

Typhoon Committee  
Forty-fifth Session  
29 January -01 February 2013  
Hong Kong, China

REVISION OF THE BASIC DOCUMENTS OF TYPHOON COMMITTEE  
RULES OF PROCEDURE AND TERMS OF REFERENCE  
(Item 10 of Provisional Agenda – Effective Governance)

(Submitted by AWG and TCS)

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**ACTION REQUIRED:**

The Committee is invited to:

- (a) Discuss the revised the Rules of Procedure of TC; Terms of Reference (ToR) of TC, Chair and Vice-Chair of TC, TCS, Secretary of TC, WGM, WGH, WGDRR, TRCG, AWG, Chairs of WGs
  - (b) Approve the revised documents
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**Appendixes:**

- I - Statute of Typhoon Committee
- II - Rules of Procedure of Typhoon Committee (Reviewed)
- III - Terms of Reference of Typhoon Committee (Reviewed)
- IV - Terms of Reference of Chair of Typhoon Committee (Reviewed)
- V - Terms of Reference of Vice Chair of Typhoon Committee (Reviewed)
- VI - Terms of Reference of TCS (Reviewed)
- VII - Terms of Reference of the Secretary of Typhoon Committee (Reviewed)
- VIII - Terms of Reference of WGM (Reviewed)
- IX - Terms of Reference of WGH (Reviewed)
- X - Terms of Reference of the WGDRR (Reviewed)
- XI - Terms of Reference of TRCG (Reviewed)
- XII - Terms of Reference AWG (Reviewed)

XIII - Terms of Reference of the Chairs of WGM, WGH, WGDRR, TRCG and **AWG**  
(Reviewed)

## 1- Background Information

The Committee, at its 44th Session requested the “AWG to review the governance of the Committee, with the assistance of TCS, and submit a report to the 45th session with a view to achieving the Committee’s objectives in a more efficient and effective manner” (Paragraph 131 of the Report of the 44th Session, Hangzhou, China, 06-11 February 2012). The Committee also “noted there was a need to further review the existing legal documents of the Typhoon Committee” (Paragraph 187 of the Report of the 44th Session). Based on this recommendation the AWG met at the headquarters of Korea Meteorological Administration (KMA), under the chairmanship of Dr Lee Woo Jin on behalf of the Chairman of the AWG, Mr Cho SeokJoon, Administrator of KMA. The meeting was attended by AWG members or their representatives, representatives of Typhoon Committee Chairperson, ESCAP, WMO and TC Secretariat (TCS); Vice-chairperson of TC and staff from KMA and NDMI. Later on the Members were also asked to give their opinion about the proposed changes (letter TCS/214-2012 – 13 August, with the Summary Report of the Seoul AWG meeting).

The discussions held in Seoul were supplemented by intense exchange of email messages between TCS and the AWG and a further meeting was agreed to be held during the 7<sup>th</sup> TC Integrated Workshop, in Nanjing, China, on 26-30 November 2012, in which the TCS has made known the comments and suggestions from some Members, namely Thailand, Singapore and USA, specially regarding the appointment of the Chairpersons of the Typhoon Committee and AWG.

## I

### STATUTE OF THE TYPHOON COMMITTEE

#### **Establishment**

##### Article 1.

The Typhoon Committee (hereinafter referred to as the Committee) is established by the Government of regional ECAFE member countries affected by typhoons (hereinafter referred to as the participating Governments) under the auspices of the United Nations Economic Commission for Asia and Far East (hereinafter referred to as the Commission) in cooperation with the World Meteorological Organization with a view to promoting and co-ordinating efforts to minimize typhoon damages in the ECAFE region.

#### **Membership, Composition and Organization**

##### Article 2.

The Committee shall be composed of a representative from each of the participating Governments desiring to participate in co-operative efforts to minimize typhoon damage in the ECAFE region. The Executive Secretary of ECAFE and the Secretary-General of WMO or their representatives shall be ex-officio members of the Committee.

##### Article 3.

The Committee shall have a technical secretary and a secretariat which will serve as its executive body. The functions and duties of the Typhoon Committee Secretariat shall be determined by the Committee.

##### Article 4.

The Committee shall be assisted, when necessary, by an Advisory Group consisting of qualified experts from within and outside the region.

#### **Cooperation with the Secretariats of the Commission (ECAFE) and the World Meteorological Organization (WMO)**

##### Article 5.

The Secretariat of the Commission and the Secretariat of the World Meteorological Organization shall cooperate with the Committee in the performance of the latter's functions.

#### **Functions**

##### Article 6.

The functions of the Committee are to promote and to coordinate the planning and implementation of measures required for minimizing typhoon damage in the ECAFE region. It shall, to this end:

- a) Review regularly the progress made in the various fields of typhoon damage prevention;

b) Recommend to the participating Governments concerned plans and measures for the improvement of meteorological and hydrological facilities needed for typhoon damage prevention;

c) Recommend to the participating Governments concerned plans and measures for the improvement of community preparedness and disaster prevention;

d) Promote the establishment of programs and facilities for training personnel from countries of the region in typhoon forecasting and warning, hydrology and flood control within the region and arrange for training outside the region, as necessary;

e) Promote, prepare and submit to participating Governments and other interested organizations plans for coordination of research programmes and activities concerning typhoons;

f) Consider, upon request, possible sources of financial and technical support for such plans and programmes;

g) Prepare and submit, at the request and on behalf of the participating Governments, request for technical, financial and other assistance offered under the United Nations Development Programme and by other organizations and contributors.

In carrying out these functions, the Committee will ensure that the plans adopted by the appropriate bodies of WMO including the implementation programme established by WMO as part of the World Weather Watch Plan, are fully respected at all times.

#### **General Provisions**

##### Article 7.

The Committee shall adopt its own rules of procedure.

##### Article 8.

The Committee shall not take action in respect of any country without the agreement of the Government of that country.

##### Article 9.

The Committee shall have authority, subject to established United Nations procedures and practice, to invite representatives of Governments, the United Nations specialized agencies, other United Nations bodies and recognized governmental and non-governmental organizations to attend specific meetings of the Committee in the capacity of observers or in a consultative capacity.

##### Article 10.

The Committee shall submit annual reports to participating Governments, the Commission and the World Meteorological Organization. Such reports, or summaries thereof, may be made available to other Governments, the United Nations specialized agencies, other United Nations bodies and recognized governmental and non-governmental organizations on the recommendation of the Committee.

Article 11.

Amendments to the present statute which may be proposed by any participating Government shall be examined by the Committee and shall take effect when approved by all participating Governments.

II

**RULES OF PROCEDURE OF THE TYPHOON COMMITTEE**

**RULE 1**

The Committee shall hold at least one session annually. The venues and dates of its sessions shall be decided by the Committee.

**RULE 2**

Notice to convene each session of the Committee, with copies of the provisional agenda shall be issued to the Governments of Members by the Typhoon Committee Secretary in consultation with ESCAP, WMO, TC Chair and AWG, at least three months before the commencement of the session.

**Rule 2A**

In response to the invitation letters to attend the session, the Governments of Members shall be requested and required to: (a) nominate the head of the delegation, and (b) **provide credential letters for delegates attending the session who are authorized to vote on behalf of the Members.**

**Rule 2B**

The Committee shall establish a Credentials Committee immediately after the completion of the opening formalities and for the duration of the session. This committee shall examine the credentials of delegates and observers.

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**Rule 2C**

The Typhoon Committee Secretariat shall ensure that all the action-based working documents and related information papers from Working Groups and Members are made available for reference and posted on the TCS website at least one month before the commencement of the session.

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**RULE 3**

The Typhoon Committee Secretary and the TC Secretariat with guidance by the Chairperson of the Typhoon Committee shall, in consultation with the representatives of the Executive Secretary of ESCAP and Secretary-General of WMO, provide the necessary servicing of the Committee's meetings.

**RULE 4**

All meetings shall be held in private unless the Committee shall decide otherwise.

**RULE 5**

English shall be the working language of the Committee.

**RULE 6**

The Committee shall, at each Session, elect from its representatives a Chairperson and a Vice-Chairperson, who shall hold office until their successors are elected. They shall be eligible for re-election.

**RULE 7**

A simple majority of the government members of the Committee shall constitute a quorum.

**RULE 8**

Decisions of the Committee shall be made by a simple majority of the government members present and voting.

**RULE 9**

In the event of any matter arising which has not been foreseen by the present Rules, the pertinent rules of the United Nations Economic and Social Commission for Asia and the Pacific shall be applied.

**RULE 10**

In implementing Article 3 of the Statute of the Typhoon Committee, the Typhoon Committee shall review regularly the appointment of the TC Secretary and any issues related to TCS hosting arrangement.



### III

#### TERMS OF REFERENCE OF THE TYPHOON COMMITTEE

The Committee shall:

1. Serve as the assembly of all members and it is the supreme body of the TC;
2. Consider and approve its internal organization and regulations relating to its operation;
3. Elect Chairperson and Vice-Chairperson of the Committee.
4. Recommend to the participating Members plans and measures for improvements in minimizing typhoon damage.
5. Develop and approve the TC's draft Annual Operating Plan, programmes, activities and TCTF budget for implementation in the subsequent one-year period.
6. Coordinate resource mobilization activities and technical support for its plans and programmes.
7. Prepare and submit, at the request and on behalf of the participating Members, request for technical, financial, and other assistance offered under the United Nations Development Programme and by other organizations and contributors.
8. Review regularly the progress made in the various fields of typhoon damage prevention.
9. Establish WGM, WGH, WGDRR, TRCG or other ad-hoc panels and **approve** Chairpersons and Vice Chairpersons based on the proposals of the respective WGs/TRCG.
10. Establish AWG and appoint Chairperson and Vice Chairperson(s) taking into consideration recommendations from AWG and TC Chairperson.
11. Promote the establishment of programmes and facilities for training personnel from Members in typhoon forecasting and warning, hydrology and flood management within the region and arrange for training outside the region, as necessary.
12. Promote, prepare, and submit to participating Members and interested organizations plans for co-ordination of research programmes and activities concerning typhoons.
13. Determine the location of TCS and establish an agreement with the host Member.
14. Appoint the TC Secretary.
15. To promote international cooperation in the three components of Meteorology, Hydrology, and Disaster Risk Reduction. Training and Research are incorporated as part of each of these three.
16. Review and update the TC Strategic Plan.
17. Process and approve applications from potential candidates to become Members of TC.

In carrying out these functions, the Committee will ensure that alignment with relevant policies and strategies adopted by WMO are duly considered at all times.

## IV

### TERMS OF REFERENCE OF CHAIRPERSON OF THE TYPHOON COMMITTEE

The Chairperson shall:

1. Preside over the sessions of the Typhoon Committee.
2. Consider the Annual Operating Plan submitted by AWG and recommend approval, if appropriate, to the TC at its next meeting.
3. Provide guidance to TCS, if necessary, on implementation of the Annual Operating Plan, in consultation with the Vice-Chairperson and other guidance to the TCS as appropriate.
4. Direct the resource mobilization programme and accept grants on behalf of the Committee in consultation with TCS and parties concerned.
5. Carry out such specific duties as are prescribed by the decisions of the Typhoon Committee and by the ***Statute of the Typhoon Committee*** and ***Rules of Procedure of the Typhoon Committee***.
6. Decide on behalf of the Typhoon Committee, after consultation with the Vice Chairperson, TCS and concerned parties, in accordance with the ***Statute of the Typhoon Committee*** and ***Rules of Procedure of the Typhoon Committee***, on any recommendations, when the Chairperson considers that such actions, in the interest of the Committee, cannot be deferred until the next session of the Typhoon Committee.
7. Represent or appoint representative(s) on his/her behalf to represent the TC at external functions, pending on availability of resources and approval of the Typhoon Committee.
8. Decide the venue and time of meetings in consultation with the Secretariat, hosting Member and parties concerned.
9. Maintain files of his/her official correspondence as Chairperson of the Typhoon Committee and send copies of this correspondence to the Secretary of the Typhoon Committee.

**TERMS OF REFERENCE OF VICE-CHAIRPERSON OF THE TYPHOON COMMITTEE**

The Vice Chairperson shall:

1. Serve as the Acting Chairperson for a period not to exceeding the remainder of the term, with the same powers and duties as the Chairperson, if the Chairperson of the Typhoon Committee is not capable to carry out the functions of that office.
2. Assist the Chairperson in providing guidance to TCS, if necessary, on implementation of the TC Annual Operating Plan.
3. Perform other duties as directed by the Chairperson and the Typhoon Committee.

## VI

### **TERMS OF REFERENCE OF SECRETARIAT OF THE TYPHOON COMMITTEE**

The specific functions of the Secretariat shall be:

1. To serve as the administrative, documentary, and information centre of the Typhoon Committee.
2. To implement the TC decisions and coordinate and monitor the implementation of the TC Annual Operating Plan.
3. To maintain close contact with the Members by correspondence to support Members on all matters relating to implementation of recommended programmes.
4. To assist the Members in the preparation of applications for technical, financial, and other assistance for typhoon damage mitigation as directed by the Typhoon Committee Session or the Advisory Working Group.
5. To organize and perform secretarial duties at Sessions of the Typhoon Committee, the meetings of the Advisory Working Group, and the meetings of the designated working groups and TRCG, as fund permitted.
6. To manage the operation and promote the use of the TC website.
7. To enhance visibility of the Typhoon Committee in cooperation with Members.
8. To prepare the annotated provisional agenda of the Annual Sessions in consultation with parties concerned;
9. To undertake surveys, compile statistics, and prepare various reports and technical notes for circulation to Members as directed by the Typhoon Committee Session, the Chairperson, or the Advisory Working Group.
10. To prepare and distribute official publications of the Typhoon Committee, including Newsletters and reports of the Sessions and other meetings.
11. To maintain records of the Members' profiles.
12. To maintain files of correspondence of the Secretariat.
13. To establish and maintain a dialogue with the Government of the host Member of the Secretariat for compliance with the Agreement between the host and the Committee and, if necessary, establish talks aimed at the updating or renewal of the Agreement.

## VII

### TERMS OF REFERENCE OF THE SECRETARY OF THE TYPHOON COMMITTEE (TC)

In carrying out the duties specified in these Terms of Reference, the TC Secretary shall comply with any directives issued by the Typhoon Committee or guidance by the Chairperson of the Typhoon Committee. In addition to their duties under the *Statute of the Typhoon Committee* and *Rules of Procedure of the Typhoon Committee*, the Secretary shall:

1. Direct and supervise the tasks and duties of TCS.
2. Maintain and manage an adequate workforce in TCS for effective delivery of TCS output.
3. Promote participation of Members of TC in the implementation of programmes and activities.
4. Coordinate and link up with TC Chair, AWG, ESCAP, WMO, various key players and stakeholders within the Committee, as well as with collaborating partners and interested parties outside the Committee.
5. Liaise closely with the Governments of Members for effective organization of the session and attendance by high-level senior government officials.
6. Identify emerging issues, including severe typhoon events, and propose actions in consultation with Member(s) concerned and AWG, for timely attention by TC Chair.
7. Identify and liaise with potential sponsors for resource mobilization in support of TC initiatives.
8. In consultation with WMO, plan and manage the utilization of TCTF in support of TC programmes and activities.
9. In consultation with Members and AWG, plan and facilitate the nominations and selection of candidates for the annual presentation of Dr. Roman L. Kintanar Award for Typhoon-Related Disaster Mitigation.
10. Prepare and submit to the Session a report on actions and activities taken by TCS.

## VIII

### **TERMS OF REFERENCE OF THE WORKING GROUP ON METEOROLOGY (WGM)**

In order to coordinate efforts on the implementation of various activities under the Meteorological Component with the aim to better support the socio-economic development process in the Typhoon Committee Area and to help accomplish the meteorological related goals and objectives in the Strategic Plan, the Typhoon Committee has established the Working Group on Meteorology (WGM) with the following Terms of Reference and operational modalities.

#### **Terms of Reference**

The WGM will promote cooperation among the Members in the implementation of activities under the Meteorological Component of the Committee's Strategic Plan with the aim to support the socio-economic development process and enhance cooperation among the Members in all the three components. (Training and Research are incorporated as part of these three.) Towards this end, the WGM is expected to advise and assist the Committee in:

- Identifying priority issues and areas of cooperation in the Meteorological Component;
- Promoting and facilitating the exchange of experiences and knowledge on latest developments and techniques related to the above issues and areas;
- Coordinating and implement priority activities and programmes of the Committee aiming at strengthening capacity of the Members in meteorology;
- Mobilizing resources to carry out priority activities of the Committee related to the meteorological Component;
- Reporting overall progress in the implementation of the meteorology component of the Strategic Plan; and
- Recommending to the Committee priority areas, programmes and activities for cooperation in meteorological research by related experts of the Members.

#### **Membership**

The WGM shall be comprised as follows:

- The Chairperson and Vice-Chairperson(s);
- Focal point of Meteorological Component from each Member;

## Terms of Service

The Chairpersons and Vice-Chairpersons of the WGM shall be appointed for a term of service of two years and shall be eligible for re-appointment.

## ***Operation modalities***

In view of the limited financial resources of the TC Trust Fund, the WGM is expected to perform its work through email and other means. If possible even without financial support, the WGM members should attend the Integrated Workshop and the WGM meeting during the TC Session.

## ***Reporting requirements***

- WGM members should, non-periodically, report to the Chairperson and TCS their respective meteorological activities and progress in the implementation of the Strategic Plan during the inter-session period;
- The Chairperson of the WGM is required to submit an annual report on meteorological activities to implement Strategic Plan meteorology priority goals through the TCS to the TC Chairperson and the TC Members for their consideration under the framework of the Committee. This report will include recommendations related to priority activities to be undertaken in the coming years.

## IX

### **TERMS OF REFERENCE OF THE WORKING GROUP ON HYDROLOGY (WGH)**

In order to coordinate efforts on the implementation of various activities under the Hydrological Component with the aim to better support the socio-economic development process in the Typhoon Committee Area and to help accomplish the hydrological related goals and objectives in the Strategic Plan, the Typhoon Committee has established the Working Group on Hydrology (WGH) with the following Terms of Reference and operational modalities.

#### **Terms of Reference**

The WGH will promote cooperation among the Members in the implementation of activities under the Hydrological Component of the Committee's Strategic Plan with the aim to support the socio-economic development process and enhance cooperation among the Members in all three components. Towards this end, the WGH is expected to advise and assist the Committee in:

- Identifying priority issues and areas of cooperation in the Hydrological Component;
- Facilitating the exchange of experiences and knowledge on latest developments and techniques related to the above issues and areas;
- Undertaking priority activities and programmes of the Committee aiming at strengthening capacity of the Members in hydrology and water resources;
- Mobilizing resources to carry out priority activities of the Committee related to the Hydrological Component;
- Reporting overall progress in the implementation of the hydrological component of the Strategic Plan; and
- Recommending to the Committee priority areas, programmes and activities for cooperation in research by related experts of the Members.

#### **Membership**

The WGH will consist of the following members:

- The Chairperson and Vice-Chairperson(s);
- Focal point of Hydrological Component from each Member.

#### **Terms of Service**

**The Chairpersons and Vice-Chairpersons of the WGH shall be appointed for a term of service of two years and shall be eligible for re-appointment.**



**Operation modalities**

In view of the limited financial resources of the TC Trust Fund, the WGH is expected to communicate through email and other means which require no financial resources from the Trust Fund.

**Reporting requirements**

The Chairperson of the WGH is required to submit an annual report on hydrological activities to implement Strategic Plan hydrology priority goals through the TCS to the TC Chairperson and the TC Members for their consideration under the framework of the Committee. This report will include recommendations related to priority activities to be undertaken in the coming years.

## X

### **TERMS OF REFERENCE OF THE WORKING GROUP ON DISASTER RISK REDUCTION (WGDRR)**

In order to coordinate efforts on the implementation of various activities under the Disaster Risk Reduction Component to better support the socio-economic development process in the Typhoon Committee Area and to help accomplish the DRR related goals and objectives in the Strategic Plan, the Typhoon Committee has established the Working Group on Disaster Risk and Reduction (WGDRR) with the following Terms of Reference and operational modalities.

#### **Terms of Reference**

The WGDRR will promote cooperation among the Members in the implementation of activities under the Disaster Risk Reduction Component of the Committee's Strategic Plan with the aim to support the socio-economic development process and enhance cooperation among the Members in all three components. Towards this end, the WGDRR is expected to advise and assist the Committee in:

- Identifying priority issues and areas of cooperation in the Disaster Risk and Reduction Component;
- Promoting and facilitating the exchange of experiences and knowledge on latest developments and techniques related to the above issues and areas;
- Coordinating and implement priority activities and programmes of the Committee aiming at strengthening capacity of the Members in Disaster Risk and Reduction;
- Mobilizing resources to carry out priority activities of the Committee related to the Disaster Risk and Reduction Component;
- Promoting measures for more effective cooperation with other components of work of the Committee, including the development of a conceptual framework on multi-hazard early warning systems and public out-reach programmes;
- Reporting overall progress in the implementation of the DRR component of the Strategic Plan; and
- Recommending to the Committee priority areas, programmes and activities for cooperation in Disaster Risk and Reduction research by related experts of the Members.

#### **Membership**

**The WGDRR shall be comprised as follows:**

- The Chairperson and Vice-Chairperson(s);
- Focal point of Disaster Risk Reduction Component from each Member;

#### **Terms of Service**

The Chairpersons and Vice-Chairpersons of the WGDRR shall be appointed for a term of service of two years and shall be eligible for re-appointment.

**Operation modalities**

In view of the limited financial resources of the TC Trust Fund, the WGDRR is expected to perform its work through email and other means. If possible without financial support, the WG members should meet during the pre-session period before the TC Session.

**Reporting requirements**

The Chairperson of the WGDRR is required to submit an annual report on Disaster Risk Reduction activities to implement Strategic Plan DRR priority goals through the TCS to the TC Chairperson and the TC Members for their consideration under the framework of the Committee. This report will include recommendations related to priority activities to be undertaken in the coming years.

XI

**TERMS OF REFERENCE OF THE TRAINING AND RESEARCH COORDINATION GROUP (TRCG)**

In order to coordinate efforts on various areas of research on tropical cyclones and their impacts on the socio-economic development process in the Typhoon Committee Area, the Typhoon Committee has established the Training and Research Coordination Group (TRCG) with the following Terms of Reference and operational modalities.

**Terms of Reference**

The TRCG is to promote research and training activities on various aspects of tropical cyclones analysis, forecasting and assessment of tropical cyclones and their impacts on the socio-economic development process and encourage cooperation of efforts among the Members. Towards this end, the TRCG is expected to assist in:

- (a) Identifying scientific and technical problems in the analysis and forecasting of tropical cyclones and their impacts on water resources and measures for disaster prevention and preparedness;
- (b) Facilitating the exchange of experience and knowledge on the latest development and techniques related to the above problems;
- (c) Coordinating training and research programmes, including activities in support of cross-cutting initiatives and other collaboration programmes among Members such as twinning and mentoring arrangement, aiming at developing the capacity of Members;
- (d) Evaluating the effectiveness of training and research activities undertaken by TRCG, and providing support to other working groups in performing such evaluation; and
- (e) Recommending to the Committee priority areas and long-term plans for cooperation in research and training in support of the various Key Results Areas (KRAs) of the Committee's Strategic Plan.

**Membership**

**The TRCG shall be comprised as follows:**

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- The Chairperson and Vice-Chairperson(s);
- Focal point of Training and Research Component from each Member;

### Terms of Service

The Chairpersons and Vice-Chairpersons of the TRCG shall be appointed for a term of service of two years and shall be eligible for re-appointment.

### Operation modalities

In view of the limited financial resources of the TC Trust Fund, the TRCG is expected to communicate through email and other means which require no financial resources from the Trust Fund. All submission for consideration by TRCG will have to be made through the focal point of each Member or through the Chairpersons of the Working Groups established by the Committee. The TCS is requested to transmit all materials related to TRCG to the Working Group Chairpersons. If possible without financial support, the TRCG members should meet during the pre-session period before the TC Session.

### Reporting requirements

The Chairperson of the TRCG is required to submit an annual report on research and training activities to implement the Strategic Plan three components priority goals through the TCS to the TC Chairperson and the TC Members for their consideration under the framework of the Committee. This report will include recommendations related to priority activities to be undertaken in the coming years.

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### TERMS OF REFERENCE OF THE ADVISORY WORKING GROUP (AWG)

#### Guidance

In establishment of the Advisory Working Group, the Typhoon Committee provided the following guidance for their assistance in planning and implementation of measures required for mitigation of typhoon-related disasters.

- To improve the efficiency and effectiveness of the Typhoon Committee, the TCS, and TCS Secretary.
- To promote international cooperation in the three components of Meteorology, Hydrology, and Disaster Risk Reduction. Training and Research are incorporated as part of each of these three.
- To promote the use of advanced information technology and resource sharing among Members of the Typhoon Committee.
- To facilitate the implementation of the Strategic Plan, Annual Operating Plan, and Annual Budget.
- To enhance resources mobilization.

#### Terms of Reference

The Advisory Working Group (AWG) will assist the Chairperson of the Typhoon Committee and the TC Secretary to coordinate the implementation of TC decisions. The AWG will also act as a "Think Tank/Steering Group" function to advise and offer options or proposals, as required, to the Typhoon Committee Members, the Typhoon Committee, the TC Chairperson, TC Secretary.

- To monitor, review, and evaluate the Strategic Plan's Key Results Areas, Strategic Goals, and Activities; the objectives/action of the Annual Operating Plan; and Annual Budget and make proposals concerning these documents and the evaluation of the results achieved to the Committee.
- To provide overall direction and oversight for the Associated Activities – Integrated listed in the Strategic Plan.
- To provide options and proposals to enhance the effectiveness of the Typhoon Committee, TC Chairperson, the TC Secretary, and the TCS.
- To assist in the consideration and coordination of prioritize project proposals and their budgets provided by the three components of TC. Training and Research are incorporated as part of each of these three.
- To provide options and assistance on collaborative activities among the three components and priority options to the Typhoon Committee.
- To provide options and assistance on mechanisms aimed at improving the implementation of the Strategic Plan and Annual Operating Plan.

- To assist in mobilizing resources to achieve the goals and objectives as determined by the Typhoon Committee in the Strategic Plan and Annual Operating Plan.
- Coordinate and harmonize activities among WGs, TRCG, and TCS.
- Monitor and ensure that the projects/activities authorized by the TC are being accomplished in a timely manner.
- Development, review and propose the format of the Members' written reports and Members' oral reports at the Typhoon Committee Sessions to focus on the results achieved on the Strategic Plan and Annual Operating Plan.
- To evaluate proposals for Typhoon Committee's Members attendance at international meetings funded by the TCTF.
- Perform missions as required on strategic planning and project/grant proposals to selected Members.

## Members

- Chairperson and Vice-Chairperson(s) of AWG as appointed by the Typhoon Committee.
- Chairpersons of the TRCG and the three working groups (meteorology, hydrology, and DRR) and the Head of RSMC Tokyo, and
- Representatives of WMO and ESCAP (as ex-officio members)

### **Term of Service of the Chair and Vice-chair(s) of the AWG**

The term of service of the Chair of the AWG is two years subject to extension authorized by the Committee. The limit of service for the Member providing the Chair shall be two consecutive terms.

The term of service of the Vice-chair(s) of the AWG is two years subject to extension authorized by the Committee. The limit of service for the Vice-Chair(s) shall be three consecutive terms.

## Operational modalities

AWG would conduct most of its work, coordination and communication through correspondence including e-mail, and would be supported by regular reporting from the TC Secretariat. As described in the above Terms of Reference of AWG, considerable amount of important issues and projects for TC and its Members will be discussed and accomplished by AWG. To enhance the efficiency of the operation of TC, it is recommended that an AWG meeting be held at least every year. At the request of the TC or TC Chairperson, the AWG will investigate and review issues, make recommendations and proposals, assist in implementing approved projects, activities, etc.

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