

**ESCAP/WMO TYPHOON COMMITTEE**  
**11<sup>th</sup> Integrated Workshop**  
***“Improving Typhoon Impact-based Forecasting and  
Warning”***  
**24-28 October 2016**  
**Cebu, the Philippines**

**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 48<sup>th</sup> Session decided to convene the 11<sup>th</sup> Integrated Workshop (11<sup>th</sup> IWS) in 2016. With the kind offer and based on the hosting mechanism for Integrated Workshop the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), the 11<sup>th</sup> IWS will be held in Waterfront Cebu City Hotel and Casino, Cebu, Philippines, from 24 to 27 October 2016. Following the consultations with the Advisory Working Group (AWG) and the TC Chairs, it was decided to adopt *“Improving Typhoon Impact-based Forecasting and Warning”* as the title of the 11<sup>th</sup> IWS.

IWS is an annual event for TC Members to review TC activities and work progress through the Advisory Working Group (AWG) and the three TC Working Groups (WGs) on Meteorology, Hydrology and Disaster Risk Reduction (DRR), and to make work-plans for the coming year. As well the development of the new Strategic Plan for 2017-2021 will be discussed between WGs. Expert speakers will be invited to present keynote lectures on the first day of the 11<sup>th</sup> IWS. Your consideration of nominating expert speakers for this topic, and other topics under subthemes to be proposed by the Working Groups, will be much appreciated. List of speakers will be provided in the updated tentative programme.

In this connection, I would like to invite your nomination of AWG members and WG focal points/representatives to attend the captioned event. Participants from Members other than AWG members are only required to attend the Workshop from Day 1 to Day 4 (24 – 27 October) while AWG members would also be expected to attend a post-event AWG meeting on 28 October. TC will consider providing funding support through the Typhoon Committee Trust Fund (TCTF) for the attendance of participants (1 participant from each Member at each Working Group) who are actively involved in the work of AWG and the three WGs, covering passages to and from Cebu, Philippines (travelling on most directly and economy class for air passages) and daily subsistence allowances (DSA) for the period of their stay for attending the Workshop. Considering the funding constraints, Members are encouraged to make arrangement for own funding for the nominated participants. Based on the information on the hotel rates provided by ESCAP, the DSA amount will be fixed at **US\$115** per day for the supported participants. Members may also wish to sponsor the attendance of additional participants through their own funding.

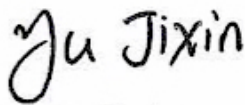
Nomination Form and Attendance Form should be completed and returned to the Local Organizing Committee of Philippines (fax: +6324342675 or email: [cynthia\\_celebre@yahoo.com](mailto:cynthia_celebre@yahoo.com)/[ejuanillo@yahoo.com](mailto:ejuanillo@yahoo.com)/[cj\\_zarate@yahoo.com](mailto:cj_zarate@yahoo.com)) with copy to TCS (+853 88010530 or E-mail: [info@typhooncommittee.org](mailto:info@typhooncommittee.org)) **on or before 31 August 2016**. Please indicate in the Nomination Form against each nominated participant whether funding support by TCTF is required.

An outline of the Tentative Programme, Information Note for Participants, Attendance Form and Nomination Form are attached in Annex I, II, III and IV respectively for your reference. Further information and documents in relation to the 11<sup>th</sup> IWS will soon be made available at the TC website (<http://www.typhooncommittee.org/11IWS.html>). Should there be any questions related to the organization of the 11<sup>th</sup> IWS, please contact or Ms. Denise Lau ([denise@typhooncommittee.org](mailto:denise@typhooncommittee.org) /[info@typhooncommittee.org](mailto:info@typhooncommittee.org)).

As a reminder, Members Annual Reports will also be presented in the 11<sup>th</sup> IWS.

Your early response and nomination are highly appreciated.

Yours sincerely



Yu Jixin  
Secretary of Typhoon Committee

**Encl: Annexes I to IV**

Cc: Mr. Raymon Tanabe, Chairperson of TC  
Mr. Toshiiko Hashida, Vice-Chairperson of TC  
Mr. Kim Sung Eun, DRR Section ICT and DRR Division of ESCAP  
Mr. Taoyong Peng, Chief of WMO Tropical Cyclone Programme  
Mr. Edwin Lai, Chairperson of AWG  
AWG members of TC

**ESCAP/WMO TYPHOON COMMITTEE**  
**11<sup>th</sup> Integrated Workshop**  
***“Improving Typhoon Impact-based Forecasting and Warning”***  
**24-28 October 2016**  
**Cebu, the Philippines**

**INFORMATION NOTE FOR PARTICIPANTS**

**1. Schedule of Meetings**

The 11<sup>th</sup> Integrated Workshop on “Improving Typhoon Impact-based Forecasting and Warning” will be held in Cebu, Philippines, from 24 to 27 October 2016. The official opening ceremony will be held at the Arctic 2, Upper Lower Level, Waterfront Cebu City Hotel and Casino on 24 October 2016 at 0900. All the plenary meetings will be held in the same function room while breakout rooms will be located at the Lower Lobby Level of the same hotel. An Advisory Working Group Meeting will be held on 28 October 2016 from 9am to 5pm.

Subject to confirmation by the Committee, the daily schedule, except for the Opening Ceremony:

8:30 - 12:00 - morning sessions  
14:00 – 17:00 - afternoon sessions

Opening Ceremony:

9:00 – 10:00 a.m. Opening Program  
10:00- 10:15 coffee break  
10:15 - Start of the session

**2. Registration**

A registration desk will be set-up outside the Plenary Room starting at 0800 on 24 October 2016. The Local Secretariat will continue manning the registration table throughout the workshop to assist any other needs of the participants, organizers and guests. Participants are requested to fill out a registration form and receive their workshop identification and kit at the registration table.

**3. Badges**

Participants are requested to wear the workshop identification at all meetings and official functions.

**4. Travel**

The participants are advised to purchase airline tickets from their place of departure directly to Cebu Mactan International Airport, located in Lapu-lapu City. Information about the airport can be found at the following website:

<http://www.mactan-cebuairport.com.ph/>

## 5. **Immigration Requirements**

A valid passport (and visa if applicable) is necessary for all persons entering the Philippines. Visa can be applied from the Embassy/Consulate of the Philippines in your respective countries or at a nearby country. The latest entry requirements can be obtained from the Philippine Department of Foreign Affairs website shown below:

<http://www.dfa.gov.ph/index.php/consular-services/visa-information>

For visa assistance, participants are requested to contact the Local Secretariat and send a copy of the front page of your passport.

## 6. **Weather**

In October, temperature in Cebu is 24.8 – 31.4 degrees centigrade, with an average rainfall of 194.8 mm and 16 rainy days. Shirt is appropriate outside the conference room but wearing coat and jacket are also recommended inside the function room.

## 7. **Foreign Exchange**

The Philippine Peso (P) is the Philippine currency. It is possible to change money at the airport and at all local banks. Exchange facilities are also available at the hotels as well as at the authorized exchange centers normally found in shopping malls and some commercial banks. Banks are open from 0900 to 1500, (no lunch break) from Monday to Friday only, while foreign exchange centers in the shopping malls are open from 10:00 a.m. to 20:00 p.m. daily. For the exchange rate, please get the latest information from your own country/bank.

Most restaurants and bigger shopping centers accept major credit cards but the smaller shops and the transportation system expect you to pay in cash. (Tax is already included).

## 8. **Hotel Accommodation**

It is strongly recommended that participants stay at Waterfront Cebu City Hotel & Casino (4-star hotel) where the workshop will be held. All throughout the scheduled activities, a blocked reservation has been made at special rate.

Special Rate: P3,400/3,600nett (single/double) rate includes buffet breakfast

To secure a reservation, please fill in the attached Hotel Reservation Form and return to [a.gallardo@waterfronthotels.net](mailto:a.gallardo@waterfronthotels.net) with a copy to the Local Organizing Committee. Please also include your flight details.

## 9. **Local Transportation**

All the participants will be met at the airport, provided that flight details had been included in the Hotel Reservation Form or sent by email to the Local Organizing Committee at least three (3) days before their arrival date, for purposes of scheduling vehicles and local secretariat who will meet them at the airport.

Vehicles will also be provided by the host for use during the Technical Visit. But there will be no service vehicle that could be utilized should a participant opt not to stay at Waterfront Cebu City Hotel and Casino.

#### 10. **Meals**

The meals during workshop proper will be borne by the host agency (2 snacks and lunch).

#### 11. **Technical Visit**

A Technical Visit to the following sites will be conducted on Thursday, 27 October 2016 at 1PM:

- Cebu PAGASA Complex and Visayas Regional Service Division
- Integrated Storm Water Management System
- DOST-PHIVOLCS Seismicity Meter

A Farewell Dinner with a cultural show, hosted by PAGASA, will be held in a beach resort right after the Technical Visit. Details on the visit will be provided in the workshop kit.

#### 12. **Local Organizing Committee**

For additional information and assistance concerning the registration and local arrangements for the 11th IWS, please contact the Local Organizing Committee:

	<b>Telephone</b>	<b>E-mail</b>
(i) Dr. Cynthia P. Celebre	632-434-2675	cynthia_celebre@yahoo.com
(ii) Ms. Edna L. Juanillo	632-4349024	ejuanillo@yahoo.com
(iii) Ms. Marichu Charito J. Zarate	632-434-2675	cj_zarate@yahoo.com

Address: Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) Science Garden Complex, Agham Road, Diliman, Quezon City, PHILIPPINES 1100

#### 13. **Working Language**

The working language of the workshop will be English.

**ESCAP/WMO TYPHOON COMMITTEE**

**11<sup>th</sup> Integrated Workshop**

*“Improving Typhoon impact-based forecasting and warning”*

**24-28 October 2016**

**Cebu, the Philippines**

**ATTENDANCE FORM**

**Important:** The Attendance Form must submit to the **LOC Philippines** (E-mail: [cynthia\\_celebre@yahoo.com](mailto:cynthia_celebre@yahoo.com)/[ejuanillo@yahoo.com](mailto:ejuanillo@yahoo.com)/[cj\\_zarate@yahoo.com](mailto:cj_zarate@yahoo.com) OR fax: 6324342675) **with copy to TCS** (email: [info@typhooncommittee.org](mailto:info@typhooncommittee.org) OR fax: +853 8801 0530) on or before **31 August 2016**.

**1. Dr./Mr./Mrs./Ms.**

First Name

Middle Name

Last Name

**2. Present Official Position**

**3. Country**

**4. Agency/Organization**

**5. Mailing address:**

Fax Number:

Email

Tel. number :

Office

Home/mobile

**6. Will Attend the 11<sup>th</sup> IWS as**

( ) REPRESENTATIVE

( ) ADVISER

( ) ALTERNATE

( ) OTHERS \_\_\_\_\_

**7. In order to facilitate the application of Visa-on-Arrival or to issue the invitation letter for visa application purpose, please check the option below and provide the passport information as requested and return the Attendance Form to TCS, at your earliest convenience, but not later than **31 August 2016**. The same information is required from the accompanying person, if any.**

Full name as shown on Passport

Date of birth

Place of birth

Nationality

Gender

Passport number

Profession

Place of issue

Date of issue

Place to apply for visa

Expiry Date

**8. Accompanied by following members of family**

Name

Relationship

Age (if under 18)

### 9. Flight Information

#### ARRIVAL

#### DEPARTURE

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Flight No.: \_\_\_\_\_

Time: \_\_\_\_\_

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Flight details not yet available.

**10. Details of nearby hotels are included in the Information Note for Participants. For our reference, please fill in your accommodation information.**

I would like to reserve room at the Waterfront Cebu City Hotel and Casino or \_\_\_\_\_

Special Requirements or Requests: \_\_\_\_\_

CHECK-IN DATE \_\_\_\_\_

Time \_\_\_\_\_

CHECK-OUT DATE \_\_\_\_\_

Time \_\_\_\_\_

**11. Please address this ATTENDANCE Form, preferably before 31 August 2016 to Local Organizing Committee of Philippines:**

- |       |                               |              |                           |
|-------|-------------------------------|--------------|---------------------------|
| (i)   | Dr. Cynthia P. Celebre        | 632-434-2675 | cynthia_celebre@yahoo.com |
| (ii)  | Ms. Edna L. Juanillo          | 632-4349024  | ejuanillo@yahoo.com       |
| (iii) | Ms. Marichu Charito J. Zarate | 632-434-2675 | cj_zarate@yahoo.com       |

**AND, with a copy to:**

**Ms. Denise Lau**

**Typhoon Committee Secretariat**

Avenida de 5 de Outubro, Coloane

Macao, China;

Tel. No. (853) 88010531 Fax No. (853) 88010530

E-mail: info@typhooncommittee.org / denise@typhooncommittee.org

I, the undersigned, hereby accept the invitation of the **ESCAP/WMO Typhoon Committee to participate in the 11th Integrated Workshop on "Improving Typhoon impact-based forecasting and warning"**, Cebu, Philippines, from 24 to 27 October 2016, and agree to confirm that neither the ESCAP/WMO Typhoon Committee nor the host country will be responsible for:

- (1) Any costs incurred with respect to insurance, medical bills and hospitalization fees;
- (2) Compensation in the event of death, disability or illness; and
- (3) Loss or damage to personal property of the participant while attending the Meeting or during travel.

I also agree to refrain from engaging in political, commercial and/or any activities other than those governed by the program scheduled for the duration of the Workshop.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# ESCAP/WMO TYPHOON COMMITTEE

## 11<sup>th</sup> Integrated Workshop

### *"Improving Typhoon impact-based forecasting and warning"*

24-28 October 2016

**WATERFRONT CEBU CITY HOTEL & CASINO**  
**LAHUG CEBU CITY, PHILIPPINES**

KINDLY FAX BACK TO – 632 434 2675 or email to [a.gallardo@waterfronthotels.net](mailto:a.gallardo@waterfronthotels.net) and [cj\\_zarate@yahoo.com](mailto:cj_zarate@yahoo.com) on or before 23 September 2016 to be entitled for this special rate.

<b>From:</b>	<b>Company:</b>	<b>Date:</b>		
<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>		
<b>Name of Guest(s) :</b>	(1) (2)			
<b>Arrival Date :</b>			<b>Flight Details / ETA</b>	
<b>Departure Date :</b>			<b>Flight Details / ETD</b>	
	<b>ROOM CATEGORY</b>	<b>Special Room Rate/Night</b>		
		<b>Occupancy</b>		<b>No of room (s)</b>
		<b>Single</b>	<b>Double</b>	<b>No of guest (s)</b>
	Standard Room	Php3,400.00	Php3,600.00	
	Superior Room	Php3,600.00	Php3,800.00	
	Deluxe Room	Php3,800.00	Php4,000.00	
	Deluxe Premium Room	Php4,200.00		
	*Junior Suite	Php6,400.00		
	*Executive Suite	Php7,900.00		
	*Bridal Suites	Php9,900.00		
	*Family Suites	Php10,800.00		
	Extra Person	Php2,200.00 Php3,200.00(with ambassador inclusion)		
<b>Billing Instruction</b>				
<b>Guaranteed By</b>	<input type="checkbox"/> Credit Card Guarantee <input type="checkbox"/> Cash (Full Prepayment) <b>*Attached is the accepted Credit Card Authorization Form</b>			
<b>Special Request (subject to availability)</b>	<input type="checkbox"/> King-bed <input type="checkbox"/> Twin-bed <b>(All of the rooms are non-smoking)</b>			
<b>Remark</b>	<i>Guest will be responsible for any claims made by the Hotel for loss on exchange arising from accounts settled by foreign currencies.</i>			

- Official check-in time is 1400 hours and check-out time is 1200 hours. Late check-out after 1400 hours will be subject to a half day rate and a full day room charge will be imposed for late check-out after 1800 hours.
  - No-show arrival are subject to a full charge unless prior written cancellation has been received by the hotel no later than 72 hours of estimated time of arrival. Any cancellation must be informed 7 days prior to arrival, failing which a one-night penalty charge will be applicable.
  - All reservations must be guaranteed by a valid credit card / cash / bank draft / cheque. The Hotel reserves the right to release all unguaranteed rooms, seven (7) days prior to arrival date.
- I hereby agree to guarantee the accommodation and any transportation charges with my credit / charge cards as above.

\_\_\_\_\_  
 Authorized Signature  
 Cardholder's Name:  
 Company Stamp:

Confirmed By : \_\_\_\_\_  
 Confirmation No : \_\_\_\_\_

**Waterfront Cebu City Hotel & Casino**  
 Salinas Drive, Lahug Cebu City, 6000  
 Philippines  
 Tel: +6332 232-6888 Fax: +6332 232-6880  
 E-mail: [a.gallardo@waterfronthotels.net](mailto:a.gallardo@waterfronthotels.net)

**ESCAP/WMO TYPHOON COMMITTEE**

**11<sup>th</sup> Integrated Workshop**

***"Improving Typhoon impact-based forecasting and warning"***

**24-28 October 2016**

**Cebu, the Philippines**

**NOMINATION FORM FOR PARTICIPANTS**

(Please type or print)

**IMPORTANT:** Please submit the duly completed form by **31 August 2016** directly to Typhoon Committee Secretariat, Avenida 5 de Outubro, Coloane, Macao, China, E-mail: [info@typhooncommittee.org](mailto:info@typhooncommittee.org), Fax No. +853 88010530.

1. Nominee:

Dr./Mr./Mrs./Ms.

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Name

\_\_\_\_\_

Last Name

2. Present position: \_\_\_\_\_

3. Country: \_\_\_\_\_

4. Agency/Organization: \_\_\_\_\_

5. Mailing address: \_\_\_\_\_

(Office) \_\_\_\_\_

6. Fax number \_\_\_\_\_

E-mail: \_\_\_\_\_

5. Tel. number: \_\_\_\_\_

Office \_\_\_\_\_

Home/mobile: \_\_\_\_\_

7. Nationality: \_\_\_\_\_

8. Academic degrees: \_\_\_\_\_

9. Brief description of relevant professional experience, including dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Please stated your funding support:

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TCTF

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SELF FUNDED

\_\_\_\_\_  
Name (in block letters) and  
position of nominating government official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date