

ADVISORY WORKING GROUP ACTIVITIES ANNUAL REPORT 2022

(Submitted by AWG Chair)

ACTION REQUIRED:

The Committee is invited:

- a) To take note of the major AWG activities and actions taken by the AWG in 2022 and prior to the 55th Session of the Typhoon Committee
- b) To take note of the recommendations made by the AWG

APPENDIXES:

Appendix A - DRAFT TEXT FOR INCLUSION AT SESSION REPORT
Appendix B - ADVISORY WORKING GROUP ANNUAL REPORT 2022

**APPENDIX A:
DRAFT TEXT FOR INCLUSION IN THE SESSION REPORT**

Report of the AWG

1. *The Committee was informed of the activities and major issues discussed at the AWG Meetings in 2022 and prior to the 55th Session of the Typhoon Committee (Appendix ??).*
2. *The Committee was informed of the proposed budget for 2023/2024, including the items in support of non-recurring items for special funding consideration.*

Recommendations of the AWG

1. *Recognize and thank Lao PDR for their leadership and great effort in hosting the 54th Session of the Typhoon Committee virtually in February 2022.*
2. *Recognize and thank TCS for their exceptional effort in preparing and hosting the 17th Integrated Workshop virtually in November 2022.*
3. *Thank TCS for arranging the “voting by correspondence” for the appointment of the next TC Secretary (2023-2026/early 2027) and appreciate ESCAP’s kind assistance in the backup arrangement of the voting.*
4. *Take note of the further postponement of the 4th TRCG Forum due to the COVID-19 pandemic.*
5. *Re-appoint Dr. T. C. LEE (Hong Kong, China) and Mr. Tom EVANS (USA) as Chair and co-Vice Chair of the AWG respectively for the second 2-year term.*
6. *Take note of the progress and recommendations made in the planning and implementation of TC activities, including review of the expenditure of Working Groups and the preparation of the budget for 2023/2024.*
7. *Any other text which will be included in the Session Report.*

APPENDIX B: ADVISORY WORKING GROUP ANNUAL REPORT 2022

1. Introduction

In accordance with its Terms of Reference, the Advisory Working Group (AWG) aims to assist the Chairperson of the Typhoon Committee (TC) and the TC Secretary to coordinate the implementation of TC decisions. AWG also serves as a “Think Tank/Steering Group” to advise and offer options or proposals, as required, to TC Chairperson, TC Secretary and TC Members.

2. AWG Membership

The current composition of AWG is:

Dr. Tsz-cheung LEE, Chair of AWG
Mr. Tom EVANS, co-Vice-Chair of the AWG
Mr. Takuya HOSOMI, co-Vice-Chair of AWG/Head of RSMC Tokyo
Mr. Jie TANG, Chair of WGM
Mr. Mamoru MIYAMOTO, Chair of WGH
Mr. Jong-seol LEE, Chair of WGDRR
Mr. Wai-kin WONG, Chair of TRCG
and ESCAP, WMO and TCS representatives as ex-officio members

3. AWG Meetings/Activities

Since the 54th Session of the Typhoon Committee (TC54) in February 2022, four AWG Meetings and two ad hoc AWG meetings were conducted during the inter-session period. In view of the COVID-19 pandemic, all these meetings were held virtually. The key items discussed in each meeting are summarized in the following sub-sections with the notes of the four AWG Meetings including in the Annex.

3.1 AWG Online Meeting on 12 April 2022

After the TC54, the AWG held a virtual meeting on 12 April 2022. Highlights of key issues discussed are summarized as follows:

- (a) Follow up of TC54 decisions
 - (i) AWG reviewed the progress of the setting up of the Asia-Pacific Typhoon Collaborative Research Center (AP-TCRC) and kicking start of the Pilot Projects for TC and AP-TCRC. AWG also discussed the arrangements on the signing of the Agreement on the Technical Corporation and Research Activities between TC and AP-TCRC.
 - (ii) AWG reviewed and discussed the major TC activities and various options for the future meeting arrangements of these activities.
 - (iii) As Cambodia could not be able to host the 18th Integrated Workshop (18th IWS) in 2023, AWG discussed other options for hosting of the 18th IWS and 19th IWS.

(b) Publication of the Strategic Plan 2022-2026

The Typhoon Committee Secretariat (TCS) reported the progress and schedule of the publication of the Strategic Plan 2022-2026.

(c) ESCAP focal point

AWG noted Ms. Soomi HONG would succeed Dr. Sung Eun KIM as ESCAP's focal point for TC and expressed high appreciation to Dr. KIM for his great support to TC over the years.

(d) TC Secretary Nomination

TCS reminded Members about the nomination of TC Secretary.

3.2 AWG Online Meeting on 4 August 2022

The AWG met again on 4 August 2022 to follow up on items discussed in the previous meeting in April 2022 and other items brought up by TCS and AWG Members.

(a) Preparation of the 17th IWS/4th TRCG Forum

AWG discussed the latest arrangements, mode of operation and the proposed date of the 17th IWS/4thTRCG Forum.

(b) Hosting arrangement of the 18th IWS in 2023

TCS reported the preference of China on the hosting of 18th/19th IWSs.

(c) Summary of meeting approach of TC activities

AWG discussed and consolidated the views/recommendations of future meeting approaches of TC activities. A document summarizing the recommendations on this subject would be prepared for Committee's consideration/ endorsement in the 55th Session of TC (TC55).

(d) Nomination of new TC Secretary

TCS reported that two candidate nominations for the TC Secretary have been received. These two nominees are :

- (i) Dr. Yi hong DUAN, nominated by China
- (ii) Dr. Eun Jeong CHA, nominated by Republic of Korea

As per the Long-term appointment mechanism for TC Secretary, TCS would request the host member of TCS (Macao, China through SMG) for comments on the two candidates and present the final candidates to Members for consideration around 3 months before TC Session. TCS remarked that, in case a face-to-face TC55 is not possible due to the COVID-19 pandemic situation, currently there is no rule and procedure for voting during a virtual Session. In view of this, TCS and AWG further discussed the proposed timeline / action plan for physical voting in face-to-face Session and possible options for voting by correspondence for online Session.

(e) Publication of the Strategic Plan 2022-2026

TCS reported that the Strategic Plan 2022-2026 has been finalized, however, there was a delay in printing due to COVID-19 restrictions and lockdown in Macao.

(f) Update of AP-TCRC and implementation of research activities of the Pilot Project

Chairs of WGM and TRCG reported the progress and implementation of research activities of the Pilot Project of AP-TCRC. An agenda item would be added in the TC55 programme to update the progress on the AP-TCRC to the TC Members.

(g) Update of the Annual Meeting of Working Groups

Working Group Chairs reported to the meeting the latest arrangements of Annual Working Group Meetings in 2022.

3.3 Ad hoc Meetings in August and September 2022

AWG conducted two ad hoc online meetings on 24 August and 28 September 2022 to discuss some matters related to the 17th IWS, TC55 and nomination of TC Secretary which require urgent attention.

3.3.1 Ad hoc online meeting on 24 August 2022

(a) Hosting arrangement of the 17th IWS

Since the conference venue of ESCAP was overwhelmingly booked and would not be available from November to mid-December 2022 for hosting the 17th IWS/4th TRCG Forum, AWG met urgently on 24 August 2022 to discuss the overall arrangements of the 17th, 18th and 19th IWSs as well as the 4th TRCG Forum. After considered China's preference on the hosting of the 18th/19th IWSs and in consultation with TRCG and ESCAP, AWG recommended the following arrangements for these IWSs and the 4th TRCG Forum :

- (i) 17th IWS in 2022 to be conducted virtually and hosted by TCS;
- (ii) 18th IWS in 2023 will be hosted at ESCAP facility in Bangkok, Thailand;
- (iii) 4th TRCG Forum to be postponed to 2023 in conjunction with the 18th IWS; and
- (iv) 19th IWS in 2024 will be hosted by China as planned in the hosting list of IWS.

The meeting also identified the date (29-30 November 2022) and the proposed theme of the 17th IWS. Chair of AWG would seek TC Chairperson's approval for the recommendations of conducting the 17th IWS virtually and postponing the 4th TRCG Forum to 2023 as well as the proposed hosting arrangements of the 18th and 19th IWSs.

(b) TC55 preparation and nomination of TC Secretary

AWG also noted that the Macao, China may not be able to host the TC55 face-to-face and briefly discussed the alternative approach of "voting by correspondence" for the appointment of next TC Secretary before TC55 with procedures similar to the previous TC Secretary selection conducted in 2014. Another ad hoc AWG meeting would be conducted in September 2022 to further discuss these issues.

3.3.2 Ad hoc online meeting on 28 September 2022

(a) Arrangements of TC55

Macao, China, the host of the TC55, informed TCS that, in view of the ongoing COVID-19 pandemic, they would not be able to host TC55 face-to-face. Macao, China would still be happy to host the Session if the event is being held virtually. On this point, AWG Members reviewed the latest development and recommended the TC55 to be conducted virtually with arrangements similar to those in the last couple of years. In consultation with Macao, China, TC55 was tentatively scheduled to be held on 7-9 March 2023. AWG Chair would seek TC Chairperson's approval for this recommendation.

(b) Candidates for the New TC Secretary and Appointment Mechanism

According to the Long-term appointment mechanism for TC Secretary adopted in the 49th Session of TC, Macao, China, the TCS Host Member, has indicated that both candidates meet the criteria for the TC Secretary and provided its comments on the item of preferable qualification. Moreover, AWG has been consulted and there is no objection for these two nominations. After TC Chair confirmed on the candidacy, TCS would proceed to present the finalized list of candidates with relevant information, including comments by TCS Host Member, to TC Members for reference and consideration.

However, since TC55 would not be a face-to-face Session, the onsite anonymous voting for the TC Secretary as stated in the appointment mechanism could not be conducted. Also, it is not desirable to defer the appointment of TC Secretary until the next face-to-face session of the Typhoon Committee, say TC56 in 2024. AWG discussed the issue and recommended the alternative approach of “voting by correspondence” before TC55 with procedures similar to the previous TC Secretary selection conducted in 2014. As the option of “voting by correspondence” is not explicitly mentioned in the current appointment mechanism, subject to TC Chair’s approval, TCS would further consult the views of TC Members on this subject when issuing the letter about the list of candidates. TCS and AWG would later inform TC Chairperson the results of the consultation and seek TC Chairperson’s directive/decision for the recommendation of “voting by correspondence”. TCS would also arrange a “Candidate Forum” for the two candidates to introduce themselves to TC Members by mid-December 2022.

To follow up on issues (a) and (b), AWG Chair would write to TC Chairperson to seek :

- (i) approval for the recommendation of conducting the TC55 virtually in accordance with the Rule 1A of the Rules and Procedures of TC;
- (ii) confirmation of the candidacy of the two nominations (i.e. Dr. Duan and Dr. Cha) for the TC Secretary according to the Long-term appointment mechanism for TC Secretary; and
- (iii) approval for the recommendation that AWG, with the support of TCS, consolidates views of the TC Members on the “voting by correspondence” approach for the selection of TC Secretary.

(c) Potential SSOP-III project

AWG also took the opportunity to discuss the possibility of having a SSOP-III project to be supported by ESCAP Trust fund and WMO.

3.4 AWG Online Meeting on 22 November 2022

The AWG Meeting was conducted online on 22 November 2022 before the 17th IWS. The key items discussed in the meeting are as follows:

(a) Voting by correspondence for TC Secretary (2023-2026/early 2027)

AWG thoroughly discussed the arrangements for the “voting by correspondence” for the appointment of the TC Secretary (2023-2026/early 2027) and came up with the proposed voting procedures and vote counting arrangements as well as the implementation schedule. Additional “backup” arrangements to cater for potential delay in mailing services were also incorporated in the proposed “voting by correspondence” arrangements as suggested by AWG Members. AWG Chairs and TCS would finalize the arrangements for TC Chair’s approval and prepare the final circular letter. TCS would also arrange a candidate forum on 19 December 2022.

(b) Preparation of the 17th IWS

TCS reported the progress in preparing the 17th IWS. AWG discussed the arrangements of the 17th IWS parallel meetings and TRCG Special Session and revised some of the agenda items on the tentative programme.

(c) Updates on the proposed SSOP-III initiative

Mr. Tom EVANS, co-Vice Chair of AWG, provided an update on the proposed project of SSOP-III. He will present the proposal at the TC55 and seek endorsement for funding approval by ESCAP’s Multi-Donor Trust Fund. An agenda item related to the SSOP-III project would be added in TC55 programme.

(d) Kick start of TC55 preparation

TCS briefed the meeting about the preparation of TC55 and would coordinate with Macao, China on the registration issues.

(e) Face-to-face events in 2023

AWG discussed the need to resume face-to-face events of TC in 2023/24, especially the 18th IWS/4th TRCG Forum and TC56 as well as AWG Meetings.

3.5 AWG Meeting on 14 February 2023

The AWG held the last online meeting before TC55 on 14 February 2023 to discuss issues and key agenda items related to the preparation of the TC55.

(a) Updates on the "voting by correspondence" for appointment of TC Secretary

TCS reported that 13 out of the 14 TC Members have casted their votes and all these votes have been received by TCS. As TCS has received all the casted votes and the opening of "Backup Votes" would not be required, all the eight unopened "Backup Votes" received by ESCAP would be returned to TCS for retention after the vote counting. After consulted AWG Members, the vote opening and counting would be conducted on 2 March 2023 at TCS Office in Macao, China. A web meeting link would be provided for TC Chairs, AWG Members and the two candidates to witness the vote opening and counting virtually.

(b) Preparation of the TC55

AWG reviewed the key agenda items of TC55, including the hosting arrangements of the IWSs and Annual Sessions in the next two years and the time-bound Pilot Project and fellowship attachment of AP-TCRC. TCS also encouraged all Working Group Chairs and relevant parties to submit their reports and working documents for the agenda items of TC55 under their purview as soon as possible.

(c) Date and rooms coordination for the 18th IWS

TCS and ESCAP reported the latest progress of the preparation and room arrangements for the 18th IWS/4th TRCG Forum to be held in ESCAP at Bangkok, Thailand in 2023. ESCAP has reserved meeting rooms from 27 November to 1 December 2023 for the 18th IWS/4th TRCG Forum. The Meeting agreed with the proposed date and room arrangements. TCS would report the proposed arrangements in TC55. AWG Chair also invited AWG Members to provide their suggestions on the theme of the 18th IWS to TCS for discussion in the next AWG Meeting. TCS would work with ESCAP and TRCG Chairs to prepare the programmes and logistic arrangements of the 18th IWS/4th TRCG Forum, aiming to issue the Circular Letter in late July or early August 2023 for Members' early preparation.

(d) Re-appointment of AWG Chair and co-Vice-Chair for 2023/24-2024/25

Dr. T. C. LEE (Hong Kong, China) and Mr. Tom EVANS (USA) completed their first 2-year term as the AWG Chair and co-Vice Chair. The Meeting discussed the re-appointment of the AWG Chair and co-Vice Chair. All Members supported the re-appointment of Dr. LEE and Mr. EVANS as the Chair and co-Vice Chair of the AWG respectively for a second 2-year term (i.e. 2023/24 and 2024/25).

4. AOPs and TCTF Budget

AOPs for 2022 were reviewed. Based on the AOPs submitted by TCS and the various working groups for 2023-2024, a TCTF budget proposal for 2023/2024 was submitted for the Committee's approval under Agenda Item 15.3 at TC55.

Annex to AWG Annual Report 2022/2023

1st AWG Meeting 2022/23 – Post TC54 Session

Date : 12 April 2022

Time : 14:00 pm (HK time - UTC +08)

Participants:



Dr. T. C. LEE, Chair of AWG, opened the AWG Meeting on 12 April 2022, 14:00 (HK Time).

1. Follow-up items of TC54

- (i) Arrangements for the signing of the “Agreement” between TC and AP-TCRC

Ms. Denise LAU, Senior Secretary of TC, briefed the meeting about the latest arrangements on the signing of the Agreement between TC and AP-TCRC. The final draft of the document would be sent to Dr. TANG Jie, Chair of WGM for confirmation.

Dr. T. C. LEE, Chair of AWG, requested TCS to circulate a clean version of the Agreement adopted in TC54 for final checking by Chairs of WGM, TRCG and AWG. Dr. LEE also requested Dr. TANG to advise TCS who would represent AP-TCRC to sign the Agreement. Ms. LAU also stated that, if the signing is by correspondence, the Agreement would be sent to Dr TANG via SF or EMS.

Dr. TANG mentioned the intention of Shanghai Municipal Government of China to have a face-to-face signing ceremony. However, due to the COVID-19 pandemic, this might be difficult to be arranged at the moment. AWG Chair noted the preference of Shanghai Municipal Government of China. As there is no strict deadline for the signing of the Agreement at the moment, AWG Chair stated that Dr. TANG and TCS can further discuss the preferred approach and arrangements based on the latest development of the pandemic situation, say having physical signing agreement during TC55 if a face-to-face/hybrid Session is possible.

- (ii) Kick-start of the Pilot Project for TC and AP-TCRC

Dr. TANG Jie, Chair of WGM, mentioned that he had a plan on a research guide proposal application before of end of June. However, due to the COVID-19 pandemic situation in Shanghai, the kick-start of the Pilot Project and the work

to organize the ISSC (International Scientific Steering Committee) of AP-TCRC were inevitably affected.

Mr. WONG Wai Kin, Chair of TRCG, informed the AWG that TRCG plans to have an online TRCG Meeting in this summer (tentatively in July) and would invite Dr. TANG to brief the TRCG Members about the latest arrangements, and how AP-TCRC and TRCG would initiate the research studies of the time-bound Pilot Project and administrative processes.

Dr. T.C. LEE indicated that it was a difficult time for the Shanghai Typhoon Institute and AP-TCRC in recent months. He encouraged TRCG and Dr. TANG to continue to work on the preparation of the Pilot Project and suggested them to report any progress during the next AWG meeting and IWS, so AWG and TC Members can have a full picture on the framework of the Pilot Project.

(iii) Review & discussion of meeting approach of future TC activities (as per the recommendation of TC53 Chair)

Dr. T.C. LEE gave an overview for the major TC activities and presented possible options for the future arrangements of TC Session, IWS and AWG Meetings. Dr. Lee invited the WG Chairs to share their views and recommendations on possible options in conducting TC and working group activities in the future.

WG Chairs then presented their views and recommendations on their working group activities. Moreover, Mr. HOSOMI Takuya, Co-Vice Chair of AWG, made a presentation on the role/duration of IWS. Since all WGs and TRCG now hold their individual meetings separately from the IWS, he suggested AWG to consider shortening the working group parallel sessions during the IWS, say by half day, by efficiently allocating the agenda items to the parallel sessions and individual meetings.

The meeting discussed the pros and cons of different meeting approaches / options for major activities of TC and generally agreed with the following proposed arrangements:

- a) TC Session : according to the Rules and Procedures of TC, face-to-face is always the first option, unless there is an emergency situation in which AWG should seek TC Chair's approval to conduct the TC Session online;
- b) IWS : the options of holding IWS face-to-face, hybrid, online and on rotation (face-to-face/online) were discussed. Subject to quarantine measures for COVID-19 pandemic and the capability of the host at the time, IWS to be conducted face-to-face or in hybrid mode is preferred. The possibility of shortening the parallel session of the IWS should also be considered;
- c) WG meeting : face-to-face meeting will be given a higher priority and online as the alternative; and
- d) Training activities and other ad hoc/project meetings : Subject to the views of the host, face-to-face event is preferred.

The Meeting also discussed about different options for the AWG Meetings. AWG Members generally agreed to meet face-to-face during IWS and TC Session, while online meetings could be held when required. Mr. WONG Wai Kin, Chair of TRCG, further suggested that, taking into consideration the kind offer of WGDRR, another option is to conduct face-to-face AWG meetings either during WGDRR Meeting and/or IWS as deem necessary. Dr. Chihung LEE of NDMI confirmed their willingness to continue support the AWG Meeting during the DRR Annual Meeting in the future according to the view/decision of AWG.

Dr. T. C. LEE would try to consolidate the views/recommendations and circulate a summary to AWG Members for further consultation in late June/early July 2022 before next AWG Meeting.

(iv) Hosting arrangement of the 18th IWS in 2023

Ms. Denise LAU informed the AWG Members that, as reported during TC54, Cambodia is unable to host the 18th IWS in 2023 either face-to-face or virtual. Therefore, based on the mechanism of hosting IWS and TC Sessions, TCS proposed the following two options to be considered by the AWG :

- (a) Option 1: inviting China to host the 18th IWS while arranging the 19th IWS to be conducted online; and
- (b) Option 2: arranging 18th IWS to be conducted online while inviting China to host the 19th IWS as per the hosting list.

After discussion, AWG Members requested TCS to communicate with China to see which option is preferred and further present China's view in the next AWG Meeting.

Mr. Sung Eun KIM of ESCAP mentioned that, depending on the facility requested and duration of the meeting, a small

charge for renting ESCAP Venue in Bangkok has been introduced since 2019.

2. Publication of the Strategic Plan 2022-2026

Ms. Denise LAU indicated that the new Strategic Plan 2022-2026 would be published in a hardcopy format, as usual, by late May/early June 2022 and the pdf version would also be made available in the TC Website.

Dr. T. C. LEE requested TCS to issue a letter/email informing Members about the publication of the Strategic Plan 2022-2026 of TC in due course.

3. A.O.B

Dr. Sung Eun KIM, from ESCAP, informed the AWG Members that he has been transferred to a new post in ESCAP. Dr. KIM presented Ms. Soomi HONG who will succeed him to be ESCAP's focal point for TC from now on.

The Meeting expressed high appreciation to Dr. KIM for his great support to TC over the years. AWG Members also wished the best luck to Mr. KIM in his new post and welcomed Ms. HONG to the AWG.

Ms. Denise LAU reminded Members to send their endorsement for TC54 Final Report as soon as possible.

Mr. YU Jixin, TC Secretary, informed AWG that, up to the time of this meeting, there was no nomination for TC Secretary. AWG Chair encouraged Members to submit their nomination before the deadline in the end of July 2022.

Closure

The AWG Chair suggested arranging the next AWG Meeting in late June/early July 2022, subject to AWG Members' availability.

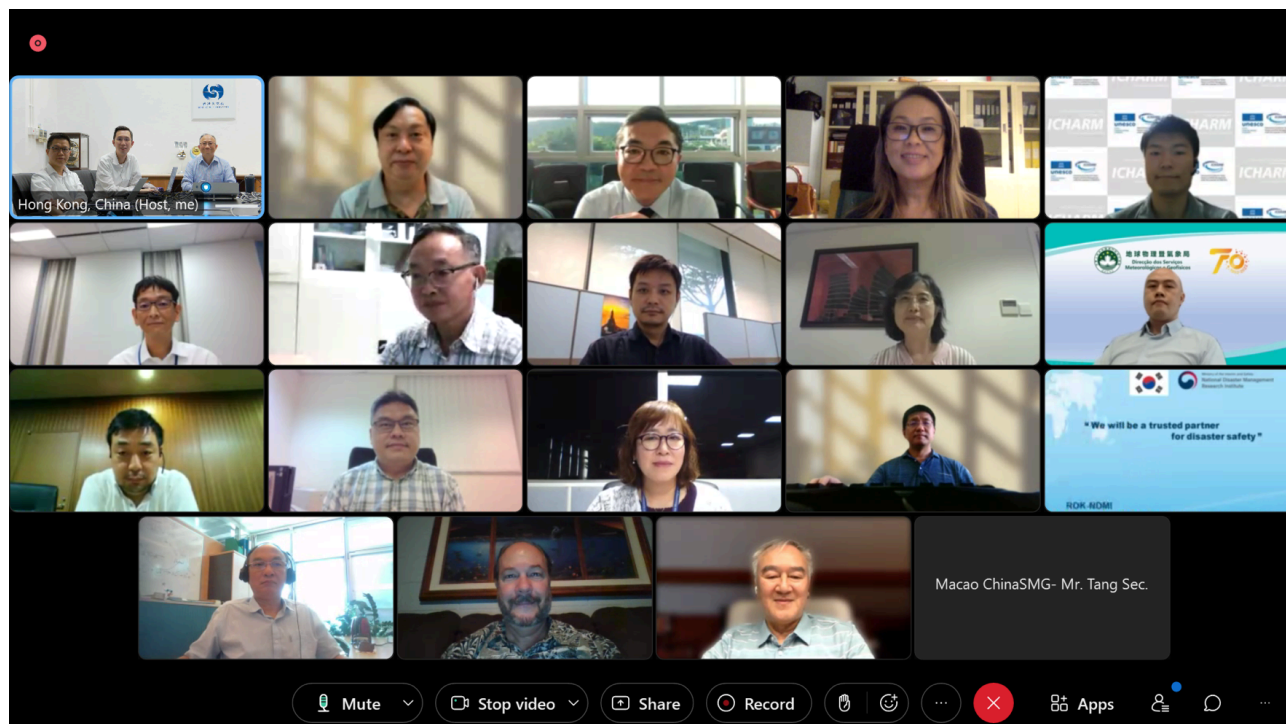
The AWG Meeting adjourned at 16:15 (HKT).

2nd AWG Meeting 2022/23

Date : 04 August 2022

Time : 14:00 pm (HK time - UTC +08)

Participants:



Dr. T. C. LEE, Chair of AWG, opened the AWG Meeting on 04 August 2022, 14:00 (HK Time).

1. Preparation of the 17th IWS/4th TRCG Forum

Ms. Denise LAU, Senior Secretary of TCS, briefed the meeting about the latest arrangements on the 17th IWS/4th TRCG Forum and the proposed dates by ESCAP on 5-6 December 2022. The IWS would be held in hybrid mode with MS Teams.

Mr. WONG Wai Kin, Chair of TRCG, presented the proposed topics and updates in the draft programme schedule for the 4th TRCG Forum back to back with the 17th IWS. Mr. Wong encouraged WG's to send nominations for candidate speakers for Keynotes and Technical Presentations. Mr. WONG mentioned the importance in having TRCG Forum physically to facilitate more effective exchange of views and interactions among Members and invited experts.

The AWG Chair encouraged Members to join the IWS in hybrid mode, if possible. He also sought the initial views of AWG Members on the possibility for TC Members to attend the coming IWS in person. Most of AWG Members mentioned that, under the current situation, travel is still feasible. However, due to the possible changes in the COVID-19 pandemic situation, travel in December 2022 may still be uncertain.

Mr. Chihun LEE, from DRR, suggested conducting a quick survey to TC Members in order to know whether Members intend to attend IWS physically or virtually. The AWG Chair also suggested having at least one member from TCS join the IWS physically to organize the logistics together with ESCAP.

It was noted that the IWTC-10 would be held on the same dates of the proposed 17th IWS, therefore, AWG requested TCS and ESCAP to identify other tentative time slots in late November or mid-December 2022.

The AWG further requested TCS to prepare the tentative programme of 17th IWS and other logistic arrangements.

[Post-meeting notes : As advised by ESCAP, there is no more 4-day vacancy available in the venue of ESCAP from November to mid-December 2022 for the 17th IWS/4th TRCG Forum. AWG conducted an ad-hoc meeting on 24 August 2022 to further discuss the arrangements of the 17th IWS/4th TRCG Forum.]

2. Hosting arrangement of the 18th IWS in 2023

Ms. Denise LAU informed the AWG Members that TCS has communicated with China on the preferable options on the hosting for 18th IWS and 19th IWS respectively in 2023 and 2024. She informed that China's preference is to continue to host the 19th IWS in the year of 2024, according with the mechanism of hosting IWS and TC Sessions. In this case, the 18th IWS may need to be held virtually.

3. Summary of meeting approach of TC activities

Dr. T. C. LEE presented to the meeting the consolidated views/recommendations of future meeting approaches of the TC based on the discussion in the last AWG meeting in April 2022.

The AWG Members generally agreed with the proposal/recommendations presented. Dr. LEE would prepare a document to be presented at TC55 for Committee's consideration/approval and requested TCS to include an item in the TC55 agenda for this issue.

4. Nomination of the new TC Secretary

Mr. YU Jixin, TC Secretary, informed AWG that TCS had received 2 candidate nominations for TC Secretary position, namely Dr. Y. H. DUAN from China and Dr. E. J. CHA from the Republic of Korea. Mr. YU briefed the meeting the rules and procedures for election of the Secretary. He also stated that TCS would request the host member of TCS (Macao, China through SMG) for comments on the two candidates. After that and in consultation with TC Chair and AWG, TCS would present the final candidates to Members for consideration around 3 months before TC Session.

Mr. YU also stated that, in case a face-to-face TC55 is not possible due to the COVID-19 pandemic situation, currently there is no rule and procedure for voting during a virtual Session. In view of this, TCS had proposed a timeline action plan for physical voting in face-to-face Session and possible options for voting by correspondence for online Session for AWG's discussion.

The AWG Chair stated that the current mechanism for TC Secretary appointment does not include the voting by correspondence or other voting options in case TC Session occurs virtually. Therefore, there is a need to update the mechanism in order to allow TC Members to vote by correspondence if there is no face-to-face Session.

Ms. Denise LAU presented to the AWG Members the arrangements for different options for voting physically and by correspondence. The proposal includes 2 options for online Session: (1) Members could reach a consensus for voting by correspondence and (2) if Members could not have a consensus for voting by correspondence, which will then may require an extraordinary session. Ms. LAU also stated that it is crucial to have an early reply from the host of TC55 (Macao, China) on the feasibility of hosting the Session face-to-face.

Mr. Andy TANG, Deputy Director of SMG of Macao, China, stated that Macao, China would be able to response if TC55 would be able held physically or not around November 2022.

Mr. HOSOMI Takuya, AWG Vice-chair, mentioned that according to the Rules and Procedures of the Committee (Rule 9), in the event of matters arising that not presented in the Committee's Rules and Procedures, the rules should follow ESCAP rules.

Dr. LEE suggested a faster approach related to the voting in case of online Session. The steps include: (1) inform Members about the candidates; (2) have their concurrence in voting by correspondence; (3) seek the approval of TC Chair and Vice-Chair and conduct the voting by correspondence before the Session; (4) announce the voting results and new TC Secretary to be endorsed during the online Session.

The AWG requested TCS to check rules and procedures on election/voting, especially for (1) vote by correspondence and (2) equal vote arrangements from ESCAP and WMO for reference.

The AWG Chair mentioned that, depending on the findings, both candidates should be given an opportunity to introduce himself/herself to TC Members, either physically or online. The AWG Chair stated that the selection process must be fair and transparent for both candidates and to TC Members as much as possible.

5. Publication of the Strategic Plan 2022-2026

Ms. Denise LAU informed that the Strategic Plan 2022-2026 has been finalized, however, due to COVID-19 restrictions and lockdown in Macau for over a month, the booklet was only sent for printing a few days ago. Meanwhile, TC Members can consult the final booklet that was posted online on TC Website. Ms. LAU also mentioned that the hardcopy of the Strategic Plan would be distributed to Members when the booklet is ready and the Committee is able to meet face-to-face.

6. Update of AP-TCRC and implementation of research activities of the Pilot Project.

Dr. TANG Jie, Chair of WGM, reported on the progress and implementation of research activities of the Pilot Project of AP-TCRC and stated that, according to the Agreement, the Typhoon Committee should nominate representatives to join the ISSC.

Mr. WONG Wai Kin, Chair of TRCG, informed on actions followed by the discussion on 13 July with Dr TANG and the vice Chair of TRCG (Dr CHA). Regarding the implementation of 3 research topics under the time-bound Pilot Project, the one on rapid intensification mechanism of tropical cyclone and influence of climate change would have higher priority from TRCG perspectives. Moreover, AP-TCRC would possibly implement the visiting programme for all 3 research topics. Following to the Administration Group meeting of AP-TCRC to conduct in the following week, Dr TANG would also join the Online TRCG Meeting on 18 Aug 2022 to brief the members about further updates.

Mr. WONG suggested Dr. TANG, based on TC Research Fellowship programme, to draft a detailed arrangement of the attachment visit for preparing announcement through TCS. The Pilot Project implementation should be reported on the IWS meeting.

Dr. T. C. LEE requested an agenda item to be included in the TC55 programme to update the progress on the AP-TCRC to the TC Members. For TC representatives in the ISSC, Dr. LEE suggested TCS to invite four WG Chairs to provide nominations. Subject to the view of AP-TCRC, invitation may also be extended to interested TC Members to nominate a couple more representatives to join the ISSC. The proposed nomination list would be tabled for endorsement in the TC Annual Session.

7. Update of the Annual Meeting of Working Groups

Dr. TANG Jie, Chair of WGM, requested the utilization of USD12,000 from TCTF for the project on Training Workshop on typhoon forecasting techniques in conjunction with the meeting of WGM Project that was approved at TC54. WGM Chair and the host of the event, MetMalaysia, proposed to arrange the event in Q4 of 2022 instead of Q1 of 2023 as budgeted in the Work Plan. The AWG Chair reminded WGM and TCS to obtain approval and confirm relevant TCTF support is available for use in 2022 before committing the event in October 2022 and issuing invitation circular.

Mr. MIYAMOTO Mamoru, Chair of WGH, informed the AWG that the WGH meeting will be held in hybrid mode in Japan this year.

Mr. Chihun LEE, from DRR, informed that WGDRR intends to hold a face-to-face/hybrid WGDRR Meeting in October 2022. However, due to the increase of COVID-19 cases in Korea recently, WGDRR would make final confirmation in late August 2022.

Mr. WONG Wai Kin, Chair of TRCG, reported that the TRCG Online Meeting would be held on 18 August 2022 and the planning TRCG Forum in conjunction with IWS.

8. AOB

Dr. TANG Jie, Chair of WGM, would work with TCS to request for the approval of the utilization of the TCTF on the Workshop with MetMalaysia.

Closure

The AWG Chair suggested arranging the next AWG Meeting in mid- or late September 2022 on the subject of TC Secretary issue.

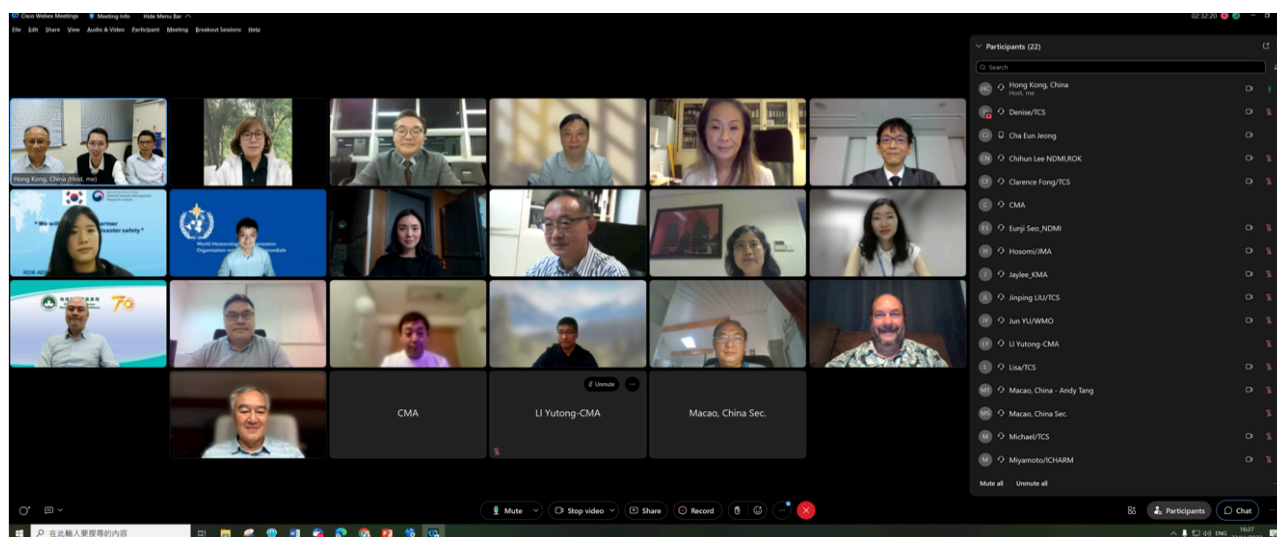
The AWG Meeting adjourned at 17:08 (HKT).

3rd AWG Meeting 2022/23

Date : 22 November 2022

Time : 14:00 pm (HK time - UTC +08)

Participants:



Dr. T. C. LEE, Chair of AWG, opened the AWG Meeting on 22 November 2022, 2pm (HK Time) and welcomed AWG Members.

1. Voting by correspondence for TC Secretary (2023-2026/early 2027)

- Members' responses on the proposed "voting by correspondence" approach

Ms. Denise LAU, Senior Secretary of TC, briefed the meeting about the responses by TC Members on the proposed voting by correspondence. All 13 responses received from the 14 Members agreed positively to have the voting by correspondence approach for the TC Secretary.

Ms. LAU also introduced the proposal on voting by correspondence and vote counting arrangements for Members and recommended to AWG that the voting envelope, containing the voting slip, must be sent by courier express mail (DHL, FedEx, etc.) instead of by regular post services due to the COVID-19 pandemic, which may incur delay in the post services in Macao, China. In addition, the proposal suggests to send a softcopy of the cover letter only to TCS for tracking purposes.

Dr. T. C. LEE stated, for Members information, the necessity to set a timeline for Members to send the voting slip and for counting votes. The Circular Letter for Members to vote by correspondence must be sent out by TCS in early December; have a deadline for receiving reply by Members with the votes in mid-January 2023; and set a date for counting votes in late February 2023. This will give a month for Members to vote and another month for TCS to receive the envelopes.

Mr. Seungwan MA, from KMA, expressed the concern that the international mail to Macao, China could be delayed due to the still ongoing COVID-19 situation and suggested to have ESCAP be the voting recipient of all the voting slips instead of TCS, if ESCAP accepts this task.

Ms. Soomi HONG, from ESCAP, stated that ESCAP needs to get approval from high-level to be the recipient for the voting slips and normally ESCAP does not provide such arrangements. It is still not clear if ESCAP can perform this duty.

Ms. Jaylee LEE, from KMA reiterated the concern of the potential risk of mail delay and suggested ESCAP to be the recipient of the voting slips.

Mr. YU Jixin, from TCS, expressed that the proposal of opening of the voting slips by ESCAP should be agreeable by Members and approved by TC Chair. He also mentioned that TCS is the support organization of TC and Members need to be further consulted on this proposal.

Mr. Tom EVANS, co-Vice-Chair of AWG, shared his concern on the matter stating that sending the voting slips to ESCAP and getting approval by Members will delay further the process for voting for TC Secretary in TC55.

Mr. HOSOMI Takuya, co-Vice-Chair of AWG, also shared his understanding on the concern of mail delays to TCS but had also expressed that seeking approval for sending voting slips to ESCAP would delay the process of voting.

Dr. T. C. LEE shared the concern of all AWG Members and stated that it would be desirable to incorporate a "safety net" for this voting slip process.

Mr. Tom EVANS, then suggested that Members could send the voting slip to TCS and send a backup voting to ESCAP, if ESCAP accepts to receive it.

After discussion, the AWG Members suggested that the voting slip to ESCAP should serve as a backup, in case, TCS has been informed that the Member sent out the voting slip, but it had not reached TCS in due time. For ballot purpose, the voting slip to ESCAP is to serve as a backup copy while the original is sent to TCS.

ESCAP will confirm the possibility of receiving the backup voting slips.

Mr. YU Jun, from WMO Regional Office, also suggested that the Members needs to send the tracking number to trace the voting, so TCS can track the envelope.

In the exceptional case, knowing that the Member had sent out the voting slip, but both TCS and ESCAP could not receive the voting by correspondence, there may be a need for special approval from the TC Chair to allow the concerned Member casting the password protected vote by email.

The AWG Members discussed the process of sending the voting slips to ESCAP and agreed that the process will further delay the entire process. To safeguard and reduce the chance of mailing issues, more time will be given to Members to vote and to send their correspondence by express mail: about a month will be given to Members for voting by correspondence, and Members should send a cover letter and tracking information, via email, to TCS informing them the mail voting slip has been sent.

Based on the discussion, the AWG reached the consensus of:

- 1) Members prepare the voting slip and cover letter signed by the PR of the Member with WMO or designated government official of the Member, and put the voting slip inside a blank envelope. The blank envelope and cover letter should go inside an outer envelope marked confidential. The Outer Envelope should be sent to TCS.
- 2) For backup purposes, Members should make a copy of the voting slip and cover letter marked "backup" or "copy", then, following the same steps outlined above, send them to ESCAP.
- 3) Members are requested to inform TCS, via email, that they sent the correspondence by express mail and include the tracking number.
- 4) In case the voting slip does not arrive in Macao on time, TCS can request ESCAP to open the voting correspondence.
- 5) In case both ESCAP and TCS have not received the mail, an urgent request to TC Chair for Member to cast the vote is required. A special approval from TC Chair for that particular Member to provide a password-protected softcopy of the previously sent "Voting Slip" to TCS by email before the vote counting date. The softcopy of the "Voting Slip" will only be opened by TCS for counting when the TC Chairperson acknowledges that the undelivered "Voting Slip"

is decisive for the outcome of the selection after counting all the “Voting Slips” received by TCS and “Backup Voting Slips” received by ESCAP.

Representatives from CMA also suggested including a diagram to illustrate the key steps of the “voting by correspondence” arrangements for Members’ easy reference.

Ms. LAU supplemented that during the Candidate Forum, a presentation of the voting process will be given to Members for better understanding the steps to follow.

In case ESCAP is not able to receive the mail voting, it was suggested to adopt the option of having TCS continue to receive the voting by correspondence and Members to send the tracking number for monitoring the correspondence.

- Draft Circular Letter and annexes to call for “voting by correspondence”

AWG would wait for ESCAP’s further advice, meanwhile, AWG Chairs and TCS will finalize the arrangements for TC Chair approval and prepare in conjunction the final circular letter.

- The arrangements for the opening and counting of votes

TCS would liaise with witnesses for the voting counting online and no further comments received from AWG Members.

The proposal for the final date to receive the voting by correspondence is a postal chop of 20 January 2023. The opening of the voting and counting is 27 or 28 February 2023 with an alternative date of 01 March 2023.

The draft arrangements for the “voting by correspondence” (with the illustrating diagram) and the proposed vote counting procedures will be sent to TC Chair for approval. TCS will prepare the circular letters and annexes to Members in consultation with AWG Chairs.

- Online Candidate Forum (around mid-December)

The candidate forum will be arranged for 19 December 2022. In the forum, TCS will deliver a presentation to elaborate the key procedures and points to note for the “voting by correspondence” arrangements and candidates will make presentations of their candidacy.

2. Preparation and update programme of the 17th IWS

Ms. Denise Lau, from TCS, reported that 123 participants registered online for the 17th IWS and shared the tentative programme including the special session for TRCG.

Mr. WONG Wai Kin, Chair of TRCG, thanked the invited experts for TRCG Special Session and WG Chairs who will make a total of 7 presentations, which will occur on Day 2 of IWS.

The AWG Members discussed the arrangements of 17th IWS parallel meetings and TRCG Special Session and revised some agenda items on the tentative programme.

3. Updates on the proposed SSOP-III initiative

Mr. Tom EVANS provided an update on the proposed project of SSOP-III and requested to make a presentation of the project in the 17th IWS. One of the benefits of the project is the cross-cutting aspect for the WGs. The project will be funded next year and it will involve PTC and RA-V’s Tropical Cyclone Committee.

Mr. EVANS will make a proposal to present at the TC55 and seek endorsement for funding approval by ESCAP’s Multi-Donor Trust Fund.

An item related to the SSOP-III project will be added in TC55 programme.

4. Kick start of TC55 preparation

Ms. Lau stated that the preparations for TC55 have already started and invitation letters and the programme are being prepared to be sent to Members via diplomatic channels. As soon as draft documents are finalized, TCS will circulate them to AWG Chairs for comments. The invitation letters and programme are tentatively scheduled to be sent to Members during the first week of December, 3 months before the Session.

TCS is still coordinating with Macao, China for the registration for the TC55.

5. A.O.B

Mr. HOSOMI Takuya requested TCS to send the Circular letter for voting by correspondence through diplomatic channels, which is confirmed by TCS.

Mr. Jun YU stated the need to start to think about physical sessions meetings and AWG Chair requested TCS to approach Malaysia related to the hosting of TC56 face-to-face. TCS also commented that the 18th IWS together with the 4th TRCG will be hosted in the ESCAP facility in Bangkok, if the situation allows.

AWG Chair requested ESCAP to book the rooms for 18th IWS as soon as possible. ESCAP informed that they are in communication with TCS about this matter.

Dr. T. C. LEE would like to reconvene face-to-face AWG Meetings in 2023. He suggested and AWG Members generally agreed to consider conducting the AWG Meeting together with the WGDRR Annual Working Meeting in ROK in 2023.

Dr. Chihun LEE, from NDMI, stated that the WGDRR will host a face-to-face WGDRR Annual Working Meeting in 2023 and is ready to support the AWG meeting in May. Dr. LEE will update AWG in due course.

Closure

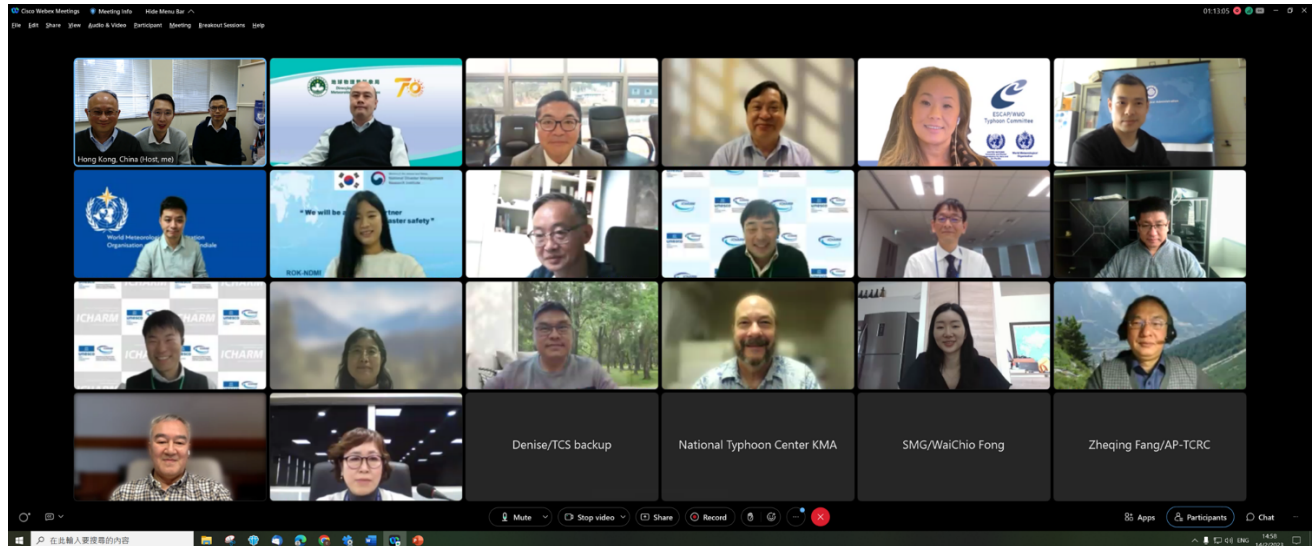
The AWG Meeting was closed at 4:35pm (HKT).

4th AWG Meeting 2022/23

Date : 14 February 2023

Time : 14:00 pm (HK time - UTC +08)

Participants:



Dr. T. C. LEE, Chair of AWG, opened the AWG Meeting on 14 February 2023, 2pm (HK Time) and welcomed AWG Members.

1. Updates on the “Voting by correspondence” for selection of TC Secretary (2023-2026/early 2027)

The Typhoon Committee Secretariat (TCS) reported that 13 out of the 14 TC Members have casted their votes and all these votes have been received by TCS. Eight “Backup Votes” were also received by ESCAP. As TCS has received all the casted votes and the opening of “Backup Votes” would not be required, all the unopened “Backup Votes” received by ESCAP would be returned to TCS for retention after the vote counting.

After consulted AWG Members, the vote opening and counting would be conducted at 2pm (HK Time) on 2 March 2023 at TCS Office in Macao, China. A web meeting link would be provided for TC Chairs, AWG Members and the two candidates to witness the vote opening and counting virtually. Mr W K Leong, TC Vice-Chair, and Dr T C Lee, AWG Chair, would confirm with TCS whether they would witness the event in person or virtually.

2. Preparation of the 55th Session of TC (TC55)

(a) Election of officers

Ms. Denise LAU of TCS informed the Meeting that the candidates of the next TC Chair and vice-Chair would be from Macao, China and Malaysia respectively. After discussion, AWG Members decided that Hong Kong, China would nominate the TC55 Chair with support from China. The Vice-Chair of TC55 would be nominated by the Republic of Korea with the support from Japan. Macao, China would nominate the representative from USA as the Chair of the Drafting Committee with the support of Japan.

(b) Tentative programme and logistic arrangements

The Meeting quickly reviewed the key agenda items of TC55. TCS also encouraged all Working Group Chairs and relevant parties to submit their reports and working documents for the agenda items of TC55 under their purview as soon as possible.

The Meeting noted that the 18th and 19th IWSs would be conducted in ESCAP (Thailand) and China respectively. Moreover, according to the current plan, the 56th and 57th Sessions of TC would be held in Malaysia and the Philippines respectively.

Mr. W. K. WONG, TRCG Chair, remarked that a paragraph has been incorporated in the TRCG report regarding development of time-bound Pilot Project and fellowship attachment based on inputs from AP-TCRC. More details about the progress and updates of AP-TCRC would be available from the Chair of WGM for reporting in TC55. AWG Chair further reminded the need to make the official recommendation of the TC representatives in ISSC of AP-TCRC for the Committee's endorsement in TC55.

The meeting link for TC55 would be provided by Macao, China, the host of the TC55. TCS also took the opportunity to remind nominated participants of Members to register online as soon as possible.

3. Date and rooms coordination for the 18th IWS

Ms. Denise LAU of TCS and Ms. Soomi HONG of ESCAP reported the latest progress of the preparation and room arrangements for the 18th IWS / 4th TRCG Forum to be held in ESCAP at Bangkok, Thailand in 2023. With the kind assistance of ESCAP, one plenary room (about 150 pax) and three meeting rooms have been reserved for the 18th IWS / 4th TRCG Forum for the period from 27 November to 1 December 2023. Since the Meeting has no objection to the proposed date and room arrangements for the 18th IWS / 4th Forum, TCS would report the proposed arrangements in TC55.

For the theme of the 18th IWS, AWG Chair invited AWG Members to provide their suggestions to TCS for discussion in the AWG Meeting to be held around May/June 2023.

As enquired by TRCG Chair, ESCAP would confirm whether online attendance (hybrid mode) is possible for some of the sessions of the 18th IWS / 4th TRCG Forum.

The Meeting also noted with appreciation that, as the 18th IWS / 4th TRCG Forum is co-organized by ESCAP, the venue booking fee could be waived.

TCS would work with ESCAP and TRCG Chairs to prepare the programmes and logistic arrangements of the 18th IWS/4th TRCG Forum, aiming to issue the Circular Letter in late July or early August 2023 for Members' early preparation.

4. Re-appointment of AWG Chair and co-Vice Chair for 2023/24 and 2024/25

Dr. T. C. LEE (Hong Kong, China) and Mr. Tom EVANS (USA) completed their first 2-year term as the AWG Chair and co-Vice Chair. The Meeting discussed the re-appointment of the AWG Chair and co-Vice Chair. All Members supported the re-appointment of Dr. LEE and Mr. EVANS as the Chair and co-Vice Chair of the AWG respectively for a second 2-year term (i.e. 2023/24 and 2024/25).

5. A.O.B.

Mr. Chihun LEE of NDMI informed the Meeting that, tentatively, the Annual Meeting of WGDRR in conjunction with AWG Meeting would be held in the Republic of Korea in September 2023.

Closure

The AWG Meeting was closed at 3:15 pm (HKT).