



World Meteorological Organization
Organisation météorologique mondiale

Temps • Climat • Eau
Weather • Climate • Water

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Annexes: 4

GENEVA, 21 April 2006

Dear Colleague,

As Co-chairs for the IGOS-Partnership, Dr Conrado Varotto and I are pleased to invite you to the 13th IGOS Partners meeting to be hosted and held at the WMO headquarters building in Geneva, Switzerland on Tuesday, 23 May 2006.

Attached to this letter is a draft Agenda as well as some logistic information about the meeting location and hotels in the area, should you have further logistical questions please contact Mrs Valerie Clément (Vclement@wmo.int). In order to be able to prepare the required identification badges prior to the meeting would you please advise Mrs Clément by email your full name and affiliation at the latest by Monday 15 May 2006. If a hard copy of this letter is required please advise Mrs Clément who will arrange to have a copy either mailed or faxed to you.

Related meetings are also being held in association with the 13th IGOS Partners meeting as follows:

Monday, 22 May 2006	IGOS-P Theme Leaders Meeting
Monday, 22 May 2006	IGOS-Secretariat meeting at 16h00
Wednesday, 24 May 2006	IGOS-P Geo-Hazards Theme Working Group

Additionally, there will be a CEOS/GCOS meeting as indicated in the attached "Week at a Glance". These meetings will also be held at WMO.

As you can see from the draft Agenda we will have a full working day. I would ask that all documents to be presented be submitted by 12 May 2006 to the IGOS Secretariat office (amedico@conae.gov.ar) for posting with a copy to Mr Brian O'Donnell at WMO <bodonnell@wmo.int>. I would also ask the Theme Leaders to provide their detailed status reports in advance and to prepare a short (5 minute) summary presentation for the meeting. For reference, a document plan is also attached.

I look forward to welcoming you to WMO.

Yours sincerely,

(Donald E. Hinsman)
Co-Chair, IGOS-P