirements and training, lifecycle management; among others. In addition, the workshop will provide opportunities for sharing experiences and lessons learned and best practices as well as typical problems encountered in specific environment or climatic conditions and possible solutions found.

Due to the importance of the subject, the Workshop is aimed at surface observing network managers in National Meteorological and Hydrological Services (NMHSs) who have been involved in the WIGOS implementation.

It is hoped that the costs of your participant will be borne by the Government of your country. However, if it is not possible, WMO could consider upon request, to provide a lump sum as financial support for your participant. It should be noted that participants will be responsible for the visa arrangements, if required.

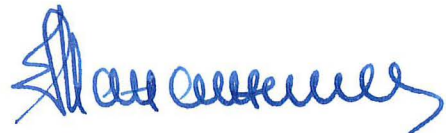
To: Permanent Representatives of Members of the WMO Regional Association I

In order to clarify WMO insurance coverage for non-staff members, I should like to draw your attention to the following:

*In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services on behalf of the Organization. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate.*

You are kindly requested to nominate a participant from your country using the Nomination Form enclosed with this letter and return it by facsimile to the WMO Secretariat at fax number +41 22 730 8269, with a scanned copy to Ms Anne Josine Umugwaneza ([ajumugwaneza@wmo.int](mailto:ajumugwaneza@wmo.int)) as soon as possible, but not later than **14 September 2018**.

Yours faithfully,



(E. Manaenkova)  
for the Secretary-General

**WMO OMM**

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**ANNEX 1**DRA-OBS/RA-I-WIGOS/AWS

**WMO RA I Workshop on Automatic Weather Station (AWS) networks:  
the challenges of automating meteorological observations,  
Windhoek, Namibia, 19 - 21 November 2018**

**PARTICIPANT NOMINATION FORM**

The Government of ..... nominates the following expert as a participant for the above-captioned Workshop:

1. Title: (a) Dr (b) Mr (c) Mrs (d) Ms \_\_\_\_\_
2. Family Name: \_\_\_\_\_
3. Sex: (a) Male (b) Female \_\_\_\_\_
4. Full Address: \_\_\_\_\_  
Tel No.: (office) \_\_\_\_\_ Fax No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_

5. Please complete if financial assistance is required from WMO:

Support required:	YES	NO
(i) Travel:	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Lump sum payment in lieu of DSA:	<input type="checkbox"/>	<input type="checkbox"/>

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Permanent Representative)

This Form is to be completed and returned via facsimile to the WMO Secretariat at: fax number +41 22 730 8269, with a scanned copy to Ms Anne Josine Umugwaneza ([ajumugwaneza@wmo.int](mailto:ajumugwaneza@wmo.int)) as soon as possible, but not later than 14 September 2018.



WMO RA I Workshop on Automatic Weather Station (AWS), networks:  
the challenges of automating meteorological observations  
Windhoek, Namibia, 19-21 November 2018  
**MF D0092 – DRA/AFLDC**

**PLEASE READ CAREFULLY THE INSTRUCTIONS  
FOR THE USE OF THIS FORM PROVIDED ON PAGE 3  
AND**

**RETURN IT, WITH A COPY OF YOUR PASSPORT,**

**BEFORE: 14 September 2018**

**To the secretary responsible for the meeting: Ms Josine Umugwaneza;  
[ajumugwaneza@wmo.int](mailto:ajumugwaneza@wmo.int)**

## 1. PARTICIPANT

**Please complete the following form by typing, IN FULL, the following MANDATORY information as it appears exactly in your passport (no handwriting):**

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 (Office/home)	
Mobile phone number		Office phone number	
E-mail address			

## 2. ASSISTANCE FROM WMO FOR TRAVEL

### Request

Assistance requested:  yes  no

Once you receive a proposed itinerary from the WMO travel agency, please confirm it and send it to the WMO secretary responsible for the meeting.

**Please check that the e-mail you receive clearly states that it is an "ELECTRONIC TICKET". If not, it is most probably an itinerary waiting for your confirmation.**

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

To request DSA, please provide the following information.

Allowable DSA, Terminal Expenses and other refundable expenses will be transferred to you in advance of the meeting, provided that your request has been received before the deadline indicated on page 1 of this form.

**3.1 Request**

Assistance requested:  yes  no

**3.2 Payment**

**Bank transfer, please indicate full bank details:**

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

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)	

(ii) Through UNDP Office **(USD)**

(iii) Payment by Swiss Bankers Card  **CHF**,  **USD**,  **EUR**

(iv) Payment by reloading of existing Swiss Bankers Card in my possession  
 **CHF**,  **USD**,  **EUR**

**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 (e.g. ticket, subsistence allowance, accommodation, meals, local transportation) and estimated value:

.....  
.....  
.....

**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 provided in this form is correct to the best of my knowledge and that I shall comply with the relevant WMO rules and instructions.

If it is determined that the travel advance exceeded the amount of reimbursable travel expenses I shall refund WMO this 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 direct and economical route.

If you are unable to travel after the ticket has been issued, you must inform the airline company prior to departure.

Please also **inform the secretary responsible for the meeting**, as soon as you cancel your travel.

It is **the traveler's responsibility to obtain all necessary visas (for transits and final destination) prior to departure.**

Evidence of travel (boarding passes for air travel or hotel bill when travel has been undertaken by train or car) must be submitted to the WMO secretary responsible for the meeting **within 16 calendar days** after completion of travel. **Failure to do so will result in recovery of DSA and of other advance payments made by the WMO.**

#### **Ticket processing for WMO travellers:**

Carlson Wagonlit Travel proposes an itinerary based on official travel dates and the traveller may accept or refuse this itinerary. All proposals should be accepted/refused within 24 hours. This first official proposal will be considered as WMO liability and will serve as the maximum ceiling of reimbursement for self-arranged travels.

#### **Rules governing self-purchase of travel tickets**

- (a) Tickets purchased below the financial limit provided by the WMO proposal will be reimbursed up to the actual cost incurred by the traveller and only up to this limit upon submission of a relevant invoice/e-receipt;
- (b) The invoice or e-receipt relating to the self-purchased ticket needs to be provided to the WMO **before any refund can be processed** and must show the name of the provider, the name of the clients, ticket number and form of payment accompanied by the WMO travel agency proposal.
- (c) Traveller should not purchase an air ticket before obtaining the official WMO travel agency proposal. A ticket purchased prior to obtaining the official proposal may not be reimbursed by the Secretariat.
- (d) In case you are unable to travel, the WMO **shall not reimburse** the cost of self-purchased tickets.

#### **Rules governing deviations from the proposed official itinerary**

For any deviation from the official itinerary proposed by WMO travel agency (for example: extension of stay, choice of airlines, stopover, routing preferences...), the traveller should **personally** contact CWT, either by phone or e-mail to make the necessary arrangements. FYI: CWT e-mail: [wmo@contactcwt.com](mailto:wmo@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. CWT may issue the ticket upon receipt of the approval of the traveller as well as a valid credit card number.

If private deviation costs are below or equal to the official WMO liability, then the ticket can be issued by CWT upon request of the traveller.

## **Insurance policy in relation to travel by car**

Travel on mission by private vehicle will not be covered under the WMO Staff Compensation and/or Benefits insurance policies. Travelers who chose to use a private vehicle for travel to and from mission, should arrange for sufficient coverage with their car insurance provider both for damages caused to the vehicle as well as to the occupants. This applies to both personal vehicles as well as rental cars.

## **INSTRUCTIONS for the use of this form**

- (e) Please complete this form in block letters **by typing only** (no handwriting) and return it together with a copy of your passport to the secretary responsible for the meeting, as indicated on page 1 of this form.

To allow for the timely processing of the travel authorization and the transfer of DSA and other refundable expenses, this form must be received within the deadline indicated.

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