

**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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4 December 2017

Annexes: 3 (available in English only)

**Subject:** Participation of your expert in the 2018 Management Group meeting of the Commission for Aeronautical Meteorology to be held at WMO headquarters, Geneva, from 22 to 24 January 2018

**Action required:** WMO Secretariat to be notified by **13 December 2017** whether your expert will attend the meeting

Dear Sir/Madam,

I have pleasure in informing you that the 2018 Management Group meeting of the Commission for Aeronautical Meteorology will be convened at WMO headquarters, Geneva, from 22 to 24 January 2018.

The Provisional Agenda and an Information Note for Participants (see Annexes 1 and 2) are enclosed herewith for your information.

The membership of this group (see Annex 3) includes an expert from your country who has been nominated with your approval to serve on this group. I should, therefore be grateful if you would kindly examine the possibility of his (her) attending the session.

In accordance with WMO General Regulation 37, the "expenses of attendance of members of working groups of constituent bodies at sessions of these groups shall normally be borne by the Members to which those members belong". It is, therefore, hoped that these expenses will be borne by your Government.

If it is not possible for your Government to meet the expenses for the attendance of your expert, WMO is prepared to consider providing financial support for this purpose. However, in view of the limited funds available to support sessions of working groups, I urge you to consider the possibility of meeting at least part of the costs involved.

For administrative purposes I should be grateful if you would kindly notify the WMO Secretariat not later than **13 December 2017** whether your expert will be able to attend the above session and whether any financial assistance will be required. If so, the details of the assistance required, i.e. travel costs or per diem, or both, should be indicated. If WMO meets the travel costs, the travel arrangements will be made by the Secretariat and details will be sent to you in due course.

**To:** Permanent Representatives of Members of WMO (limited distribution)  
(Austria, British Caribbean Territories, Canada, France, Hong Kong, China, Japan, Netherlands, New Zealand, Russian Federation, South Africa, United Kingdom of Great Britain and Northern Ireland, United States of America)

**cc:** Members of CAeM Management Group

I would like to draw your attention to the following with regard to insurance coverage of your expert while attending a WMO meeting:

*"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."*

A copy of this letter is being sent to your expert.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Zhang', with a stylized flourish at the end.

(W. Zhang)  
for the Secretary-General

**CAeM MANAGEMENT GROUP 2018**  
**Geneva, Switzerland**  
**22-24 January 2018**

Ref.: 42487/2017-13 WDS/AEM

**PROVISIONAL AGENDA**

- 1. ORGANIZATION OF THE MEETING**
    - 1.1 Opening of the meeting
    - 1.2 Adoption of the agenda
    - 1.3 Working arrangements
  - 2. REVIEW OF THE ACTION LIST**
  - 3. REPORT OF THE PRESIDENT OF CAeM**
  - 4. OUTCOMES OF RECENT MEETINGS/EVENTS**
    - 4.1 EC-69 Special Dialogue on the Future of Aeronautical Meteorological Services
    - 4.2 Aeronautical Meteorology Scientific Conference (AeroMetSci-2017)
    - 4.3 ICAO meetings/events
  - 5. REVIEW OF THE WORK PROGRAMME IMPLEMENTATION**
    - 5.1 Expert Team reports and coordination of tasks
    - 5.2 Volcanic ash-related activities
    - 5.3 Space weather-related activities
  - 6. CAeM-16 SESSION (2018) AND FUTURE WORK PROGRAMME**
    - 6.1 Arrangements for the Session (date, location, etc.)
    - 6.2 Provisional agenda for the Session and expected outcomes
    - 6.3 Arrangements for the Technical Conference (TECO) (concept, theme, etc.)
    - 6.4 CAeM Operating Plan: 2016-2019 update and 2020-2023 preparation
    - 6.5 Long-Term Plan for the AeMP (2019-2033)
    - 6.6 Future CAeM Expert Team needs and structures
    - 6.7 Restructuring of technical commissions – status of discussions
    - 6.8 WMO publications under CAeM responsibility
  - 7. COOPERATION WITH OTHER WMO BODIES AND INTERNATIONAL ORGANIZATIONS**
    - 7.1 ICAO
    - 7.2 IATA
    - 7.3 Other WMO technical commissions
    - 7.4 WMO regional activities
  - 8. ANY OTHER BUSINESS**
  - 9. CLOSURE OF THE MEETING**
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**CAeM MANAGEMENT GROUP 2018**

**Geneva, Switzerland  
22-24 January 2018**

**INFORMATION NOTE****1. VENUE****World Meteorological Organization**

7 bis, avenue de la Paix  
CH 1211 Geneve  
Switzerland

**2. ACCOMMODATION**

Participants must make their own hotel arrangements. A list of hotels is available [here](#). Hotel Eden and Hotel Mon Repos are within short walking distance to WMO, but participants to WMO meetings have stayed at various hotels throughout Geneva.

**3. LOCAL TRANSPORTATION**

Participants are responsible for coordinating their own transportation to and from the airport. At the airport, free tickets for public transport within the Canton of Geneva are available from the machine in the Baggage Conveyor Hall before passing customs. Hotels in Geneva are providing guests with a free ticket for public transport.

A map of the bus and tram network can be obtained free of charge from the UNIRESO Information Centre at Cornavin Station and from the following website: <http://www.tpg.ch>. Please note that this website is only in French.

Taxis are readily available at the Geneva Cointrin Airport. Costs vary depending on where the hotel is located, but the cost to go from the airport to downtown ranges from 30 to 40 CHF.

**4. ENTRY VISA REQUIREMENTS**

Please check your country's Ministry of Foreign Affairs to check your visa requirements for Switzerland. Please note that Switzerland is **NOT** part of the European Union, however, **it is under the Schengen Visa rules**.

**5. LOCAL CLIMATE**

Due to the tempering effects of the lake and surrounding mountains, Geneva is pleasant almost year round. September and October are the rainiest months. January and February are the coldest but rarely drop below freezing. Summers are long with relatively low humidity and cool breezes from the lake. For more information, see <http://worldweather.wmo.int/en/city.html?cityId=193>.

**6. CURRENCY AND BANKS**

The currency in Switzerland is the Swiss Franc (CHF, SFr.). The Euro is also accepted at most businesses but expect to pay a premium rate. Check [www.xe.com](http://www.xe.com) for the most up-to-date exchange rates. Most transactions in the city are conducted in cash and a surprising number of businesses and restaurants do not accept credit cards. ATMs are widely available throughout the city, dispensing notes up to 1000 CHF.

**CAeM MANAGEMENT GROUP 2018**

Geneva, Switzerland

22-24 January 2018

**MEMBERSHIP****CAeM Management Group**

<b>CAeM President</b>	C.M. SHUN (Hong Kong, China)
<b>CAeM Vice-president</b>	Ian LISK (United Kingdom)
<b>ET-ASC Co-chairpersons</b>	Herbert PUEMPEL (Austria) Matthew STRAHAN (USA)
<b>ET-CCP Co-chairpersons</b>	Marina PETROVA (Russian Federation) Gaborekwe KHAMBULE (South Africa)
<b>ET-ETC Co-chairpersons</b>	Chris WEBSTER (New Zealand) Kathy-Ann CAESAR (BCT-Barbados)
<b>ET-GOV Co-chairpersons</b>	Jan SONDIJ (Netherlands) Kent JOHNSON (Canada)
<b>ET-ISA Co-chairpersons</b>	Stéphanie DESBIOS (France) Jun RYUZAKI (Japan)

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