# APPENDIX XXI

**ADVISORY WORKING GROUP ANNUAL REPORT 2017**

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.

#### AWG Membership

The current composition of AWG is:

Mr. Raymond TANABE, Chair of AWG

Mr. Chiashi MUROI, Co-Vice Chair of AWG / Head of RSMC Tokyo

Dr. T.C. LEE, 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

#### AWG Meetings/Activities

* 1. **AWG Meeting in Ulsan, Republic of Korea on 31 May 2017**

At the kind invitation of NDMI, AWG took the opportunity to hold a small meeting on 31 May 2017 during the annual WGDRR workshop in Ulsan, Republic of Korea. The meeting provided a review of AWG related activities/decisions, the Typhoon Committee Strategic Plan 2017-2021, SSOP-II, and the IWS 12 in Jeju, Republic of Korea. A large portion of the meeting was dedicated to planning for the TECO and TC50 activities.

1. Review of AWG related decisions from the 49th Annual Session
2. Review of the Typhoon Committee Strategic Plan for 2017-2021
3. 12th Integrated Workshop, Jeju Island, Republic of Korea, 30 October - 03 November 2017
4. TECO/International Workshop 26-28 February 2018, Ha Noi City, Vietnam
5. 50th Annual Session 28 February – 3 March
6. Other Items surrounding TECO and 50th Session
7. Next Meeting for TC50 and TECO Steering Committees
8. SSOP-II Implementation and Timeline
9. Review of the long-term mechanism for hosting IWS and annual sessions

#### AWG Meeting in Jeju, Republic of Korea on 3 November 2017

A meeting of AWG was held on 3 November 2017 during IWS12 in Jeju, Republic of Korea. , Philippines (summary notes provided in Annex). This AWG meeting primarily focused on planning and preparation for the TECO and TC50. Smaller discussions took place regarding IWS 13, TC51, and Strategic Plan 2017-2021 priorities.

1. Strategic Plan 2017-2021priorities
2. Hosting 13 IWS and TC51
3. TECO organization
4. TC50 organization
5. Old friends inviting for TC50
6. Welcome Reception: Viet Nam will organize this. Which date is suitable?
7. Technical Tour: Forecasting Center in the NHMS building: In the afternoon of Day 4?
8. Sightseeing: we are considering about this. May be, it is  Ha Long Bay. It takes 4 hours from Ha Noi to there. So 1 day for the sightseeing.
9. Activities
   1. - TC logo
   2. - TC book
   3. - photo contest
   4. - gifts for participants and high level
   5. - TCRR special issue

#### AOPs and TCTF Budget

AOPs 2017 were reviewed and based on the AOPs submitted by TCS and the various working groups for 2018, a TCTF budget proposal for 2018 was submitted for the Committee’s approval under Agenda Item 15.4 at the 50th Session.

***Annex to AWG Annual Report 2017***

**AWG Meeting Summary Notes**

**Ulsan, Republic of Korea**

**31 May 2017**

AWG Meeting in Ulsan, Republic of Korea on 31 May 2017

1. Review of the Typhoon Committee Strategic Plan for 2017-2021
2. 12th Integrated Workshop, Jeju Island, Republic of Korea, 30 October - 03 November 2017
3. TECO/International Workshop 26-28 February 2018, Ha Noi City, Vietnam
4. 50th Annual Session 28 February – 3 March
5. Other Items surrounding TECO and 50th Session
6. Next Meeting for TC50 and TECO Steering Committees
7. SSOP-II Implementation and Timeline
8. Review of the long-term mechanism for hosting IWS and annual sessions
9. Review of AWG related decisions from 49th Annual Session
   * Item h. Request AWG to follow up on the need for an Executive Summary as expressed in paragraph 29.
     + Executive Summary not really needed and will recommend stopping
   * Item k. Set up Steering Committee (SC) for SSOP-II, which will be composed of AWG Chair, TC Secretary, and PTC Secretary.
     + Ray Tanabe and Jixin YU are OK with this. Need to contact PTC.
   * Item l. Request SSOP-II SC to engage a Project Manager through consultation with TC and PTC Members.
     + TCS will send out letters to the Members requesting seeking the nomination of a Project Manager for SSOP-II Project.
   * Item r. Request WGs review the priorities in the Strategic Plan 2017-2021 and submit updates every year, as appropriate for approval at Sessions
     + Further discussed as a part of agenda item #2
   * Item s. Request the WGs to align future activities, including AOPs, with the Strategic Plan.
     + Further discussed as a part of agenda item #2
   * Item t. Approve the activities for the celebration of the 50th Anniversary of Typhoon Committee as shown in **Appendix XXIV.**
     + Final Approval will depend in part of budget and desire of host Viet Nam. No decisions made.
   * Item u. Approve the proposal to establish a TECO Task Team and a TC50 Session Task Team.
     + Completed. Ray Tanabe leads TC50 Task Team and T.C. Lee leads TECO Task Team.
   * Item v. Request TCS to send letters informing Members about TECO and TC50 Session Task Teams and to invite Members to nominate representatives to join the TC50 Session Task Team.
     + TCS will complete.
   * Item w. Approve the dates for the TECO from 26 to 27 February 2018 and for TC50 Session from 28 February to 03 March 2018, which will be held in Ha Noi, Viet Nam.
     + Already approved.
10. Review of Typhoon Committee Strategic Plan for 2017-2021
    * AWG and WG Chairs will continue to promote WG activities in line with a set of priorities on the Strategic Plan 2017-2021.
    * Working Groups will update and table the priorities for discussion prior to each IWS
    * Working Group Chairs were requested to improve integration and coordination for future AOPs under the guidance of SP.
11. 12th Integrated Workshop, Jeju Island, Republic of Korea, 30 October - 03 November 2017
    * KMA representatives proposed “Tropical cyclone related forecast, warning and DRR in the era of big data and social media: challenges and opportunities” as the 12th IWS theme.
    * Draft agenda has not been developed yet. Proposal to reduce parallel session days in favor or more plenary sessions.
    * Discussion on the need for a half day session for EXOTICCA as proposed in the 49th Session ? TCS and AWG will need to consult with STI on the possibility of having a half-day session on EXOTICCA at the 50th Session. Otherwise STI may need to organize a separate workshop to address Members’ concerns and requests expressed at the 49th Session.
12. TECO/International Workshop 27-27 February 2018, Ha Noi City, Vietnam
    * Proposed TECO theme is ““Embracing new technologies and knowledge to meet the
    * challenges in the new era of tropical cyclone forecasting”
    * After the 49th Session, TECO Task Team members and Viet Nam have been consulted about the revised theme and topics with no major comment received. It is considered the revised theme and topics as well as draft programme are adopted.
    * TCS will send correspondence to Members for presenters at TECO. AWG was asked to provide suggestions for keynote speakers.
13. 50th Annual Session 28 February – 3 March
    * High Level Session planned for first day. Morning will have speeches/remarks by high level person or PR from each Member. Afternoon will have special tour and meetings for high level delegation.
    * RSMC reports move to day 2.
    * TCS will send announcement with save the date message and follow up with official invitations after IWS.
14. Other Items surrounding TECO and 50th Session
    * Each WG will be asked to provide recommendations for “old friends”. Members will also be asked to submit up to 2 “old friends”. TCTF allocated budget will determine how many we can support.
    * TCS will send correspondence asking for submission of historical photos for photo book.
    * TCS sent letter asking for TC50 logo submissions. Will send submissions to Members for voting.
    * Viet Nam will organize a local photo contest for the TC50.
    * We may not have enough pictures for yearbook on past TC Chairs. TCS will ask members for photos.
15. Next Meeting for TC50 and TECO Task Teams
    * TC50 and TECO Task Teams will meet virtually or find time at the upcoming IWS.
16. SSOP-II Implementation and Timeline
    * Training Workshop in Nanjing needs to be completed in 2017. Whoever is selected as Project Manager will have to organize.
17. Review of the long-term mechanism for hosting IWS and annual sessions
    * TCS provided the latest list and rotation schedule. Letters will be sent to the next Members on the list to host the 13th IWS and 51st Session.

**AWG Meeting Summary Notes**

**Jeju, Republic of Korea**

**03 November 2017**

* AWG took note on the comments from the LOC of KMA regarding some logistics issues during the IWS, such as late registration from participants, no show, changing of programme, etc.

1. Strategic Plan 2017-2021 priorities

* AWG and WG Chairs will continue to promote WG activities in line with a set of priorities on the Strategic Plan 2017-2021.
* Working Groups will update and table the priorities for discussion in the next IWS
* Working Group Chairs were requested to improve integration and coordination for future AOPs under the guidance of SP.

1. WGHChairmanship

* As the issue of WGH Chairmanship has not been resolved, WGH seeks the advice of AWG on this matter.
* AWG noted that the appointment of chair and vice chair shall follow TERMS OF REFERENCE OF THE WORKING GROUP ON HYDROLOGY (WGH) in a consultative and harmonized manner.
* AWG further noted that introduction of Chair/Co-chair system discussed by WGH needs amendment of the current TOR.
* AWG confirmed that WG chairpersonship should be discussed in terms of enhancing future TC activities as a whole, considering that more Members become capable of leading WG activities.
* AWG will discuss this matter, including the future possibility of Chair/Co-Chair system for WGs and advise the TC 51st Session for final decision.

1. Hosting 13 IWS and TC51

* According to the Mechanism of Hosting TC Session and IWS, Thailand will host the 13th IWS in Chiang Mai. Dates will be confirmed later
* China will consider hosting the 51th Session and will confirm as soon as possible.

1. TECO organization

* The Themes for TECO have been confirmed. Nine keynote Speakers have also been identified and invited. Most of them have also provided the title of the presentation.
* TCS needs to issue invitations letter in the next 2 weeks and invite Members to nominate Technical Presentations for TECO.
* It was agreed, in consultation with the host Vietnam the following schedule:
* Nomination for TECO by Dec 20 (which session prefer, title, and funding request. Priority will be given to Members with urgent needs in capacity building and young forecasters and researches).
* Approve the nominations and funding by Jan 5
* PPT should be provide by Feb 8 to the host for Administrative needs

1. TC50 organization

* TCS will issue invitations letter in the next 2 weeks. A separate invitation for TECO and TC50
* The AWG discussed on the level of representation from the host country, Members, ESCAP and WMO, and advised all parties to be represented to the highest level possible.
* The AWG discussed the 1st Day for the PR’s at the TC50 and concluded with the following recommendations:
* General theme for the PR’s to present their country milestones and achievements
* To allocate the 1st day for high level events
* Old friends to talk towards the end of the 1st day
* To elect officers after opening.
* WMO to consider to provide funding for a selected number of countries based on their request.
* TCS to confirm with Vietnam regarding the proposed display area for the historical items/materials from Members.
* AWG Chair to draft the 1st day for AWG Members comments

1. Old friends inviting for TC50

* AWG has discussed about the nomination for the old friends to join the TC50 celebrations.
* Based on current estimate, the maximum number of persons to be supported is about 20. The nomination will be based on the recommendation by WG Chairs and TC Members (each with 1 or 2 nominations). In order to avoid overlap on the nominations, AWG will collect the nominations and finalize the list.
* Submission for the nominations must be sent until 20 November.

1. TC50 Activities

* For the TC50 Activities, the following information was given:
* The TC50 logo is already in place;
* AWG requests more inputs from Members for the TC Photo book, since up to now only Hong Kong, China had provided some old photos for the book.
* For the Photo Contest, AWG Members was informed that Vietnam had already organized a local contest with more than a 1,000 entries. Local prizes and certificates will be presented during the TC50. AWG agrees to carry on the Photo Contest after the TC50 due to the time limitation.
* AWG was informed that, in addition to the gifts to be arranged by TCS (USBs and paper notebooks), Vietnam will also prepare some gifts for the participants (e.g. bags and local gifts).

1. TCRR special issue

* STI made a presentation related to the TCRR Journal Special issue for TC50.
* As papers must be submitted by February 20, AWG raised concern about the time frame for the publication.
* It was agreed that STI will make efforts to publish the special issue of TCRR before the TC50. TRCG Chair and TCS will help request Keynote Speakers, WG Chairs and Members to contribute papers for the publication, as soon as possible.

1. Budget 2018/2019

The proposed budget of 2018/2019 for the TC50 was presented, discussed and recommended for approval by the Committee in the next session as follows:

