

## CIRCULAR LETTER

Our reference TCS/060-2020 - 25 September 2020

To: **The Directors and Focal Points of  
Typhoon Committee Member**

Subject: *Presentation of Members' Reports during Working Groups Meeting for 15<sup>th</sup> VC IWS*

Dear Directors and Focal Points,

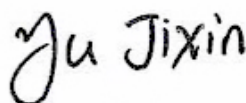
I would like to refer to the Circular Letter TCS/059-2020 on 24 September 2020, in which the Members were informed and requested to participate in the virtual 15<sup>th</sup> Integrated Workshop, which will be held on 01-02 December 2020. As practice on the previous years, Members are requested to prepare the Member's Reports so that they can be presented in their respective Working Groups Meeting during the Integrated Workshop.

In this regard, I would like to reiterate the request to all Members to prepare the respective Members' Reports to be presented at the Working Group Meetings virtually and to follow the **New Format** based on the New Strategic Plan 2017-2021.

Please send your Member's Report until **26 November 2020** to [info@typhooncommittee.org](mailto:info@typhooncommittee.org).

Your contribution is highly appreciated.

Yours sincerely,



Yu Jixin

Secretary of the Typhoon Committee

Cc: Mr. C.M. Cheng, Chairperson of TC  
Mr. Yasuo Sekita, Vice-Chairperson of TC  
Mr. Raymond Tanabe, Chairperson of AWG  
AWG members of TC