

INVITATION LETTER

ESCAP/WMO Typhoon Committee 20th INTEGRATED WORKSHOP / HIGH-LEVEL FORUM

**“Shaping the Future: Applying Innovation to Actions
Addressing Typhoon Challenges and Opportunities”
&
" Closing Gaps and Creating Opportunities Together:
Developing the Typhoon Committee’s Future Strategy”**

02 – 05 December 2025
Macao • China

Dear Sir/Madam,

The ESCAP/WMO Typhoon Committee (TC), at its 58th Session, accepted with appreciation the kind offer of the Macao Meteorological and Geophysical Bureau (DSMG) of Macao, China to host the 20th Integrated Workshop (20th IWS) in 2025, marking the 20th anniversary of this TC key event. The 20th IWS will be held in Macao, China, from 02 to 05 December 2025.

To commemorate two decades of regional collaboration and progress, the theme for this milestone event is: **“Shaping the Future: Applying Innovation to Actions Addressing Typhoon Challenges and Opportunities”**. Unlike previous years, where the host was selected based on a rotational mechanism, the 20th IWS/High-Level Forum is being organized in recognition of the proactive offer from DSMG, reaffirming Macao’s, China strong and continued commitment to the Typhoon Committee’s mission.

The 20th IWS will serve as a platform to review progress and guide the development of the new TC Strategic Plan 2027–2031, while strengthening collaboration across the Advisory Working Group (AWG) and the three Working Groups (WGs) on Meteorology, Hydrology, and Disaster Risk Reduction. It will also support the advancement of the UN Early Warnings for All (EW4All) initiative.

To elevate this special occasion, a **High-Level Forum** will be convened in parallel with the Workshop. This Forum will engage the Permanent Representatives (PRs) of WMO Members within the Typhoon Committee, senior officials from ESCAP and WMO, and other distinguished guests. The theme of the Forum is: **“Closing Gaps and Creating Opportunities Together: Developing the Typhoon Committee’s Future Strategy”**. The Forum offers a key opportunity to reflect on shared achievements, reaffirm strategic commitments, and strengthen international cooperation to build a more resilient Typhoon Committee community. The Information Note for Participants (Annex I) and Tentative Programme (Annex IV) for the 20th IWS/High-Level Forum are enclosed.

The 20th IWS/High-Level Forum will conclude with the adoption of a Final Joint Statement, summarising the key outcomes, shared vision, and strategic direction for the Typhoon Committee beyond 2025. A draft of the Joint Statement is attached for your reference.

In this context, I have the honour to invite your organization to attend the 20th IWS/High-Level Forum. I also extend an invitation for your nominations of AWG members and WGs representatives to attend the event. The TC, through the Typhoon Committee Trust Fund (TCTF), will support the participation of those actively involved in the AWG and WGs. This funding will cover the expenses for air travel to and from Macao, China, with economy class tickets booked on the most direct route. Additionally, daily subsistence allowances (DSA) will be provided to cover participants' expenses during their stay for the duration of the 20th IWS (**maximum of 4 days**).

The DSMG of Macao, China, will kindly provide **one (1) night** of hotel accommodation and a meal dinner on 01 December 2025 for all PRs and three WG participants. A Welcome dinner and lunches will be provided for all participants.

For air travel arrangements, participants must first send a quotation for the air ticket to TCS at info@typhooncommittee.org or lucy@typhooncommittee.org. **Upon approval**, participants can proceed with the purchase. This ensures proper review and approval of travel expenses by TCS. Each TC Member can nominate **one (1) participant** from each Working Group, and we kindly request that nominees be actively engaged in AWG and WGs activities.

Supported participants will receive a fixed DSA amount of **US\$180 (4 days max.)** based on the hotel rates provided by the Local Organizing Committee (LOC). Further instructions and guidelines regarding reimbursement will be communicated by TCS later. Due to funding constraints, Members are encouraged to arrange funding for their nominees and explore other funding options.

If funding support from the TCTF is required for a nominated participant, please indicate this in the **Nomination Form (Annex III)**, duly signed and stamped by a government official from your respective government.

Participants are requested to complete the registration process online via the link provided by the Local Organising Committee (LOC):

<https://register.smg.gov.mo/REGISTRATIONFORMFOR20THIWS>.

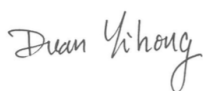
If online registration is **unsuccessful**, participants may instead complete the Attendance Form (Annex II) and submit it by email to the LOC at wcfong@smg.gov.mo, with a copy to the Typhoon Committee Secretariat (TCS) at info@typhooncommittee.org and denise@typhooncommittee.org, or by fax to +853 88010530. The deadline for online registration and submission of the Nomination Form is **28 October 2025**. Kindly ensure all information is submitted accurately and on time to facilitate the issuance of visa invitation letters by the LOC, if needed.

Further information and documents regarding the 20th IWS/High-Level Forum will soon be available on the TC website (<http://www.typhooncommittee.org>). You can also consult detailed information in the Information Note for Participants. If you have any questions related to the organization of the 20th IWS/ High-Level Forum, please contact the **ESCAP/WMO Typhoon Committee Secretariat** - Ms. Denise Lau (denise@typhooncommittee.org / info@typhooncommittee.org) or the **Local Organizing Committee of Macao, China** (Ms. Lucia Fong / wcfong@smg.gov.mo).

As a reminder, Members Annual Reports will also be presented in the 20th IWS.

Your early response and nomination are highly appreciated.

Yours sincerely,



Duan Yihong
Secretary of the Typhoon Committee

Encl: **Annexes I to V**

Cc: Mr. Nathaniel Servando, Chairperson of Typhoon Committee
Dr. IN Heejin, Vice-Chairperson of TC
Mr. Tom Evans, Chairperson of AWG
AWG members of TC

To: ESCAP/WMO Typhoon Committee Members