

CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY

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In Reply Please Refer To: PR/WMO-1/9093
CMO-1

Bridgetown, January 26th 2016

**Subject: Eighth Meeting of the Virtual Laboratory Management Group (VLMG-8),
Bridgetown, Barbados 9-13 May 2016.**

Dear

At the kind invitation of Caribbean Meteorological Organization (CMO) and Caribbean Institute for Meteorology and Hydrology (Barbados), and on behalf of the World Meteorological Organization (WMO), we are pleased to invite you to participate or nominate a representative to attend the eighth meeting of the WMO/CGMS Virtual Laboratory (VLab) for Education and Training in Satellite Meteorology Management Group (VLMG-8) to be held at the Caribbean Institute for Meteorology and Hydrology (CIMH) in Bridgetown, Barbados, from 9-13 May 2016.

The VLMG-8 meeting offers a critical opportunity for all VLab partners to assess achievements, exchange experiences, address challenges, and take decisions that will shape the VLab's future, in line with the new VLab Strategy 2015-2019. Active participation by all partners in the VLab Management Group (VLMG) is essential, and we therefore strongly encourage all CoEs and sponsoring Satellite Operators to attend VLMG-8.

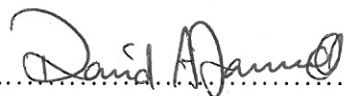
It is imperative that the representative chosen to attend this meeting is well involved with VLab activities and has authority to make decisions regarding the use of the VLab within the Centre of Excellence and/or Satellite Operator. This is a requirement for VLMG member nomination (see Annex I and II for description of VLab Expectations from Centres of Excellence and Satellite Operators) and insures that important decisions can be taken during the meeting and follow up afterwards.

You will find enclosed a provisional agenda (Annex III) for the meeting.

All working documents and logistic information will be shared in the meeting website as they become available. The VLMG-8 meeting website can be consulted at <http://training.eumetsat.int/course/view.php?id=251>

We would be pleased to receive confirmation of your participation in the VLMG-8 meeting by returning the attached registration form (Annex IV) no later than 30 March 2016. Replies should be sent by e-mail to the VLab Technical Support Officer Luciane Veeck at luveeck@googlemail.com

Yours faithfully



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David A. Farrell PhD., P.G.

Principal

Caribbean Institute for Meteorology and Hydrology (CIMH)

Virtual Laboratory Centre of Excellence Barbados

DAF/sm

Enc.

cc. Tyrone W. Sutherland

Permanent Representative of the British Caribbean Territories with WMO

Caribbean Meteorological Organization (CMO)