

**Third Joint Session**  
**Panel on Tropical Cyclones | Typhoon Committee**  
(42<sup>nd</sup> Session of PTC and 47<sup>th</sup> Session of TC)  
9- 13 February 2015  
ESCAP - UN Conference Center  
Bangkok, Thailand

FOR PARTICIPANTS ONLY  
INF/PTC-TC\_3JS/6.1  
28 January 2015  
ENGLISH ONLY

**Information on the Contents  
of the  
Manual on Synergized Standard Operating Procedures (SSOP) for Coastal  
Multi-Hazards Early Warning System**

**(Item 6 of Provisional Agenda)**

*(Submitted by TCS)*

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**ACTION REQUIRED:**

The Committee is invited to:

Take note of the contents of the Manual on Synergized Standard Operating Procedures (SSOP) for Coastal Multi-Hazards Early Warning System,

**APPENDIX:** Contents of the Manual on Synergized Standard Operating Procedures (SSOP) for Coastal Multi-Hazards Early Warning System

## APPENDIX

### Contents of the Manual on Synergized Standard Operating Procedures (SSOP) for Coastal Multi-Hazards Early Warning System

#### I. Background information

This Manual is the main output of the project Synergized Standard Operating Procedures (SSOP) for Coastal Multi-Hazards Early Warning System. It is intended to serve as an important reference to those that deal with EWS related to hydro-meteorological phenomena. Its drafting is being made by Mr. James Weyman, project manager/technical advisor of the SSOP project and is the result of intensive consultation of documents related to EWS, workshops, missions to six countries of the TC and PTC regions and advices from representatives of partner organizations and agencies. Collaboration was also given by members of the SSOP task force, SSOP steering committee, and SSOP focal points in the beneficiary and some non-beneficiary countries of the project.

#### II. Main Purpose of the Manual

**The main purpose of this Manual is to provide:**

- Information, examples, and references for nine items for effective SOPs;
- Key concepts, basic principles, and basic standards;
- Assistance to agencies, especially NHMS, within countries to prepare and implement effective SOPs; and
- Guidelines and ideas to assist EWS to provide timely required information to save lives and protect property.

#### III. Contents of the Manual

The Manual consists of five Parts which include 14 Modules

##### **Part 1-** Technical Background;

Module One: Early Warning System Overview

Module Two: Role of National Meteorological and Hydrological Services in EWS

##### **Part 2-** Strategic Framework of SSOP

Module Three: Role of SOPs in an Early Warning System

Module Four: Coastal Multi-hazard SOPs

Module Five: Memoranda of Understanding (MOUs)

Module Six: Agency, Multi-level Integrated SOPs

##### **Part 3-** Formalization of SOPs

Module Seven: Writing Effective SOPs

Module Eight: Review, Testing, Approval and Implementation of New SOPs

##### **Part 4-** Towards an Effective and Sustainable Process of Improvement

Module Nine: Framework For Sustaining an Improvement Process Of SOPs - Review and Updating

Module Ten: Education And Training

Module Eleven: Local Communities

**Part 5-** Operationalizing SSOPs

Module Twelve: Operational Duty SOPs

Module Thirteen: Non-operational, Supporting SOPs

Module Fourteen: Preparation of Effective Warnings/Alerts

**Appendixes** (Important Resources)

I - Quick Reference Guide (Similar to Executive Summary  
for Each Module

II -Template for Basic SOP

III - SOP Checklist (Excellent resource to evaluate current SOPs and the development of new ones).

References

Examples

## Manual Cover

