

ESCAP/WMO Typhoon Committee
Forty-eighth Session
22- 25 February 2016
Honolulu, Hawaii
USA

FOR PARTICIPANTS ONLY
WRD/TC.48/9.2
8 January 2016
ENGLISH ONLY

ADVISORY WORKING GROUP ANNUAL REPORT 2015

(Submitted by AWG Chair)

ACTION REQUIRED:

The Committee is invited:

- a) To take note of the major AWG activities in 2015
- b) To take note of the actions taken by AWG in 2015
- c) To take note of the recommendations made by AWG

APPENDICES:

- 1) Appendix A - DRAFT TEXT FOR INCLUSION IN THE SESSION REPORT
- 2) Appendix B - ADVISORY WORKING GROUP ANNUAL REPORT 2015

APPENDIX A:

DRAFT TEXT FOR INCLUSION IN THE SESSION REPORT

9.2 REPORT OF AWG

1. *The Committee was informed of the activities of the AWG as presented in the AWG Report 2015 (**Appendix ??**).*
2. *The Committee was informed of the preparation of the budget for 2016, including the non-recurring items put up separately for special funding consideration.*
3. *The Committee was briefed on the major issues discussed at the AWG meeting in Kuala Lumpur, Malaysia on 28 October 2015.*
4. *The Committee was presented with proposals on the revised long-term mechanisms for appointing the TC Secretary.*
5. *The Committee expressed its sincere appreciation to AWG for offering advice and support to TC Chairperson and TCS in following up the key issues identified at the last Session and in coordinating key TC activities.*

Recommendations of AWG

6. *AWG recommended the Committee to:*
 - a. *Take note of the progress and recommendations made in the planning and implementation of TC activities, including the preparation of the budget for 2016.*
 - b. *Consider and adopt the proposed long-term appointment mechanisms of the TC Secretary (refer to Agenda Item 10).*
7. *Any other text which will be included in the Session Report.*

APPENDIX B:

ADVISORY WORKING GROUP ANNUAL REPORT 2015

1. Introduction

In accordance with its Terms of Reference, AWG aims to assist the Chairperson of the Typhoon Committee (TC) and the TC Secretary to coordinate the implementation of TC decisions. AWG also serves as a “Think Tank/Steering Group” to advise and offer options or proposals, as required, to TC Chairperson, TC Secretary and TC Members.

2. AWG Membership

The current composition of AWG is:

Mr. Edwin LAI, Chair of AWG
Mr. Tsukasa FUJITA, Co-Vice Chair of AWG / Head of RSMC Tokyo
Mr. Tom EVANS, Co-Vice Chair of AWG
Mr. LEI Xiaotu, Chair of WGM
Mr. Yoshio TOKUNAGA, Chair of WGH
Dr. Jaehyun SHIM, Chair of WGD RR
Dr. T.C. LEE, Chair of TRCG
and ESCAP, WMO and TCS representatives as ex-officio members

3. AWG Meetings/Activities

3.1 AWG Meeting in Kuala Lumpur, Malaysia on 28 October 2015

A meeting of AWG was held on 28 October 2015 during the 10th IWS in Kuala Lumpur, Malaysia (summary notes as given in Annex). Highlights of key issues discussed are summarized as follows:

- AWG is to retain advisory and think-tank role with composition of current members as core group. However, appointment of Chair and Vice-chair of AWG needs to be discussed in advance at TC Sessions.
- On the sharing and communication of information on AWG matters, TC Secretary and AWG Chair will keep Members informed and the information will also be posted on TC website.
- A template of Credential Letter has been adopted for use after circulation among Members. Principal delegate is required to be clearly specified in the Credential Letter for voting purposes.
- Format and scheduling of IWS will be reviewed for streamlining and cross-cutting purposes.
- Further discussion will be held to discuss budgeting processes with respect to annual ceiling, special budget request, and the transfer of funds between the regular and special budgets.

- Strategic Plan will be reviewed with reference to Sendai framework and WMO targets.
- TC Members will be invited to join the EXOTICCA project as participating Members.
- TCS will submit SSOP Phase II plan to ESCAP after collating feedback at the 10th IWS.
- Following similar TCS hosting requirements last updated in 2013, Members' interest in hosting the TCS for the next cycle after 2018 will be explored.
- After further discussion at the meeting on the long-term mechanisms for appointing the TC Secretary, a revised document will be presented to the Committee for adoption at the 48th Session.

4. AOPs and TCTF Budget

AOPs 2015 were reviewed and based on the AOPs submitted by TCS and the various working groups for 2016, and following further consultation with AWG members after the meeting in Kuala Lumpur, Malaysia on 28 October 2015, a TCTF budget proposal for 2016 was submitted for the Committee's approval under Agenda Item 14.4 at the 48th Session.

**MEETING OF ADVISORY WORKING GROUP
Kuala Lumpur, Malaysia, 28 October 2015**

SUMMARY NOTES

Present:

- Edwin LAI, Chair of AWG
- Tsukasa FUJITA, Co-Vice Chair of AWG / Head of RSMC Tokyo
- Tom EVANS, Co-Vice Chair of AWG
- LEI Xiaotu, Chair of WGM
- Yoshio TOKUNAGA, Chair of WGH
- Chihun LEE, for Chair of WGDRR
- Taoyong PENG, WMO
- YU Jixin, TCS

Absent with apology:

- Jaehyun SHIM, Chair of WGDRR
- T.C. LEE, Chair of TRCG
- Alf BLIKBERG, ESCAP

In attendance:

- YU Jun (CMA)
- Naohisa KOIDE (JMA)
- Takuya HOSOMI (JMA)
- KiRyong KANG (KMA)
- Raymond TANABE (US NWS Pacific Region)
- Genevieve MILLER (US NWS Guam)
- Clarence FONG (TCS)
- Jinping LIU (TCS)
- Barrie LEI (TCS)
- Denise LAU (TCS)
- Lisa KOU (TCS)

- Agenda item 1.1 - AWG's role and composition
 - Retain advisory and think-tank functions and roles with current members as core group, but welcome participation of non-core members at meetings and share information outside meetings
 - Chair and vice-chair appointments need to be discussed in advance at Sessions (Yu Jun to draft some notes on succession guidelines for future reference)
- Agenda item 1.2 - sharing and communication of information on AWG matters
 - TC Secretary and AWG Chair to share and communicate relevant information to Members
 - Info to be posted on TC website
 - AWG meeting reports to be distributed in writing to Members before Sessions

- Agenda item 1.3 - Template for Credential Letter
 - Principal delegate to be made clear in the proposed template of Credential Letter for voting purposes
 - A suggested template circulated and agreed
 - Reminders for Members to provide original Credential Letters and make them available by first day of Session
- Agenda item 1.4 - IWS as an annual event
 - Will review format and streamline IWS to make it more effective as an annual event for integrated and cross-cutting purposes (also see agenda item 9)
- Agenda item 1.5 - Review of budget process
 - AWG Chair to work with TCS on processes and mechanisms in revising “ceiling” of the budget and sustainable issues concerning “special budget requests”
- Agenda item 1.6 - Sharing of forecast products and information
 - RSMC Tokyo to work with WGM Chair to review needs and requirements for reporting back at TC48
- Agenda item 2 - Preparation of TC48 in Honolulu
 - Dates confirmed for 22 – 25 February 2016
 - AWG working dinner on Sunday evening (21 Feb 2016) for the coordination of Session arrangement
 - formal invitation letters for visa purposes and announcement/info package by end of November
 - reminders for documents to be ready one month in advance of Session
- Agenda item 3 - Confirmation of venues and arrangement for TC49, TC50 and IWS11
 - TC49 – Japan (Tokyo confirmed)
 - TC50 – Viet Nam (to be confirmed)
 - IWS11 – Philippines (Bohol proposed)
- Agenda item 4 - Preparation of hosting arrangement for the next TC Secretariat and appointment of TC Secretary
 - Will retain hosting arrangement requirements last updated in 2013 and start exploring Members’ interest in the next hosting at TC48
 - On appointment of TC Secretary:
 - AWG Chair will revise requirement no.2 for clarification and incorporate Members’ comments as new requirement items in relation to this revision; and explain requirement no.3 in more details with footnote
 - Keep preference of communicating ability in working language of TC Host Member as a desirable advantage
 - Incorporate revised guidelines as one of the requirements
- Agenda item 5 - SSOP follow up and next phase
 - TCS has collected feedback and will revise proposal for submission

- Agenda item 6 - EXOTICCA progress and implementation
 - TCS to circulate info and documents with input from WGM Chair to Members and then send invitation letters for Participating Members
- Agenda item 7 - Review of Strategic Plan
 - WGDRR proposes to revise targets according to Sendai framework
 - Evaluation of past Strategic Plans (WMO to check availability of “Country Profiles”)
 - Make reference to WMO targets
 - With reference to the comments above, US to take lead in reviewing and drafting a revised version for consideration in TC48
- Agenda item 8 - Review of AOP 2015 and drafting of AOP 2016 and budget
 - Regular budget to keep at the ceiling of \$132,000 (Tom Evans to work with WG Chairs on cutback of \$1,000 per WG and \$500 for TRCG)
 - Special budget request of \$10,000 by WGM noted and included
- Agenda item 9 - Matters arising from IWS10
 - AWG to follow up ideas and suggestions as follows:
 - Review format for better “integration”
 - Combine WG budget items into one for attending IWS, say under AWG
 - TCTF to support DSA only for attending meetings; air fares self-supported by participants