

**ESCAP/WMO Typhoon Committee**  
Forty-ninth Session  
21- 24 February 2017  
Yokohama, Japan

FOR PARTICIPANTS ONLY  
WRD/TC.49/11  
10 February 2017  
ENGLISH ONLY

## LONG-TERM APPOINTMENT MECHANISM FOR TC SECRETARY

(Submitted by AWG)

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Summary and Purpose of Document:  
To consider LONG-TERM APPOINTMENT MECHANISM FOR TC  
SECRETARY as proposed by Advisory Working Group with  
comments from Members incorporated

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**ACTION REQUIRED:**

The Committee is invited to:

- (a) Take note of the proposals outlined in the Appendix.
- (b) Consider and adopt the proposals.

APPENDIX - LONG-TERM APPOINTMENT MECHANISM FOR TC SECRETARY

**APPENDIX A:**  
**DRAFT TEXT FOR INCLUSION IN THE SESSION REPORT**

**10. Review of the Long Term Mechanism for TC Secretary Appointment**

1. The Committee took note the presentation made by AWG Chair, with the revised procedures on the Long Term Mechanism following the 11th IWS in the Philippines.
2. The Committee accepted that the terms relating to the appointment of TC Secretary should form part of any future TCS hosting bids to be submitted for the Committee's consideration.
3. Subject to any applicable terms governing the appointment of TC Secretary in the TCS hosting agreement, the following process should be followed as far as practicable as presented to the Committee.
4. The committee expressed the highly appreciation to the Members in cooperation on the important issue for the unity of the Committee.
5. The committee approved the Long Term Mechanism for TC Secretary Appointment as Annex I.

*(Additional text to be added in the light of discussion on this item)*

## **APPENDIX B:**

### **Background Information**

The TC-48 requests AWG and TCS to further consult Members on the Long Term Appointment Mechanism of TC Secretary and develop a proposal to be presented for approval at next Session.

TCS sent the letter, in consultation with AWG Chair, to Members on 22 June 2016 (Annex II), and some feedbacks received.

Some Members who concerned on some items have had further coordination, and got consensus.

### **Proposal for Long-term Appointment Mechanism for TC Secretary**

The appointment of TC Secretary should be conducted in an open, transparent and wholly accountable manner with due consideration given to the suitability of the appointee in carrying out the responsibilities under the Terms of Reference for TC Secretary and in promoting the objectives of TC within as well as outside the TC region. In setting criteria and requirements for the appointment process, due consideration should also be given to the limited numbers of Members ready for hosting the TCS and the need for a suitable balance to be struck between the expectations of TC and the TCS Host Member. In this connection, it is recommended that terms relating to the appointment of TC Secretary should form part of any future TCS hosting bids to be submitted for the Committee's consideration.

Subject to any applicable terms governing the appointment of TC Secretary in the TCS hosting agreement, the following process should be followed as far as practicable:

1. Members to nominate candidates, with curriculum vitae of candidates, to reach TCS 6 months before the annual Session that would decide on the appointment.
2. Nominations by Members should be made in consideration of the qualifications required for TC Secretary (see para. 6 below) and any terms specified by TCS Host Member as stipulated in the TCS hosting agreement. Written support or clearance should also be provided by the appropriate Government authority as determined by the Member who the candidate is a national of, per the respective policy of each Member.
3. TCS to present a collated list of candidates to TCS Host Member for advice and comments on any issues that may arise in respect of the relevant terms and conditions as stipulated in the TCS hosting agreement.
4. TCS, in consultation with TC Chair and AWG, to present the finalized list of candidates with relevant information, including comments by TCS Host Member if any, to Members for reference and consideration 3 months before the annual Session.
5. Members to discuss and appoint the new TC Secretary, through voting if necessary, at the annual Session.
6. Qualifications for TC Secretary:

#### Essential

- Knowledge and working experience in NHMS or other relevant organizations in meteorology, hydrology and DRR among ESCAP, WMO or TC Members.
- Ability to coordinate and work effectively with ESCAP, WMO and TC Members, ~~including TCS Host Member.~~
- Proficiency in spoken and written English.

#### Preferable

- Knowledge or previous experience in the works of Typhoon Committee.
- Communicating ability in a working language of the TCS Host Member.

Annex II

The Circular Letter for Long Term Mechanism for TC Secretary Appointment attached.