

ECONOMIC AND SOCIAL COMMISSION  
FOR ASIA AND THE PACIFIC  
AND  
WORLD METEOROLOGICAL ORGANIZATION

FOR PARTICIPANTS ONLY

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ENGLISH ONLY

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

BASIC DOCUMENTS OF TYPHOON COMMITTEE  
RULES OF PROCEDURE AND TERMS OF REFERENCE  
**(Versions referred to the period before the 45<sup>th</sup> TC Session)**

(Item 10 of Provisional Agenda – Effective Governance)  
(Submitted byTCS)

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**ACTION REQUIRED:**

The Committee is invited to:

- (a) Note the current versions of the Basic Documents of Typhoon Committee (before the changes to be adopted by 45<sup>th</sup> TC Session)
  - (b) Note that these versions (except the Statute of TC) will cease to be valid after amendments adopted by the 45<sup>th</sup> Session of TC
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**Appendices:**

- I- Statute of Typhoon Committee
- II- Rules of Procedure of Typhoon Committee
- III-Terms of Reference of Typhoon Committee
- IV- Terms of Reference of Chair of Typhoon Committee
- V- Terms of Reference of Vice Chair ofTyphoon Committee
- VI-Terms of Reference of TCS
- VII- Terms of Reference of the Secretary of Typhoon Committee
- VIII-Terms of Reference of WGM
- IX- Terms of Reference of WGH
- X-Terms of Reference of the WGDRR
- XI- Terms of Reference of TRCG
- XII-Terms of Reference AWG
- XIII- Terms of Reference of the Chairs of WGM, WGH, WGDRR and TRCG

## **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-coordinating 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.

**RULES OF PROCEDURE OF THE TYPHOON COMMITTEE<sup>1</sup>****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**

The Typhoon Committee Secretary shall, in consultation with the Executive Secretary of ESCAP, Secretary-General of WMO, and the Chairman of the Committee, issue a notice convening each session of the Committee, together with copies of the provisional agenda, at least three months before the commencement of the session.

**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. *In the event the Chairperson or Vice-Chairperson is impeded for any reason from performing his/her duties, the Chairperson or Vice-Chairperson shall be succeeded by the successor designated by his/her respective government.*

**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 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 established a TC Secretary and a TC Secretariat.

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<sup>1</sup>The Rule 6 was updated and approved at the 44<sup>th</sup> TC Session

## 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. Consider and approve the TCS's draft Work Plan;
6. Consider and approve programmes, activities and budget for implementation in the subsequent one year period;
7. Coordinate resource mobilization activities and technical support for its plans and programmes;
8. 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;
9. Review regularly the progress made in the various fields of typhoon damage prevention;
10. Establish working groups or ad-hoc panels and appoint Chairpersons and Vice Chairpersons of the WGs or panels;
11. Review annual reports from Members and review and approve the annual report from TCS;
12. Promote the establishment of programs and facilities for training personnel from Members of the region in typhoon forecasting and warning, flood hydrology and control within the region and arrange for training outside the region, as necessary;
13. Promote, prepare, and submit to participating Members and interested organizations plans for co-ordination of research programmes and activities concerning typhoons;
14. Determine the location of the secretariat;
15. Confirm nomination of the Secretary of TC; and
16. 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.

In carrying out these functions, the Committee will ensure that the plans/projects adopted by the appropriate bodies of the WMO as part of the World Weather Watch Programme, are fully respected at all times.

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

The Chairperson shall:

1. Preside over the sessions of the Typhoon Committee.
2. Consider the work plan submitted by TCS and recommend approval, if appropriate, to the TC at its next meeting.
3. Provide guidance to TCS, if necessary, on implementation of the work 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. Approve disbursement of funds for the TCS.
6. 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***.
7. 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.
8. Report to the Typhoon Committee actions and activities taken by the Chairperson in support of the Typhoon Committee's decisions since the last session.
9. 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.
10. Decide the venue and time of meetings in consultation with the Secretariat, hosting Member and parties concerned.
11. 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 work plan.
3. Perform other duties as directed by the Chairperson and the Typhoon Committee.

**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 work 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 in consultation with parties concerned;
9. To undertake surveys, compile statistics, and prepares 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 TC Annual Reports and Newsletters;
11. To maintain records of the Members' profiles; and
12. To maintain files of correspondence of the Secretariat.



(approved at 37<sup>th</sup> Session)

**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 work of the Secretariat.
2. Promote maximum participation of Members of the Typhoon Committee in the implementation of the decisions of the Committee.
3. Prepare and submit to the plenary session a draft annual work plan of the TC, in consultation with AWG, WGs of the 3 components, and TRCG.
4. Prepare and submit to the plenary session a draft one year budget under the guidance and direction of the TC Chairperson and maintain accounts of expenditures.
5. Prepare and submit to the plenary session a report of actions and activities taken by TCS and integrated financial report of the utilization of Trust Fund and detailed expenditures (statement of accounts) of the Secretariat, since the last session under the guidance and direction of the TC Chairperson.
6. Maintain liaison and collaboration with the TC Chairperson, TC Vice-Chairperson, Chairpersons of the 3 WGs and TRCG, Members of the Committee, and with other international organizations.
7. Request and arrange for the nomination of experts by TC Members to take part in TC Working Groups and TRCG or attend meetings supported by the TC Trust Fund.
8. Designate a representative, as necessary and funds permit, to attend Working Groups and TRCG meetings.
9. Maintain registers, reports and records of the policies and decisions of the TC Sessions and AWGs; and
10. Preserve the TC's collection of heritable material.

**APPENDIX IV (To Report of 40<sup>th</sup> Session)****a. 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 will consist of the following members:

- Mr Wang Bangzhong, China as Chairperson
- Dr Nguyen Dai Khan, Viet Nam as Vice Chairperson
- Members' representatives

The Committee also requests other interested Members to take part in the working group and invite ESCAP and WMO representative to be involved in the work of this Working Group. The term of service on the WGM is 1 year subject to extension authorized by the Committee.

***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 without financial support, the WG members should meet during the pre-session period before the TC Session.

***Reporting requirements***

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 coming years.

## **b. TERMS OF REFERENCE OF THE WORKING GROUP ON HYDROLOGY (WGH) (40<sup>th</sup> Session)**

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:

- Mr Katsuhito Miyake, Japan as Chairperson
- Dr Hong Il-pyo, Republic of Korea as Vice Chairperson
- Dr Liu Zhiyu, China as Vice Chairperson
- Members' representatives

The Committee also requested other interested Members to take part in the Working Group and invited ESCAP, WMO and TCS Hydrologist to involve in this Working Group. The term in service of the WGH is one year subject to extension authorized by the Committee.

#### ***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.

## **TERMS OF REFERENCE OF THE WORKING GROUP ON DRR (WGDRR) (43<sup>rd</sup> TC Session)**

In order to coordinate efforts on the implementation of various activities under the Disaster Risk and 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 and 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 will consist of the following members:

- Dr SangmanJeong (Republic of Korea) - Chairperson
- Mrs. Hilda Lam, Hong Kong, China - Vice Chairperson
- Members' representatives

The Committee also requests other interested Members to take part in the working group and invite ESCAP and WMO representative to be involved in the work of this Working Group. The term of service on the WGDRR is 1 year subject to extension authorized by the Committee.

### ***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 and 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.

## **11**

### **(approved at 39<sup>th</sup> Session)**

#### **TERMS OF REFERENCE OF THE TRAINING AND RESEARCH COORDINATING 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:

- 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;
- Facilitating the exchange of experiences and knowledge on latest development and techniques related to the above problems;
- Initiating activities and programmes aiming at improving the technical capacity and capability of Members to better serve the people in the region; and
- Recommending to the Committee priority areas and long-term plans for cooperation in research and training in support of the various KRAs of the Committee's Strategic Plan.

#### ***Membership***

The TRCG will consist of a focal point of all the Members. The Director of the RSMC and all of the Chairpersons of the TC Working Groups can take part in the deliberations of the TRCG in their ex-officio capacity. The current Chairman of the TRCG is Mr. Edwin S.T. Lai of Hong Kong, China and Vice Chair is Mr. Mitsuru Ueno of Japan. The term of service of the TRCG is one year subject to extension authorized by the Committee.

#### ***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 Chairmen of the Working Groups established by the Committee. The TCS is requested to transmit all materials related to TRCG to the Working Group Chairmen. 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 RCPIP 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.



## Terms of Reference of Advisory Working Group (As APPENDIX XX to 39<sup>th</sup> TC Session)

### 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 Prevention and Preparedness. 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 harmonise activities among WGs, TRCG, RMG, 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**

- Dr Bui Van Duc, Viet Nam, TC Chair for 2005-2006 as Chairperson
- Mr James C. Weyman, USA as Vice-Chairperson
- Chairpersons of the TRCG, RMG, and the three working groups (meteorology, hydrology, and DPP) and the Head of RSMC Tokyo as core members, and
- Representatives of WMO and ESCAP (as ex-officio members)

The term of service on the AWG is 1 year subject to extension authorized by the Committee.

### **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-proposed 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, and if approved by the TC, assist in implementing approved projects, activities, etc.

**(ANNEX H to the Appendix XIV of the Report of the 37<sup>th</sup> TC Session)****Terms of Reference of Chairpersons of the Three Components Working Groups and Typhoon Research Coordinating Group**

The Chairpersons will:

- Under the guidance and the TORs approved by the Typhoon Committee, will formulate the WG's/TRCG's work plan, strategies to accomplish the work plan, the activities of the WG/TRCG, and coordination of meetings.
- Oversee the implementation of the WG's/TRCG's programmes and activities approved by the Typhoon Committee.
  - Act as an overall coordination function based on inputs provided from Members and as directed by the Typhoon Committee.
- Report to the Committee the progress carried out under the framework of priorities and cooperation undertaken by the WG/TRCG.
- Will seek inputs/requests in close consultation with the Members' focal points concerned on the framework of priorities.