

**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

7 bis, avenue de la Paix – Case postale 2300
CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11
Fax: +41 (0) 22 730 81 81
wmo@wmo.int – public.wmo.int

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2023 年 2 月 3 日

附件: 2 个 (仅以英文提供)

主题: 第二区域协会(亚洲)区域会议(RECO) (2023年3月13-16日, 阿拉伯联合酋长国阿布扎比)

要求采取的行动: 指定参会代表并于 **2023 年 2 月 13 日** 前通知 WMO 秘书处

尊敬的先生/女士:

我谨通知您, 世界气象组织(WMO)与阿拉伯联合酋长国国家气象中心(NCM)将于2023年3月13至16日在阿拉伯联合酋长国阿布扎比举办第二区域协会(亚洲) (RA II)区域会议(RECO)。

如您所知, 第十九次世界气象大会(Cg-19)将于2023年5月22至6月2日举行。在此之前, WMO正在组织所有区域协会(RA) 的RECO。RECO旨在为各国家气象水文部门(NMHS)提供一个论坛, 以应对新兴事务和挑战、加强区域合作、为执行WMO决议/决定和区域优先事项而增进伙伴关系。

具体而言, 我们于3月13日组织一次为期一天的高级别活动, 重点讨论联合国全民预警倡议。我们大力鼓励贵国负责气象和水文的部长参加此次高级别活动。从3月14至16日, 会议将涉及预警系统中各组成部分的技术事项, 特别是基础设施和服务, 包括水文部分。我们还将组织一个“二区协研究论坛”。其暂定日程附后。当地信息 (包括签证要求、住宿和交通安排) 详见会议网站 meetings.wmo.int/RA-II-RECO。

我谨邀请贵代表团, 最好由WMO常任代表或一位主管部长带队, 现场出席此次会议。不过请注意, 无法出行者可通过视频会议参会。会议将提供阿拉伯语、汉语、英语和俄语的口译服务。

我们希望贵国能承担贵部门的参会费用。如若不能, WMO和NCM考虑应要求并在现有预算范围内, 为每个会员最多两名与会者提供旅费和/或住宿费, 以及减额的每日生活津贴(DSA)。WMO将优先向发展中国家的与会者提供资助。

若由WMO支付旅费, 秘书处将做旅行安排, 随后会发送详细信息。

关于WMO非工作人员的保险保障, 谨请您注意以下几点:

获准由本组织出资旅行和/或从WMO领取DSA的非WMO工作人员须确保其对代表本组织公务旅行和出席会议期间因死亡、疾病或伤害发生的费用完全负责。因此, 他们须全权负责为这些会议和活动期间安排人寿、健康、意外和任何其他形式的足额保险。WMO的责任仅限于代表本组织从事服务或出席会议, 由伤害和疾病福利保险覆盖, 该保险有限覆盖医疗、急诊和补充公务差旅费。

致: 第二区域协会(亚洲)会员 WMO 常任代表

抄送: 二区协水文顾问

请旅行人员注意：WMO的各项“规则”和“细则”不覆盖因专家延长逗留时间产生的额外费用或因国家主管部门实施旅行限制产生的其他费用。与相关的健康保险条款一样，旅行人员有责任确保其有必要的旅行保险保护，以应对边境关闭或其他旅行限制等意外事件。

出于行政管理的目的，我希望您能最好于**2023年2月13日**前将参会人员信息和是否需要资助的信息通知WMO秘书处区域官员虞俊先生（电邮：jyu@wmo.int）并抄送rap@wmo.int。若需要资助，请尽快填写、签署随附的“资助（RFA）申请表”，并连同护照首页复印件一并发回秘书处（rap@wmo.int）。

鉴于常任代表所具的WMO正式身份，我们诚请各常任代表对RA II RECO 2023与会者做预注册。已通过电子邮件发给常任代表的在线活动注册系统的链接、用户名和密码对所有即将举行的WMO会议(<https://eventregistration.wmo.int/register/>)始终有效。

我谨借此机会感谢您对WMO活动的一贯支持。

期待贵部门出席这些重要活动。

谨上



佩特里·塔拉斯教授
秘书长

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 ☐ Female ☐		
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 ☐	No ☐	Not applicable ☐
Schengen visa	Yes ☐	No ☐	Not applicable ☐
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@contactwt.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.
