

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

HOSTING TYPHOON COMMITTEE SECRETARIAT (TCS)  
FOR THE PERIOD 2015-2018  
(Item 12 of Provisional Agenda – Programme for 2013 and beyond)

(Submitted by TCS)

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**ACTION REQUIRED:**

The Committee is invited to:

- (a) Discuss the hosting of TCS for the four-year period 2015-2018
  - (b) Approve the document Criteria for Hosting the Typhoon Committee Secretariat after eventual amendments
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**APPENDIX:**

Criteria for Hosting the Typhoon Committee Secretariat

## **1- Background Information**

1. The Typhoon Committee at its thirty-eight Session, held in Hanoi, Vietnam, 14-19 November 2005, decided that ***“Macao, China shall assume the functions of the TCS for at least four years from the 39th session”*** (Paragraph 67 of the Report of the Typhoon Committee on its Thirty Eight Session).

2. For this purpose two agreements were signed, one between China and the TC and the other between Macao SAR and the TC, respectively on December 7, 2006 and on February 13, 2007. In the latter it was established that ***“This Agreement shall be reviewed at the end of the four-year period from the date of its signature by both parties with possibility of further extension”***.

3. The TC, at its 42nd Session, which was held in Singapore, on 25-29 January 2010, decided ***“Accept the generous offer of Macao, China to host the TCS for second 4-year period from 2011 to 2014”*** (Paragraph 1.e. of the Report of the Forty-Second Session of Typhoon Committee).

4. Following this decision, the Agreement between the Macao SAR and the TC was reviewed and signed on January 11, 2011.

5. According to Art. 17, paragraph 2, ***“This Agreement shall be reviewed at the end of four-year period from the date of its signature by both Parties with the possibility of further extension ...”***.

## **2- Action Taken by TCS**

Considering that Macao Government is willing to continue hosting the TC Secretariat for another four-year period, the Advisory Working Group (AWG) instructed TCS to request a document from the Macao SAR Government to confirm its intention. In the sequence of this request TCS sent a letter (TCS/237-2012, dated 27 September 2012) to Dr. Fong Soi Kun, Director of the Macao Meteorological and Geophysical Bureau, appointed by Macao Government as contact person between the Government and TCS, conveying this request from AWG.

Although it has not yet been possible to obtain this document, Dr Fong informed on the verbal consent already given by the Secretary for Transport and Public Works of Macao Government and the Office of the Commissioner of the Ministry of Foreign Affairs of China in Macao SAR.

TCS also sent to all Directors/Administrators and Focal Points of the Members the letter TCS/268-2012, dated 26 October 2012, recalling that the term of the second four-year period of TCS in Macao will be reached at the end of 2014/beginning of 2015. Considering that the TC has to evaluate the conditions offered by the proponent Members, the candidatures were requested to be submitted not later than 19 August.

## **CRITERIA FOR HOSTING THE TYPHOON COMMITTEE SECRETARIAT<sup>1</sup>**

The following is a list of criteria which will be used to select a host Member for the Typhoon Committee Secretariat. Not all of these must be met, but Members will be given consideration for those criteria met. Each category is weighted in the evaluation by the number in parentheses following the title.

### **1. Office and Infrastructure Facilities.(20)**

- a. Reasonable office space (using WMO standards for guidance).
- b. Office furniture required includes individual desks, tables, file cabinets, and other items to operate an efficient office.
- c. General services such as maintenance, security, cleaning.
- d. Easy access to toilet facilities.
- e. Access to conference facilities on a scheduled basis.
- f. Free parking for each Secretariat staff member.
- g. Access to healthyrecreational facilities.

### **2. Personnel. (25)**

- a. A full-time Secretary approved by the Typhoon Committee who will be the director of the Secretariat and will supervise the other members of the Secretariat.
- b. A full-time meteorologist, hydrologist, and a DRR expert.
- c. Security for the staff.
- d. The Host can coordinate with other Typhoon Committee Members to provide seconding personnel to the Secretariat to fulfill the personnel required in b. above. Any agreements must be in writing and specify the expertise and length of service. Any seconded staff not from the Host shall have:
  - 1) Privileges and immunities that apply to WMO staff and these shall be documented in writing.
  - 2) Arrangements for suitable living conditions (housing and environment)
  - 3) Availability of good hospitals and international schools

### **3. Telecommunications. (20)**

- a. A minimum of one telephone for each member of the Secretariat. In addition, it would be preferable to have multiple lines access on each telephone, voice mail capable telephones, and teleconferencing capability.
- b. Dedicated facsimile equipment for the Secretariat

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<sup>1</sup>These criteria were based on the criteria adopted for the selection of the TCS in 2005

- c. Broadband internet access and e-mail system access. It would also be preferable to have an internet access system that can be used during travel.
  - d. A PC and required software for each Secretariat staff member and also it would be preferable to have a Secretariat internal intranet among the Secretariat's PCs.
  - e. At least 2 laptop computers which could be taken when on travel for official use.
  - f. Computer and software support services.
  - g. It would be preferable to have access of supporting computing services (with large computers)
- 4. Administrative Services. (15)** Access to timely:
- a. Typing
  - b. Photocopying
  - c. Dispatching of mail at no cost to the Secretariat.
  - d. Reception of visitors and notification of Secretariat members of visitors.
  - e. Assistance in planning and holding meetings.
- 5. Conveniences. (10)** Availability of:
- a. International airports
  - b. Suitable hotels
  - c. Embassies and consulates
  - d. International Organizations
  - e. Banking and financial services
  - f. Accessibility to Members
- 6. Support to Typhoon Committee. (10)**
- a. Implement budgetary and administrative processes approved at Typhoon Committee Sessions to improve the effectiveness and efficiency of the Committee.
  - b. In collaboration/coordination with the AWG and all Members, prepare an annual work plan aimed at providing detailed, specific actions/measures to meet the objectives of the Strategic Plan.
  - c. To act as chief editor in developing, integrating, publishing, and disseminating the Typhoon Committee Newsletters and other publications.
  - d. Collect and disseminate to all Members required information and documentation prior to the Typhoon Committee Session.
  - e. Provide technical and secretariat support for and during the Typhoon Committee Sessions, AWG meetings, and appropriate working group meetings.
  - f. During Typhoon Committee Sessions, assist in drafting the final report of the session.

- g. Operate in accordance with the Secretariat Terms of Reference as approved by the Typhoon Committee. The Host will agree to host the Secretariat for a minimum of 4 years with possibilities of extensions.

These criteria will be sent to all Typhoon Committee Members. All Members are requested to send a reply to the Chairperson of the AWG, with a cc copy to Vice-Chairperson of the AWG, WMO, ESCAP and TCS **on or before 19 August 2013** if they intend to volunteer to host the Secretariat. If a Member wishes to volunteer to host the Secretariat, the Member will send their Host proposal with the specifications/details of what they will provide to meet the items above and any other relevant comments to the AWG Chairperson and Vice Chairperson. Following reception of these proposals, the Chairperson and Vice-Chairperson will schedule visits to Members who have volunteered to host and to Members concerned for consultations. Following the visits, the Chairperson and Vice Chairperson of the AWG will complete a draft report, send the draft report to the visited potential Host Members for comment, and then send the final report and recommendation to the TC Secretariat for distribution to all Members prior to the 46<sup>th</sup> Session.

After approval by the Typhoon Committee of a hosting Member, a written agreement shall be negotiated and signed between the Host Government and the Typhoon Committee. The Typhoon Committee will approve the agreement and the Typhoon Committee Chairperson will sign on behalf of the Typhoon Committee.

The hosting Member may make a request for funding a portion of the Secretariat costs to the Typhoon Committee. This request must be approved by the Typhoon Committee after discussions on the amount of help and purpose.