

**JOINT WMO-IOC TECHNICAL COMMISSION
FOR OCEANOGRAPHY AND MARINE
METEOROLOGY (JCOMM)**

JCOMM-III/INF. 1

WMO Secretary-General
and UNESCO/IOC
Executive Secretary

Submitted by:

Date:

17.VII.2009

Original Language:

French

THIRD SESSION

Marrakech, Morocco,
4 to 11 November 2009

MATERIAL ARRANGEMENTS FOR THE SESSION

Venue

1. At the kind invitation of the Government of the Kingdom of Morocco, the third session of the Joint WMO-IOC Technical Commission for Oceanography and Marine Meteorology (JCOMM-III) will be held in Marrakech, Morocco, from 4 to 11 November 2009. The opening ceremony will take place at 10 a.m. on 4 November 2009 at the Hotel Atlas Asni in Marrakech.
2. The main conference room will be equipped for simultaneous interpretation. Other rooms not equipped for simultaneous interpretation will also be available.
3. A Registration, Information and Documents Desk will be established in the hotel close to the meeting rooms and will be responsible for the registration of participants, distribution of documents and provision of general information at the request of participants.

Registration of participants

4. Registration of the participants in the third session of JCOMM will take place at the Registration and Information Desk located in the hotel on Wednesday, 4 November 2009 from 8 a.m. to 10 a.m. and will continue throughout the session. Participants will receive identification cards at the time of registration.

Credentials

5. By agreement between WMO and UNESCO/IOC, the third session of JCOMM is being conducted in accordance with WMO Regulations regarding sessions of technical commissions. Pursuant to Regulation 20 of the WMO General Regulations, prior to a session of a constituent body other than the Executive Council, each WMO Member/Member State of UNESCO/IOC should, if possible, communicate to the Secretary-General of WMO and/or the Executive Secretary of UNESCO/IOC, the names of the persons composing its delegation to that body, indicating which of these shall be regarded as its principal delegate. Besides this communication, a letter giving these particulars and otherwise conforming with the relevant provisions of the WMO Convention and of the WMO General Regulations and signed by, or on behalf of, an appropriate governmental authority of the Member/Member State shall be sent to the Secretary-General of WMO and/or the Executive Secretary of UNESCO/IOC, or handed to his representative at the session and shall be regarded as appropriate credentials for the participation of the individuals named therein in all activities of the constituent body.

List of participants

6. A provisional list of participants will be distributed shortly after the beginning of the session. This list will be revised as soon as all participants have registered, and a new list will be distributed, if necessary.

Submission of documents

7. Delegations wishing to submit documents before the session are invited to send them to the WMO and/or UNESCO/IOC Secretariats, as soon as possible, but not later than sixty days before the opening of the session, according to the provisions of Regulation 189(b) of the WMO General Regulations to allow time for translation and reproduction. According to Regulation 188 of the WMO General Regulations, session documents should be distributed as soon as possible and preferably not later than forty-five days before the opening of the session. Any document presented by a delegation should be submitted in the name of the Member of WMO or Member State of UNESCO/IOC and not by an individual person. For documents that contain extensive appendices or graphics, photographs, tables, etc., it would be preferable for a sufficient number of copies to be sent, so as to speed up reproduction efforts.

Working languages

8. Simultaneous interpretation in English, Arabic, Chinese, Spanish, French and Russian will be provided at plenary meetings. In this connection, it is to be noted that only one team of interpreters will be available.

Numbering of documents

9. All documents, working papers and PINKs will receive a common, consistent numbering in the top right-hand corner of the front page, and on the header of all subsequent pages; this numbering will allow delegates to easily track a document through its various stages.

Categories and languages of documents

10. Following the practice of previous sessions of the Commission, the documents for the third session of JCOMM will be issued in English, Arabic, Chinese, Spanish, French and Russian except for those mentioned under (d) below:

- (a) Main supporting papers to the agenda items, which will be listed as JCOMM-III/Doc....;
- (b) Working papers emanating from the Plenary meetings. These will be listed as JCOMM-III/WP.... They will contain changes from previous versions of texts in "track changes" format;
- (c) Reports submitted to Plenary by the chairmen or by the president of the session. These will be listed as JCOMM-III/PINK....;
- (d) Information papers containing items of general information to delegates attending the session. These will be listed as JCOMM-III/INF... and will be distributed in English and French only;
- (e) Texts and resolutions contained in documents and Working Papers may be approved by Plenary at any time, provided no substantive changes are made. In this case, the documents are listed as APP_Doc or APP_WP, respectively, and the front page should be green.

Distribution of documents

11. As was the case for the sixtieth session of the WMO Executive Council, all pre-session documents are to be distributed to WMO Members and Member States of UNESCO/IOC primarily in electronic form. As WMO Members, Member States of UNESCO/IOC and Commission members were informed by mail, the documents issued before the session are also available on the WMO ftp server and can be downloaded at <ftp://ftp.www.wmo.int/Documents/SESSIONS/JCOMM-III>. In order to avoid wasting paper, which will also mean a reduction in the carbon balance, hard copies of the documents will be sent to participants only on request.

12. Electronic versions of all of the documents emanating from the session will be posted on the WMO ftp server as they become available. Delegates are encouraged to use the electronic version of the documents. However, a limited number of paper copies will be available during the session. Each delegation will receive a single print version of each working document and each PINK in the required language. Additional copies may be obtained from the Information and Registration Desk. Nevertheless, as supplies will be limited, some delay in their delivery can be expected.

Provisional abridged report

13. The provisional abridged report consists of the set of texts, resolutions and annexes approved by Plenary. Each delegation will receive a folder that is to be used to assemble the provisional report. An electronic version of the approved documents (i.e., APP_Doc., APP_WP or PINK – see paragraph 10 above) showing plenary amendments, in English only, will be posted on the above ftp server shortly after the session.

Entry requirements

14. Participants wishing to enter the Kingdom of Morocco should possess valid passports. Most visitors with confirmed round-trip tickets can stay for 15 days without visas, although this does not apply to certain nationalities. Visitors from countries that have no diplomatic relations or no special visa exemption with the Kingdom of Morocco should obtain an entry visa prior to their arrival. If, uncertain as to the entry requirements, please contact the Embassy of the Kingdom of Morocco or the consulate nearest you as early as possible.

15. For more information, please visit the Website of the Moroccan Ministry of Foreign Affairs at <http://www.maec.gov.ma>.

Currency

16. The currency unit of the Kingdom of Morocco is the dirham. Most businesses, tour operators, airlines and hotels accept major credit cards and traveller's cheques. Banking hours are generally from 8 a.m. to 3 p.m. on weekdays and from 8 a.m. to 12 noon on Saturday; all the banks are closed on Sunday.

The average exchange rate in April 2009 was as follows:

1 Euro = 10.98 dirhams
1 US\$ = 8.45 dirhams

Health requirements/Medical Services

17. Up to date information on international travel and health is provided by the World Health Organization (WHO) at the following Website: <http://www.who.int/ith/countries/listc/en/> (Countries). Alternatively, you can also find information at the Website <http://www.who.int/countries/mar/en>.

18. Medical services are of a high standard and most international prescription drugs are readily available through retail pharmacies. It is suggested that you take out personal medical insurance for the duration of the trip.

Electricity and mobile phone connections

19. City and town power systems are generally 220 volts and 50 Hz. However, an adaptor may also be necessary.

20. Mobile telephones with GSM configurations are available. For more details, please visit the Websites of the Moroccan mobile carriers, such as <http://www.iam.ma>, <http://www.meditel.ma>, or <http://www.wana.ma>, or contact your local service operator.

Hotel reservation

21. Participants are responsible for their own hotel reservations. The Moroccan Meteorological Service has reserved accommodation at the Hotel Atlas Asni in Marrakech, the conference venue, at preferential rates, as well as accommodation at the Hotel Atlas Medina and Hotel Kenzi Farah located nearby.

22. To this end, participants are strongly encouraged to make their hotel reservations through the AS Voyages Agency **before 15 September 2009**. They are advised to complete and send the attached Hotel Reservation Form provided in the Appendix (available in English only) to the AS Voyages Agency at their earliest convenience for that purpose. Reservations made beyond the above date will be subject to availability of rooms and the rates may differ.

23. List of hotels: Provided below, with the rates offered by the hotels.

A. Hotel ATLAS MEDINA 5 stars

The hotel is decorated entirely in the Moroccan style. The blend of Arab-Moroccan architecture with the charm of the 1930s creates a special ambience that has inspired a number of well-known artists from all over Europe. The air-conditioned building has 225 rooms and 11 suites. It has a lobby with a reception desk that is open 24 hours a day, a safe, a bureau de change, a cloakroom and an elevator. The hotel also has a restaurant, bars, cafés, shops, a hair salon, Internet/WiFi access, meeting rooms, room service and laundry service, as well as parking.

The hotel is located on one of the most beautiful streets of Marrakech. It is surrounded by extensive gardens where you can enjoy a unique setting.

Bed and breakfast

Single room rate	MAD 920.00
Double room rate	MAD 1 245.00

Half board rate

Single room rate	MAD 1 098.00
Double room rate	MAD 1 560.00

B. Hotel ATLAS ASNI 4 stars (site of the JCOMM-III session)

Situated in the midst of greenery with gardens and palm trees, the Hotel Atlas Asni offers everyone visiting the Ochre City of Morocco a pleasant stay full of sunshine, comfort and relaxation.

The hotel is located 10 minutes from Marrakech Ménara Airport and just a short walk from the medina and from the city's main tourist attractions.

Half board rate

Single room rate	MAD 800.00
Double room rate	MAD 1 050.00

C. Hotel KENZI FARAH 4 stars

The Kenzi Farah Hotel was built in 1980. The building is a blend of traditional and modern architecture surrounded by a large, lush garden. It is a nice hotel that offers a range of services and atmosphere.

Close to the Koutoubia Mosque and Djemaa El Fnaa Square, the Hotel **Kenzi Farah** is located in the centre of the Hivernage residential neighbourhood.

Half board rate

Single room rate	MAD 800.00
Double room rate	MAD 1 100.00

D. Hotel GOLDEN TULIP FARAH 4 stars

Half board rate

Single room rate	MAD 780.00
Double room rate	MAD 1 000.00

E. Hotel EL ANDALOUS 4 stars

Half board rate

Single room rate	MAD 780.00
Double room rate	MAD 1 000.00

F. Contact

For further information about availability and for reservations, please contact the following AS Voyages Agency staff member:

AS Voyages	Mr Adil BAHMANE
Tel:	+212 524 30 29 05 - + 212 524 30 29 25
Fax:	+212 524 30 29 38
Mobile telephone:	+212 661 34 16 68
E-mail:	asvoyages@menara.ma

**A minimum deposit of one night's accommodation or a credit card number to guarantee the first night is all that is required to ensure that your accommodation is reserved.
Please book before 15 September 2009.
(see Appendix for payment instructions)**

Complimentary airport transfers

24. The Moroccan Meteorological Service has arranged airport shuttle service to and from the three hotels indicated under A, B and C above (based on the schedules provided by the participants to the Local Organizing Committee).

25. To this end, please complete the information on the hotel reservation form requiring details of your flight arrival or, if these are not yet known when booking your accommodation, transmit them as soon as possible using the same form.

Local climate

26. Marrakech, the "Pearl of the South" is located at 31°37' north and 8°02' west, at an altitude of 463.5 metres above sea level. This continental region is bordered by the High Atlas mountain range to the south and the Gueliz Hills to the north. The proximity of hilly formations causes thunderstorm activity throughout the entire year in the region and in particular during the summer-autumn transitional period.

27. The winds are generally light and from the west. The Sirocco, which is a hot and dry southerly wind, is characterized by a sudden rise in air temperature and a drop in humidity to below 10 per cent. It blows frequently during the summer season (June, July and August) and occurs on average 50 days in a year.

28. Climate data for the month of November in Marrakech are listed below:

	November		
Feature	First 10-day period	Second 10-day period	Third 10-day period
Maximum temperature	24.47	22.61	21.17
Minimum temperature	12.2	10.12	8.67
Maximum humidity	83.58	85.53	85.48
Minimum humidity	35.43	35.08	36.82
Maximum wind speed	8	6.85	6.52

29. You can obtain information on meteorological forecasts in French on the official Website of the Moroccan Meteorological Service (www.marocmeteo.ma).

Internet facilities

30. Provision has been made in the main conference room for wireless Internet connection. Internet connections will be also available in the hotel and an Internet corner with wired Internet will be arranged.

Information and contact details of the Local Organizing Committee

31. For any further local information, please contact the Local Organizing Committee as per the address details below:

DMN CASABLANCA
 DMN Secretariat
 Tel.: +212 522 913803
 Fax: +212 522 913797
 National Meteorological Administration
 E-mail: dmnsee@yahoo.fr
 Morocco

Hotel Reservation Form

JCOMM-III Session / Session CMOM-III
(Marrakech, Morocco, 4 to 11 November 2009)

Please complete and return this form, along with your payment, to:
 AS VOYAGES
 26 Avenue Allal El Fassi APT 16, Ménara 40070 Marrakech – Morocco
 Telephone +212524 302905, Fax +212 524302938, E-mail: asvoyages@menara.ma

Section 1: Identification: Delegate

Title (Dr/Prof/Mr/Ms/Mrs/Miss/Other):	Name & Surname:
Representing Country/Organization:	
Position:	
Postal address:	
Postcode:	Country:
Phone (work): ()	Phone (home): ()
Fax:	Mobile:
E-mail:	

Section 2: Conference Attendance

Please indicate which conference you will be attending:

- ☐ JCOMM / CMOM 4–11 November 2009

Section 3: Accommodation

Please reserve the following accommodation for me: (Price includes breakfast and VAT per day per type of rooms)

Hotel choice	Hotel-please mark	Rate per room per night		Room type-please mark	Check-in date	Check-out date

Section 4: Dietary Requirements / Special Requests

Please indicate if you have any specific dietary requirements or requests

- ☐ Kosher (Beth Din)
☐ Halaal
☐ Vegetarian
☐ Hearing Impaired
☐ Visually Impaired
☐ Physical disability (please specify)_____

Method of Payment

Please indicate below your selected method of payment. It is important to indicate the delegate's name on bank transfers and drafts to facilitate processing the registration. Bank charges are for the delegate's own account, please ensure you transfer sufficient funds.

☐ **Direct bank transfers** I have requested my bank to make an electronic transfer and will to AS Voyages, Banque Populaire Agence Daouidate Marrakech Account number 145450212115492134000145 swift code : BCPOMAMC, please send a copy of the documents to us +212524302938

☐ **Credit card** I authorize you to debit my credit card with the amount below

Please fill in the requested information as guarantee for your hotel reservation:

Amount	Date	transfer	sent	□□/□□	Ref.	No.
.....						
Credit Card Details						
Cardholder's name _____ ☐ Visa ☐ Mastercard ☐ Amex ☐ Diners						
Card number □□□□□□□□□□□□□□□□				Expiry date M M / Y Y		
Signature _____						