



WMO OMM

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

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GENEVA, 8 March 2016

Annexes: 3 (available in English only)

Subject: 1st meeting of the CAeM Expert Team on Communication, Coordination and Partnership (ET-CCP-1) to be held in St. Petersburg, Russian Federation, from 16 to 18 May 2016

Action required: WMO Secretariat to be notified by **28 March 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 the Russian Federation with WMO, the first meeting of the CAeM Expert Team on Communication, Coordination and Partnership (ET-CCP-1) will be held in St. Petersburg, Russian Federation, from 16 to 18 May 2016.

An Information Note for Participants and the Provisional Agenda (see Annexes I and II) are enclosed herewith for your information.

The membership of this expert team (see Annex III) includes an expert from your country, who was nominated during the fifteenth session of CAeM (Montreal, Canada, July 2014) and I should, therefore, be grateful if you would kindly examine the possibility of his/her attending the meeting.

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 meetings of working groups, I would request you to consider the possibility of meeting at least part of the costs involved.

To: Permanent Representatives of Members of WMO (limited distribution)
(Hong Kong, China, Nigeria, Russian Federation, South Africa, Suriname, Switzerland, United States of America)

cc: Core members of ET-CCP (for information, by e-mail)

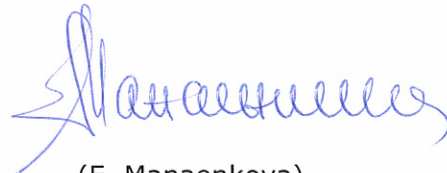
For administrative purposes, I should be grateful if you would kindly notify the WMO Secretariat not later than **28 March 2016** whether your expert will be able to attend the above-mentioned meeting and whether any financial assistance will be required. If so, the details of the assistance required, 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 directly to your expert in due course.

I should 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