

Information Note

1. 0 Documentation

All documents for the meeting are available in the meeting folder. More information is available on the WMO website at http://www.wmo.int/pages/meetings/hlt_Feb2010_en.html

Additional background information will be available in the meeting room.

2. 0 Transport pick-up schedule for the two days of the meeting

Participants will be picked up from the Intercontinental hotel to the WMO Headquarters and then taken back to the hotel after the meeting. The following is the pick-up schedule for the two days.

2.1 Thursday 25 and Friday 26 February

Morning First Trip

Depart from WMO at 8:30 AM

Arrive at Intercontinental 8:35 AM

Depart from Intercontinental 8:45 AM

Arrive at WMO 8:55 AM

Morning Second Trip

Depart from WMO at 8:55 AM

Arrive at intercontinental 9:00 AM

Depart from Intercontinental at 9:05 AM

Arrive at WMO 9:10 AM

Evening First Trip

Depart from WMO at 17:05 PM

Arrive at Intercontinental 17:10 PM

Depart from Intercontinental 17:15 PM

Arrive at WMO 17:20 PM

Evening Second Trip

Depart from WMO at 17:25 PM

Arrive at intercontinental 17:30 PM

2.2 Thursday 25 February Evening

Coming for Dinner

First Trip

Depart from WMO at 18:45 PM

Arrive at Intercontinental 18:50 PM

Depart from Intercontinental 18:55 PM

Arrive at WMO 19:00 PM

Second Trip

Depart from WMO at 19:05 PM

Arrive at intercontinental 19:10 PM

Depart from Intercontinental at 19:15 PM

Arrive at WMO 19:20

Leaving from Dinner

First Trip

Depart from WMO at 21:30 PM

Arrive at Intercontinental 21:35 PM

Depart from Intercontinental 21:40 PM

Arrive at WMO 21:45 PM

Evening Second Trip

Depart from WMO at 21:50 PM

Arrive at intercontinental 21:55 PM

NOTE: Members are advised to book taxis from the Intercontinental to the airport to best suit their flight schedule. For those flying out immediately after the meeting we can make the bookings through the reception desk.

3.0 Working Arrangement

3.1 Thursday and Friday:

The venue of the meeting will be at the WMO Headquarters in the Press Room. The meeting will start at 09:30 AM and the working arrangement will be as follows:

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| First break | 10:45 – 11:15 |
| Lunch | 12:30 – 14:00 |
| Second break | 15:15 – 15:45 |
| Closing time | 17:00 |