



## 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.: 8231-16/WDS/AN/CAeM/MG-2016

GENEVA, 12 September 2016

Annexes: 3 (available in English only)

Subject: Participation of your expert in the 2016 Management Group meeting of the Commission for Aeronautical Meteorology to be held in Hall (Innsbruck), Austria, from 8 to 10 November 2016

Action required: WMO Secretariat to be notified by **23 September 2016** whether your expert will attend the meeting

Dear Sir/Madam,

I have pleasure in informing you that, at the kind invitation of the Permanent Representative of Austria with WMO, the 2016 Management Group meeting of the Commission for Aeronautical Meteorology will be convened in Hall (Innsbruck), Austria, from 8 to 10 November 2016.

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.

To: Permanent Representatives of Members of WMO (limited distribution)  
(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: Permanent Representative of Austria with WMO ) (for information, by e-mail)  
Members of CAeM Management Group )

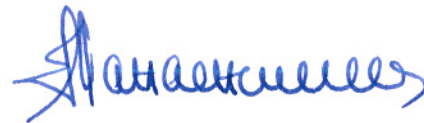
For administrative purposes I should be grateful if you would kindly notify the WMO Secretariat not later than **23 September 2016** whether your expert will be able to attend the above session and whether any financial assistance will be required. If so, the details of the assistance required, i.e. 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.

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,



(E. Manaenkova)  
for the Secretary-General

**CAeM MANAGEMENT GROUP 2016**

**Hall (Innsbruck), Austria  
8-10 November 2016**

**PROVISIONAL AGENDA**

**1. ORGANIZATION OF THE SESSION**

- 1.1. Opening of the session
- 1.2. Adoption of the agenda
- 1.3. Working arrangements

**2. REVIEW OF THE ACTION LIST**

**3. REPORT OF THE PRESIDENT OF CAeM**

**4. REVIEW OF THE WORK PROGRAMME IMPLEMENTATION**

- 4.1. Expert Team reports
- 4.2. Coordination of outstanding tasks
- 4.3. Volcanic ash activities

**5. ICAO ACTIVITIES AND COORDINATION NEEDS**

- 5.1. METP/2 main outcomes
- 5.2. METP working group/ad hoc group - summary of activities
- 5.3. Other relevant ICAO developments

**6. FUTURE WORK PROGRAMME**

- 6.1. Long-term Plan for AEMP aligned with GANP and ASBU
- 6.2. CAeM Operating Plan (2016-2019): Priorities – review and update
- 6.3. CAeM-16 Session (2018) – initial planning
- 6.4. Review of WMO publications under CAeM responsibility

**7. COOPERATION WITH OTHER WMO BODIES AND INTERNATIONAL ORGANIZATIONS**

- 7.1. Inputs to PTC-2017 and EC WG-SOP
- 7.2. Regional activities
- 7.3. Scientific event 2017

**8. ANY OTHER BUSINESS**

**9. CLOSURE OF THE SESSION**

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## CAeM MANAGEMENT GROUP 2016

Hall (Innsbruck), Austria  
8-10 November 2016

### INFORMATION NOTE FOR PARTICIPANTS

#### 1. VENUE OF THE MEETING

The Management Group 2016 of the Commission for Aeronautical Meteorology will be held in Hall (Innsbruck), Austria, from 8 to 10 November 2016. The location of the meeting will be rooms of the City Archeology situated in the Burg Hasegg, Unterer Stadtplatz 19, 6060 Hall i.T. For details on the location, please visit their website: <http://www.muenze-hall.at/en/>, or [www.stadtarchaeologie-hall.at](http://www.stadtarchaeologie-hall.at), and a virtual tour of the historic sites can be found under [www.hall360.tirol](http://www.hall360.tirol).

#### 2. WORKING LANGUAGE

The working language will be English **only**.

#### 3. HOTEL INFORMATION

Currently, a block booking has been made at the Hotel Goldener Engl, Hall, across the road from the meeting place (<http://www.goldener-engl.at/en>). Rooms with breakfast are expected to cost around 85 Euros.

#### 4. TRANSPORTATION

Innsbruck Airport (INN) can be reached via Vienna (VIE), Frankfurt (FRA) and London-Gatwick airports. Alternatively, there is a shuttle service from Munich Airport (MUC) to any location around Innsbruck by Four Seasons Travel ([www.tirol-taxi.at](http://www.tirol-taxi.at)) at a cost around 80-90 Euros round trip.

For participants arriving by air to Innsbruck, a taxi transfer to the hotel in Hall would cost around 25-30 Euros. By bus (F to Main Train station, followed by Bus 504 to Hall, Unterer Stadtplatz) cost will be about 4 Euros, and travel time of around 50 min.

Please provide arrival details, as we will try to organize a pick-up service for arrivals from VIE and FRA, and will confirm the availability of this (personalized) service where possible.

#### 5. VISIT VISA / ENTRY PERMIT REQUIREMENTS

Some participants may require a Schengen visa prior to arriving in Austria. Information may be obtained from the following website:

<http://www.bmeia.gv.at/en/foreign-ministry/service/austrian-representations-in-german.html>

#### 6. CURRENCY EXCHANGE

Austrian currency is the Euro (€). Currencies can be exchanged at the airport, hotels and banks.

1 € = 1.13 \$ (17 August 2016 rate)

**7. LOCAL CLIMATE IN NOVEMBER**

Some meteorological parameters for November are listed below for your reference:

Mean daily maximum:	8.1°C
Absolute maximum:	20.9°C
Absolute minimum:	-14.5°C
No of days with sunshine > 5hrs :	11 days
Number of days with rainfall > 1 mm:	8,7 days

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**MEMBERSHIP**  
**COMMISSION FOR AERONAUTICAL METEOROLOGY**  
**MANAGEMENT GROUP**

<b>CAeM President</b>	C.M. SHUN (Hong Kong, China)
<b>CAeM Vice-president</b>	Ian LISK (United Kingdom)
<b>ET-ASC Chairperson</b>	Herbert PUEMPEL (Austria)
<b>ET-CCP Co-chairpersons</b>	Marina PETROVA (Russian Federation) Gaborekwe KHAMBULE (South Africa)
<b>ET-ETC Co-chairpersons</b>	Chris WEBSTER (New Zealand) Robert RUTLEDGE (USA)
<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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