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|  | **2012** |
|  | Project funded by ESCAP Trust Fund for Tsunami, Disaster and Climate Preparedness in Indian Ocean and Southeast Asian Countries  Olavo Rasquinho Secretary of Typhoon Committee |

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| **SYNERGIZED STANDARD OPERATING PROCEDURES FOR COASTAL MULTI-HAZARDS EARLY WARNING SYSTEM (SSOP) MINUTES OF THE KICK-OFF MEETING** |

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**OF**

**KICK-OFF MEETING**

**SYNERGIZED STANDARD OPERATING PROCEDURES FOR COASTAL MULTI-HAZARDS EARLY WARNING SYSTEM (SSOP)**

**Bangkok, 22-23 October 2012**

**Venue**:

Room C of United Nations Conference Centre (UNCC)

**Participants:**

**Dr. Yuichi Ono** – Chief, Disaster Risk Reduction, Information and Communications Technology and Disaster Risk Reduction Division (IDD), ESCAP

**Edle Tenden** - ESCAP Trust Fund for Tsunami, Disaster and Climate Preparedness Information and Communications Technology and Disaster Risk Reduction Division

**Ms. Mari Sawai**- Associate Economic Affairs Officer Disaster Risk Reduction, Information and Communications Technology and Disaster Risk Reduction Division (IDD), ESCAP

**Ms. Kelly Hayden** – Economic Affairs Officer, DRR Section, ESCAP

**Ms. Pradtana Limkrailassiri** – Space Application Section Information and communications Technology and Disaster Risk Reduction Division, ESCAP

**Mr. Koji Kuroiwa** – Chief WMO Tropical Cyclone Programme

**Dr. Wattana Kanbua** - Director, Marine Meteorological Center, Thai Meteorological Department

**Mr. Imran Akram** - Meteorologist of Panel on Tropical Cyclones (PTC) Secretariat

**Mr. Olavo Rasquinho** - Secretary of Typhoon Committee

1. **Introduction of the project SSOP**

In accordance with the Agenda (Appendix I) Mr. Olavo Rasquinho made a presentation (Appendix II) on the main aspects of the Letter of Agreement between ESCAP and TC (Appendix III) and the Activity Work Plan (Appendix IV)

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1. **Tasks assigned to the Secretariats of TC and PTC**

During the discussions it was established:

* The contacts with the beneficiary countries will be made by the Secretariats of TC and PTC:

PTC: Bangladesh; India; Maldives; Myanmar; Pakistan; Sri Lanka.

TC: Cambodia; China; Lao PDR[[1]](#footnote-1); Malaysia; Philippines; Thailand and Viet Nam.

* A survey on the current situation on Standard Operating Procedures (SOP) related to EWS in Members of PTC and TC will be carried out with the collaboration of Consultants.
* PTC and TC, with the collaboration of consultants and project manager, will carry out an analysis of the areas of common interest between SSOP and other projects financed by ESCAP Trust Fund for Tsunami, Disaster and Climate Preparedness in Indian Ocean and Southeast Asian Countries, namely in what refers to the projects:
* “ABU Disaster Risk Reduction Broadcast Media Initiative” (Asia Pacific Broadcasting Union -**ABU**);
* “Technical Assistance for enhancing the capacity of end-to-end multi-hazard EWS for coastal Hazards in Myanmar, Sri Lanka and Philippines” (Asian Disaster Preparedness Center-**ADPC**);
* “Reducing risks of tsunami, storm surges, large waves and other natural hazards in low elevation coastal zones" (Regional Integrated Multi-Hazard Early Warning System – **RIMES**, in cooperation with **WMO**)
* Contacts will be established with the organizations in charge of those projects on areas of common interest to avoid duplications.
* Analysis of other common interest areas in projects/actions not directly under the ESCAP Tsunami Trust Fund, e.g. WMO’s projects in the TC and PTC regions such as “Coastal Inundation Forecast Demonstration Project” and “Severe Weather Forecast Demonstration Project”.

1. **Discussion of the Activity Work Plan**
2. **Activity 1** (Reviewing and synergizing the existing SOPs for coastal multi-hazard EWS in the Members of TC and PTC and developing the Manual/Handbook of Synergized SOPs for Coastal Multi-Hazards EWS)
   1. First Workshop for collecting and exchanging information on the status of coastal multi-hazards EWS in the beneficiary countries.

It was recommended that the Workshop will be tentatively held on 18-20 March, in Bangkok, taking into consideration the geographic localization of Thailand, between PTC and TC Members. Two possibilities were raised for the venue: Thai Meteorological Department headquarters or United Nations Conference Centre (UNCC) – ESCAP.

Dr. Wattana Kanbua will be in contact with TCS and PTC Secretariat regarding this possibility of hosting the Workshop.

It was also established that representatives of other organizations involved in projects with common areas of interest with SSOP could be invited to participate in the Workshop. It would be convenient that some of these participants should be supported by themselves or involved in consultancy actions.

* 1. Selection of Pilot countries where the use of SOP are already in practice so that an expert mission can report their procedures.

Pilot countries will be selected with the assistance of consultants, two in TC and one in PTC regions.

* 1. Synergizing the existing SOPs to compile a manual/handbook

A Manual/handbook will be compiled by the consultants. Nevertheless, before the work of the consultants a draft document should be made, focusing on the most relevant aspects. This document may be the starting point based on which partner agencies and consultants can develop the different chapters.

1. **Activity 2**

The Activity 2 consists of:

2.1 Training on the interpretation of EWS products for decision making, media, etc.

2.2 Working meeting on cooperation between TC and PTC on coastal multi- hazard EW information sharing and technical transfer for beneficiary countries.

It was decided that the Activity 2 would be discussed in more detail as the project progresses.

1. **Development of regional multi-hazard early warning operational procedures, involving WMO, ESCAP, IOC, ADRC, ADPC,RIMES, etc.**

Further discussion on this issue will be held more as the project progresses.

1. **Coordination with global media who broadcast warning without boarders (e.g. case of Oman)**

It was focalized the experience of Oman on broadcasting warnings at international level. It was recommended to get more information on this issue.

1. **Recent tsunami warning lessons from Japan**

It was considered advisable to get more information on the experience that Japan has gotten in terms of lessons learnt in relation to EWS related to natural disasters.

1. **Project Manager and Consultant.Terms of Reference**

As it was agreed during the telephone conference held on 12 September (Appendix V), consultants will be contracted for specific tasks. Also a Project Manager, not in full time, will be contracted. The terms of reference of consultants and project manager will be drafted by TCS and PTC Secretariat. ESCAP was requested to give examples of the ToR already adopted for previous projects. ESCAP encouraged the TC Secretariat to draft the Terms of Reference based on the actual tasks that had to be completed for the project, taking into account division of labour with TCS staff and other experts and consultants that will be mobilized for the project.

ADRC can likely recommend eventual consultants on DRR and WMO on EWS aspects.

1. **Any other business**

* **Typhoon Committee Integrated Workshop on Effective Early Warnings**

Taking advantage of the realization of the 7th TC Integrated Workshop (IWS), to be held in Nanjing on 26-30 November 2012, whose main theme is “Effective Warnings” and sub-theme “Common Alerting Protocol – CAP”, it was recommended to organize a meeting on 25 November (eve of the start of the IWS Sunday) for discussing the linkage of SSOP with in the TC WGs AOPs for 2013. The participants would be the 3 WGs Chairs and 2 representatives of PTC and 1 from ADRC. Two days of DSA and travels for PTC representatives could be paid through Activity 1 of the SSOP Activity Work Plan, under decision taken in the current meeting (the Activity Work Plan permits a certain flexibility). Also a representative of ESCAP could be paid through the project in case unavailability of funds from ESCAP for this purpose.

It was suggested the possibility of TCS to invite representatives of the Google for the discussions on EWS and CAP to be held on the first and second day of the IWS, supported by themselves (Mr. Koji Kuroiwa will give Google contacts). Google has been giving great attention to meteorological information and it has already approached WMO and JMA for this purpose. Invitations could also be made to representatives of IOC, ABU, RIMES, ADRC and ADPC to attend the discussions on EWS and CAP, which will take place on the first and second day of IWS. The agencies’ representatives would be self-supported, unless they participate as resource persons, not only to attend, but also to act as consultants later.

* **Inclusion of activities related to SSOP project in the TC WGs Annual Operating Plan (AOP) and PTC WGM plan for 2013**

It was recommended to include in the AOPs of the TC WGs for 2013, activities related to the SSOP project. This issue will be addressed in the TC 7th IWS. It was also recommended that the meeting of the WGM of the PTC to be held in Oman, in December 2013, could raise discussions on how to include SSOP activities in the work plan for 2013. This procedure would be a kind of commitment from the Members in relation to linkage with the SSOP project.

* **ESCAP Committee on DRR meeting**

As the meeting of the ESCAP Committee on Disaster Risk Reduction will be held in 2013 (not yet decided when – June, July or August), and considering that main key agencies will be represented, it was recommended to take advantage of this event to share information on the progress of the SSOP.

It was also recommended that ESCAP should recommend to the project managers of projects under the ESCAP Trust Fund for Tsunami, Disaster and Climate Preparedness in Indian Ocean and Southeast Asian Countries, to maintain close contacts to prevent duplication.

NOTE:

Whenever there are changes of the Activity Work Plan (AWP), not much significant, TCS shall previously notify ESCAP by email on actions to be taken. On the other hand, alterations involving substantive changes of the AWP would imply a written revision of the AWP.

Appendixes:

I-Agenda; II-Presentation on the SSOP project; III- Letter of Agreement between ESCAP and Typhoon Committee; IV-Work Plan and Budget; V- Minutes of the Telephone Conference on 12 September 2012.

1. Lao PDR is a landlocked country but is Member of Typhoon Committee and affected by tropical cyclones. [↑](#footnote-ref-1)