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ESCAP/WMO TYPHOON COMMITTEE 14th Integrated Workshop

“The Smart Service for Typhoon Related Disaster Risk Reduction”

04-07 November 2019
Guam, USA

To: Directors of National Meteorological and Hydrological Services and National Disaster Risk Management Agencies of Typhoon Committee Members

Dear Sir/Madam,

The ESCAP/WMO Typhoon Committee (TC) at its 51st Session decided to convene the 14th Integrated Workshop (14th IWS) in 2019. With the kind offer of the National Weather Service, Pacific Region – National Oceanic and Atmospheric Administration (NWS/NOAA) and based on the hosting mechanism for Integrated Workshop, the 14th IWS will be held in Outrigger Guam Beach Resort, Tumor, Guam, from 04 to 07 November 2019. Following the consultation with the Advisory Working Group (AWG) and the TC Chairs, it was decided to adopt **“The Smart Service for Typhoon Related Disaster Risk Reduction”** as the theme of the 14th IWS.

IWS is an annual event for TC Members to review TC activities and work progress through the Advisory Working Group (AWG) and the three TC Working Groups (WGs) on Meteorology, Hydrology and Disaster Risk Reduction (DRR), and to make work-plans for the coming year. As well the new Strategic Plan for 2017-2021 updates will be discussed between WGs.

Expert speakers will be invited to present keynote lectures on the first day of the 14th IWS. Your consideration of nominating expert speakers for this theme, and other topics to be proposed by the Working Groups, will be much appreciated. List of speakers will be provided in the updated tentative programme in due course.

In this connection, I would like to invite your nomination of AWG members and focal points/representatives of WGs to attend the captioned event. Participants from Members are required to attend the Workshop from 04 – 07 November 2019 while AWG members only would also be expected to attend a pre-event AWG meeting on 03 November. TC will consider providing funding support through the Typhoon Committee Trust Fund (TCTF) for the attendance of participants (**1 participant from each Member at each Working Group**) who are actively involved in the work of AWG, the three WGs passages to and from Guam, USA (air passages travelling on economy class and the most direct route) and daily subsistence allowances (DSA) for the period of their stay for attending the Workshop.

Considering the funding constraints, Members are encouraged to make arrangement for own funding for the nominated participants. Based on the information on the hotel rates provided by NWS/NOAA, the DSA amount will be fixed at **US\$250** per day for the supported participants. Members may also wish to sponsor the attendance of additional participants through their own funding.



In addition, the Han River Flood Control Office, Ministry of Environment of the Republic of Korea (HRFCO) generously providing funding to support additional 2 hydrologists: 1 hydrologist from Lao PDR and 1 from the Philippines. Those participants are required to check the Nomination Form and contact directly the HRFCO for funding purposes.

The Attendance Form should be completed online at: <https://form.iotform.co/DanNevels/TyphoonCommitteeAttendance>. In case of Online Registration cannot be processed, participants should complete the **Attendance Form** (Appendix A), and return it to the Local Organizing Committee by email or fax, with CC to TCS (info@typhooncommittee.org/denise@typhooncommittee.org)

The online registration and the nomination form should be completed and returned to TCS (+853 88010530 or E-mail: info@typhooncommittee.org), on or before **04 October 2019**. Please also kindly indicate in the Nomination Form, each nominated participant whether funding support by **TCTF is required and duly signed and stamped by your government official** as well to fill the Annex III requesting TCTF financial support.

An outline of the *Information Note for Participants, Nomination Form, TCTF Form and Tentative Programme* are attached in **Annex I, II, III and IV**, respectively for your reference. Further information and documents in relation to the 14th IWS will soon be made available at the TC website (<http://www.typhooncommittee.org/14IWS/index14IWS.html>). Should there be any questions related to the organization of the 14th IWS, please contact Ms. Denise Lau (denise@typhooncommittee.org/info@typhooncommittee.org) or the Local Organizing Committee of USA (Ms. Jessica Pangelinan, jessica.pangelinan@noaa.gov)

As a reminder, Members Annual Reports will also be presented in the 14th IWS.

Your early response and nomination are highly appreciated.

Yours sincerely,

Yu Jixin
Secretary of Typhoon Committee

Encl: Annexes I to IV

Cc: Mr. Yu Yong, Chairperson of Typhoon Committee
Mr. C.M. Chung, Vice-Chairperson of TC
Mr. Raymond Tanabe, Chair of AWG
AWG members
Mr. Sanjay Kumar Srivastava, DRR Section ICT and DRR Division of ESCAP
Mr. Taoyong Peng, Chief of WMO Tropical Cyclone Programme