

INVITATION LETTER

ESCAP/WMO Typhoon Committee 18TH INTEGRATED WORKSHOP / 4TH TRCG FORUM

" Early Warnings for All Through Enhancement of
Typhoon Standard Operating Procedures (SOP) "
&
" Towards a Typhoon Resilient Society "

28 November – 01 December 2023
ESCAP - UN Conference Center, Bangkok, Thailand

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 55th Session decided to convene the 18th Integrated Workshop (18th IWS) in conjunction with the 4th Training and Research Coordination Group (TRCG) Forum in 2023. According to the approved mechanism and updated list of annual sessions and, the 18th IWS/4th TRCG Forum will be hosted by the Typhoon Committee Secretariat (TCS) and United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) and is scheduled to be held at the United Nations Conference Centre (UNCC), United Nations Building, Bangkok, Thailand from 28 November to 01 December 2023. The theme chosen for the 18th IWS is "**Early Warnings for All Through Enhancement of Typhoon Standard Operating Procedures (SOP).**"

The IWS serves as an annual event for members of the Typhoon Committee to review the progress and activities of the TC. This review is conducted through the participation of the Advisory Working Group (AWG) and the three TC Working Groups (WGs) on Meteorology, Hydrology, Disaster Risk Reduction, and the TRCG. The purpose of the IWS is to assess the work done in the past year and develop work plans for the upcoming year.

On the other hand, the TRCG members typically gather every four years to formulate training and research plans for the next four-year cycle. Alongside the TRCG meeting, a technical forum is organized, which serves as a platform for international experts to present specialized topics of research interest and potential operational applications related to tropical cyclone monitoring, forecasting and warning. The objective of the forum is to identify research priorities and facilitate the exchange of knowledge and technology among TC members. The main theme of the 4th TRCG Forum is "**Towards a Typhoon Resilient Society.**"

In this connection, I would like to extend an invitation for your nominations of AWG members and focal points/representatives of the WGs to attend the captioned event. The TC is providing funding support through the Typhoon Committee Trust Fund (TCTF) for the attendance of participants who have an **active involvement in the work of AWG, the WGs, and TRCG.** The funding support will cover the expenses for air travel to and from Bangkok, Thailand, with **economy class tickets booked on the most direct route.** Additionally, daily subsistence allowances (DSA) will be provided to cover the participants' expenses during their stay for the duration of the workshop.

To clarify the process for air travel arrangements, participants are **REQUIRED** to first send a quotation for the air ticket to the TCS at info@typhooncommittee.org / lisa@typhooncommittee.org. Once the quotation has been reviewed and approved by TCS, participants may proceed with purchasing their air tickets. It is essential to follow this procedure to ensure that the air travel expenses are properly reviewed and approved by the TCS before making any purchases.

Each TC Member is entitled to nominate **1 (one) participant** from each Working Group. We kindly request that the nominated individuals possess a **strong engagement in the activities of AWG, the WGs, and TRCG.**

Regarding the daily subsistence allowances (DSA) for supported participants, a fixed DSA amount of **US\$130 (up to 4 days)** will be provided to supported participants to assist with their daily expenses during the event. This DSA amount is based on the information on hotel rates provided by ESCAP.

For reimbursement purposes, supported participants will receive communication from the TCS at a later stage. The TCS will provide further instructions and guidelines regarding the reimbursement process to ensure that participants are properly reimbursed for eligible expenses incurred during their attendance at the event.

Considering the funding constraints, Members are encouraged to make arrangements for the funding of their nominated participants and to explore options for securing funding from their respective sources. Members may also wish to sponsor the attendance of additional participants through their own funding.

Participants are requested to complete the registration process using the online registration available at the provided link: <https://indico.un.org/event/1007038/>. This online registration platform should be utilized whenever possible. However, if there are any issues or difficulties with the online registration process, participants can alternatively complete the **Attendance Form** (Annex II) and submit it to the Local Organizing Committee via email at info@typhooncommittee.org / denise@typhooncommittee.org or through fax at +853 88010530.

It is important to note that the deadline for both online registration and submission of the nomination form is **06 November 2023**. Please ensure that all required information is provided accurately. Additionally, if funding support from the TCTF is required for any nominated participant, kindly indicate this in the **Nomination Form** (Annex III). The Nomination Form should be **duly signed and stamped by a government official from your respective government**.

Further information and documents in relation to the 18th IWS/4th TRCG Forum will soon be made available at the TC website (<http://www.typhooncommittee.org/18IWS/index18IWS.html>). Should there be any questions related to the organization of the 18th IWS/4th TRCG Forum, please contact Ms. Denise Lau (denise@typhooncommittee.org / info@typhooncommittee.org).

As a reminder, Members' Annual Reports will also be presented in the 18th IWS.

Your early response and nomination are highly appreciated.

Yours sincerely,



Duan Yihong
Secretary of the Typhoon Committee

Encl: Annexes I to IV

Cc: Mr. LEONG Weng Kun, Chairperson of Typhoon Committee
Mr. Muhammad Helmi Abdullah, Vice-Chairperson of TC
Mr. T.C. Lee, Chairperson of AWG
AWG members of TC