

## **Review and recommendations of future meeting approaches of the Typhoon Committee activities**

*(Submitted by AWG Chair)*

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### **ACTION REQUIRED:**

The Committee is invited:

- a) To take note of AWG's review on the future meeting approaches of major activities of the Typhoon Committee (TC).
- b) To endorse the recommendations of AWG on the future meeting approaches of TC activities.

### **APPENDIXES:**

- Appendix A - DRAFT TEXT FOR INCLUSION AT SESSION REPORT  
Appendix B - REVIEW AND RECOMMENDATIONS OF FUTURE MEETING APPROACHES OF TYPHOON COMMITTEE ACTIVITIES

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

***Future meeting approaches of TC activities***

1. *The Committee noted with appreciation the review on the future meeting approaches of major activities of TC conducted by AWG and was informed of AWG's recommendations based on this review (Appendix ??).*

***Recommendations of the AWG***

1. *Endorse AWG's recommendations on the future meeting approaches of TC activities as provided in Appendix ??, including the proposal of shortening the duration of the Integrated Workshop.*
2. *Any other text which will be included in the Session Report.*

## **APPENDIX B:**

### **Review and recommendations of future meeting approaches of the Typhoon Committee activities**

#### **1. Background**

- 1.1 According to the recommendation by the Chairperson of the 53<sup>rd</sup> Session and Paragraph 27 of the Final Report of the 54<sup>th</sup> Session of the Typhoon Committee (TC54), the Committee requested the Advisory Working Group (AWG) to consider how to implement future activities including the Integrated Workshop (IWS) in a more efficient and effective manner, using virtual, in-person and hybrid meetings/events.
- 1.2 In 2022, AWG conducted a review on this issue and prepared recommendations on future meeting approaches of the Typhoon Committee as depicted in the subsequent paragraphs of this document for the consideration and endorsement by the Committee.

#### **2. Follow up actions and review by AWG**

- 2.1 To follow up on the request by the Committee, AWG revisited the major and regular activities of the Typhoon Committee, including Annual Sessions, IWSs, TRCG Forums, Annual Meetings of Working Groups, training activities under various AOPs and AWG Meetings (see Figure 1).
- 2.2 During the AWG Meeting in April 2022, Working Group Chairs reviewed the meeting options and presented the preferred approaches for conducting their working group activities in the future. AWG Chairs also presented the possible options for the future arrangements of Annual Sessions, IWSs and AWG Meetings, including the proposal of shortening the duration of the IWS parallel session. AWG further discussed the pros and cons of different future meeting arrangement options for major activities of the Typhoon Committee (Table 1).
- 2.3 AWG further discussed the subject and came up with the recommendations of the future meeting approaches of the Typhoon Committee activities during the AWG Meeting in August 2022.

#### **3. Recommendations**

AWG's recommendations for the future meeting approaches of major activities of the Typhoon Committee are described in sections 3.1-3.5 below. A concise summary of the recommendations is also tabulated in Table 2 for Typhoon Committee Members' easy reference.

### 3.1 Annual Session of the Typhoon Committee

According to the Rules 1 and 1A of the [Rules and Procedures](#) of the Typhoon Committee, face-to-face meeting is the first option, unless there is an emergency situation in which AWG should seek the approval of the Chairperson of the Typhoon Committee to conduct the Session virtually.

### 3.2 Integrated Workshop (IWS)

#### (a) Meeting approach

With the following main goals of IWS, AWG considers that effective communication and sharing on technical issues and collaborations are the prime concerns of the meeting approach of IWS.

- Enhance regional cooperation
- Discuss progress of the AOPs, cross-cutting issues and the Strategic Plan
- Enhance knowledge sharing
- Strengthen networking and further Members' collaborations

As such, subject to the host/venue arrangements and the risk/quarantine measures for COVID-19 pandemic and future comparable occurrences, the IWS to be conducted face-to-face is preferred. Depending on the resources and capability of the host at the time, the hybrid mode is also encouraged in future IWSs to allow more participants to join the IWS online, especially for the parts on keynote / technical presentations.

#### (b) Review of the duration of IWS

AWG also took the opportunity to discuss the proposal of shortening the duration of the IWS parallel session. Since all WGs (including TRCG) now hold their annual meetings separately from the IWS, AWG considered that it is possible to shorten the working group parallel sessions during the IWS from 1.5 days to 1 day. Moreover, the AWG will usually take the opportunity to meet right before (pre-) and after (post-) the IWS. In particular, an extra half day was required after the IWS for the post-IWS AWG Meeting. AWG considered that the post-IWS AWG Meeting could be replaced by a separate online AWG Meeting (say, a few weeks after IWS) to further shorten the duration of the IWS and stay of the AWG Members. Below are some merits of the proposed shortening of the duration of IWS:

- Further improve meeting efficiency
- Shorter stay for participants (i.e. easier to arrange travel schedule)
- Reduce the budget cost & workload of the host (e.g. venue/equipment rental, optional technical visit/farewell dinner, etc.)
- Potential saving about USD 3000-5000 of TCTF support (for shortening by one day)
- Maintain the flexibility of having 3.5 or 4 days of IWS if necessary

After considering the feasibility and merits, AWG recommended shortening the duration of future face-to-face IWS to 3 or 3.5 days (from the current 4.5 days) by reducing the duration of parallel session and conducting the post-IWS AWG meeting virtually. Figure 2 illustrates an example of the proposed shortening of the duration of future face-to-face IWSs when compared with the arrangements in 2017-2019.

### **3.3 Annual Working Group Meetings (WGM, WGH, WGDRR and TRCG)**

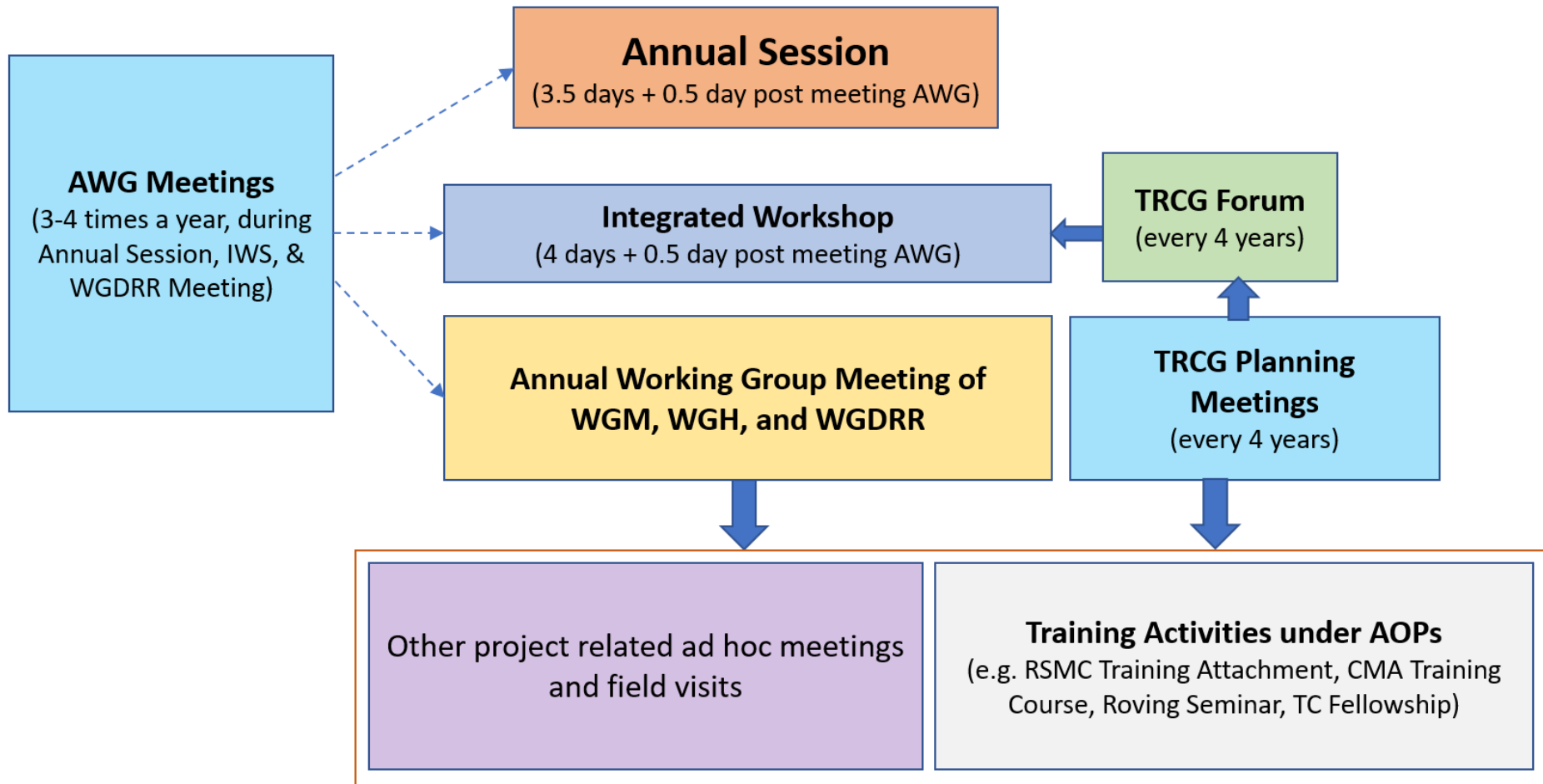
Based on the review and recommendations of the Working Group Chairs, a face-to-face Working Group Meeting will be given a higher priority with an online meeting as the alternative.

### **3.4 Training activities and other ad hoc project meetings**

Most of these activities are hosted by Members, involving smaller size of participants and focusing on knowledge sharing and exchange. Therefore, subject to the views of the host, a face-to-face event is preferred.

### **3.5 AWG Meetings**

With the experience of online meetings in last couple of years, AWG Members agreed to meet face-to-face during Typhoon Committee Annual Session, IWS and/or WGDRR Meeting together with online meetings in between as necessary. Figure 3 shows an example of the proposed arrangements for the future AWG meeting assuming normal situation without the influence of COVID-19 pandemic or comparable occurrences.



**Figure 1** Current major / regular activities of the Typhoon Committee

## Current arrangement of face-to-face IWS in 2017 – 2019 (4.5 days)

Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
<ul style="list-style-type: none"> <li>Participants arrival</li> </ul>	<ul style="list-style-type: none"> <li>Registration</li> <li>Opening</li> <li>Group photo</li> <li><b>Plenary Session</b></li> <li>- Keynote lectures</li> </ul>	<ul style="list-style-type: none"> <li><b>Plenary Session</b></li> <li>- Cross-cutting Projects</li> </ul>	<ul style="list-style-type: none"> <li>Parallel Session of WGs (Cont'd)</li> </ul>	<ul style="list-style-type: none"> <li><b>Plenary Session</b></li> <li>- Report of WGs</li> <li>- Discussion of cross-cutting issues</li> <li>Closure</li> </ul>	<ul style="list-style-type: none"> <li>AWG Meeting (Post-IWS)</li> </ul>
<ul style="list-style-type: none"> <li>Pre-IWS AWG Meeting</li> </ul>	<ul style="list-style-type: none"> <li><b>Plenary Session</b></li> <li>- Keynote lectures (cont'd)</li> </ul>	<ul style="list-style-type: none"> <li>Parallel Session of WGs</li> </ul>	<ul style="list-style-type: none"> <li>Parallel Session of WGs (Cont'd)</li> </ul>	<ul style="list-style-type: none"> <li>Technical Visit</li> <li>Farewell Dinner</li> </ul>	

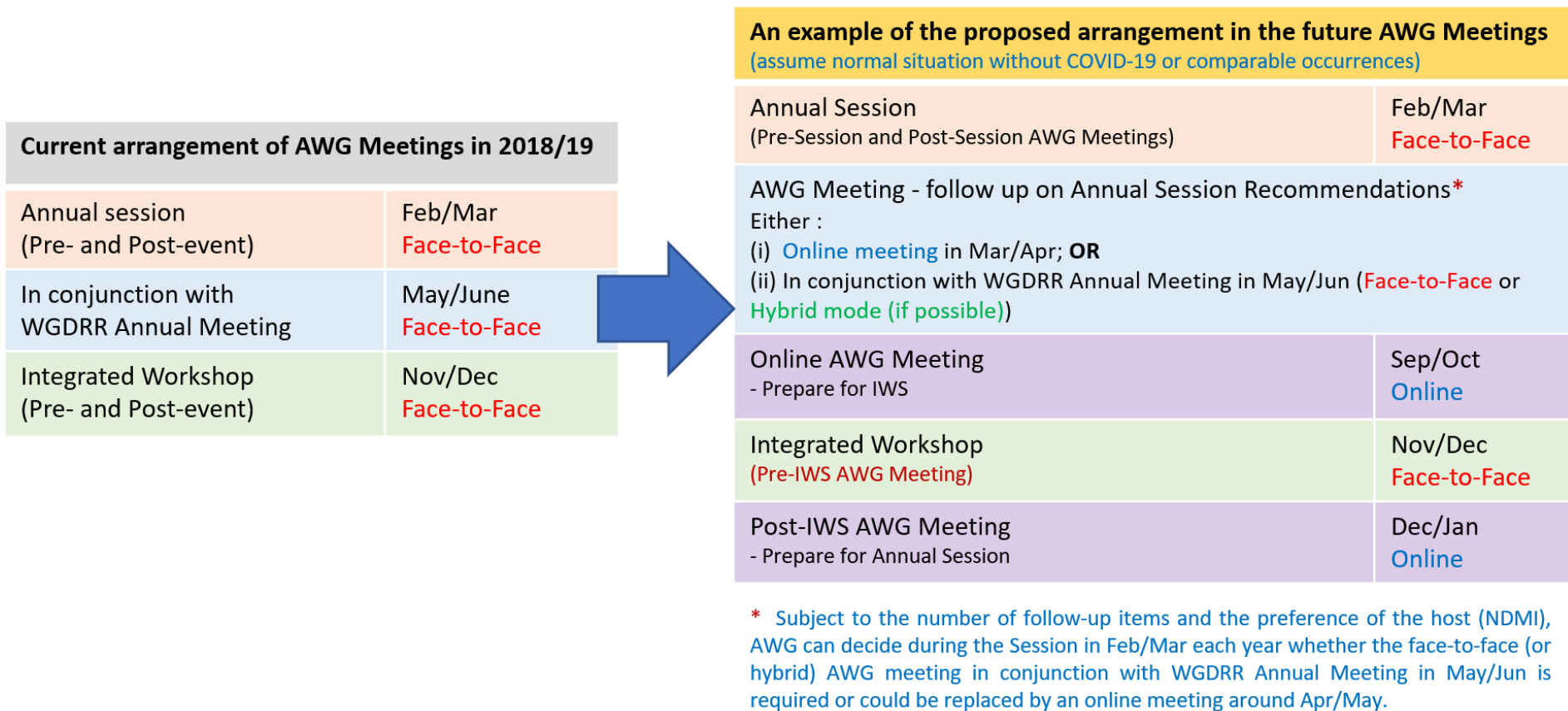


## Proposed arrangement of future face-to-face IWS (shorten the duration by 1 to 1.5 days)

Day 0	Day 1	Day 2	Day 3	Day 4 and Day 5
<ul style="list-style-type: none"> <li>Participants arrival</li> </ul>	<ul style="list-style-type: none"> <li>Registration</li> <li>Opening</li> <li>Group photo</li> <li><b>Plenary Session</b></li> <li>- Keynote lectures</li> </ul>	<ul style="list-style-type: none"> <li>Parallel Session of WGs</li> </ul>	<ul style="list-style-type: none"> <li><b>Plenary Session</b></li> <li>- Report of WGs</li> <li>- Discussion of cross-cutting projects/issues</li> <li>Closure</li> </ul>	<ul style="list-style-type: none"> <li>Day 4 and Day 5 will usually not be required. If there are many other important items to be included at the time, they can be arranged in the PM of Day 3 (without Technical Visit). Alternatively, the <u>programme</u> of IWS can also be extended by half a day (i.e. up to AM of Day 4) if required.</li> <li>The Post-IWS AWG Meeting will be replaced by a separate online AWG meeting a few weeks after IWS (say, in late Dec/early Jan)</li> </ul>
<ul style="list-style-type: none"> <li>Pre-IWS AWG Meeting</li> </ul>	<ul style="list-style-type: none"> <li><b>Plenary Session</b></li> <li>- Keynote lectures (cont'd)</li> </ul>	<ul style="list-style-type: none"> <li>Parallel Session of WGs (Cont'd)</li> </ul>	<ul style="list-style-type: none"> <li>Technical Visit</li> <li>Farewell Dinner (optional, subject to the host's preference and <u>programme schedule</u>)</li> </ul>	

Figure 2

Example of the proposed arrangement of future face-to-face IWS



**Figure 3** An example of the proposed arrangement of future AWG Meetings



**Table 1** Some pros and cons of different meeting options

	Face-to-face	Hybrid	Online
Venue	<ul style="list-style-type: none"> <li>Venue required (host or ESCAP)</li> </ul>	<ul style="list-style-type: none"> <li>Venue required (host or ESCAP)</li> </ul>	<ul style="list-style-type: none"> <li>All virtual</li> </ul>
Preparation work & logistics	<ul style="list-style-type: none"> <li>Time consuming / arduous</li> </ul>	<ul style="list-style-type: none"> <li>More demanding than face-to-face</li> <li>Additional IT support required</li> </ul>	<ul style="list-style-type: none"> <li>Easier than face-to-face or Hybrid</li> <li>Additional IT support required</li> </ul>
Organization cost	<ul style="list-style-type: none"> <li>Costly</li> </ul>	<ul style="list-style-type: none"> <li>Even more costly than face-to-face</li> </ul>	<ul style="list-style-type: none"> <li>Least expensive option</li> </ul>
Travel	<ul style="list-style-type: none"> <li>Need to travel</li> </ul>	<ul style="list-style-type: none"> <li>Need to travel (some participants)</li> </ul>	<ul style="list-style-type: none"> <li>No need to travel</li> </ul>
Participants	<ul style="list-style-type: none"> <li>Attendance limited by supporting budget</li> </ul>	<ul style="list-style-type: none"> <li>More participants (online and onsite)</li> </ul>	<ul style="list-style-type: none"> <li>More participants (all online)</li> </ul>
Meeting time	<ul style="list-style-type: none"> <li>More time for technical presentations and discussion</li> <li>No time zone issue</li> </ul>	<ul style="list-style-type: none"> <li>Available time limited by online participation</li> <li>Time zone issue</li> </ul>	<ul style="list-style-type: none"> <li>Available time limited by online participation</li> <li>Time zone issue</li> </ul>
Communication, knowledge sharing and Interaction	<ul style="list-style-type: none"> <li>More effective in knowledge sharing and exchanging views</li> <li>Face-to-face discussion/technical visit/networking opportunity</li> </ul>	<ul style="list-style-type: none"> <li>Relatively less effective in knowledge sharing and exchanging views</li> <li>Gap between onsite and online participants</li> <li>Face-to-face discussion/technical visit/networking opportunity are limited to onsite participants only</li> </ul>	<ul style="list-style-type: none"> <li>Less effective in knowledge sharing and exchanging views</li> <li>No face-to-face discussion / technical visit / networking opportunity</li> </ul>
Other issues/risks	<ul style="list-style-type: none"> <li>COVID-19 infection risk</li> <li>Unforeseeable travel restrictions/quarantine measures</li> <li>Kintanar Award presentation</li> <li>Onsite Voting during Annual Session</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 infection risk</li> <li>Unforeseeable travel restrictions/quarantine measures</li> <li>Network problems (audio/video interruptions)</li> <li>Kintanar Award presentation</li> <li>Onsite Voting during Annual Session</li> </ul>	<ul style="list-style-type: none"> <li>Network problems (audio/video interruptions)</li> <li>Voting needs to be conducted by correspondence</li> </ul>

Blue – pros ; Red – cons ; Purple – neutral

**Table 2 Concise summary of the recommendations of future meeting approaches of the Typhoon Committee activities**

TC meetings/activities	Recommended future meeting approaches
Annual Session	<p><b>Face-to-face</b> is the first option, unless there is an emergency situation in which AWG should seek TC Chair’s approval to conduct the TC Session <b>online</b></p>
Integrated Workshop	<p><b>Face-to-face</b> is preferred. Depending on the resources and capability of the host at the time, the <b>hybrid mode</b> is also encouraged</p> <p>Shorten the WG parallel session and replace the Post IWS AWG Meeting by an online meeting (<b>total reduce 1 to 1.5 days</b>)</p>
Annual Working Group Meeting (WGM, WGH, WGDRR, TRCG)	<p><b>Face-to-face</b> meeting will be given a higher priority with <b>online meeting</b> as the alternative</p>
Training activities and other ad hoc project meetings	<p><b>Face-to-face</b> event is preferred, subject to the views of the host</p>
AWG Meetings	<p><b>Face-to-face</b> meetings during TC Session, IWS and/or WGDRR Meeting together with <b>online meetings</b> in between as necessary</p>