



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.: 06031/2018/LCP/CNF/EC-70

29 March 2018

Annexes: 4 (available in English only)

Subject: Seventieth session of the Executive Council (EC-70)

Action required: For information and relevant action (travel and pre-registration)

Dear Sir/Madam,

The seventieth session of the Executive Council will be held at the WMO headquarters in Geneva from 20 to 29 June 2018.

The provisional annotated agenda, documents for the session as well as information on material arrangements will be posted online in due course, exclusively on the session website (<http://meetings.wmo.int/EC-70/>). Pre-session documents will be uploaded as they become available.

In respect to travel arrangements, the Executive Council decided at its sixty-seventh session (Geneva, 15-17 June 2015) to pay either the airfare or full daily subsistence allowance at the UN rate (in lieu of airfare), on request, to those members of the Council, regional hydrological advisers to the presidents of the regional associations and presidents of technical commissions attending the Council sessions. Moreover, the Council decided to grant, upon request, in exceptional cases, both travel expenses and daily subsistence allowance to members of the Council from the Least Developed Countries (LDCs) who would need such support to permit their full participation in future sessions.

You are therefore kindly requested to inform the Secretariat not later than **21 May 2018** of your preference, i.e. whether you wish to receive an air ticket or the daily subsistence allowance (DSA), or full financial support (both travel expenses and DSA), as appropriate. For your information, the current DSA for Geneva is CHF 383. Participants choosing the DSA option are kindly requested to provide a copy of their confirmed travel itinerary.

Participants who choose to be provided with an air ticket are kindly requested to follow the booking procedures in Annex IV.

In order to facilitate replies regarding travel arrangements, members of the Council, regional hydrological advisers to the presidents of the regional associations and presidents of technical commissions are invited to fill in the attached forms (the travel information form - Annex I or II, as appropriate and the request for financial assistance - Annex III) and return them to tconcepcion@wmo.int.

To: Members of the Executive Council
 Regional Hydrological Advisers (RHAs) to presidents of regional associations
 Presidents of Technical Commissions (PTCs)

cc: Hydrological Advisers to EC Members

More information concerning material arrangements and hotel accommodation in Geneva will be available in the document EC-70/INF. 1 posted on the EC-70 website.

Please be informed of WMO insurance coverage for non-staff members, which is as follows:

"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, 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."

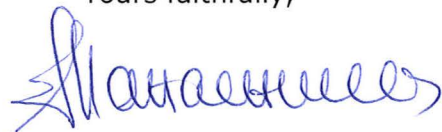
The link to the online Event Registration System (ERS), the username and password that were sent by e-mail to the Permanent Representatives with WMO remain valid for all upcoming WMO meetings (<https://eventregistration.wmo.int/register/>). It would be appreciated if the regional hydrological advisers to the presidents of the regional associations, as well as the presidents of technical commissions, could indicate to the Secretariat as soon as possible their intention to participate in the session. RHAs are kindly requested to copy the president of their Region.

EC members are kindly requested to pre-register each accompanying alternate and, or advisor individually in order to avoid delays on arrival at the venue. Those participants who have not been pre-registered will be required to do so directly at the registration desk by presenting an official proof of representation, such as a letter from the relevant EC member.

Please note that the submission of information through the online event registration system does not exempt EC members, regional hydrological advisers to the presidents of the regional associations and presidents of technical commissions from the need to inform the Secretariat of their participation through a signed letter to be sent by e-mail to: registration@wmo.int.

For further information concerning online registration, please contact the WMO Secretariat by e-mail at: registration@wmo.int.

Yours faithfully,



(E. Manaenkova)
for the Secretary-General



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06031/2018/LCP/CNF/EC-70, ANNEX I

TO BE RETURNED TO THE WMO SECRETARIAT (tconcepcion@wmo.int) BEFORE 21 May 2018

TRAVEL INFORMATION FOR PARTICIPANTS ATTENDING EC-70

(20-29 June 2018)

Name of the participant:

I wish to have WMO pay for:

My air ticket

☐

For journeys including long-distance flights (over nine hours of non-stop flying time) you may request WMO to issue the cheapest upgradeable economy class air ticket. The cost of the upgrade shall be covered by the traveler.

or

My Daily Subsistence Allowance (DSA)

☐

I choose to travel to Geneva by private car and claim reimbursement based on the UN rates of reimbursement for travel by private car.

☐

Please be informed that travelling by personal car to and from Geneva is not covered by WMO insurance.

Date of arrival in Geneva:

Date of departure from Geneva:

Date:

Signature:



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06031/2018/LCP/CNF/EC-70, ANNEX II

TO BE RETURNED TO THE WMO SECRETARIAT (*tconcepcion@wmo.int*) BEFORE 21 May 2018

TRAVEL INFORMATION FOR MEMBERS FROM LEAST DEVELOPED COUNTRIES

ATTENDING EC-70

(20-29 June 2018)

Name of EC member:

I wish to have WMO pay for:

My air ticket ☐

For journeys including long-distance flights (over nine hours of non-stop flying time) you may request WMO to issue the cheapest upgradeable economy class air ticket. The cost of the upgrade shall be covered by the traveler.

orMy Daily Subsistence Allowance (DSA) ☐**or**Both my air ticket **and** my Daily Subsistence Allowance (DSA) ☐

Date of arrival in Geneva:

Date of departure from Geneva:

Date:

Signature:

**Seventieth session of the WMO Executive Council (EC-70)****Geneva, 20-29 June 2018****MF M0012**

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

AND

RETURN IT, WITH A COPY OF YOUR PASSPORT,

BEFORE: 21 May 2018

To the secretary: Teresita Concepcion (tconcepcion@wmo.int)

1. PARTICIPANT

Please complete the following form by typing the following MANDATORY information **as it appears 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 | | | |
| 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 RequestAssistance requested: Yes ☐ No ☐**3.2 Payment procedure**

(i) Preferred payment method is by **bank transfer**. Please indicate full bank details:

| | | | |
|------------------------------|--|---------------------|--|
| Name of the bank: | | | |
| Address: | | | |
| Name of account holder | | | |
| Account number | | Currency of account | |
| SWIFT Code | | | |
| ABA Code (USA) | | | |
| SORT Code (UK) | | | |
| IBAN Code (Europe except UK) | | | |

- (ii) Payment by Swiss Bankers Card (CHF) for use in Switzerland ☐
- (iii) Payment by reloading of existing Swiss Bankers Card in my possession (CHF) ☐
- (iv) Through UNDP Office (on exceptional basis) ☐

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:

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

Signature of the participant:

Date:

EXCERPT from applicable rules and instructions

Please note that, as per WMO travel rules, air travel shall be provided in economy class, for the most direct and economical route.

Please note that if you are unable to travel after the ticket has been issued, you must inform the airline company at least 2 hours prior to departure to ensure that the ticket will be reimbursed. **Failure to do so will mean you are declared as a "no show" passenger and the cost of the ticket will not be reimbursed.** Please also **inform the secretary responsible for the meeting**, as soon as you cancel your travel.

It is your responsibility to obtain all necessary visas (for transits and final destination) prior to departure.

Evidence of travel (original of 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.

You may choose to purchase the airline ticket yourself. In this case, please inform the travel agency and the secretary responsible for the meeting. However please note the following:

- (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;
- (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;

INSTRUCTIONS for the use of this form

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

WMO Travel Process

Previously, travelers to WMO meetings were requested to contact our travel agency after receipt of the Request for Financial Assistance (RFA) form.

With the new travel process, the WMO secretary responsible for the meeting will communicate to our travel agency all necessary information provided by the traveler in the RFA form. The traveler will then be contacted by our travel agency with a travel itinerary based on the WMO travel policy and the dates and place of meeting. Upon receipt of this proposal, the traveler is requested to choose one of the two options below:

- (1) Accept the travel proposal from CWT and request ticket issuance by clicking on the appropriate option (request ticket issuance option), directly in the itinerary received by e-mail AND forward the accepted itinerary to the WMO secretary responsible for the meeting; **or**,
- (2) Refuse the CWT's proposal for private deviation or personal convenience, or change of dates of travel, by clicking on the appropriate option (request cancellation), directly in the itinerary received by e-mail. In this case the traveler can purchase his/her ticket. The reimbursement of this ticket will be processed after the meeting, upon submission of a travel claim accompanied by the ticket invoice/receipt, boarding passes. The original CWT proposal will serve as the maximum WMO financial ceiling for reimbursement.

In case of self-purchased ticket (option 2), the following additional rules will apply:

- (a) Tickets purchased below the financial limit provided by the WMO proposal will be reimbursed up to the actual cost incurred by the traveler and only up to this limit;
- (b) Reimbursement of self-purchased tickets will be processed only after the meeting and upon submission of related invoice or e-receipt indicating the name of the provider, the name of the traveler, the ticket number and the form of payment accompanied by the WMO travel agency proposal.
- (c) Traveler 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, WMO shall not reimburse the cost of self-purchased tickets.

In general, airlines booking are legally held up to 24 hours, and the deadline for ticket issuance will be notified by the travel agency on their proposal. It is the responsibility of the traveler to reply to the travel agency within the time frame, otherwise the traveler will have to contact the official travel agency to reactivate his/her booking.

Travelers should note that obtaining all necessary visas (for transits and final destination) prior to departure remains under their responsibility.
