**APPENDIX XIX**

**ADVISORY WORKING GROUP ANNUAL REPORT 2016**

**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. Chiashi MUROI, 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 WGDRR

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 Ulsan, Republic of Korea on 25 May 2016**

At the kind invitation of NDMI, AWG took the opportunity to hold a small meeting on 25 May 2016 during the annual WGDRR workshop in Ulsan, Republic of Korea. The meeting mainly made plans and consolidated ideas to follow up on the issues below during the inter-sessional period and to prepare for the discussion of the issues at the AWG meeting during IWS11 in Cebu, Philippines in late October 2016:

(a) Review of Strategic Plan (including suggestions as collated at the WGDRR plenary session on 24 May 2016);

(b) TC working groups - review of functions and objectives, including cross-cutting effectiveness and IWS organization;

(c) AWG Chair/Vice Chair appointment and "extra member(s)";

(d) Follow-up actions on TC Secretary Long-term Appointment Mechanism;

(e) Ideas for celebrating TC 50th anniversary;

(f) Preparation and organization of IWS11 and TC49;

(g) Budgetting and accounting processes; and

(h) Next TCS hosting.

**3.2 AWG Meeting in Cebu, Philippines on 28 October 2016**

A meeting of AWG was held on 28 October 2016 during IWS11 in Cebu, Philippines (summary notes as given in Annex). Highlights of key issues discussed are summarized as follows:

* AWG, with the support of Ray TANABE and Ken KLEESCHULTE of USA, will propose a revised version of the Strategic Plan for 2017 – 2021 for consideration and adoption at TC49.
* Macao, China has made a provisional offer to continue hosting the TCS in 2019 – 2022, and in the absence of expressed interest from other Members, a proposal to continue with the current arrangement will be put forward for consideration and adoption at TC49.
* A consensus of the long-term mechanisms for the appointment of TC Secretary has been reached subject to a final review of the relevant text by China and Japan.
* Ideas for a review of the format and scheduling of IWS will be further discussed for streamlining and enhanced cross-cutting purposes.
* Viet Nam has kindly agreed to host the TC50 Session along with a TECO at Ha Noi in early 2018. Other activities and events are also being planned to celebrate the 50th Anniversary of TC during the occasion.

**4. AOPs and TCTF Budget**

AOPs 2016 were reviewed and based on the AOPs submitted by TCS and the various working groups for 2017, a TCTF budget proposal for 2017 was submitted for the Committee’s approval under Agenda Item 17.4 at the 49th Session, including special budget items in support of activities for the celebration of the 50th Anniversary of Typhoon Committee at the annual session to be held in Hanoi in early 2018.

***Annex to AWG Annual Report 2016***

**MEETING OF ADVISORY WORKING GROUP**

**Cebu, Philippines, 28 October 2016**

**SUMMARY NOTES**

Present:

* Edwin LAI, Chair of AWG
* Chiashi MUROI, 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
* Representative from ESCAP

In attendance:

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

**Discussion at the AWG Meeting**

* Agenda item 1 – Review of Strategic Plan
  + Ken KLEESCHULTE reported that only limited input had been received from the focal points of Members so far, and the only major changes he had proposed were the re-arrangement of the KRAs and some corresponding movement of the associated goals and activities.
  + The meeting appreciated the reference materials prepared and input table suggested by YU Jun, and requested Ken KLEESCHULTE to compile a revised version of the Strategic Plan by early November for distribution to AWG members and Strategic Plan focal points for one final round of input and comments, with deadline for returns to be set for end of November.
  + The meeting took note that a final draft of the Strategic Plan should be submitted for approval at the next TC Session (TC49), even though time would be rather limited. Extension of the current Strategic Plan for another year would only be considered if absolutely necessary.
* Agenda item 2 – AWG Chairmanship
  + TCS reported that US and Philippines nominated Ray TANABE as AWG Chair, while Viet Nam nominated Jaehyun SHIM (current WGDRR Chair) as AWG Chair or Vice Chair, and Chiashi MUROI as Vice Chair. Japan also nominated Chiashi MUROI as Vice Chair. Another nomination received for Vice Chair came from Hong Kong, China for T.C.(Tsz-cheung) LEE (current TRCG Chair).
  + Chihun LEE, on behalf of NDMI, indicated that Jaehyun SHIM would not be available to take up the chairmanship or vice-chairmanship of AWG given his heavy responsibilities as President of NDMI.
  + As such, the meeting noted the available options for consideration by the Committee at TC49 would be: (a) Ray TANABE’s nomination by US and Philippines, replacing Edwin LAI as AWG Chair upon the completion of his term; and (b) the re-appointment of Chiashi MUROI as nominated by Viet Nam and Japan and the appointment of T.C. LEE as proposed by Hong Kong, China as Co-Vice Chairs.
* Agenda item 3 – Additional AWG Memberships
  + The meeting agreed that AWG should retain the role as a think-tank and advisory body, with recommendations and conclusions to be made on a consensus basis. As such, AWG considered that additional memberships should be considered on a personal merit basis rather than making it open to all Members or arbitrarily assigned to specific Members. It also considered that Members be invited to propose suitable persons with proven experience, capability and contribution to the works of TC. It agreed to report the outcomes at the session, for consideration by the Committee.
  + Even without formal memberships, Members should be reminded that they could still send representatives to sit in and attend AWG meetings if they so desired.
* Agenda item 4 – TC Secretary Long-term Appointment Mechanism
  + TCS reported that only a limited number of responses were received from Members in the latest round of consultation and most of them indicated “no comments”. However, the meeting noted with appreciation that Japan and China had in principle reached a consensus over the current proposal subject to the formal agreement of a proposed revised text by both Members.
* Agenda item 5 - Hosting of TCS
  + TCS confirmed that no Members apart from Macao, China had expressed an interest to host the TCS. As such, a proposal for Macao, China to continue hosting the TCS would be submitted for consideration by the Committee at TC49.
* Agenda item 6 – Effectiveness of TC Activities
  + Edwin LAI presented his ideas on revamping the format of IWS to encourage a shift in focus towards the development of more Cross-cutting Integrate Projects (CIPs; see Attachment 1). Under the new approach, special funding allocations would then only cater for special occasions/events (e.g. TC50) and CIPs, with lump sums under the regular budget to be allocated to the WGs (including TRCG) to manage and support their respective AOP items. AWG noted with appreciation this idea and considered it should be further refined in terms of effectiveness and feasibility. AWG members would be consulted for further views and comments through emails to refine the proposal for submission to the Committee at TC49.
  + On managing and monitoring the effectiveness of AOP items, the meeting opined that the necessary assessment and evaluation were already being carried out by TCS, the three WGs and TRCG. It would be difficult to adopt a uniform rating and scoring scheme across all the AOPs given the different nature of activities undertaken by the various groups, and it was considered counter-productive to adopt an over-critical approach given that many Members were taking part and supporting the AOPs on a voluntary basis through in-kind contribution.
* Agenda item 7 – TC50, TC50 TECO and Other Associated Activities
  + The meeting took note of the themes and sub-topics as proposed by T.C. LEE and reported on his behalf by Edwin LAI for the 3rd TRCG Forum to be held back-to-back before TC50 (see Attachment 2). While AWG members would be consulted further in writing on the themes and sub-topics, the meeting opined that presentations on the Special Theme should be made on Day 1 of TC50 instead in conjunction with a high-level ministerial meeting.
  + Edwin LAI reported that Viet Nam had confirmed their readiness to host the joint events in Ha Noi in early 2018. The meeting supported the idea to organize the 3rd TRCG Forum in a Technical Conference (TECO) format (with reference to the CBS TECO programme being organized in Guangzhou, China) and as such proposed to formally label the event as TC50 TECO. It was tentatively planned to organize the 2-day event on Monday and Tuesday, with the TC50 Session to follow from Wednesday to Saturday.
  + TCS was requested to confirm with Viet Nam the place and dates in time for Members’ consideration and agreement at TC49. An early confirmation of dates in particular would help to secure the attendance of PRs, senior government officials as well as NGOs and other donor organizations for the major activities being planned, which in turn would help to attract the presence of WMO Secretary General to officiate at the opening ceremony.
  + TCS was asked to seek Members’ input on the contact channels for invitations to be sent to the senior government officials.
  + AWG members would be further consulted through emails in compiling a guest list of TC veterans to be invited back to take part in the celebration activities of TC50.
  + The meeting also took note with appreciation WGM’s plan to publish a special edition of TCRR for TC50 TECO, including the reports as presented by the invited speakers.
  + Denise LAU presented some initial ideas on the celebration activities, commemorative items, gifts and souvenirs to be organized or produced for TC50 (see Attachment 3). The meeting in principle supported the ideas and asked TCS to follow up as appropriate, with reminders that the amount of gifts for distribution should be kept to a minimum, the budget for individual items should be controlled for administrative convenience and prudence, and the items produced should also be environment-friendly. It was also agreed that sponsors should be sought in helping to organize the social activities that could not be otherwise covered by TCTF with due consideration given to WMO’s restrictions.
  + In view of TC50 TECO and to avoid duplication of effort, the meeting also suggested that technical presentations should be left out in the development of programme for IWS12.
* Agenda item 8 – TCTF Budget 2017
  + The regular budget was proposed to be USD 147,000. The over-the-ceiling budget was mainly for the extra expenses involved in organizing the IWS in Jeju (including TRCG members also attending for the 4-yearly planning meeting) and the engagement of more Members in the activities being organized.
  + The special budge request amounted to USD 111,000. The substantial amount was mostly for organizing and supporting the activities associated with TC50 and TC50 TECO to be held in Ha Noi in early 2018, and for two capacity-building initiatives led by WGM and WGH.
  + For details of the budget, see Attachment 4.
* Agenda item 9 - AOB
  + With reference to requests made in the TC48 Report, TCS was reminded to send out meeting notifications and other documents in good time and that session documents should be made available online one month in advance.
  + The meeting asked Japan as host of TC49 to consider making nominations for the Kintanar Award 2016. Despite the lack of cash award in recent years, the meeting agreed that the Kintanar Award should be retained to encourage partnership and collaboration in the pursuit of TC’s long-term objectives.
  + The meeting took note of the preparation and arrangement being made for TC49 at Yokohama as reported by Takuya HOSOMI, and confirmed that a pre-Session AWG meeting would be tentatively planned on the afternoon of 20 February (Monday).
  + The meeting also noted with appreciation an NDMI offer expressed by Chihun LEE to host an AWG meeting if required in conjunction with the annual WGDRR workshop in 2017, possibly in Ulsan again as in 2016.

**Post-meeting comments received from Naohisa KOIDE (incorporating comments from Chiashi MUROI and Takuya HOSOMI) on Attachments 1 and 2:**

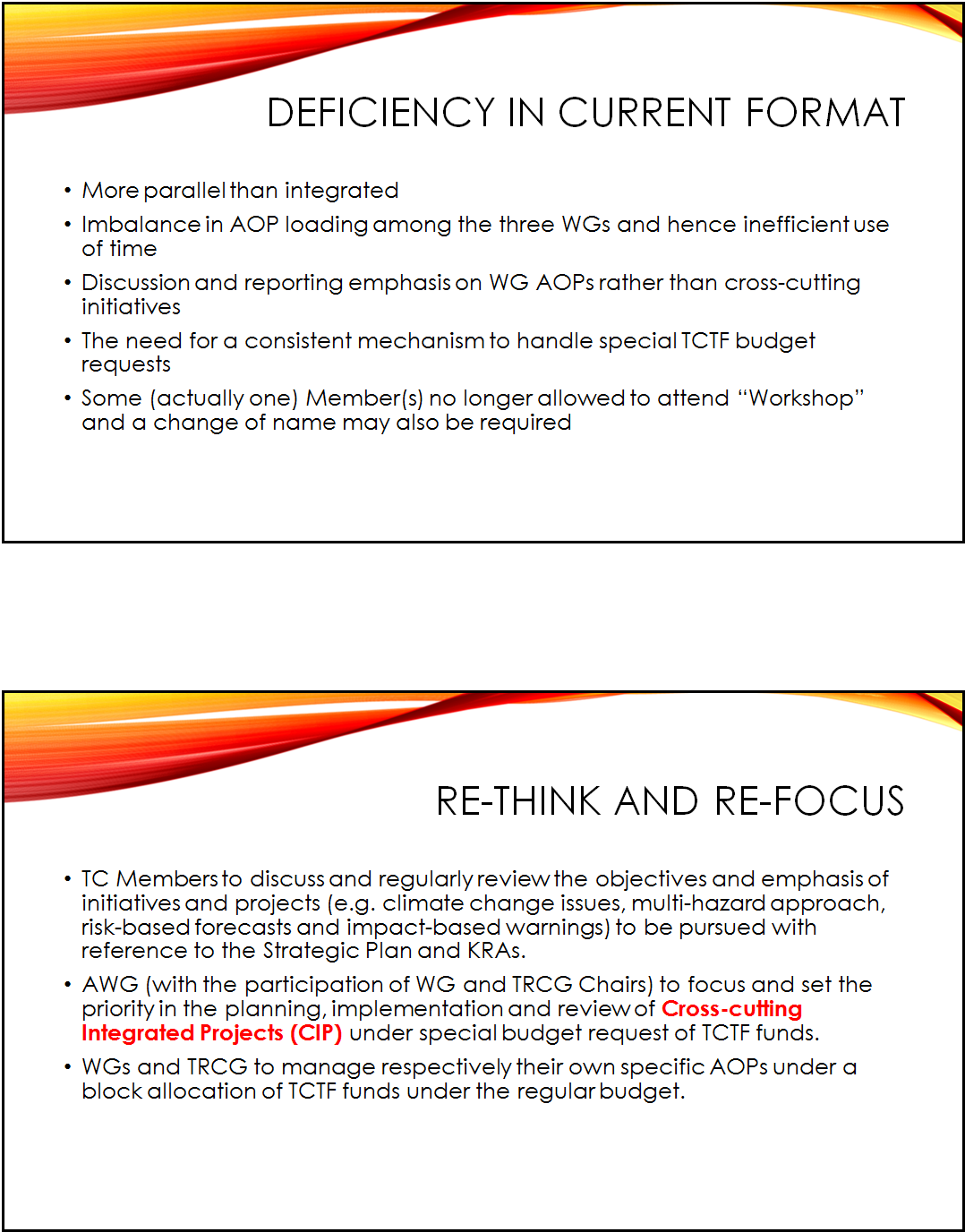
* Attachment 1: The Next Phase of IWS

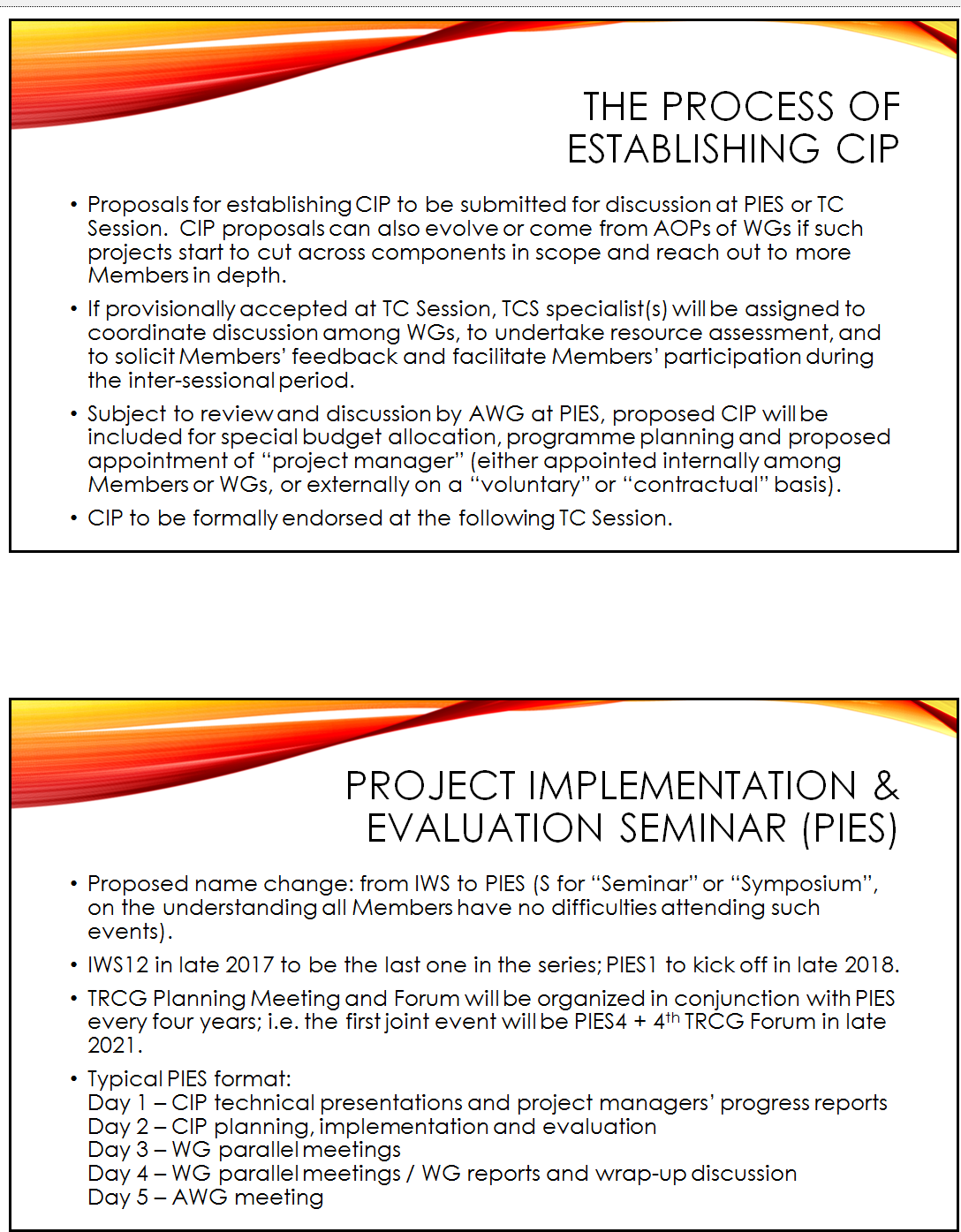
We recognized that both positive and negative comments/views were presented during the discussion at the last AWG meeting. I appreciate such views/comments are to be reflected into the note accordingly. Below is a summary of our view including our comments presented at AWG meeting.   
  
Deficiency:   
We agree that integrated activity should be further enhanced and regularized in the future, in light of the mission of the Committee and its importance in particular for our future DRR agenda. Also, we also partly understand the deficiency in current format on slide 1.   
  
Project Establishment Process:   
Our view is that we can enhance integrated activity within the current framework (Here, we expect that “Integrated Project” is not a project like SSOP requiring additional large funding source, but one like AOPs being implemented within the available resource, namely the regular budget). One of possible and feasible first steps would be to let Members leading the existing AOPs consider the possibility to expand them to the other WGs in the future. For instance, if a WGM Member leading a project wants to expand it to WGDRR, the Member can propose it at a WGDRR meeting, and if accepted, it can be included as one of AOPs of WGDRR. In this case, this project can be present under both WGM and WGDRR AOP tables. If necessary, a separate AOP table for integrated projects can be developed, and both leading WG(s) and Member(s) of integrated projects can be specified in the table.   
  
Project Implementation and Management:   
The project can be implemented under a WG to which the leading Member(s) belong. Progress of the project can be reported and its future plan can be discussed at the WG meeting. If multiple Members from different WGs lead an integrated project, they can set up a management group as appropriate and its progress can be reported at either of WGs or at the plenary session. It should be noted that it is Members who lead a project and TCS roles are to provide administrative/logistic supports. Also, considering that all AOPs are in principal done by voluntary efforts of respective Members, Member's initiatives should be fully appreciated and should not be demoralized. In addition, AWG is an advisory group and not a body in charge of implementing and coordinating integrated projects initiated by some Members.   
  
(Special) Budget allocation:   
How to provide budgetary supports are also carefully considered. Since special budget is allocated to one shot event, Integrated Projects can be supported only if it is just a one shot event like a meeting/workshop. But it may be not something we expect for “Integrated Project”. If we want to make the activity of the Committee more integrated, we should think about how we can implement integrated projects in a budgetary sustainable manner. Considering WG projects perhaps remain core activities of the Committee in the future, regular budgets are to be allocated to them first. We had better keep in mind that preferential allocation of budgets to integrated projects may result in decrease in WG activity, if their budget allocations are reduced.

* Attachment 2: TECO

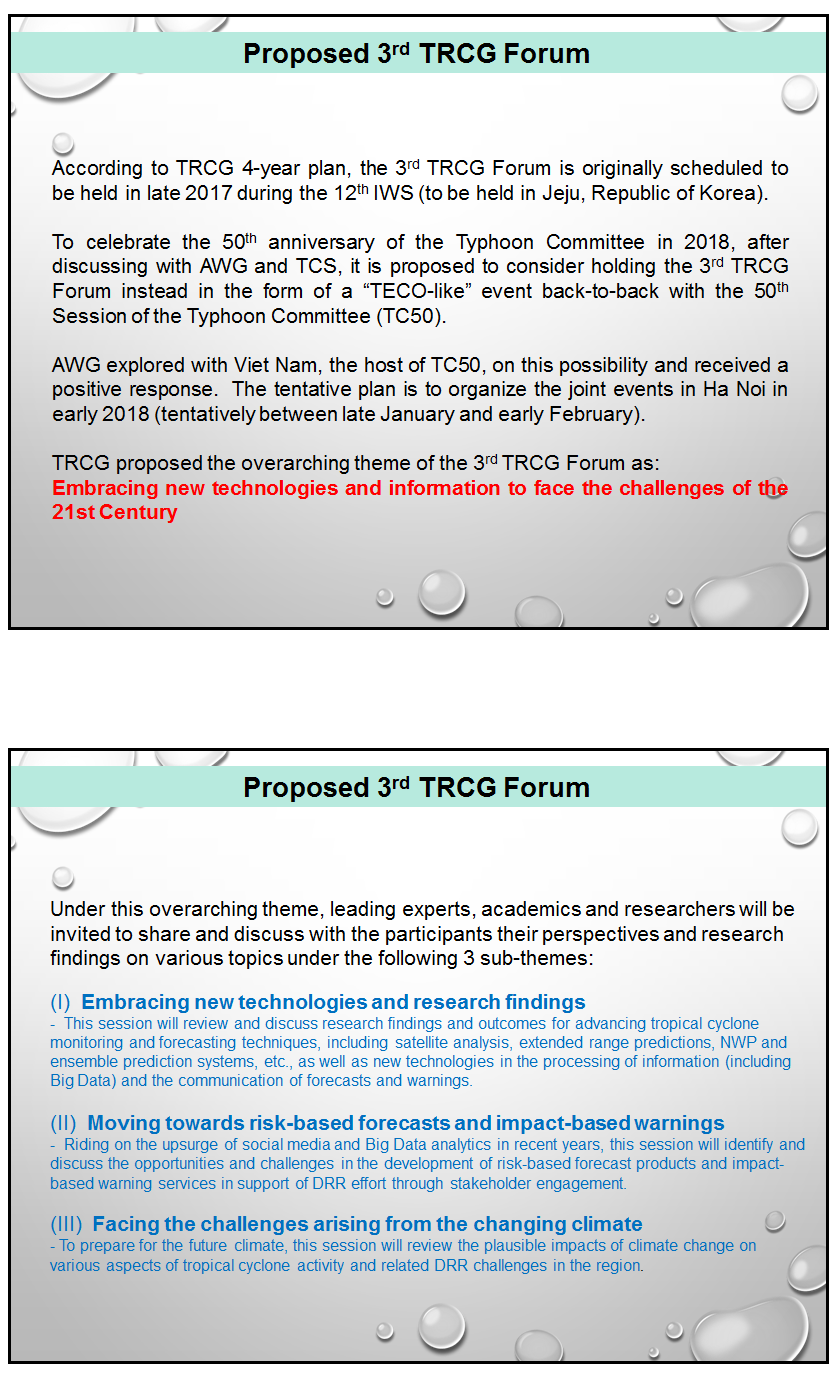
Since there was no info presented at AWG meeting, would it be possible for a proponent to provide detailed estimates for AWG to justify USD 60,000 for organizing TC50 TECO. [Note by AWG Chair: A slide on the detailed estimates was added to Attachment 2.]

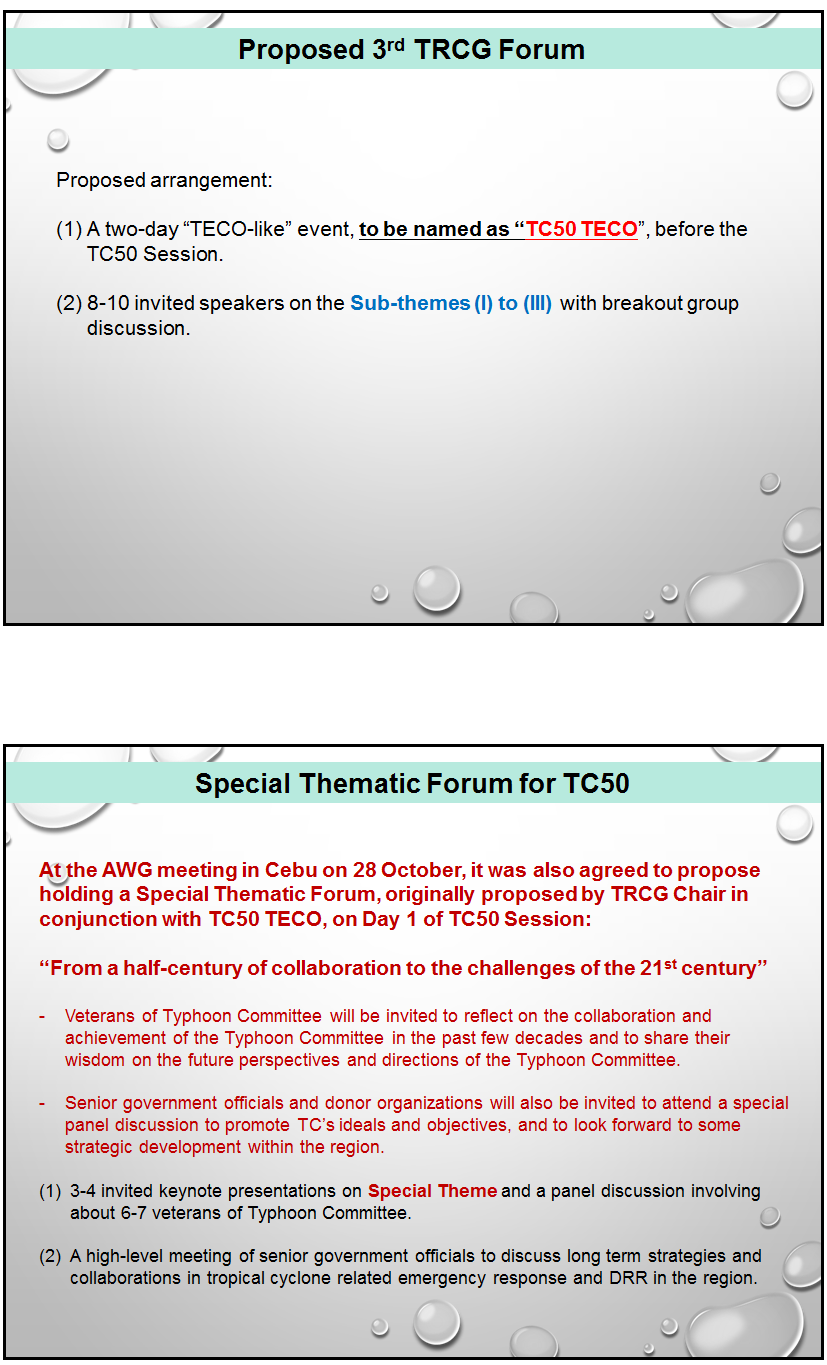
***Attachment 1 to AWG Annual Report 2016***

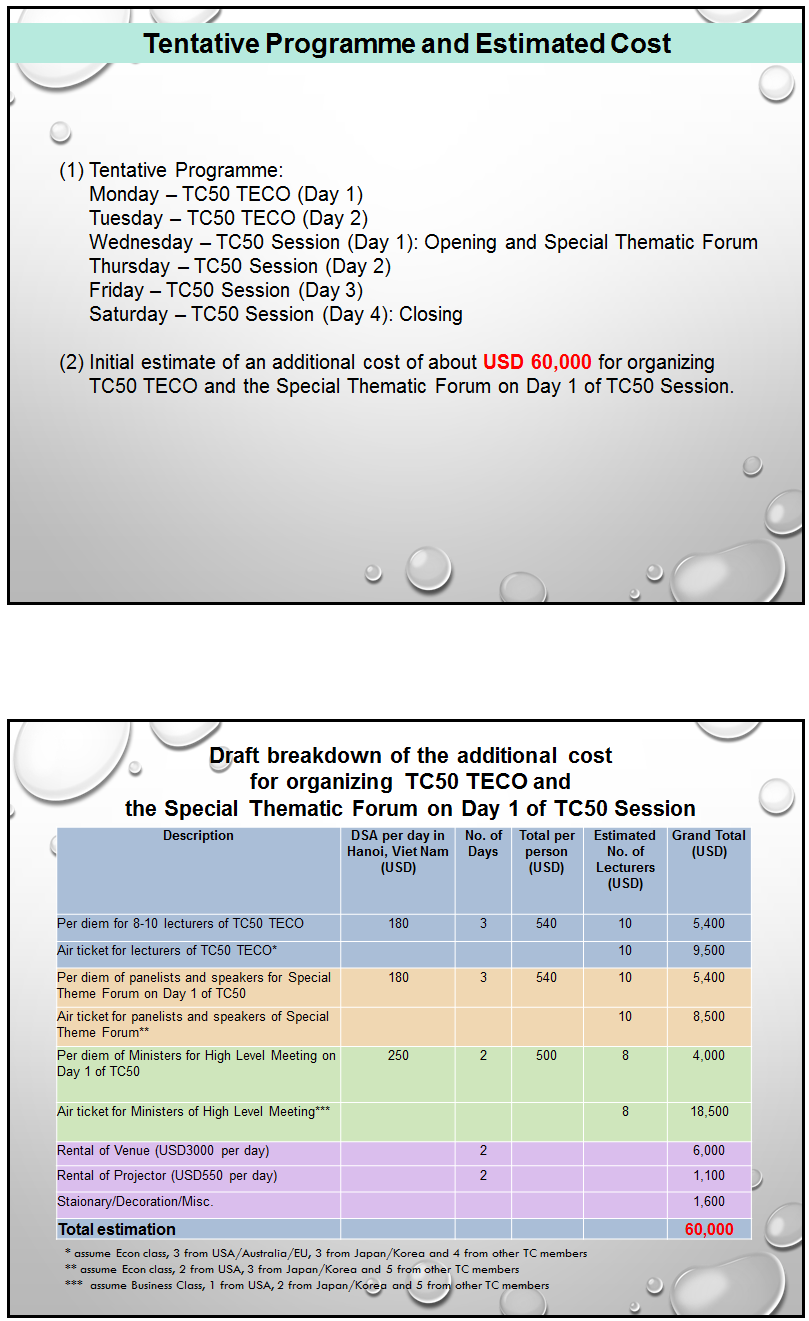
******

******

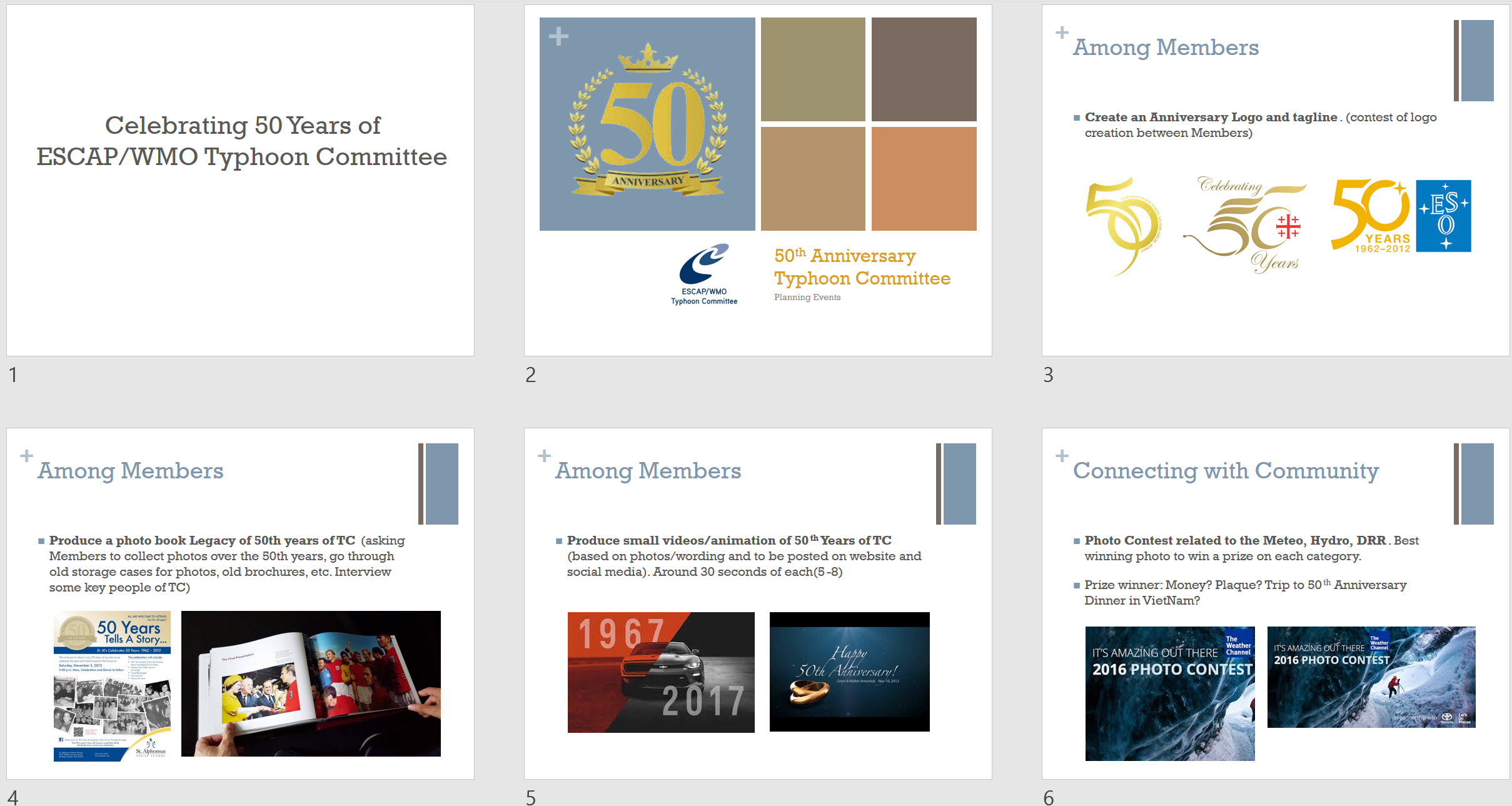
***Attachment 2 to AWG Annual Report 2016***

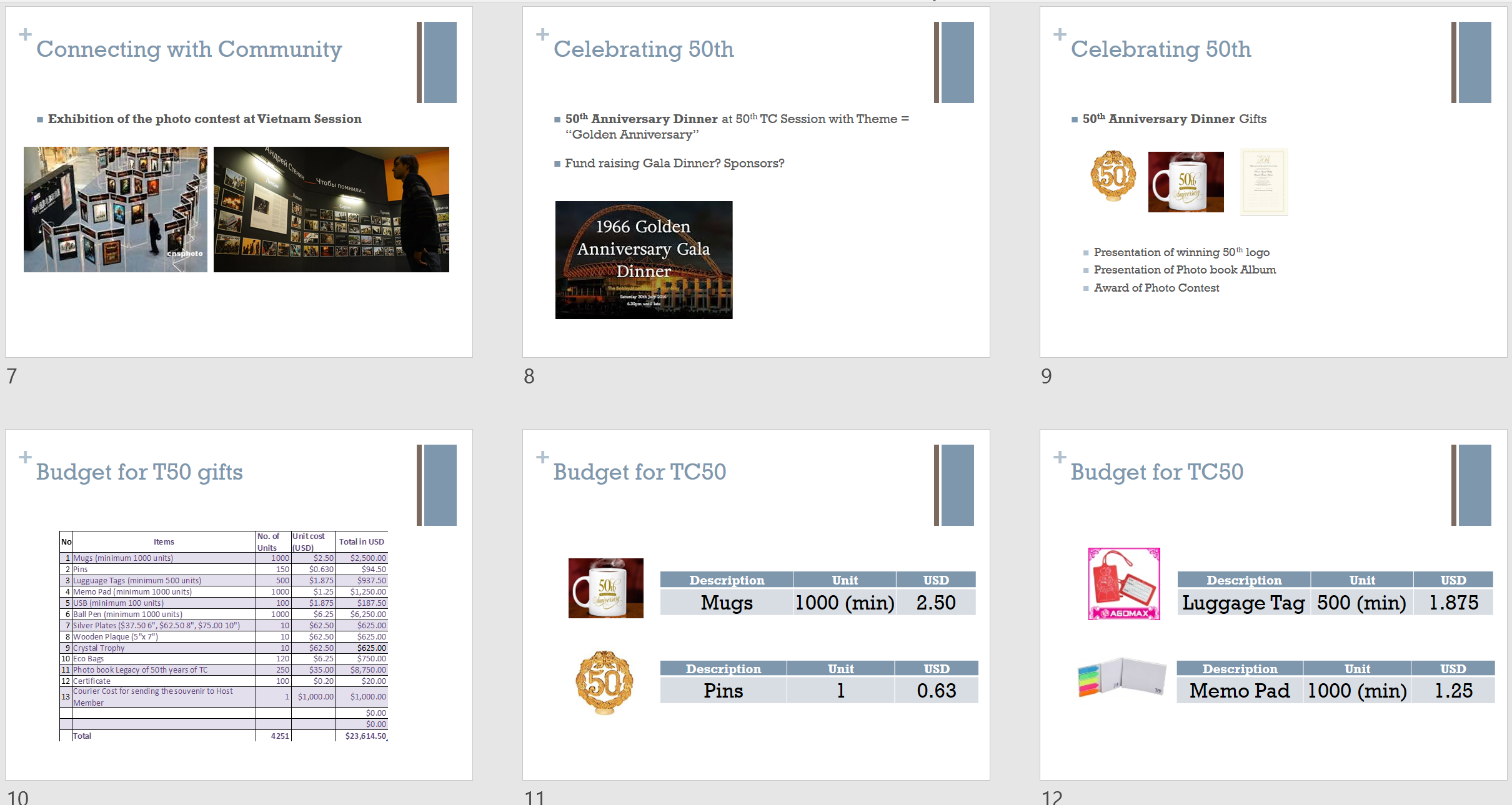
******

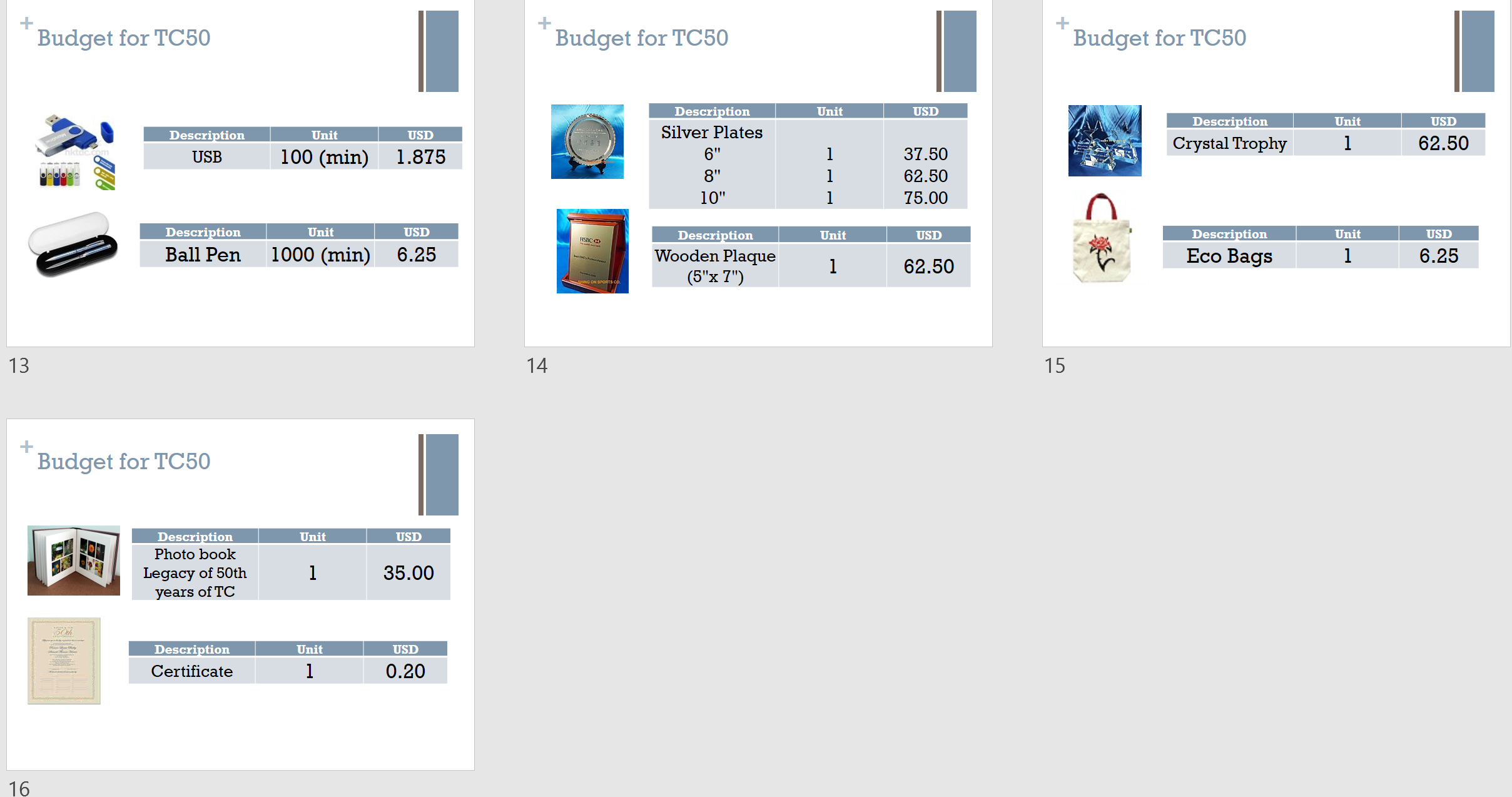
******

******

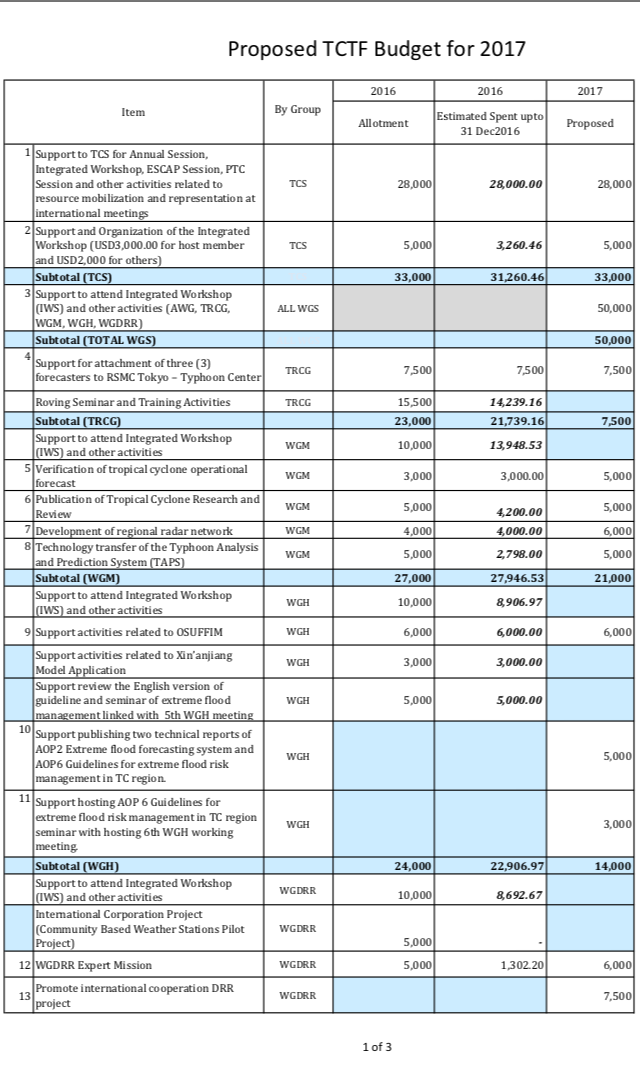
***Attachment 3 to AWG Annual Report 2016***

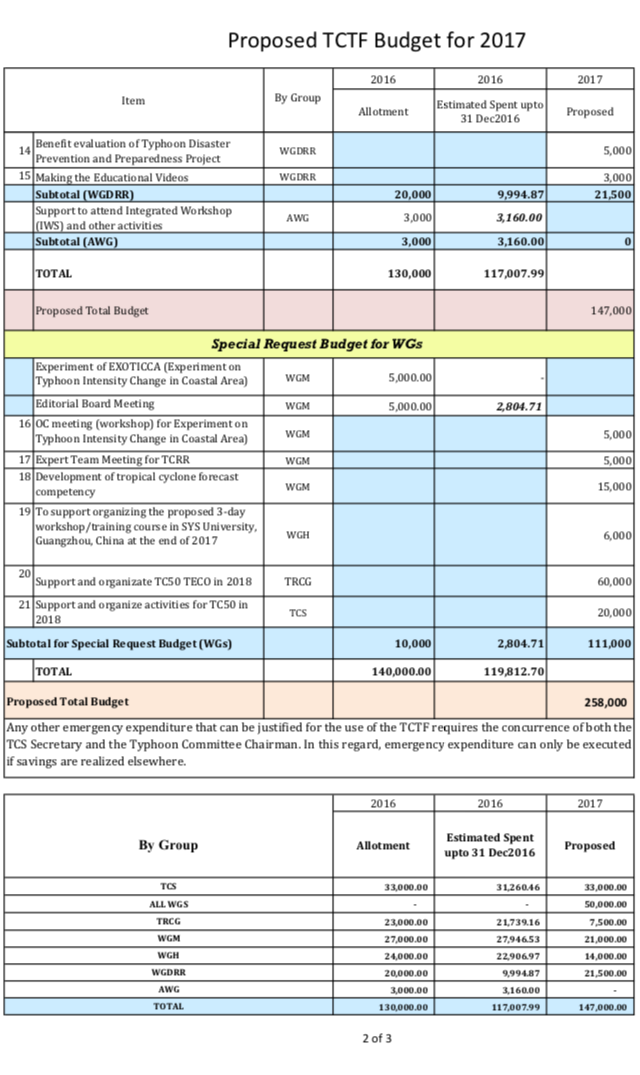
******

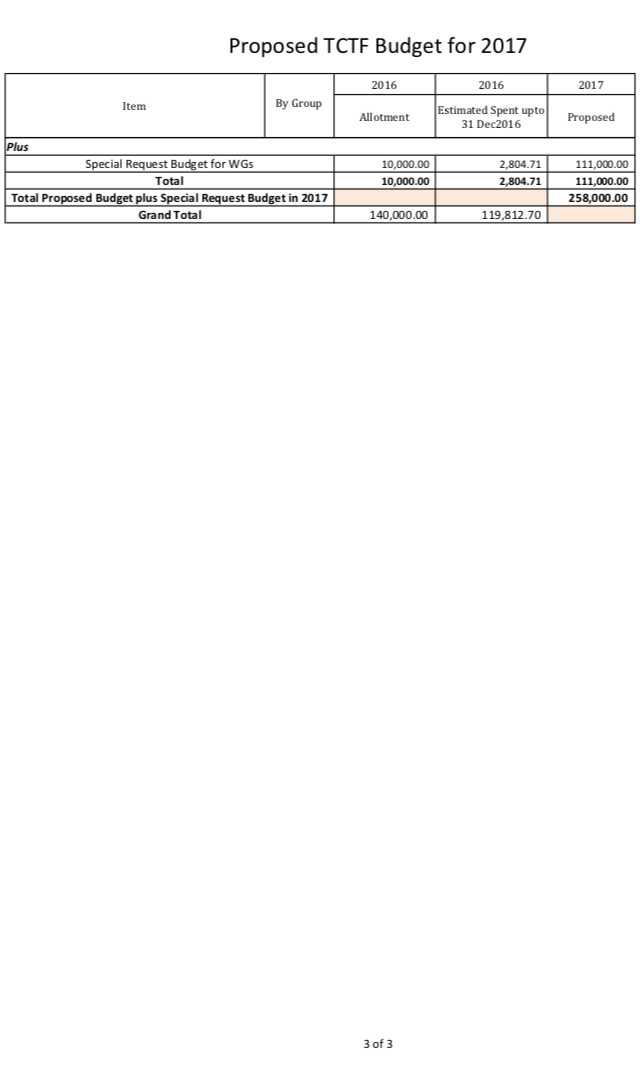
******

******

***Attachment 4 to AWG Annual Report 2016***

****

******

******