

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

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

Ref.: 26375/2018-1.3 SPO

Our ref.: 26375/2018/DSG/CER/Joint Meeting of PRA-PTC
CBR-TR 2019

26 September 2018

Subject: Meetings in January-February 2019

Action required: To confirm your attendance on or before **15 October 2018**

Dear Sir/Madam,

Following consultation with the President of WMO, Mr David Grimes, I am pleased to invite you to the Joint Meeting of PRA-PTC **and** Meeting of the EC Constituent Bodies Reform Task Force (CBR-TF) that will be held in Geneva, Switzerland, from 29 to 31 January 2019. The meeting will focus on the WMO reforms.

Due to the limited financial resources of the Organization, it would be helpful if your institution would support all or part of your attendance at these meetings. If this is not possible, WMO will consider providing financial support for this purpose upon request. For administrative purposes, therefore, I should be grateful if you could kindly confirm your participation by **15 October 2018**, and inform the Secretariat whether any financial assistance will be required, i.e. travel costs or per diem, or both.

Please note that in accordance with WMO travel rules, air travel shall be provided in economy class, for the most direct and economical route. I should also inform you of WMO's 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, 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."

I look forward to your participation.

Yours faithfully,


(P. Taalas)
Secretary-General

To: Presidents of WMO Technical Commissions
Members of the CBR-TF

cc: President of WMO
Chairperson of the CBR-TF