**ANNEX XIII**

**Criteria for Hosting the Typhoon Committee Secretariat**

The following is a list of criteria which will be used to select a host Member for the Typhoon Committee Secretariat. Not all of these must be met, but Members will be given consideration for those criteria met. Each category is weighted in the evaluation by the number in parentheses following the title.

1. **Office and Infrastructure Facilities.** **(20)**
   1. Reasonable office space (using WMO standards for guidance).
   2. Office furniture required includes individual desks, tables, file cabinets, and other items to operate an efficient office.
   3. General services such as maintenance, security, cleaning.
   4. Easy access to toilet facilities.
   5. Access to conference facilities on a scheduled basis.
   6. Free parking for each Secretariat staff member.
   7. Access to healthful recreational facilities.
2. **Personnel. (25)**
   1. A full-time Secretary approved by the Typhoon Committee who will be the director of the Secretariat and will supervise the other members of the Secretariat.
   2. A full-time meteorologist, hydrologist, and a disaster manager.
   3. Security for the staff.
   4. The Host can coordinate with other Typhoon Committee Members to provide seconding personnel to the Secretariat to fulfill the personnel required in b. above. Any agreements must be in writing and specify the expertise and length of service. Any seconded staff not from the Host shall have:
3. Privileges and immunities that apply to WMO staff and these shall be documented in writing.
4. Arrangements for suitable living conditions (housing and environment)
5. Availability of good hospitals and international schools
6. **Telecommunications. (20)**
   1. A minimum of one telephone for each member of the Secretariat. In addition, it would be preferable to have multiple lines access on each telephone, voice mail capable telephones, and teleconferencing capability.
   2. Dedicated facsimile equipment for the Secretariat
   3. Broadband internet access and e-mail system access. It would also be preferable to have an internet access system that can be used during travel.
   4. A PC and required software for each Secretariat staff member and also it would be preferable to have a Secretariat internal intranet among the Secretariat’s PCs.
   5. At least 2 laptop computers which could be taken when on travel for official use.
   6. Computer and software support services.
   7. It would be preferable to have access of supporting computing services (with large computers)
7. **Administrative Services. (15)** Access to timely:
   1. Typing
   2. Photocopying
   3. Dispatching of mail at no cost to the Secretariat.
   4. Reception of visitors and notification of Secretariat members of visitors.
   5. Assistance in planning and holding meetings.
8. **Conveniences. (10)** Availability of:
9. International airports
10. Suitable hotels
11. Embassies and consulates
12. International Organizations
13. Banking and financial services
14. Accessibility to Members
15. **Support to Typhoon Committee. (10)**
16. Implement budgetary process approved at the 37th Session of the Typhoon Committee to improve the effectiveness and efficiency of the Committee.
17. In collaboration/coordination with the AWG and all Members, prepare an annual work plan aimed at providing detailed, specific actions/measures to meet the objectives of the RCPIP.
18. To act as chief editor in developing, integrating, publishing, and disseminating the Typhoon Committee Annual Review and Typhoon Committee Newsletter.
19. Collect and dissemination to all Members required information and documentation prior to the Typhoon Committee Session.
20. Provide technical and secretariat support for and during the Typhoon Committee Sessions, AWG meetings, and appropriate working group meetings.
21. During Typhoon Committee Sessions, assist in drafting the final report of the session.
22. Operate in accordance with the Secretariat Terms of Reference as approved by the Typhoon Committee. The Host will agree to host the Secretariat for a minimum of 4 years with possibilities of extensions.

These criteria will be sent to all Typhoon Committee Members. All Members are requested to send a reply to the Chairperson of the AWG, Dr. Chow Kok Kee

([chow@kjc.gov.my](mailto:chow@kjc.gov.my)), with a cc copy to Mr. James Weyman ([James.Weyman@noaa.gov](mailto:James.Weyman@noaa.gov)), Vice-Chairperson of the AWG, WMO, and ESCAP **on or before 19 August 2005** if they intend to volunteer to host the Secretariat. If a Member wishes to volunteer to host the Secretariat, the Member will send their Host proposal with the specifications/details of what they will provide to meet the items above and any other relevant comments to the AWG Chairperson and Vice Chairperson. Following reception of these proposals, the Chairperson and Vice-Chairperson will schedule visits to Members who have volunteered to host and to Members concerned for consultations. Following the visits, the Chairperson and Vice Chairperson of the AWG will complete a draft report, send the draft report to the visited potential Host Members for comment, and then send the final report and recommendation to the TC Secretariat for distribution to all Members prior to the 38th Session.

After approval by the Typhoon Committee of a hosting Member, a written agreement shall be negotiated and signed between the Host Government and the Typhoon Committee. The Typhoon Committee will approve the agreement and the Typhoon Committee Chairperson will sign on behalf of the Typhoon Committee.

The hosting Member may make a request for funding a portion of the Secretariat costs to the Typhoon Committee. This request must be approved by the Typhoon Committee after discussions on the amount of help and purpose.