



Agenda
Training Workshop on Synergized Standard Operating Procedures (SSOP)
for Coastal Multi-hazards Early Warning System
09 – 11 June 2014
WMO Regional Training Centre (RTC)
Nanjing, China

Time (min)	Start	End	Agenda	Speakers/Moderators
Day 1 (Monday, 09 June 2014)				
30	08:30	09:00	REGISTRATION	
			Opening Statements	
10	09:00	09:10	Typhoon Committee Secretary	Mr. Olavo Rasquinho
10	09:10	09:20	Panel on Tropical Cyclones Representative	Mr. Imran Akram
10	09:20	09:30	WMO Representative	Mr. Samuel Muchemi
10	09:30	09:40	ESCAP Representative	Mr. Alf Blikberg
10	09:40	09:50	President, Nanjing University of Information Science and Technology	Prof. Jiang Jianqing
10	09:50	10:00	Group Picture	
20	10:00	10:20	BREAK	
Module 1			Overview/Introduction	
15	10:20	10:35	Introduction to Workshop and Agenda Overview	Mr. Olavo Rasquinho
15	10:35	10:50	Overview of SSOP Project	Mr. Olavo Rasquinho
20	10:50	11:10	Overview of Early Warning System	Mr. Atiq K. Ahmed
20	11:10	11:30	Overview Multi-Hazards Aspects of Early Warning System	Mr. Atiq K. Ahmed
60	11:30		Relationships – Coordination/Collaboration with Partners, Users, and Stakeholders	Mr. Samuel Muchemi
			Importance and Purpose of developing Memorandums of Understanding and Standard Operating Procedures	Mr. Samuel Muchemi
			Structure of Memorandums of Understanding and Standard Operating Procedures	Mr. Samuel Muchemi
			Synergized SOPs	Mr. Samuel Muchemi
		12:30	Impact-Based Forecasting and Risk-Based Warning	Mr. Samuel Muchemi
60	12:30	13:30	LUNCH BREAK	

Time (min)	Start	End	Agenda	Speakers/Moderators
Day 1 (Monday, 09 June 2014) continued				
Module 2		Social/Cultural Aspects of Early Warning System		
60	13:30		Warning Wording, Message Content, and Terms	Mr. Russell Isaac/Ms. Natalia Ilieva
			Social Aspects of Warnings Responses	Mr. Russell Isaac/Ms. Natalia Ilieva
		14:30	Aspects of Effective Communications	Mr. Russell Isaac/Ms. Natalia Ilieva
Module 3		Coastal Hazards - Monitoring and Warnings		
<i>Tropical Cyclones – Focus on SOPs</i>				
40	14:30		Causes, Movement, Timing, and Risk Areas	Mr. LI Qingqing
		15:10	Specific and Relevant Needs of the Users	Mr. LI Qingqing
20	15:10	15:30	BREAK	
50	15:30		WarningCenter Technical SOPs Ideas and Roles	Mr. LI Qingqing
			Inter-Agency Integrated, Coordinated SOPs Idea	Mr. LI Qingqing
		16:20	SOP Lessons Learned from the Tropical Cyclone Program	Mr. LI Qingqing
<i>Other Coastal Hazards - High Winds, High Surf, Flooding, and Others Focus on SOPs</i>				
50	16:20		Causes, Timing, and Risk Areas	Mr. Zhang Jianlei
			Specific and Relevant Needs of the Users	Mr. Zhang Jianlei
			WarningCenter Technical SOPs Ideas and Roles	Mr. Zhang Jianlei
		17:10	Inter-Agency Integrated, Coordinated SOPs Ideas	Mr. Zhang Jianlei
20	17:10	17:30	Communication skills: Before, During and After High Impact Weather	Mr. Samuel Muchemi

Time (min)	Start	End	Agenda	Speakers/Moderators
Day 2 (Tuesday, 10 June 2014)				
<i>Tsunami – Focus on SOPs</i>				
90	09:00		Causes, Propagation, Timing, and Risk Areas	Mr. Tony Elliott
			Specific and Relevant Needs of the Users	Mr. Tony Elliott
			WarningCenter Technical SOPs Ideas and Roles	Mr. Tony Elliott
			Inter-Agency Integrated, Coordinated SOPs Ideas	Mr. Tony Elliott
		10:30	SOP Lessons Learned from Tsunami Program	Mr. Tony Elliott
20	10:30	10:50	BREAK	
<i>Multi-Hazard Approach</i>				
30	10:50	11:20	Similarities and Differences Use of Multi-Hazard SOPs	Mr. Atiq K. Ahmed
30	11:20	11:50	Hazard Matrix of Agencies Actions vs. Time Staged Warning Levels	Dr. Yuichi Ono
Module 4		Communications/Dissemination		
<i>Media</i>				
40	11:50		Roles/Responsibilities – Incorporation into SOPs	Mr. Russell Isaac/Ms. Natalia Ilieva
			Media Needs Identified in SOPs	Mr. Russell Isaac/Ms. Natalia Ilieva
		12:30	Communications – Flow of Information	Mr. Russell Isaac/Ms. Natalia Ilieva
60	12:30	13:30	LUNCH BREAK	
30	13:30		Coordination with International Media	Mr. Russell Isaac/Ms. Natalia Ilieva
		14:00	Overall role of SOPs	Mr. Russell Isaac/Ms. Natalia Ilieva
<i>Role of SOPs/MOUs</i>				
30	14:00		Designated Spokesperson Leadership and Coordination	Mr. Atiq K. Ahmed
			Standard Methods of Dissemination	Mr. Atiq K. Ahmed
		14:30	Backup Systems and Locations	Mr. Atiq K. Ahmed
10	14:30	14:40	The Role of CPP Volunteers and storm Spotters in the coastal area of Bangladesh	Mr. Bashir Ahmed
30	14:40	15:10	Dissemination to District and Local (Last km)	Dr. Yuichi Ono
20	15:10		Dissemination to Vulnerable Groups	Mr. Russell Isaac/Ms. Natalia Ilieva
			Mobile Phones	Mr. Russell Isaac/Ms. Natalia Ilieva
		15:30	Social Media	Mr. Russell Isaac/Ms. Natalia Ilieva
20	15:30	15:50	BREAK	
30	15:50		Automation of Warnings Example: Common Alerting Protocol (CAP)	Mr. Samuel Muchemi
		16:20	The Development of CAP in China Public Emergency Alerting System(CPEAS)	Ms. Dai Qing
Module 5		After Actions Review		
30	16:20		Scheduled Meetings After Hazard Past	Mr. Zhang Jianlei
			Review and Recommendations from Event	Mr. Zhang Jianlei
		16:50	Regular Test Exercises – Use SOPs Internal and Integrated Test/Exercises	Mr. Zhang Jianlei
Module 6		Lessons Learned		
40	16:50	17:30	Lessons Learned from Shanghai Experience	Mr. Zhang Jianlei

Time (min)	Start	End	Agenda	Speakers/Moderators
Day 3 (Wednesday, 11 June 2014)				
Module 6			Lessons Learned (Continued)	
*45	09:00	10:00	Lessons Learned from Haiyan	Mr. Olavo Rasquinho Dr. Shuichi Kure
Module 7			Development of SOP Scenarios	
20	10:00	10:20	Description of 3 Groups, Scenarios, Roles, etc.	
20	10:20	10:40	BREAK	
110	10:40	12:30	Break into 3 Groups for Scenarios and SOP Development (meteorology/hydrology, media, and decision makers/DRR)	Three groups with instructors divided appropriately among the three groups
60	12:30	13:30	LUNCH BREAK	
Module 8			Panel/Group Discussions	
60	13:30	14:30	Groups Brief Results and Give SOP Examples	Dr. Yuichi Ono, Moderator
15	14:30	14:45	Description of next exercise with three groups (each consisting of a mixture of meteorology, hydrology, media, DRR, and decision makers) for discussion and development of integrated, collaborative SOPs	Three groups with instructors divided appropriately among the three groups
15	14:45	15:00	BREAK	
60	15:00	16:00	Break into 3 groups for discussion and development of SOPs	Instructors divided among 3 groups
40	16:00	16:40	Groups Brief Results and Give SOP Examples	Dr. Shuichi Kure, Moderator
30	16:40	17:10	Open Group Discussion Summary and Way Forward	Mr. Atiq K. Ahmed, Moderator
10	17:10	17:20	Closing	Mr. Olavo Rasquinho

Remarks:

*Unforeseen Presentation on Day 3 from the participant of Pakistan, Mr. Tahir Islam, DRR for presenting with Topic “Disaster Management System in Pakistan”

Opening Statements:

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Planned Instructors:

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