

INVITATION LETTER

Our reference TCS/236-2012 - 26 September 2012

ESCAP/WMO Typhoon Committee 7th Integrated Workshop

“EFFECTIVE WARNINGS”

26-30 November 2012
Nanjing, China

To: **Directors and Focal Points of Typhoon Committee Members**

Dear Sirs and Madam,

The ESCAP/WMO Typhoon Committee (TC), at its 44th Session held in Hangzhou, China, on 06-11 February 2012, decided to convene an Integrated Workshop in 2012. Following consultation with the Advisory Working Group and with the Members, it was decided for the title of the workshop and its main theme **“Effective Warnings”**. As subtheme it was adopted **“Common Alerting Protocol (CAP)”**.

The Government of China, through the China Meteorological Administration and the WMO Regional Training Centre Nanjing (University of Information Science and Technology, NUIST), agreed to host the Integrated Workshop in cooperation with TCS, ESCAP and WMO, from 26 to 30 November 2012.

The Opening Ceremony will be held at 09:30 on 26th November 2012 in WMO Regional Training Centre Nanjing, and the other sessions at Suning Venice Hotel, tentatively from 08:30 to 12:00 and 14:00 to 17:30.

The Workshop is aimed mainly to discuss the following issues:

1. Effective Warnings;
2. Common Alerting Protocol (CAP);
3. Status of Annual Operating Plan (AOP) 2012;
4. Draft the Annual Operating Plan (AOP) 2013;
5. Members' Reports;
6. TC Project on Synergized Standard Operating Procedures for Coastal Multi-Hazards Early Warning;
7. Effective Governance of TC;

In this connection, the Committee has authorized the utilization of the Typhoon Committee Trust Fund (TCTF) to support three participants from each Member. The participants to the Workshop are expected to be the members of the TC Working Groups or senior staff members responsible for related activities of the meteorological, hydrological and DRR components or senior officials responsible for activities related to Training and Research Coordinating Group (TRCG) and Advisory Working Group. The Member Governments may wish to sponsor other participants at its own costs.

In addition, the Ministry of Land, Transport and Maritime Affairs of Republic of Korea (MLTM) generously expressed to provide funding to support additional several hydrologists from selected TC Members which are involved in the project "Assessment System of Flood Control Measures on Socio-economic Impacts (ASFCM)" led by Republic of Korea, with the same conditions of financial support as that provided by TCTF.

Experts from other countries, international organizations, agencies and training institutions concerned with the promotion of regional cooperation in areas related to the themes of the workshop may also be invited to attend the Workshop.

According to the Proposed Tentative Programme, participants are required to attend the Workshop **from Day 1 to Day 4 (26 to 29 November 2012)**. Participants are reminded to arrange their travel plan according the mentioned dates. **On Day 5, 30 November 2012**, only AWG members are required to attend the Advisory Working Group Meeting.

To enable the arrangements be made in time for the Workshop, the **Nomination Form for participation, Attendance Form, Letter of Acceptance and the Appendix A: Visa and Travel Information Form** should be submitted to TCS before **26 October 2012**. As for **Appendix B: Hotel Reservation Form**, please submit it on or before **10 November 2012**. Relevant information can be seen from the following attachments: Aide-Memoire, Proposed Tentative Program, and Information Note for Participants (with Appendix A: Visa and Travel Information Form, Appendix B: Hotel Reservation Form and Appendix C: Hotel Map), Letter of Acceptance, Nomination Forms for Participants and Attendance Form.

The Members' Reports should be submitted to TCS on or before **15 November, 2012**, to be posted on the website of TC. There is no need to provide printed copies.

Thanking you for the kind consideration and assistance in this matter.

Yours sincerely,



Olavo Rasquinho
(Secretary of ESCAP/WMO Typhoon Committee)

Encl(s)

Annexes:

1. Aide-Mémoire;
2. Proposed Tentative Programme (draft);
3. Information Note for Participants;
4. Letter of Acceptance;
5. Nomination Form for Participants (to be funded by MLTM);
6. Nomination Form for Participants (to be funded by TCTF);
7. Attendance Form.

Cc: AWG Members

Ms. JIAO Meiyang, Chairperson of Typhoon Committee
Mr. SHUN Chi-Ming, Vice-Chairperson of Typhoon Committee
Mr. YU Jun, CMA, China
Mr. LEI Zhaochong, LOC, WMO Regional Training Centre Nanjing, NUIST
Mr. WANG Yong, LOC, WMO Regional Training Centre Nanjing, NUIST