

ESCAP/WMO TYPHOON COMMITTEE

BASIC DOCUMENTS

RULES & PROCEDURES OF THE COMMITTEE (APPROVED ON 45TH SESSION)

RULE 1

The Committee shall hold at least one session annually. The venues and dates of its sessions shall be decided by the Committee.

RULE 1A

In case of a special or emergency situation, during intersessional period, which precludes conducting a face-to-face session within a reasonable timeframe, the Committee shall, in consultation with ESCAP and WMO, and subject to the approval by the TC Chairperson, adopt an alternative way to conduct the session, for instance, through video conferencing or other suitable technological means. The Committee shall subsequently endorse the report of the session by correspondence.

RULE 2

Notice to convene each session of the Committee, with copies of the provisional agenda shall be issued to the Governments of Members by the Typhoon Committee Secretary in consultation with ESCAP, WMO, TC Chair and A-WG, at least three months before the commencement of the session.

RULE 2A

In response to the invitation letters to attend the session, the Governments of Members shall be requested and required to: (a) nominate the head of the delegation, and (b) provide credential letters for delegates attending the session who are authorized to vote on behalf of the Members.

RULE 2B

The Committee shall establish a Credentials Committee immediately after the completion of the opening formalities and for the duration of the session. This committee shall examine the credentials of delegates and observers.

RULE 2C

The Typhoon Committee Secretariat shall ensure that all the action-based working documents and related information papers from Working Groups and Members are made available for reference and posted on the TCS website at least one month before the commencement of the session.

RULE 3

The Typhoon Committee Secretary and the TC Secretariat with guidance by the Chairperson of the Typhoon Committee shall, in consultation with the representatives of the Executive Secretary of ESCAP and Secretary-General of WMO, provide the necessary servicing of the Committee's meetings.

RULE 4

All meetings shall be held in private unless the Committee shall decide otherwise.

RULE 5

English shall be the working language of the Committee.

RULE 6

The Committee shall, at each Session, elect from its representatives a Chairperson and a Vice-Chairperson, who shall hold office until their successors are elected. They shall be eligible for re-election.

RULE 7

A simple majority of the government members of the Committee shall constitute a quorum.

RULE 8

Decisions of the Committee shall be made by a simple majority of the government members present and voting.

RULE 9

In the event of any matter arising which has not been foreseen by the present Rules, the pertinent rules of the United Nations Economic and Social Commission for Asia and the Pacific shall be applied.

RULE 10

In implementing Article 3 of the Statute of the Typhoon Committee, the Typhoon Committee shall review regularly the appointment of the TC Secretary and any issues related to TCS hosting arrangement

RULES AND PROCEDURES OF DR. KINTANAR AWARD

1. Background

Dr. Roman L. Kintanar, former Director of Atmospheric Geophysical and Astronomical Services Administration (PAGASA) for a period of 36 years and President of WMO for two terms (1979-1987), has dedicated his life to the improvement of the quality of life in the Asian countries through his contribution to science.

He was awarded with the World Meteorological Organization's International Meteorological Organization Prize in 1995 for his outstanding contribution to the promotion of international cooperation in meteorology and related fields. He was also coordinator of the ESCAP/WMO Typhoon Committee (1980-2006) and author of works focusing various aspects, namely climate change and disaster preparedness.

The Typhoon Committee, acknowledging that Dr. Roman L. Kintanar has been during the last decades a reference for those who struggle against the consequences of the typhoon-related disasters, decided to create the "Dr. Roman L. Kintanar Award for Typhoon-Related Disaster Mitigation". This decision was taken at its 39th Annual Session, held in Manila, Philippines, in December 2006, not only to homage Dr. Kintanar but also to motivate institutions of the Typhoon Committee Members to dedicate more efforts to achieving the Typhoon Committee mission and vision.

2. The award

The award consists of a plaque in which statements are written mentioning the relevant contribution of the awarded winner(s) for the achievement of the TC mission and vision.

3. Eligibility

Institutions of the TC Members that have significantly contributed for the achievement of the mission and vision of the Typhoon Committee are eligible to be nominated.

4. Nominations

Any Member of the Typhoon Committee in coordination with its Working Groups representatives of each component (meteorology, hydrology and disaster prevention and preparedness) is eligible to nominate not more than 1 nominee. Proposals must be substantiated by a statement explaining the reasons for the application and necessary supporting documents.

5. Deadline

The Typhoon Committee Secretariat will compile all the nominations and supporting documents for the presentation of nominations. Applications must be submitted to the Typhoon Committee Secretariat at least two months before the corresponding Typhoon Committee Annual Session.

6. Selection

Kintanar Award Selection Working Group (KASWG). At least three months before the corresponding Typhoon Committee Annual Session, the TCS will request each Typhoon Committee Member to appoint one representative to the Kintanar Award Selection Working Group (KASWG). No later than two months before the corresponding Typhoon Committee Annual Session, each Member will submit the name, position, and email address of their representative for the KASWG to the TCS. If a Member doesn't submit the information for their representative by the required deadline, it will be assumed that this Member doesn't choose to name a representative for the KASWG for that year.

After receipt of all of the nominee(s) by the required deadline, the Typhoon Committee Secretariat will submit the name(s) of the nominee(s) to the KASWG. Each member of the KASWG will thoroughly review each nomination, and by no later than one month before the corresponding Typhoon Committee Annual Session, will forward their one recommendation for the award. Based upon the recommendations received by no later

than one month before the corresponding Typhoon Committee Annual Session, the TCS will count the recommendations, and the nominee with the most recommendations will be named the selectee for the award. There will be only one selectee for the award unless there is a tie, and in that case both agencies will be announced as selectees.

7. Award delivery

The award will be delivered to a representative of the awarded institution in the Award Delivery Ceremony which will take place at the Opening Ceremony of the TC Annual Session. The travel expenses of the representative of the awarded institution will be borne by the respective institution.

8. Entry in force

The current rules enter in force after approval by the Typhoon Committee at its 43RD annual session

TERMS OF REFERENCE THE COMMITTEE (TOR)

The Committee shall:

1. Serve as the assembly of all members and it is the supreme body of the TC;
2. Consider and approve its internal organization and regulations relating to its operation;
3. Elect Chairperson and Vice-Chairperson of the Committee.
4. Recommend to the participating Members plans and measures for improvements in minimizing typhoon damage.
5. Develop and approve the TC's draft Annual Operating Plan, programmes, activities and TCTF budget for implementation in the subsequent one-year period.
6. Coordinate resource mobilization activities and technical support for its plans and programmes.
7. Prepare and submit, at the request and on behalf of the participating Members, request for technical, financial, and other assistance offered under the United Nations Development Programme and by other organizations and contributors.
8. Review regularly the progress made in the various fields of typhoon damage prevention.
9. Establish WGM, WGH, WGDRR, TRCG or other ad-hoc panels and approve Chairpersons and Vice Chairpersons based on the proposals of the respective WGs/TRCG.
10. Establish AWG and appoint Chairperson and Vice Chairperson(s) taking into consideration recommendations from AWG and TC Chairperson.
11. Promote the establishment of programmes and facilities for training personnel from Members in typhoon forecasting and warning, hydrology and flood management within the region and arrange for training outside the region, as necessary.
12. Promote, prepare, and submit to participating Members and interested organizations plans for co-ordination of research programmes and activities concerning typhoons.
13. Determine the location of TCS and establish an agreement with the host Member.
14. Appoint the TC Secretary.
15. To promote international cooperation in the three components of Meteorology, Hydrology, and Disaster Risk Reduction. Training and Research are incorporated as part of each of these three.
16. Review and update the TC Strategic Plan.
17. Process and approve applications from potential candidates to become Members of TC.

In carrying out these functions, the Committee will ensure that alignment with relevant policies and strategies adopted by WMO are duly considered at all times.

TERMS OF REFERENCE CHAIRPERSON AND VICE CHAIRPERSON

The **Chairperson** shall:

1. Preside over the sessions of the Typhoon Committee.
2. Consider the Annual Operating Plan submitted by AWG and recommend approval, if appropriate, to the TC at its next meeting.
3. Provide guidance to TCS, if necessary, on implementation of the Annual Operating Plan, in consultation with the Vice-Chairperson and other guidance to the TCS as appropriate.
4. Direct the resource mobilization programme and accept grants on behalf of the Committee in consultation with TCS and parties concerned.
5. Carry out such specific duties as are prescribed by the decisions of the Typhoon Committee and by the ***Statute of the Typhoon Committee*** and ***Rules of Procedure of the Typhoon Committee***.
6. Decide on behalf of the Typhoon Committee, after consultation with the Vice Chairperson, TCS and concerned parties, in accordance with the ***Statute of the Typhoon Committee*** and ***Rules of Procedure of the Typhoon Committee***, on any recommendations, when the Chairperson considers that such actions, in the interest of the Committee, cannot be deferred until the next session of the Typhoon Committee.
7. Represent or appoint representative(s) on his/her behalf to represent the TC at external functions, pending on availability of resources and approval of the Typhoon Committee.
8. Decide the venue and time of meetings in consultation with the Secretariat, hosting Member and parties concerned.
9. Maintain files of his/her official correspondence as Chairperson of the Typhoon Committee and send copies of this correspondence to the Secretary of the Typhoon Committee.

The **Vice Chairperson** shall:

1. Serve as the Acting Chairperson for a period not to exceeding the remainder of the term, with the same powers and duties as the Chairperson, if the Chairperson of the Typhoon Committee is not capable to carry out the functions of that office.
2. Assist the Chairperson in providing guidance to TCS, if necessary, on implementation of the TC Annual Operating Plan.
3. Perform other duties as directed by the Chairperson and the Typhoon Committee.

TERMS OF REFERENCE SECRETARY OF TYPHOON COMMITTEE

In carrying out the duties specified in these Terms of Reference, the **TC Secretary** shall comply with any directives issued by the Typhoon Committee or guidance by the Chairperson of the Typhoon Committee. In addition to their duties under the Statute of the Typhoon Committee and Rules of Procedure of the Typhoon Committee, the Secretary shall:

1. Direct and supervise the tasks and duties of TCS.
2. Maintain and manage an adequate workforce in TCS for effective delivery of TCS output.
3. Promote participation of Members of TC in the implementation of programmes and activities.
4. Coordinate and link up with TC Chair, AWG, ESCAP, WMO, various key players and stakeholders within the Committee, as well as with collaborating partners and interested parties outside the Committee.
5. Liaise closely with the Governments of Members for effective organization of the session and attendance by high-level senior government officials.
6. Identify emerging issues, including severe typhoon events, and propose actions in consultation with Member(s) concerned and AWG, for timely attention by TC Chair.
7. Identify and liaise with potential sponsors for resource mobilization in support of TC initiatives.
8. In consultation with WMO, plan and manage the utilization of TCTF in support of TC programmes and activities.
9. In consultation with Members and AWG, plan and facilitate the nominations and selection of candidates for the annual presentation of Dr. Roman L. Kintanar Award for Typhoon-Related Disaster Mitigation.
10. Prepare and submit to the Session a report on actions and activities taken by TCS

TERMS OF REFERENCE OF ESCAP/WMO TYPHOON COMMITTEE SECRETARIAT (TCS)

The specific functions of the **Secretariat** shall be:

1. To serve as the administrative, documentary, and information centre of the Typhoon Committee.
2. To implement the TC decisions and coordinate and monitor the implementation of the TC Annual Operating Plan.
3. To maintain close contact with the Members by correspondence to support Members on all matters relating to implementation of recommended programmes.
4. To assist the Members in the preparation of applications for technical, financial, and other assistance for typhoon damage mitigation as directed by the Typhoon Committee Session or the Advisory Working Group.
5. To organize and perform secretarial duties at Sessions of the Typhoon Committee, the meetings of the Advisory Working Group, and the meetings of the designated working groups and TRCG, as fund permitted.
6. To manage the operation and promote the use of the TC website.
7. To enhance visibility of the Typhoon Committee in cooperation with Members.
8. To prepare the annotated provisional agenda of the Annual Sessions in consultation with parties concerned.
9. To undertake surveys, compile statistics, and prepares various reports and technical notes for circulation to Members as directed by the Typhoon Committee Session, the Chairperson, or the Advisory Working Group.
10. To prepare and distribute official publications of the Typhoon Committee, including Newsletters and reports of the Sessions and other meetings.
11. To maintain records of the Members' profiles.
12. To maintain files of correspondence of the Secretariat.
13. To establish and maintain a dialogue with the Government of the host Member of the Secretariat for compliance with the Agreement between the host and the Committee and, if necessary, establish talks aimed at the updating or renewal of the Agreement.

**NEW SEQUENTIAL LIST TABLE OF ANNUAL SESSIONS AND IWS
(APPROVED AT 52ND SESSION)**

Year	Annual Session	Host	PROPOSAL UPDATE 2019 (gap 13-14 years)	Integrate Workshops	Host	PROPOSAL UPDATE 2019 (gap 8 years to Session)
2015	47 th - 3 rd Joint Session	ESCAP	ESCAP	10 th IWS	Malaysia	Malaysia
2016	48 th	USA	USA	11 th IWS	Philippines	Philippines
2017	49 th	Japan	Japan	12 th IWS	Rep. of Korea	Rep. of Korea
2018	50 th	Viet Nam	Viet Nam	13 th IWS	Singapore	Thailand
2019	51 st	Cambodia	China	14 th IWS	Thailand	USA
2020	52 nd	China	Hong Kong, China	15 th IWS	USA	Viet Nam
2021	53 rd	DPR Korea	Japan	16 th IWS	Viet Nam	ESCAP
2022	54 th	Hong Kong, China	Lao PDR ESCAP	17 th IWS	Cambodia	ESCAP
2023	55 th	Japan;	Macao, China	18 th IWS	China	Cambodia
2024	56 th	Lao PDR	Malaysia	19 th IWS	DPR Korea	China
2025	57 th	Macao, China	Philippines	20 th IWS	Hong Kong, China	DPR Korea
2026	58 th	Malaysia	Rep. of Korea	21 st IWS	Japan;	ESCAP
2027	59 th	Philippines	Singapore	22 nd IWS	Lao PDR	Hong Kong, China
2028	60 th	Rep. of Korea	Thailand	23 rd IWS	Macao, China	Japan
2029	61 st	Singapore	USA	24 th IWS	Malaysia	Lao PDR
2030	62 nd	Thailand	Viet Nam	25 th IWS	Philippines	ESCAP
2031	63 rd	USA	Cambodia ESCAP	26 th IWS	Rep. of Korea	Macao, China
2032	64 th	Viet Nam	China	27 th IWS	Singapore	Malaysia
2033	65 th	Cambodia	DPR Korea ESCAP	28 th IWS	Thailand	Philippines
2034	66 th	China	Hong Kong, China	29 th IWS	USA	ESCAP
2035	67 th	DPR Korea	Japan	30 th IWS	Viet Nam	Rep. of Korea
2036	68 th	Hong Kong, China	Lao PDR ESCAP	31 st IWS	Cambodia	Singapore
2037	69 th	Japan;	Macao, China	32 nd IWS	China	Thailand
2038	70 th	Lao PDR	Malaysia	33 rd IWS	DPR Korea	ESCAP
2039	71 st	Macao, China	Philippines	34 th IWS	Hong Kong, China	USA
2040	72 nd	Malaysia	Rep. of Korea	35 th IWS	Japan;	Viet Nam
2041	73 rd	Philippines	Singapore	36 th IWS	Lao PDR	Cambodia
2042	74 th	Rep. of Korea	Thailand	37 th IWS	Macao, China	ESCAP
2043	75 th	Singapore	USA	38 th IWS	Malaysia	China
2044	76 th	Thailand	Viet Nam	39 th IWS	Philippines	DPR Korea