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ESCAP/WMO Typhoon Committee
8th IWS/2nd TRCG Forum on the main theme of
“Forecasting, Warning and DRR Strategies in the Mitigation
of Tropical Cyclone Impact in a Multi-hazard Environment”

2 – 6 December 2013
Macao Science Center, Macao, China

To: **Directors of National Meteorological and Hydrological Services and National Disaster Risk Management Agencies of Typhoon Committee Members**

Dear Sir/Madam,

The ESCAP/WMO Typhoon Committee (TC) at its 45th Session decided to convene the 8th Integrated Workshop (8th IWS) in conjunction with the 2nd Training and Research Coordination Group (TRCG) Forum. With the kind support of the Macao Meteorological and Geophysical Bureau, the 8th IWS and the 2nd TRCG Forum will be held in Macao, China on 2 – 6 December 2013. Information Note for the events and an outline of the programme are attached in Annex I and II respectively for your reference.

IWS is an annual event for TC Members to review TC activities and work progress through the Advisory Working Group (AWG) and the three TC Working Groups (WGs) on Meteorology, Hydrology and Disaster Risk Reduction, and to make work plans for the coming year. Meanwhile, TRCG members normally meet every four years to draw up training and research work plans for the next 4-year cycle. An adopted practice is to organize a technical forum alongside the TRCG meeting to serve as a platform for international experts to speak on specialized topics of research interest and potential operational applications related to tropical cyclone forecasting and warning, with a view to identifying priorities for future research and opening up opportunities for transfer of knowledge/technology to and among TC Members. The main theme of the 2nd TRCG Forum is “*Forecasting, Warning and DRR Strategies in the Mitigation of Tropical Cyclone Impact in a Multi-hazard Environment*”; and a tentative list of invited expert speakers can be found in Annex III for your reference.

In this connection, I would like to invite your nomination of AWG members, WG focal points/representatives and TRCG members to attend the captioned events. In addition, AWG members would also be expected to attend a post-event AWG meeting on 7 December. TC will consider providing funding support through the Typhoon Committee Trust Fund (TCTF) for the attendance of participants who are **actively involved in the work of AWG, the three WGs or TRCG**, covering passages to and from Macao (travelling on economy class for air passages and/or sea passage from Hong Kong) and daily subsistence allowances for their period of their stay for attending the meetings in Macao. Members may also wish to sponsor the attendance of participants through their own funding.

Nomination Form, Attendance Form and Hotel Reservation Form should be completed and returned to the Typhoon Committee Secretariat (fax: 853-88010530 or email:

info@typhooncommittee.org) with a copy to the Local Organizing Committee (fax: 853-28850557 or email: cmlau@smg.gov.mo) **on or before 31 October 2013**. Please indicate in the Nomination Form against each nominated participant whether funding support by TCTF is required. Further information and documents in relation to the 8th IWS and 2nd TRCG Forum will be made available at the TC website (http://www.typhooncommittee.org/8IWS_2TRCG.html).

As a reminder, Members' annual reports will also be presented in the 8th IWS/2nd TRCG Forum. A separate letter will soon follow to provide information and instructions for preparing the reports, including the introduction of a new format for activity progress review this year.

Your early response and nomination are highly appreciated.

Sincerely yours,



Olavo Rasquinho
Secretary of the Typhoon Committee

Encl: Annexes I to V

Cc: Dr. Fong Soi Kun, Director of SMG
Mr. Shun Chi-Ming, Chairperson of TC
Mr. Worapat Tiewthanom, Vice-Chairperson of TC
AWG members of TC
Focal Points of TC WGs and TRCG