



**Agenda**  
**Training Workshop on Synergized Standard Operating Procedures (SSOP) for Coastal Multi-hazards Early Warning System**  
**24 – 26 October 2017**  
**WMO Regional Training Centre (RTC), Nanjing, China**

Time (min)	Start	End	Agenda	Speakers/Moderators
<b>Day 1 (Tuesday, 24 October 2017)</b>				
30	08:30	09:00	<b>REGISTRATION</b>	
<b>Opening Statements</b>				
10	09:00	09:10	Secretary of Typhoon Committee	Mr. Yu Jixin
10	09:10	09:20	SSOP Phase II Project Manager	Mr. Tom Evans
10	09:20	09:30	President, Nanjing University of Information Science and Technology	Prof. Jiang Jianqing
15	09:30	09:45	Group Picture	
15	09:45	10:00	<b>BREAK</b>	
<b>Overview/Introduction</b>				
15	10:00	10:15	Introduction to Workshop and Agenda Overview	Mr. Tom Evans
15	10:15	10:30	Overview of SSOP Project Phase II	Mr. Tom Evans
20	10:30	10:50	Overview of Purpose of the Training	Mr. Tom Evans
20	10:50	11:10	Overview of the Purpose of National Reports	Mr. Tom Evans
<b>Member Reports</b>				20 Minutes each. Specific Challenges of Members for SSOPs
20	11:10	11:30	1. Lao PDR	
20	11:30	11:50	2. Maldives	
20	11:50	12:10	3. Myanmar	
20	12:10	12:30	4. Pakistan	
60	12:30	13:30	<b>LUNCH BREAK</b>	
20	13:30	13:50	5. Philippines	
20	13:50	14:10	6. Sri Lanka	
20	14:10	14:30	7. Thailand	
20	14:30	14:50	8. Viet Nam	
<b>Summary of Member Reports</b>				
30	14:50	15:20	Summary of Member Reports Selection of Challenges to do for SSOP Hands-on Training	Mr. Tom Evans
20	15:20	15:40	<b>BREAK</b>	
<b>Overview of SSOP Manual and Quick Reference</b>				
40	15:40	16:20	Overview of SSOP Manual	Mr. Jim Weyman
20	16:10	16:30	SSOP Quick Reference Guide	Mr. Jim Weyman
15	16:30	16:45	Discussion	Mr. Jim Weyman
45	16:45	17:30	Manual Introduction	Mr. Jim Weyman

Time (min)	Start	End	Agenda	Speakers/Moderators
<b>Day 2 (Wednesday, 25 October 2017)</b>				
			<b>Modules 1 through 15 with discussion</b>	
25	09:00	09:25	Module 1	Mr. Jim Weyman
50	09:25	10:15	Modules 2 and 3	Mr. Jim Weyman
15	10:15	10:30	Discussion	Mr. Jim Weyman
20	10:30	10:50	<b>BREAK</b>	
60	10:50	11:50	Modules 4, 5, and 6	Mr. Ken Kleeschulte
25	11:50	12:15	Module 7	Mr. Ken Kleeschulte
15	12:15	12:30	Discussion	Mr. Ken Kleeschulte
60	12:30	13:30	<b>LUNCH BREAK</b>	
60	13:30	14:30	Modules 8 and 9	Mr. Jim Weyman
15	14:30	14:45	Discussion	Mr. Jim Weyman
45	14:45	15:30	Module 10 and 11	Mr. Jim Weyman
20	15:30	15:50	<b>BREAK</b>	
60	15:50	16:50	Modules 12, 13 and 14	Mr. Ken Kleeschulte
15	16:50	17:05	Discussion	Mr. Ken Kleeschulte
25	17:05	17:30	Module 15	Mr. Ken Kleeschulte

<b>Day 3 Thursday, 26 October 2017)</b>				
			<b>Development of SSOPs</b>	
30	9:00	9:30	Description of 3 Groups, Scenarios, Roles, etc.	Mr. Tom Evans
40	9:30	10:10	Break Into 3 Groups for Scenarios and SSOP Development	Three groups with instructors divided appropriately among the three groups Moderators: Mr. Tom Evans, Mr. Jim Weyman, Mr. Ken Kleeschulte
20	10:10	10:30	<b>BREAK</b>	
120	10:30	12:30	3 Groups Continued	
60	12:30	13:30	<b>LUNCH</b>	
60	13:30	14:30	Groups Brief Results and Give SSOP Examples	Mr. Ken Kleeschulte, Moderator
15	14:30	14:45	Description of next exercise with three groups. Discussion and development of integrated, collaborative SSOPs	Three groups with instructors divided appropriately among the three groups
20	14:45	15:05	<b>BREAK</b>	
55	15:05	16:00	3 groups continued	
40	16:00	16:40	Groups Brief Results and Give SSOP Examples	Mr. Tom Evans, Moderator
			<b>Summary, Way Forward and Closing</b>	
30	16:40	17:10	Open Group Discussion Summary and Way Forward	Mr. Tom Evans, Moderator
20	17:10	17:30	Closing	Mr. Tom Evans