

Our Ref.: 2010631/GEO/INV/14thUIC

GEO User Interface Committee

Geneva, 2 February 2010

Dear member of the User Interface Committee,

On behalf of the European Centre for Medium-Range Weather Forecasts (ECWMF), it is our pleasure to invite you to participate in the 14th meeting of the User Interface Committee. The meeting is scheduled to take place at ECWMF in Reading, UK, from 2 to 4 March 2010, starting from 13:30 on 2 March, ending at 12:30 on 4 March.

The objectives of this meeting is to prepare for the upcoming Ministerial Summit in Beijing, and to ensure the implementation of the UIC Activity Plan, in particular in supporting the progress of User Tasks and the development of Community of Practices.

All Tasks in the User Engagement transverse area are welcome to join the meeting and to present their progress to the UIC. As there would be time for discussion after each presentation, Task leads are kindly asked to update their Task sheets and send them to the GEO Secretariat, if they have not done so yet, to allow sufficient time for discussion. Community of Practices are also welcome to present any updates after GEO Plenary VI, and discussion for further development.

With regard to the lodging and transportation please refer to the ECWMF website:
<http://www.ecmwf.int/about/location/>

Rooms in the IBIS and NOVOTEL hotels have been block-booked from Tuesday 2nd of March for 2 nights. Guests should contact the Reservations Department of either hotel directly, quoting ref. ECMWF UIC Meeting. Deadline for both hotels is 15 February. Detailed booking information is attached to this letter.

Please confirm your participation to the GEO Secretariat: (Email: secretariat@geosec.org, Tel: +41 22 730 8505, Fax: +41 22 730 8520) by 15 February. If you have any questions or require additional information please do not hesitate to contact the GEO Secretariat, or Manfred Kloppel of ECWMF (Email: M.Kloppel@ecmwf.int, Tel: +44-118-949 9101, Fax: +44-118-986 9450).

Yours sincerely,


José Achache
Secretariat Director