

**ANNEX I****General terms of reference of regional associations**

(will be inserted from Resolution 6 (Cg-18))

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**ANNEX II****General terms of reference of the Management Groups  
of regional associations**

(to be developed as part of the next phase of the reform of constituent bodies)

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**Resolution 12 (EC-71)****RULES GOVERNING PAYMENT OF TRAVEL EXPENSES AND  
SUBSISTENCE ALLOWANCES IN RESPECT OF NON-STAFF MEMBERS OF WMO**

THE EXECUTIVE COUNCIL,

**Noting**

- (1) Resolution 12 (EC-67) – Rules governing payment of travel expenses and subsistence allowances in respect of non-staff members of WMO,
- (2) Resolution 89 (Cg-18) – Extraordinary session of Congress in 2021,

**Recalling** Article 6 (b) of the Convention of WMO stating that “in the performance of their duties, all officers of the Organization and members of the Executive Council shall act as representatives of the Organization and not as representatives of particular Members thereof”,

**Recalling further** Congress decision to hold an extraordinary session of Congress in 2021 and request to the Executive Council to consider the opportunity of convening an extraordinary session of Congress in 2025 in view of that holding two Congress sessions in the four-year period would offer benefits of more frequent gathering of Members for an effective and inclusive governance and greater engagement of Members in advancing the technical progress and policy-making of the Organization,

**Decides** to amend paragraph 10 of the *Rules governing payment of travel expenses and subsistence allowances in respect of non-staff members of WMO* as provided in the annex to the present resolution with immediate effect.

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Note: This resolution replaces Resolution 12 (EC-67), which is no longer in force.

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## **Annex to Resolution 12 (EC-71)**

### **POLICY AND RULES GOVERNING PAYMENT OF TRAVEL EXPENSES AND SUBSISTENCE ALLOWANCES IN RESPECT OF NON-STAFF MEMBERS OF WMO**

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#### **1. Introduction**

Under certain circumstances persons who are not staff members of the World Meteorological Organization may be authorized to travel on behalf of the Organization. This document defines the policy and financial arrangements that shall apply in such cases in respect of travel expenses and subsistence allowances.

The present Policy and Rules are issued on the authority of the Executive Council of the World Meteorological Organization.

## **2. Applicability**

Travel expenses and subsistence allowances can be paid to persons who are not staff members of WMO only if they fall within one of the following categories:

- (a) President of WMO travelling on official WMO business (see paragraph 9);
- (b) Members of the Executive Council, except the President, attending sessions of the Executive Council (see paragraph 10);
- (c) Presidents of regional associations travelling on official business other than for sessions of the Executive Council (see paragraph 12);
- (d) Presidents of technical commissions; representatives of the World Meteorological Organization attending meetings of other international organizations; members of working groups and panels authorized to meet at the expense of WMO; experts called for consultation or to attend planning meetings; and experts invited or engaged to carry out studies or surveys (see paragraph 13);
- (e) Consultants and other persons engaged to carry out assignments within the various programmes and activities of WMO;
- (f) Members of the Joint Scientific Committee and of the Joint Planning Staff as provided for in the WMO/ICSU agreement, and persons attending meetings of the World Climate Research Programme;
- (g) Consultants, experts and other persons engaged to carry out assignments financed under provisions in the Joint Climate Research Fund, in accordance with the WMO/ICSU agreement; members of the Intergovernmental Board on Climate Services and persons attending meetings of the Global Climate Observing System.

The scale of payments of each category is defined in the following paragraphs.

## **3. General policy and conditions**

- (a) Travel expenses and subsistence allowance will be borne by WMO when a journey has been authorized by the Secretary-General. Such authorization will in all cases be effected by means of an official WMO Travel Authorization Form duly signed by the Secretary-General or his/her authorized representative. The Travel Authorization Form will be issued before the journey is made unless for reason of urgency such a course is impracticable. In such cases the Travel Authorization Form will be forwarded with a minimum of delay;
- (b) The authority regarding travel and duration of mission specified on the Travel Authorization Form must not be exceeded without the prior permission of the Secretary-General;
- (c) The Organization will meet expenses only in respect of journeys actually accomplished and costs actually incurred;
- (d) The travel costs to be borne by the World Meteorological Organization must normally not exceed the cost of a return journey from the usual place of residence or duty to the place of the meeting;
- (e) Travel shall be by the most economical route, unless the necessity for travel by other

routes is officially established;

- (f) If a traveller travels takes an indirect route for his/her own personal convenience, reimbursement for expenses shall be based on the itinerary actually travelled, provided that the travel expenses do not exceed what would have been incurred had the traveller used the most economical and direct route;
- (g) Whenever possible, the travel tickets will be purchased by the Organization. When the travel tickets are purchased by the traveller or additional expenses are incurred owing to alteration of routes, sleeping-car reservation, and so forth, receipts should be obtained from the travel agents or transportation authority and attached to the expense claim;
- (h) The conditions of travel laid down in the Staff Rules will be observed whenever applicable;
- (i) Travel expenses and subsistence allowance include:
  - (i) Transportation expenses (see paragraph 4);
  - (ii) Subsistence allowance during travel and, when specified, during the period at the place of the meeting for which the travel has been authorized (see paragraph 5);
  - (iii) Necessary additional expenses during travel (see paragraph 6).

#### **4. Transportation expenses**

- (a) Mode of travel

Transportation by air shall be the normal mode of travel at the expense of the World Meteorological Organization. It shall be by the most direct and economical route. If prompt, speedy and economical transportation by air is not available, an alternative mode of transportation most appropriate to the concept of speed and economy shall be authorized.

- (b) Class of accommodation during travel

Subject to the qualifications given in paragraph 9, travel shall be by air in economy class, or by rail in first class. Travel by sea may be permitted subject to the overall cost to WMO not exceeding travel by air by the most direct route (this limitation is not applicable to the President of WMO).

- (c) Travel by car

In certain cases travel by private car may be permitted against reimbursement of expenses at the rates and under the conditions specified for staff members of WMO in the Staff Rules.

- (d) Other means of transport

Transportation costs are reimbursable for necessary official travel by tram, taxi cab and other usual means of conveyance. Travel expenses to and from the meeting, during the course of the session or consultation, are included in the daily subsistence allowance.

Expenditures incurred for the means of public conveyance between the airport and other point of arrival or departure and the place of abode or place of business shall be allowed.

The hiring of transport for more extensive use than that detailed in the foregoing two paragraphs shall not be permitted unless such hiring is specifically authorized.

## **5. Travel subsistence allowance**

### **(a) Definition**

The travel subsistence allowance is granted to compensate the traveller for the necessary increase in living expenses resulting from travel.

The allowance is the Organization's total contribution toward charges such as meals, lodging, baths, fees and minor customary gratuities as well as any other payment made for personal services rendered, personal telephone calls and other communication costs, laundry, cleaning, pressing of clothing and other personal expenses.

Any expense that exceeds the allowance shall be borne by the traveller. The personal expenses referred to above are not to be confused with the incidental expenses mentioned under paragraph 6.

### **(b) Rates of subsistence allowance**

Subsistence allowance, when payable, shall be met by a flat daily allowance. The per diem rates of subsistence allowances are shown in paragraphs 9, 10, 12 and 13.

### **(c) Computation of allowance**

- (i) For travel other than by car or by ship, the appropriate rates prescribed in the following paragraphs shall be paid for each calendar day, or fraction thereof, involving an overnight stay away from home, provided that a full day's allowance at the appropriate rate shall be paid for the day of departure but no allowance shall be paid for the day of return to the home, or nominal duty station.

If a traveller's status or mode of travel is such that more than one rate applies in any one day, the rate applicable to the major portion of the day shall be paid for the entire day.

- (ii) For travel by private car, subsistence allowance shall be paid for the period for which the journey could have been accomplished by the most direct and economical route.

## **6. Miscellaneous travel expenses**

Additional necessary travel expenses may be reimbursed for excess baggage, issue of visas, telegraph and telephone spent on the official business of the Organization, but not for insurance of personal baggage, portage or for personal accident insurance.

## **7. Travel advances**

### **(a) Policy**

A reasonable advance of funds against the estimated reimbursable travel expenses may be made.

### **(b) Interpretation and conditions**

An advance of funds shall be considered reasonable if not less than US\$ 50 and up to 100 per cent of the estimated reimbursable expenditures.

If, in the course of travel, the traveller has earned in subsistence allowance an amount equal to the amount advanced, he may be advanced the balance of the estimated reimbursable expenditures.

(c) Balances

Any balance of an advance over the certified expenses shall be refunded to the Organization. Balances in favour of the traveller will be remitted on receipt and approval of the expense claim.

## **8. Compensation for injury or death attributable to service on behalf of the World Meteorological Organization**

The following provisions for insurance during official travel apply in the event of sickness, accident, disability or death.

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 to 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 to performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate.

The limits of insurance coverage for compensation in the event of death, illness or injury attributable to service on behalf of the Organization by non-staff members are set by the extent of the coverage obtained by commercial insurance, and are currently:

- (a) In case of death: US\$ 120 000;
- (b) In case of permanent total disablement: US\$ 240 000;
- (c) For partial permanent disablement: a percentage of US\$ 240 000;
- (d) For temporary total disablement: fixed according to the insurance policy applicable at the time of disability.

## **9. President of the World Meteorological Organization travelling on official WMO business (including sessions of the Executive Council)**

Standard of accommodation:

<i>By rail</i>	<i>By sea</i>	<i>By air</i>
First class (single-berth compartment for travel by night)	First class	First class

Per diem rates of subsistence allowance during transportation and stay at the meeting place:

US\$ 7 more than the rate for the Secretary-General laid down in the Staff Rules of WMO for the appropriate places, as established by the United Nations.

## **10. Members of the Executive Council (when travelling to attend sessions of the Council) except the President**

## (a) General

All members of the Executive Council except the President (see paragraph 9) are entitled to reimbursement of the costs of transportation and to payment of subsistence allowances during transportation for the purpose of attending sessions of the Executive Council, within the conditions provided hereafter.

In the case of a president of a regional association being unavoidably prevented from attending a session, the same expense may be paid for an alternate.

In exceptional cases, the same expenses will be paid to a person replacing a member, when the latter is unable to attend.

## (b) Standard of accommodation:

<i>By rail</i>	<i>By sea</i>	<i>By air</i>
First class (single-berth compartment for travel by night)	First class	Economy class

(subject to the overall cost not exceeding the cost of travel by air)

## (c) Subsistence allowance:

- (i) A subsistence allowance will be paid for the period of transportation at per diem rates established by the United Nations for the appropriate places, for those members who choose to be reimbursed the cost of transportation.
- (ii) A subsistence allowance for the period of attendance at the sessions of the Executive Council will be paid, on request, in lieu of the transportation costs (i.e. travel fares, daily subsistence allowance during transportation, terminal expenses, etc.) under the following conditions:
  - The rate applicable will be the prevailing United Nations rate for such an allowance;
  - Payment under this Rule, consequent to the exercise of his/her option by an Executive Council member, will automatically cancel his/her entitlement for the reimbursement of transportation costs provided under any other Rule.

## (d) Least developed countries

Notwithstanding the above paragraphs (a), (b) and (c), both travel expenses and subsistence allowance will be paid upon request to Executive Council members from least developed countries (LDCs) if they are in need of such support to enable their full participation in sessions of the Council.

The list of LDCs is established by the United Nations.

### **11. Regional hydrological advisers to the presidents of the regional associations (when travelling to attend sessions of the Executive Council)**

The material arrangements for this attendance will be the same as those applicable to the presidents of regional associations in their capacity as Executive Council members.

### **12. Presidents of regional associations (when travelling on official WMO business other than for attendance at sessions of the Executive Council)**

Standard of accommodation:

<i>By rail</i>	<i>By sea</i>	<i>By air</i>
First class (single-berth compartment for travel by night)	First class	Economy class
(subject to the overall cost not exceeding the cost of travel by air)		

Per diem rates of subsistence allowance:

Rates as established by the United Nations for the appropriate places.

**13. Presidents of technical commissions; representatives of the World Meteorological Organization at meetings of other international organizations; members of working groups and panels of the Executive Council and other constituent bodies of WMO authorized to meet at the expense of the Organization; members of the Joint Scientific Committee and of the Joint Planning Staff as provided for in the WMO/ICSU agreement; members of the Intergovernmental Board on Climate Services and its subsidiary bodies; experts called for consultation or to attend planning meetings and seminars; and experts invited or engaged to carry out studies or surveys**

Standard of accommodation:

<i>By rail</i>	<i>By sea</i>	<i>By air</i>
First class (single-berth compartment for travel by night)	First class	Economy class
(subject to the overall cost not exceeding the cost of travel by air)		

Per diem rates of subsistence allowance:

Rates as established by the United Nations for the appropriate places. Travel and subsistence allowance shall not be paid by the Organization, as applicable, for the period during which the president of the technical commission or any other of the aforesaid persons is included in the delegation of a Member to the session of the constituent body concerned.

**14. Exceptional cases**

In the application of these rules the Secretary-General may have to use discretion in cases of ill health.

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