

ESCAP/WMO Typhoon Committee
Fifty-First Session
26 Feb – 1 Mar 2019
Guangzhou, China

FOR PARTICIPANTS ONLY
WRD/TC.51/10.2
25 February 2019
ENGLISH ONLY

**ADVISORY WORKING GROUP
ANNUAL REPORT 2018**

(Submitted by AWG Chair)

ACTION REQUIRED:

The Committee is invited:

- a) To take note of the major AWG activities in 2018
- b) To take note of the actions taken by AWG in 2018
- c) To take note of the recommendations made by AWG

APPENDICES:

Appendix A - DRAFT TEXT FOR INCLUSION IN THE SESSION REPORT

Appendix B - ADVISORY WORKING GROUP ANNUAL REPORT 2018

APPENDIX A: DRAFT TEXT FOR INCLUSION IN THE SESSION REPORT

Report of AWG

- 1. The Committee was informed of the activities of the AWG as presented in the AWG Report 2018.*
- 2. The Committee was briefed on the major issues discussed at the AWG meetings in Ha Noi, Viet Nam on 3 March 2018, in Ulsan, Republic of Korea on 1 June 2018, and in Chiang Mai, Thailand on 4 and 9 November 2018.*
- 3. The Committee was informed of the proposed budget for 2019, including items in support of non-recurring items for special funding consideration.*
- 4. The Committee was informed on the progress of the SSOP-II Project.*
- 5. The Committee was informed on the status of the WGH Chairpersonship issue.*

Recommendations of AWG

- 1. Recognize and thank Viet Nam for their exceptional effort in hosting the highly successful Typhoon Committee 50th Annual Session in Ha Noi, Viet Nam.*
- 2. Recognize and thank Thailand for their exceptional effort in hosting the 13th Integrated Workshop in Chiang Mai, Thailand.*
- 3. Welcome Mr. Hisaki EITO, Director of RSMC Tokyo, as the new co-Vice Chair of the AWG.*
- 4. Re-appoint Mr. Raymond Tanabe, USA, and r. T.C. LEE, Hong Kong, China as Chair and co – Vice Chair of the AWG for a second term.*
- 5. Take note of the progress and recommendations made in the planning and implementation of TC activities, including the preparation of the budget for 2019.*
- 6. Review and provide comments on the 2019 work plan for the SSOP-II project conclusion.*
- 7. Any other text which will be included in the Session Report.*

APPENDIX B: ADVISORY WORKING GROUP ANNUAL REPORT 2018

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. Raymond TANABE, Chair of AWG
Dr. Hisaki EITO, Co-Vice Chair of AWG
Dr. T.C. LEE, Co-Vice Chair of AWG
Dr. LEI Xiaotu, Chair of WGM
Mr. Yoshio TOKUNAGA, Chair of WGH
Mr. Seok Hyun KIM, 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 Ha Noi, Viet Nam on 3 March 2018.

The AWG held a short meeting following the conclusion of the successful TECO and TC50. The purpose of the meeting was to reflect of the Session and document best practices for future meetings. The AWG also conducted a quick review of recommendations as approved by the Typhoon Committee.

1. Gather comments from TECO and TC50
2. Review recommendations and actions from TC50.
3. Other items as proposed and discussed.

3.2 AWG Meeting in Ulsan, Republic of Korea on 1 June 2018

At the kind invitation and support from NDMI, AWG took the opportunity to hold a meeting on 1 June 2018 following the annual WGDRR workshop in Ulsan, Republic of Korea. The meeting provided a review of AWG related activities/decisions, residual TC50 activities, procedures for new members to join the Typhoon Committee, and upcoming meetings. The AWG meeting was very comprehensive.

1. Review of AWG Actions and Recommendations from 50th Annual Session
2. Arrangements of showcasing TC50 and TECO material (e.g. PPT, poster, videos, photo book, winners of photo contest, etc.) in TC website
3. Review proposal from WGH for Chairperson system
4. 50th Anniversary Photo Contest for Members
5. Procedures for new Members to join Typhoon Committee
6. Update of accounting issue of WMO and its impact to TCS
7. 13th IWS in Chiang Mai, Thailand
8. 51st Session in Guangzhou, China
9. Progress on the hosting of the 52nd Session

3.3 AWG Meetings in Chiang Mai, Thailand on 4 and 9 November 2018.

AWG held meetings preceding and following the 13th IWS. The AWG meeting on 4 November 2019 focused on final logistics and preparations for the 13th IWS.

1. Final Arrangements for 13th IWS
2. Day 2 morning session – cross cutting themes between WGs

The AWG meeting on 9 November 2019 was much more comprehensive and discussed many key issues to be presented at the next Annual Session for approval.

1. Procedures for new Members to join Typhoon Committee
2. Review proposal from WGH for Chairperson system
3. 50th Anniversary Photo Contest for Members selection
4. TC Secretary New term 2019-2022
5. 2nd Term of AWG Chair/Vice-Chair
6. Update of accounting issue of WMO and its impact to TCS
7. 2nd Term of AWG Chair/Vice-Chair
8. Update of accounting issue of WMO and its impact to TCS
9. 51st Session in Guangzhou, China

4. AOPs and TCTF Budget

AOPs for 2018 were reviewed and based on the AOPs submitted by TCS and the various working groups for 2019, a TCTF budget proposal for 2019 was submitted for the Committee's approval under Agenda Item 15.5 at the 51st Session.

Annex to AWG Annual Report 2018

AWG Meeting Summary Notes Daewoo Hanoi Hotel, Ha Noi, Viet Nam 3 March 2018

Participants:

AWG: Mr. Raymond TANABE, Mr. Tze Cheung LEE
TCS: Mr. Jixin YU, Mr. Barrie LEI, Mr. Clarence FONG, Mr. Jinping LIU, Ms. Denise LAU
WMO: Mr. Taoyong PENG
ESCAP: Mr. Sanjay SRIVASTAVA
RSMC Tokyo: Mr. Chiashi MUROI, Mr. Naohisa KOIDE, Ms. Jitsuko HASEGAWA
WGM : Dr. XiaoTu LEI
WGH: Mr. Yoshio TOKUNAGA
WGDRR: Mr. Chihun LEE
TRCG: Mr. Tze Cheung LEE
KMA: Ms. Eun Jeong CHA and Mr. Dong-un Kang
Mr. Ziyu LIU
Mr. Masahiro ABE
Mr. Takafumi SHINYA

Agenda:

1. Gather comments from TECO and TC50
2. Review recommendations and actions from TC50.
3. Other items.

Meeting Notes

TECO/TC50 Comments.

- Good to engage with and encourage participation of female and younger scientists.
- Acknowledge outstanding work of TC LEE, Clarence FONG, and LOC to organize TECO
- LOC arranged with all the rooms for parallel sessions, good variety of speakers, gathering over 42 technical presentations. TCS assigned funding fairly.
- Would be better to have more time for discussions.
- Special TCRR will publish all articles in a single issue.
- For next TRCG Forum, include more time for discussion and leave more time for speakers to answer questions.
- Comment from Mr. TOKUNAGA it would good to have space for posters and other material at future sessions or IWS.
- We can capture videos and material like posters, TCRR, and post on a special website as a part of the TC50 website.
- TCS will provide a request to member for soft copies of the materials.
- Because TECO was a special workshop, the next TRCG Forum will be the 4th TRCG Forum and associated with the IWS in 2021.
- NDMI plans to have WGDRR meeting May 29 to June 1. AWG meeting will take place on June 1.

Recommendations from TC50 Final Report.

- Item j. Ask Members if they have any documentation regarding membership into TC. Maybe they have sample documentation for reference
- Item h and i. Remaining issues include how many co-chairpersons and representation at AWG or other meetings.
- Reiterated items h and I only approved the change to the TOR to include the option of each WG to utilize the co-chairpersons system and there are no approved changes to the current system. WG's must submit a proposal to the Committee for approval by the Members.
- WGD RR stated any proposal to utilize the co-chairpersons system should include the purpose or reason for changing, an explanation of how the co-chairpersons would be organized, a description of the responsibility for each role, and how the new structure would maintain collaboration between the various WGs.
- If a WG switches to co-chair and wished to revert back to the chair and vice-chair system, the WG will have to submit a proposal with the same information outlined above. This will prevent WG's from constantly switching back and forth.
- If the WGH still wishes to adopt the co-chairpersons system, they will provide a draft proposal to the AWG for review/consultation before the next AWG meeting in Ulsan. ROK on June 1. The proposal may be revised further during the WGH annual meeting and the 13th IWS. If the proposal is still moving forward a final version will be presented during the 51st Session for Member approval.

Other Items.

- WMO mentioned an audit was recently completed of the WMO financial system. The audit results may recommend changing how the TCTF fund is administered and managed. WMO TCP will provide further details as received. For now this is just information sharing. WMO will inform of auditing results.
- Discussion of basic documents and whether or new we need to print hard copies. Idea is to encourage electronic documentation.
- Right now information and basic documents of the Committee are spread out over several web pages. Suggestion to reformat the existing structure so all basic documents can be consolidated in to a single pdf file which Members can download. Overall TC should continue to look for ways to reduce footprint.

AWG Meeting
01 June 2018
Ulsan, Republic of Korea



Participants: (L to R)

Ms. Ji Youn SUNG, Ms. Dami HEO, Mr. Jun YU, Ms. Lisa KOU, Mr. Clarence FONG, Mr. Jinping LIU, Mr. Jixin YU, Mr. Raymond TANABE, Mr. Koji SUZUKI, Ms. Yohko IGARASHI, Dr. Hisaki EITO, Mr. Yosuke TOMIZAWA, Mr. Tairo ISHIKAWA, Mr. Yoshio TOKUNAGA, Dr. Eun Jeong CHA, Ms. Denise LAU.

Agenda:

1. Review of AWG Actions and Recommendations from 50th Annual Session
2. Arrangements of showcasing TC50 and TECO material (e.g. PPT, poster, videos, photo book, winners of photo contest, etc.) in TC website
3. Review proposal from WGH for Chairperson system
4. 50th Anniversary Photo Contest for Members
5. Procedures for new Members to join Typhoon Committee
6. Update of accounting issue of WMO and its impact to TCS
7. 13th IWS in Chiang Mai, Thailand
8. 51st Session in Guangzhou, China
9. Progress on the hosting of the 52nd Session

Meeting Notes

Review of AWG Actions and Recommendations from 50th Annual Session

- The AWG reviewed the actions and recommendation from the 50th Annual Session and had no further comments.

Arrangements of showcasing TC50 and TECO material (e.g. PPT, poster, videos, photo book, winners of photo contest, etc.) in TC website

- TCS had informed the AWG Members that the materials and presentations from the TC50 and TECO were already posted on the TC website for easy consultation by the Members and public.

Review proposal from WGH for Chairperson system

- Mr. TOKUNAGA, WGH Chair, presented the new co-chairperson system to AWG Members
- The AWG Members discussed the co-chairperson system presented and deliberated the following considerations:
 - The system presented was still not very clear on the role and explanation on the co-chairperson system.
 - WGDRR suggested to have more detailed information on the operation of the WGH system.
 - AWG Members emphasized the need to provide a draft proposal which should include the purpose or reason for changing, an explanation of how the co-chairpersons would be organized, a description of the responsibility for each role, and how the new structure would maintain collaboration between the various WGs.
 - AWG suggested that the presented proposal must be shared and discussed among WGH Members by email and during the 7th WGH Meeting in early October 2018 before coming up with a detailed proposal.
 - If still there is no consensus inside WGH, AWG recommends the WGH come up with an option of which system to use.

50th Anniversary Photo Contest for Members

- TCS had presented the Photo Contest rules from Viet Nam as an example.
- AWG discussed and agrees to open the Contest to other Members beside the TC Region and agreed the following rules to be apply:
 - Each TC Member can organize their own Photo Contest System,
 - Limited a maximum of 6 photos per member and any category.
 - Each member submits photos beginning of IWS in November.
 - AWG decides top10 and members vote on 1st day of TC51.
 - Prizes will be presented with plaques (1st and 2nd winners) and consolation prize.

Procedures for new Members to join Typhoon Committee

- TCS informed that based on old documents, the procedures for new Membership was followed:
 - Potential Member send request for Membership to ESCAP
 - ESCAP informs the Member Embassy for comments
 - ESCAP presents proposal for Membership to TC Committee
 - TC approves the New Member during an Annual Session
- AWG agrees that the procedure should not take too long as Indonesia as requested their intention to join the TC as Member.
- Since USA was the last Member to join the TC, AWG requested TCS to inquiry ESCAP about the procedures and documents on the joining of membership

Update of accounting issue of WMO and its impact to TCS

- Since WMO was not able to attend this meeting, AWG Chair informed that had send request to WMO for the information about the update of accounting issue of WMO and its impact of TCS.

13th IWS in Chiang Mai, Thailand and proposed theme

- TCS informed AWG that the final dates for IWS in Chiang Mai are 05-08 November and 09 November for the AWG Meeting
- As the theme is not yet set, it was suggested to a theme related to “technologies”.
- AWG agrees to come up with a theme and discuss further by email between AWG Members
- Japan mentioned that should be have a cross cutting projects between the WGs. AWG agrees to identify the AOPs on the new Strategic Plan and based on that to have cross cutting between the WGs.
- Since this year, WGM will have the 1st WGM Meeting in early July, WGs might not need 2 full days during IWS to meet.
- AWG agrees that for IWS, 1st day and half of 2nd day should be available for Cross Cutting projects between the WGs, then the 2nd day afternoon and 3rd day for WGs meeting.
- AWG requested TCS to communicate with Thailand related to the rooms availability with this new setup.

51st Session in Guangzhou, China

- AWG was informed by China that, tentatively, the TC51 will be held on the week of February 25, 2019.

Progress on the hosting of the 52nd Session

- TCS informed AWG that there’s no response from DPRK in hosting the TC52, therefore, letter was sent to Hong Kong, China which reaffirmed their intention in hosting the TC52 in 2020.

Other Business

- TCS informed AWG related to the Term of the TC Secretary, Mr. Yu Jixin will be until 2019. Therefore on TC51, a new Term for the TC Secretary should be presented to the Committee for approval.

AWG Meeting Chiang Mai, Thailand 04 November 2018



Participants: (L to R)

Ms. Denise LAU, Ms. Lisa KOU, Dr. Xiaotu LEI, Ms. Yeji SHIN, Mr. Jixin YU, Dr. Tze-Cheung LEE, Mr. Barrie LEI, Ms. Patchara, Mr. Clarence LEE, Mr. Raymond TANABE, Dr. Chihun LEE, Dr. Hisaki EITO, Mr. Yoshio TOKUNAGA, Ms. Yohko IGARASHI, Mr. Tairo ISHIKAWA, Mr. Taoyong PENG, Mr. Chris BRENCHLEY, Dr. Hirotada MATSUKI, Mr. Jinping LIU, Ms. Pailin, Mr. Ken Kleeschulte, Mr. Wang Chun WOO.

Agenda:

1. Final Arrangements for 13th IWS
2. Day 2 morning session – cross cutting themes between WGs

13th Integrated Workshop Organization

- The AWG discussed the organization of the IWS together with the LOC of Thailand and the Tentative Programme for the Workshop days. All the arrangements were prepared by LOC of Thailand and ready for the Workshop.

Day 2 morning session– cross cutting between WG's

- According to the last AWG Meeting in Ulsan, Republic of Korea, the AWG agreed to identify proposals for cross-cutting projects between the 3 WGs. The WG Chairs discussed some ideas to be presented during the IWS.

AWG Meeting

Chiang Mai, Thailand

09 November 2018

**Participants: (L to R)**

Ms. Lisa KOU, Mr. Jinping LIU, Dr. Xiaotu LEI, Mr. Taoyong PENG, Mr. Barrie LEI, Dr. Tze-Cheung LEE, Mr. Clarence LEE, Mr. Raymond TANABE, Mr. Yoshio TOKUNAGA, Mr. Jixin YU, Mr. Yosuke TOMIZAWA, Ms. Denise LAU, Mr. Tairo ISHIKAWA, Ms. Yohko IGARASHI, Dr. Hisaki EITO, Dr. Chihun LEE, Dr. Tetsuya IKEDA, Jun YU.

Agenda:

1. Procedures for new Members to join Typhoon Committee
2. Review proposal from WGH for Chairperson system
3. 50th Anniversary Photo Contest for Members selection
4. TC Secretary New term 2019-2022
5. 2nd Term of AWG Chair/Vice-Chair
6. Update of accounting issue of WMO and its impact to TCS
7. 2nd Term of AWG Chair/Vice-Chair
8. Update of accounting issue of WMO and its impact to TCS
9. 51st Session in Guangzhou, China
10. 2019 Budget
11. Cross Cutting projects between WGs
12. Other business

Procedures for new Members to join Typhoon Committee

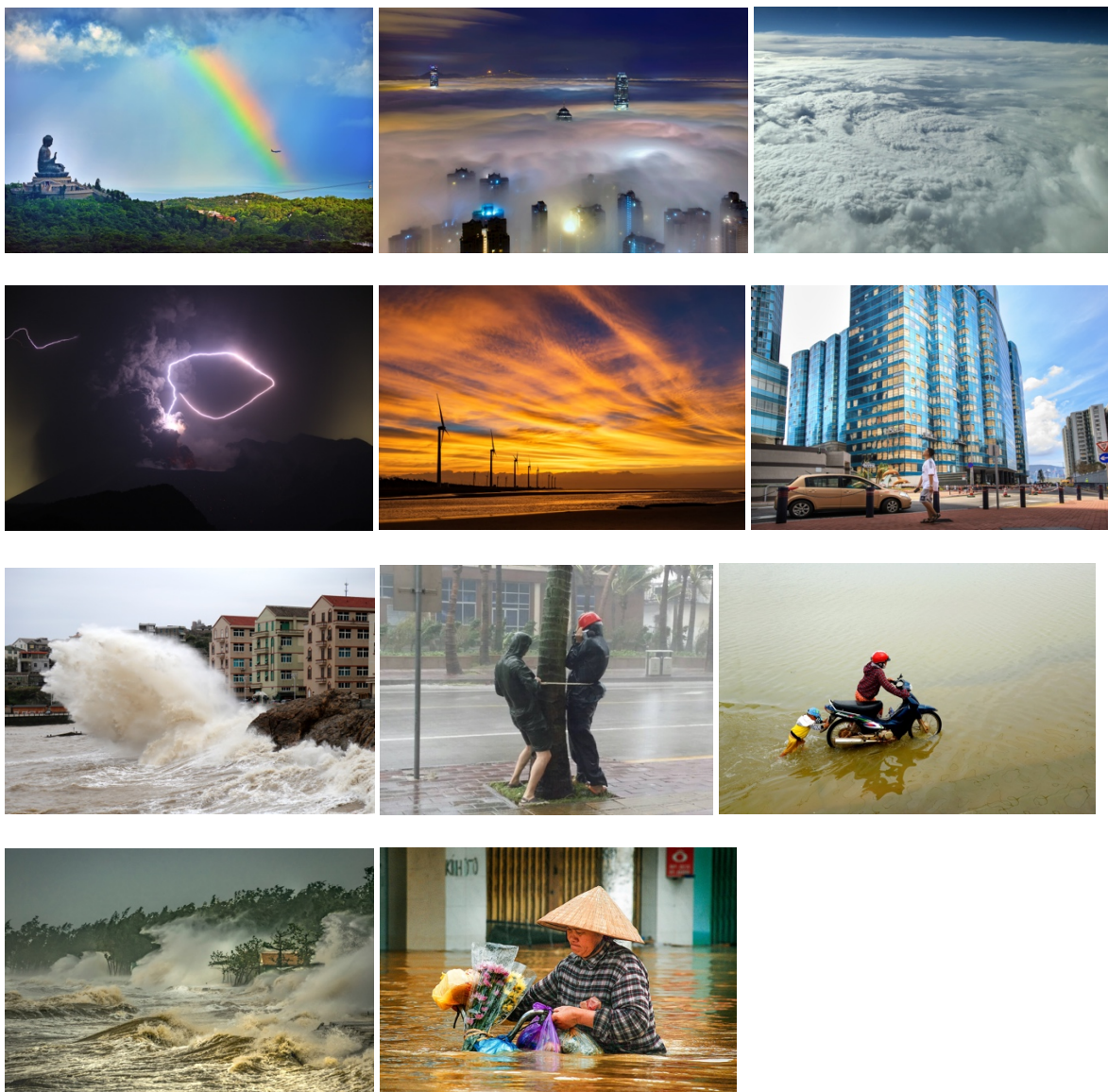
- TCS informed AWG that, up to now, there is no application yet received by ESCAP from Indonesia.
- AWG Vice-Chair, Dr. LEE, suggested that the future Member should be a WMO and ESCAP Member and have full agreement of current TC Members or 2/3 during voting for joining, this procedure must be documented.
- Since Indonesia not yet submitted the proposals, AWG should document the procedures first and approve at TC51 and Indonesia could join at the TC52.
- Mr. Jun YU from China, mentioned that based on WMO procedures Members can be elected during the Session, i.e, 1st Indonesia should submitted documents at TC51 session and attend as observers and on the same Session be approved as TC Member.
- AWG Chair, Mr. TANABE, mentioned to use current status for approval of Membership.
- AWG requested TCS to follow up the procedures with Indonesia in submit a proposal until January 15, 2019 and meantime to create a procedures for membership for approval for the Session. Draft procedures will be circulated among AWG members for comments, if any, and be finalized before the TC51 session.

Review proposal from WGH for Chairperson system

- Mr. TOKUNAGA, WGH Chair, explained that WGH co-chair system will not be applied after consultation with WGH Members during 7th WGH Meeting held in Japan. The WGH could not reach consensus and decided to stay in the current system. However, WGH will elect one more vice-chairperson for the WGH.
- The following Membership of WGH will consist: a Chairperson from Japan, 3 Chairpersons from Republic of Korea, China and USA, respectively.

50th Anniversary Photo Contest for Members selection

- AWG was informed the submission of China; Hong Kong, China; Japan and Viet Nam photos for the TC50 Photo Competition. There was a total of 24 photos.
- According to the Rules of the Photo Contest, the judge panel composed by AWG Members only, selected the top 10 photos to be voted upon during the 51st Session in Guangzhou, China in February 2019.
- The voting rights during TC51 will be the PR or Head of Delegation for each Member and 2 WG representatives (WGH and WGDRR)
- Related to one photo submitted by Viet Nam, the AWG requested to TCS to clarify with Viet Nam the photo rights, since a woman's face is shown on the picture. For one submission from China, the AWG requested TCS to clarify also the copyrights.
- Based on this, AWG selected the following 11 photos (one photo for backup):



TC Secretary New term 2019-2022

- AWG was informed by TCS that there's no nomination received from Members for the TC Secretary. However, Malaysia had sent a support letter for Mr. Yu Jixin to continue as a TC Secretary role. Also, TCS had received from Macao, China a nomination letter for with Mr. Yu's to continue as TC Secretary. Therefore, Mr. Yu Jixin will be reappointed as TC Secretary for the new term 2019-2022/early 2023.

2nd Term of AWG Chair/Vice-Chair

- AWG discussed the 2nd Term of Chairmanship of AWG. AWG agreed to reappoint Mr. Ray Tanabe as Chair of AWG, Mr. TC Lee and D. Hisaki Eito in replacement of Mr. Chiashi Muroi as Vice chair of AWG, respectively.

Update of accounting issue of WMO and its impact to TCS

- WMO presented the external auditor report for TCTF and mentioned that since 2010 WMO uses the accounting system of IPSAS. The results of auditing mentioned that balance is well maintained and meet rules and procedures of TCTF and WMO financial regulations.
- The auditing procedures had made the following recommendations to the Committee related to TCTF:
 - Cycle 1 January-31 December
 - Allow annual workplan for request of TCTF for additional 3 months of the following year
 - Voluntary contribution from Members shall be paid in CHF instead USD
- AWG discussed these recommendations as it might impact in some Members contribution to the TCTF, especially for the payment in CHF instead USD.
- WMO mentioned that the Auditors report were important and must be followed. However the report is confidential and could not be disclosed to the Members. The contributions received by WMO from Members is converted automatically from USD to CHF but now must be from CHF to CHF.
- AWG requested WMO to circulate the audit for review my Members, at least for TCS to understand the procedures and recommendations.
- Since this is a Committee fund, managed by WMO, AWG requested WMO to clarify what would happen if the Committee does not agree with the recommendations proposed by WMO auditors.
- AWG requested TCS to notify Members, after reading the WMO reports, and discussed this matter during TC51 with the Committee.

51st Session in Guangzhou, China

- Mr. Yu Jun, from China confirmed the dates for the next TC Session in Guangzhou, China are from 26 February to 01 March 2018 at the Dongfang Hotel in Guangzhou. An online registration website will be set up to facilitate the registration for the for the Session.
- Beside the photo competition exhibition, China will have other activities like special booths for TC51 and encourage TC Members to showcase special projects, such as GMAS, EXOTICCA, etc.
- AWG requested TCS to issue a Circular Letter inviting Members to present their projects in a booth at TC51, if any.
- China informed AWG that the WMO SG might attend the TC51. Therefore, encourage the PR's Members to attend the Session.
- AWG discussed to organize a Keynote Session in TC51 with WMO SG and PRs together. The theme could be related to the WMO/TC – The next 50th Years. Beside this, WMO will have side meetings with PRs
- AWG requested TCS to come up with the TC51 Programme including the Keynote Session with WMO SG and TC PR's for final consolidation and informed Members that WMO SG will join and encourage Members PRs to attend the Session.

2019 Budget

- The AWG revised the 2019 Budget and requested WGs Chairs to revised their budget since there's an increase of the budget this year.
- TCS justified the increase in budget was partially due to the next IWS in Guam, USA, where the expenses are higher.

Cross Cutting projects between WGs

- AWG discussed about the cross cutting projects between WGs.
- WGDRR mentioned that cross-cutting project could be the Bonsai Forum in 2019. AWG request the WGM and WGH to send persons for the mentioned Forum.
- WGH Chair, Mr. Tokunaga, mentioned that there's WGH Project on conjunction to WGM.
- For WGM, the GMAS project must be discussed further, but for cross-cutting could be use EXOTICCA 2 project.

Other business

- Dr. TC Lee informed about the HKO is doing a typhoon reconnaissance and would like to establish a coordination flyer reconnaissance with other Members in certain areas of South China Sea. The idea was well received in AWG.
- HKO will coordinate with TCS about the possible cooperation mechanism of flying reconnaissance within TC region. AWG requested HKO will make a presentation and TCS to include this as item for discussion on TC51.
- Dr. Lei Xiaotu proposed a establishment of typhoon center for operational forecast to link the operation and research results for more accurate forecast for TC event. The setup with the center will benefit of cross cutting projects of TC. There were gap forecast and the event for some unusual typhoon cases. Therefore, the necessity in create this Centre. However, Dr. TC Lee mentioned the need into and how to synergies in this research within typhoon Members, to avoid overlapping within the existing center and models.
- Ms. Yohko Igarashi, RSMC Tokyo, JMA mentioned about the overlapping on the some tropical cyclone names that were retired or used in other Region. AWG agreed on this issue but mentioned that this issue needs to be discussed on WMO TCM meeting in Honolulu, Hawaii.
- WMO informed that in 2019 will be held the 2nd Multi Hazard Early Warning Conference from 13-14 May in Geneva. This is a joint event between UNISDR and WMO, and requested WGDRR to join. WMO also wishes TC Members to have TC group to join the conference.