

TERMS OF REFERENCE OF THE SECRETARY OF THE TYPHOON COMMITTEE SECRETARIAT (TCS)

In addition to the duties under the “Statute of the Typhoon Committee” and “Rules of Procedure” the Secretary has the following functions:

1. Direct and supervise the work of the Secretariat.
2. Promote maximum participation of the Members of the TC in the implementation of the decisions of the Committee.
3. Prepare and submit to the plenary session a draft annual work plan of the TC, in consultation with AWG, WGs of the 3 components, and TRCG.
4. Prepare and submit to the plenary session a draft one year budget under the guidance and direction of the TC Chairperson and maintain accounts of expenditures.
5. Prepare and submit to the plenary session a report of actions and activities taken by TCS and integrated financial report of the utilization of Trust Fund and detailed expenditures (statement Account) of the Secretariat, since the last session under the guidance and direction of the TC Chairperson.
6. Maintain liaison and collaboration with the TC Chairperson, TC Vice-Chairperson, Chairpersons of the 3 WGs and TRCG, members of the Committee and with other international organizations.
7. Request and arrange for the nomination of experts by TC Members to take part in the TC WGs and TRCG, or attend meetings supported by TC Trust Fund.
8. Designate a representative, as necessary and funds permit, to Attend WGs and TRCG meetings.
9. Maintain registers, reports and records of the policies and decisions of the TC sessions and AWG; and
10. Preserve the TC’s collection of heritable material.