

ESCAP/WMO Typhoon Committee
Fifty-sixth Session
27 February to 1 March 2024
Kuala Lumpur, Malaysia

FOR PARTICIPANTS ONLY
WRD/TC.56/9.2
6 February 2024
ENGLISH ONLY

ADVISORY WORKING GROUP (AWG) ACTIVITIES ANNUAL REPORT 2023

(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 2023 and prior to the 56th 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 2023

**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 2023 and prior to the 56th Session of the Typhoon Committee (Appendix ??).*
2. *The Committee was informed of the proposed budget for 2024/2025 and noted that there was no special budget proposed in 2024/2025.*
3. *The Committee expressed its appreciation to AWG for offering advice and support to TC Chairperson and TCS in following up the key issues identified at the last Session and in coordinating key TC activities.*

Recommendations of the AWG

1. *Recognize and thank Macao, China for their leadership and great effort in hosting the 55th Session of the Typhoon Committee virtually in March 2023.*
2. *Recognize and thank ESCAP, TCS and TRCG for their exceptional effort in coordinating, preparing and hosting the highly successful 4th TRCG Forum/18th Integrated Workshop at the ESCAP - UN Conference Center, Bangkok, Thailand from 28 November to 1 December 2023.*
3. *Appreciate the contribution of Mr. HOSOMI Takuya to the AWG in the past years and endorse Dr. ISHIHARA Koji, Head of RSMC Tokyo, as the new co-Vice Chair of the AWG.*
4. *Take note of the progress and recommendations made in the planning and implementation of Typhoon Committee's activities, including the preparation of the budget for 2024/2025.*
5. *Any other text which will be included in the Session report.*

APPENDIX B: ADVISORY WORKING GROUP ANNUAL REPORT 2023

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 AWG
Dr. ISHIHARA Koji, co-Vice-Chair of AWG/Head of RSMC Tokyo
Dr. Jie TANG, Chair of WGM
Mr. Mamoru MIYAMOTO, Chair of WGH
Mr. Jong-seol LEE, Chair of WGDRR
Dr. Anh Tien DO, Chair of TRCG
and ESCAP, WMO and TCS representatives as ex-officio members

3. AWG Meetings/Activities

Since the 55th Session of the Typhoon Committee (TC55) in March 2023, five AWG Meetings were conducted during the inter-session period. With the fading away of the COVID-19 pandemic, two of them were face-to-face meetings (hybrid mode) and the other three were conducted online. The key items discussed in each meeting are summarized in the following sub-sections with the notes of the AWG Meetings including in the Annex of this report.

3.1 AWG Online Meeting on 28 March 2023

Subsequent to the online TC55, AWG conducted an online meeting on 28 March 2023 to follow up on the TC55 decisions and other housekeeping issues.

(a) Follow up of TC55 decisions

AWG reviewed the progress of the preparation of the 18th Integrated Workshop (18th IWS) / 4th TRCG Forum as well as the TRCG Roving Seminar. AWG also noted the updates on Asia-Pacific Typhoon Collaborative Research Center (AP-TCRC), and the collaboration and the preparation of the SSOP-III proposal.

(b) Housekeeping issues

(i) The meeting reminded Working Group chairs and project coordinators to submit the working documents/information papers for TC Session in a timely manner, preferably at least one month before the session as per the TC Rules and Procedures.

(ii) The meeting reviewed the tentative plan of AWG Meetings in 2023/24 and confirmed that the face-to-face AWG meeting will be held in June 2023 together with the 18th Annual Meeting of

WGDRR.

3.2 AWG Meeting on 14 June 2023 (Ulsan, ROK)

With the kind invitation and support from the National Disaster Management Research Institute (NDMI) of Republic of Korea (ROK), AWG conducted a face-to-face meeting in-conjunction with the 18th Annual Meeting of the WGDRR in Ulsan, ROK on 14 June 2023. This was the first face-to-face AWG meeting since the outbreak of the COVID-19 pandemic in 2019. Highlights of key issues discussed are summarized as follows:

(a) Preparation of the 18th IWS/4th TRCG Forum

AWG discussed and agreed on the proposed theme, latest arrangements, and the proposed date of the 18th IWS/4thTRCG Forum.

(b) SSOP-III

The meeting noted the progress of the development of the proposal for the SSOP-III project. AWG also acknowledged the effort of Mr. Tom EVANS in this project and expressed their support for the timely completion of the proposal.

(c) Progress of AP-TCRC Pilot Projects

The meeting noted Dr. TANG Jie's report on the latest focus areas and particulars of the pilot project applications. AWG also requested a closer discussion and cooperation between the WGM and the TRCG.

(d) WG Budgets for 56th Session of the Typhoon Committee (TC56)

The AWG discussed the budget estimates issues with a view to reaching a consensus and making efforts to narrow down the deficit gap. The Chairpersons of the WGs affirmed their intention to exercise control over the budget and avoid significant increases for next year's projects.

(e) Preparation of TC56

The meeting noted that TC56 will be hosted by Malaysia. TCS also briefed the AWG about the initial timeline of the TC56 announcements.

(f) UN Early Warnings for All (EW4All) initiative

The AWG discussed and decided to initiate monitoring of the ongoing or previous efforts of TC Members in contributing to the four important pillars of the EW4All initiative. To facilitate this, the Members' Report will also indicate to which pillar or pillars of the EW4All they relate. Additionally, each Working Groups' report should specify which AOP is linked to a pillar of the EW4All initiative.

3.3 AWG Online Meetings on 26 October 2023

AWG conducted an online meeting on 26 October 2023 to continue to discuss issues related to the preparation of the 18th IWS / 4th TRCG Forum, SSOP-III project, review of AOP for EW4All, and the TC56 preparation.

(a) 18th IWS/4th TRCG Forum

TCS reported the progress of the preparation and proposed arrangements for the 18th IWS. Logistics and room arrangements for the 4th TRCG Forum were also reviewed. Moreover, by considering the scope of the proposed technical presentations, the meeting identified 14 technical presentations for the 18th IWS.

(b) Review of AOP for EW4All Initiative

TCS reported on the initial results of the AOP Review Questionnaire that was distributed to Members for completion.

(c) SSOP-III

Mr. Tom EVANS, Vice Chair of the AWG, provided an update on his efforts related to the proposal for SSOP-III and the associated budget application. An item will be added to the agenda of the TC56 Session in Malaysia to report the progress.

(d) TC56 preparation

TCS reported further details about the preparation of TC56, including the Agenda and invitation letters. The event has been confirmed to be held from 27 February to 1 March 2024 in Malaysia. The AWG appreciated Met Malaysia's great support in hosting the TC56 which would be the first in-person Session after the COVID-19 pandemic and emphasized the significance of attending.

(e) Revamp of TC website

TCS informed the AWG of their plan to revamp the TC website, including the enhancement of the newsletter section to allow Members to provide more up-to-date news.

3.4 AWG Meeting on 27 November 2023 (Bangkok, Thailand)

With the kind support of ESCAP, the AWG took the opportunity to meet face-to-face again in Bangkok, Thailand on 27 November 2023, prior to the 18th IWS/4th TRCG Forum.

The meeting discussed key issues of the 4th TRCG Forum and the 18th IWS, including the programme rundown, time control and the arrangements of the opening ceremony, group photo, and coffee/health break. The AWG also thanked ESCAP and TCS for their great assistance in arranging the AWG Meeting and exceptional effort in hosting the 18th IWS/4th TRCG.

3.5 AWG Online Meeting on 1 February 2024

AWG conducted an online meeting on 1 February 2024 to review the preparation and arrangements of TC56 and other issues related to member nominations.

(a) Preparation of TC56

TCS and Met. Malaysia reported the progress of preparation of TC56 to be held in Kuala Lumpur of Malaysia from 27 February to 1 March 2024. The meeting discussed the arrangements of the opening ceremony, election of officers, and technical presentations of TC56.

(b) New TC expert for ISSC of AP-TCRC

AWG supported WGM's nomination for Dr Wattana Kanbua of TMD to serve as Typhoon Committee's representative in the International Scientific Steering Committee (ISSC) of AP-TCRC, replacing Dr Vicente Malano of PAGASA who retired in 2023. The Chair of WGM will include this nomination in the recommendation of WGM for official approval by TC56.

(c) New co-Vice Chair of AWG

AWG Chair sought the views of AWG Members for Dr. ISHIHARA Koji, the new Head of RSMC-Tokyo, to serve as the new co-Vice-Chair of AWG in replacement of Mr. HOSOMI Takuya who had a post transfer. All AWG members in the meeting supported the proposed replacement of the AWG co-Vice-Chair by Dr. ISHIHARA Koji. AWG Chair will present a formal recommendation for the Committee's approval during the TC56.

4. AOPs and TCTF Budget

AOPs for 2023 were reviewed. Based on the AOPs submitted by TCS and the various working groups for 2024-2025, a TCTF budget proposal for 2024/2025 was submitted for the Committee's approval under Agenda Item 15.3 at TC56.

Annex to AWG Annual Report 2023

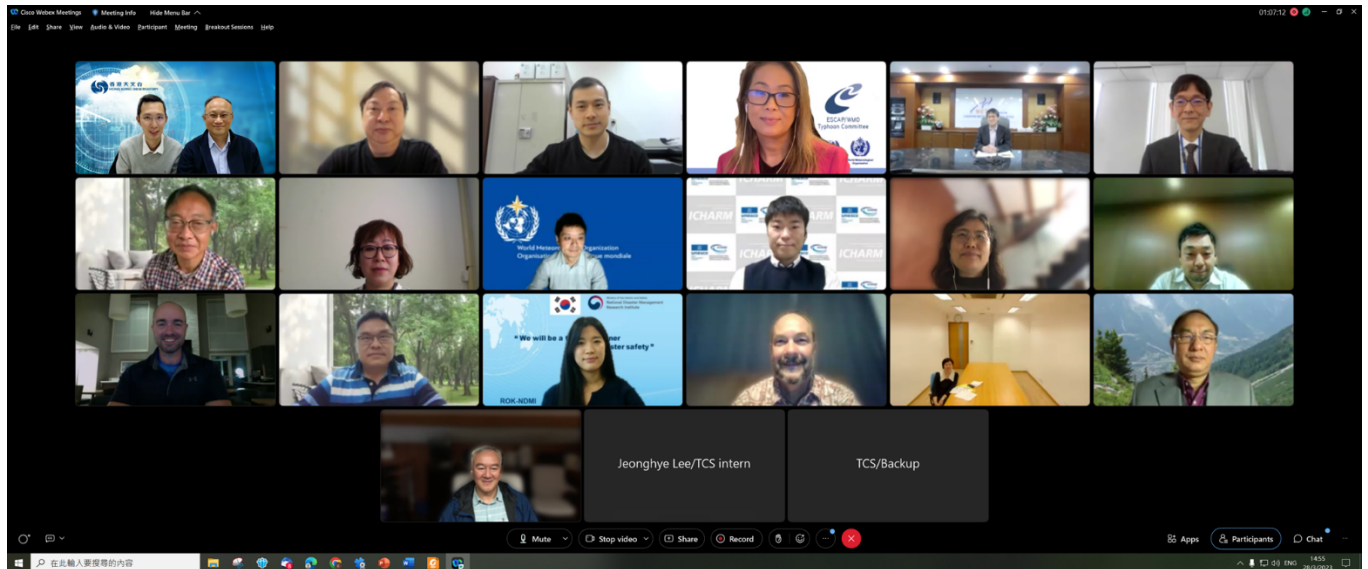
1st AWG Meeting 2023/24 (Post-TC55 Session)

Date : 28 March 2023

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

Video conferencing

Participants:



Dr. T. C. LEE, Chair of AWG, opened the AWG Meeting on 28 March 2023, 2pm (HK Time).

1. Welcome new AWG Members

- On behalf of AWG, Dr. T. C. LEE welcomed Dr. DUAN Yihong, new TC Secretary, and Dr. Anh Tien DO, new TRCG Chair, as new members to the AWG. He also welcomed Mr. Muhammad Helmi ABDULLAH, Vice Chair of the 55th Session of TC, and Mr. C. W. CHOY, new TRCG co-Vice Chair, to join this meeting.

2. Follow-up items of TC55

The Meeting recapped and briefly discussed the following items/issues arising from the TC55 Session :

- Preparation of 18th IWS/4th TRCG Forum
 - As informed by TCS, the Circular Letter of the 18th IWS/4th TRCG Forum would be issued in late August or early September. The theme, tentative programme, and logistic arrangements of the 18th IWS/4th TRCG Forum would be discussed in the next AWG Meeting in June 2023.
- TRCG Roving Seminar
 - The Roving Seminar would be held in Vietnam in 28 – 30 June 2023. The Circular Letter was being drafted and would be issued in April 2023. Mr. Clarence FONG of TCS would follow up with TRCG Chairs on the event arrangements.
- AP-TCRC Pilot Projects

- The draft invitation letter has been drafted and would be issued shortly.
- (iv) Preparation of SSOP-III Proposal
 - Further coordination with Working Group Chairs would be made for formulating the draft proposal based on the ESCAP Application Template.
- (v) Budget review and control
 - Working Group Chairs were encouraged to review the budget and explore possible approaches to narrow down the gap between annual income and expenditure of TCTF.

3. Housekeeping issues

- (i) New TC Secretary
 - The Meeting noted that Dr. DUAN Yihong plans to assume office in Macao, China in April 2023. TCS and SMG would assist in relevant administrative issues and logistic support on this matter.
 - Dr. T. C. LEE encouraged Mr. YU Jixin and TCS to provide a comprehensive handover to Dr. DUAN and help him to take up the office efficiently.
- (ii) Working documents for TC Session
 - Dr. T. C. LEE reminded Working Group Chairs and project coordinators to submit the working documents/information papers for TC Session in a timely manner. Mr. YU Jixin of TCS supplemented that, according Rule 2C of the TC Rules and Procedures, all working documents and papers should be made available on the TCS Website at least one month before the commencement of the session.
 - Dr. T. C. LEE reiterated that it would be important to have these documents/papers ready for Members' review well before the Session, especially for face-to-face event.

4. A.O.B.

- (i) AWG Meeting Schedule
 - Dr. T. C. LEE briefed the Meeting the tentative plan of AWG Meetings during the intersession period (see table below).

Meeting	Tentative date	Place
AWG Meeting in conjunction with WGDRR Annual Meeting	14 Jun 2023	Ulsan, ROK
AWG Meeting	Sep / Oct 2023	Online
Pre 18 th IWS AWG Meeting	26 Nov 2023	Bangkok, Thailand
Post 18 th IWS AWG Meeting	Dec 2023/Jan 2024	Online
Pre TC56 AWG Meeting	Early Mar 2024	Malaysia
Post TC56 AWG Meeting	Early Mar 2024	Malaysia

- (ii) WGDRR Annual Meeting/AWG Meeting
 - NDMI informed the Meeting that the Annual Meeting of WGDRR would be held face-to-face from 13 to 16 June 2023 in Ulsan of ROK. The AWG Meeting in conjunction with the WGDRR Annual Meeting was scheduled on 14 June 2023. The invitation letter of the WGDRR Annual Meeting/AWG Meeting would be issued around mid-April 2023.

- The Meeting appreciated the kind support of NDMI for hosting the AWG Meeting.
 - The Meeting would discuss relevant TC55 follow up issues in detail during the face-to-face AWG Meeting in June 2023.
 - While NDMI would check whether the AWG Meeting could be conducted in Hybrid mode, Dr. T. C. LEE further encouraged AWG Members to attend the coming AWG Meeting in Ulsan in person if possible.
- (iii) Dr. T. C. LEE requested TCS to inform Dr. DUAN Yihong and Dr. TANG Jie, who could not attend this AWG Meeting, about the outcomes of meeting discussions.
- (iv) The Meeting expressed its gratitude to TCS and Mr. Marcus Landon AYDLETT, Chairperson of the Drafting Committee, for their great and very efficient effort in drafting the Final Report of TC55.

Closure

The AWG Meeting was closed at 2:55 pm (HKT).

2nd AWG Meeting on the occasion of the 18th Annual Meeting of WGDRR

Date : 14 June 2023

Venue : Lotte Hotel Ulsan, Republic of Korea

On-site participants:



Dr. T. C. LEE, the Chairperson of the AWG, initiated the AWG Meeting on June 14, 2023, at 9:00 am. He extended a warm welcome to all attendees on-site and online, marking this as the first face-to-face meeting of the AWG since 2019. The in-person gathering provided an invaluable opportunity for direct interaction and deeper engagement and collaboration among the AWG members.

Dr. LEE also extended a special welcome to Dr. ISHIHARA Koji from the Regional Specialized Meteorological Center (RSMC) Tokyo, who joined as a new member of the AWG.

(1) 18th Integrated Workshop (18th IWS) / 4th TRCG Forum

During the AWG meeting, Ms. Denise LAU from the Typhoon Committee Secretariat (TCS) presented the proposed arrangements for the upcoming 18th IWS. These arrangements included the proposed theme, schedule, meeting rooms for plenary and parallel sessions, as well as the tentative timeline for issuing invitation letters to Members.

After a thorough discussion, the AWG Members agreed to arrange the 18th IWS with the 4th TRCG Forum as a 4-day event. Two days will be dedicated to the 4th TRCG Forum, focusing on the theme "Towards a Typhoon Resilient Society." The remaining two days will be allocated to the

IWS, with the agreed theme "**Early Warnings for All through Enhancement of Typhoon Standard Operating Procedures (SOP)**". This theme aligns with the UN's Early Warnings for All initiative, co-led by WMO and the SSOP-III under ESCAP Tsunami Trust Fund.

The event will take place from 28 November to 01 December 2023* at the ESCAP Facility in Bangkok, Thailand. It will primarily be a face-to-face event, with assistance from ESCAP, although a hybrid mode will also be available for certain items such as the keynote sessions.

For the TRCG Forum, 6-8 experts nominated by the WG's Chairs will be invited as keynote speakers. As for the IWS, the aim is to have approximately 10 to 12 technical presentations nominated by TC Members, as well as some participants. The AWG acknowledged that over the past three years, many Members have accumulated interesting technical presentations. While there is limited time available, the AWG will make efforts to accommodate as many presentations as possible.

The invitation letters are expected to be issued in early August, with an online registration deadline in early November 2023. The circular letter will also include relevant information for the participants, including details regarding hotel accommodations, transportation arrangements, and more.

These proposed arrangements and timeline were discussed and agreed upon during the AWG meeting, ensuring the forthcoming 18th IWS/4th TRCG Forum can be organized smoothly and effectively.

(2) SSOP-III draft proposal and fund application

Mr. Tom EVANS, Vice Chairperson of the AWG, provided an update on his work regarding the proposal for the SSOP-III and the associated budget application. He mentioned that he has been working on the proposal in consultation with the WG's Chairpersons.

Mr. EVANS informed that the initial draft of the proposal is expected to be ready by early September 2023. After incorporating feedback and input from ESCAP, the finalized proposal will be submitted during the ESCAP Multi-Donor Trust Fund for Tsunami, Disaster and Climate Preparedness Advisory Council Meeting in November 2023. The AWG members acknowledged Mr. EVANS' progress and expressed their support for the timely completion of the proposal.

(3) TRCG Roving Seminar and 4th TRCG Forum arrangements

Dr. EunJeong CHA, Co-Vice Chair of the TRCG, presented updates on the TRCG activities. This included information regarding the upcoming 4th TRCG Forum as well as updates on the Roving Seminar scheduled for 28-30 June in Viet Nam.

(4) Progress of AP-TCRC Pilot Projects

Dr. TANG Jie, the WGM Chairperson, provided an update on the latest focus areas and particulars of the pilot project applications. Dr. Tang informed about the ongoing efforts to identify and develop pilot projects that align with the objectives and priorities of the Typhoon Committee.

After a brief discussion, the AWG requested a closer discussion and cooperation between the WGM and the TRCG. They will work together to identify and engage suitable participants for the pilot project applications.

(5) Review / discussion of WG budget estimates/control for the 56th Session (TC56)

The AWG discussed the budget estimates issues with a view to reaching a consensus and making efforts to narrow down the deficit gap. It was recognized that although the TC currently has substantial savings in TCTF, it is crucial for the funding to be sustainable and in good health. Therefore, it is important to minimize the deficit gap as much as possible.

The Chairpersons of the WGs affirmed their intention to exercise control over the budget and avoid significant increases for next year's projects. It was noted that since there will be no TRCG forum next year, the estimated budget for the IWS will be lower. However, even with this consideration, it was emphasized that it is necessary to ensure the budget will be formulated in a reasonable manner.

(6) Kick start of the preparation of TC56

TCS reported that TC56 is expected to be hosted by Malaysia. However, the exact date and venue for the Session have not been confirmed at this stage.

TCS will continue to actively engage with the Malaysia Meteorological Services to finalize the arrangements for TC56, including the specific date and location. The invitations for TC56 are expected to be issued in November 2023, once the necessary details have been confirmed. This timeline allows for the necessary preparations and logistics to be put in place, ensuring the Session will be conducted successful and smoothly.

(7) A.O.B.

Dr. DUAN Yihong, the TC Secretary, presented two items under AOB. The first item discussed the Typhoon Committee's response to the UN's Early Warnings for All (EW4All) initiative.

After a brief discussion, the AWG decided to initiate monitoring of the ongoing or previous efforts of TC Members in contributing to the four important pillars of the EW4All initiative. To facilitate this, the Members' Report, which already includes activities related to priority areas in the Strategic Plan, will now also indicate to which pillar or pillars of the EW4All they relate. Additionally, each Working Group's report should specify which AOP is linked to a pillar of the EW4All initiative.

TCS will collect this information and provide a quick summary to assess which pillar requires improvement or enhancement. The draft template of the Members' Report will be revised to include information on the EW4All initiative for Members to report on.

The AWG members recognized the importance of aligning the TC efforts with the EW4All initiative, which aims to strengthen early warning systems globally. The proposed monitoring and reporting mechanism will allow for an assessment of the Committee's contributions and areas for further improvement.

The second AOB item raised by TCS requested feedback from AWG Members on how TCS can provide better service. The AWG briefly discussed and shared ideas on how TCS can enhance support to TC Members, WGs Chairs and improve coordination efforts, particularly in cross-cutting projects.

Closure

The AWG Meeting was closed at 3:35 pm.

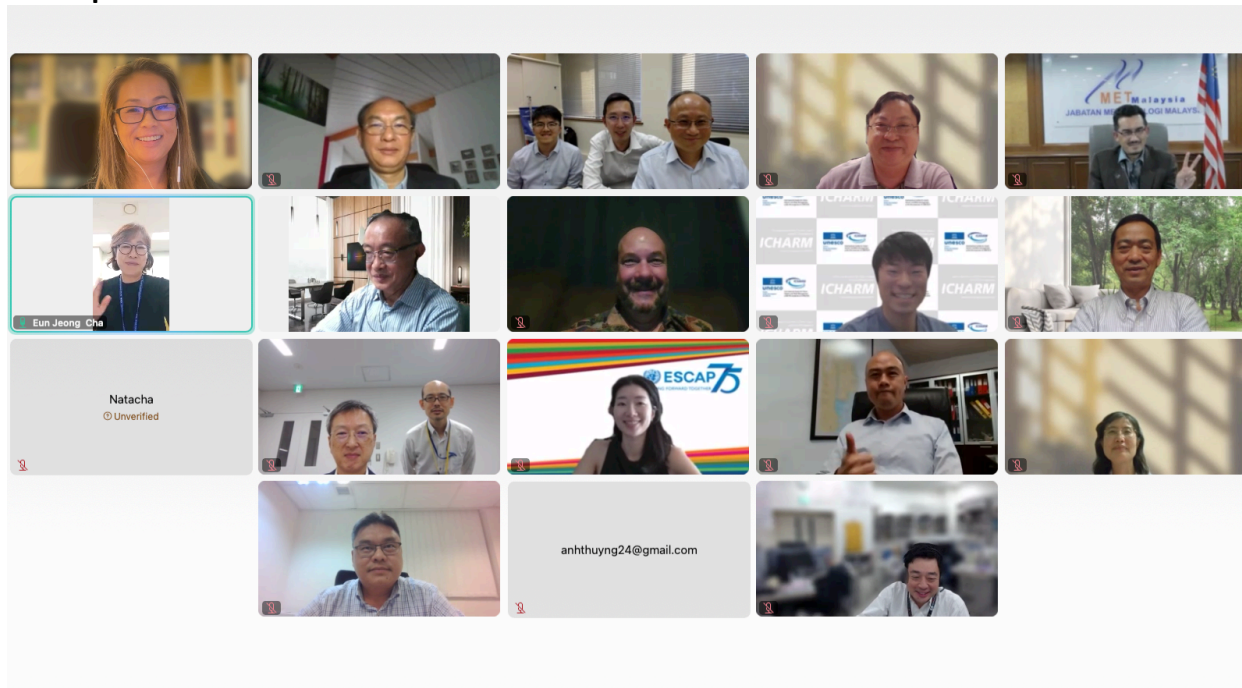
** Post-meeting note : The date of the 18th IWS/4th TRCG Forum originally discussed during the AWG Meeting was on 27-30 November 2023. After further discussion between TCS, ESCAP and AWG Chair/Vice-Chairs, for better on-site preparation, it was considered more appropriate to schedule the 18th IWS/4th TRCG Forum on 28 November-1 December 2023.*

3rd Online AWG Meeting 2023/24

Date: 26 October 2023

Time: 2 pm (HK time)

Participants:



Dr. T. C. LEE, the Chair of the AWG, initiated the AWG Meeting on October 26, 2023, at 2:00 pm.

(1) 18th Integrated Workshop (18th IWS) / 4th TRCG Forum

Ms. Denise LAU from the Typhoon Committee Secretariat (TCS) presented the progress of preparation and proposed arrangements for the upcoming 18th IWS. The meeting discussed the preparation for the 18th IWS/4th TRCG Forum, including the program, keynote speakers, and breakout sessions. Some adjustments to the tentative schedule were also proposed, such as shortening the lunch hour and changing the timing of certain presentations. There was a suggestion to potentially have a short face-to-face AWG meeting before or during the 18th IWS. The AWG emphasized the need to make the agenda clear to the delegates.

Logistics for the breakout rooms during the TRCG Forum were discussed, with TCS confirming that the rooms will be equipped with projectors and microphones. The topical group discussion will be moderated by TRCG Chair/Vice-Chairs, involving keynote speakers. All meeting rooms will have hybrid capabilities, and the online platform will be provided by ESCAP, with a request for the Teams link.

Dr. Eun Jeong Cha, Vice-Chair of TRCG, sought clarification on the proposed program, as the TRCG Forum was originally planned for two days, including the technical presentations. TCS clarified that, due to extended time requests from the Working Groups for parallel sessions and large amount of technical presentation proposals (21 submissions), it was necessary to rearrange the

keynote lectures and technical presentations for the 18th IWS/4th TRCG Forum on Day 1 to Day 3. TCS further explained that, traditionally, the TRCG Forum focuses on keynote speakers, while technical presentations are usually part of the IWS. However, this year, no technical presentations related to the TRCG Forum were received.

The AWG Chair invited and the Vice-AWG Chairs agreed to assist in moderating the technical presentation sessions on Day 2 and Day 3. With limited time available for technical presentations on these two days, it was acknowledged that not all 21 proposed presentations could be accommodated. After discussion and considering the scope of the proposed presentations, the AWG identified 14 technical presentations for the 18th IWS, including 8 and 6 presentations on Day 2 and Day 3 respectively. Q&A sessions are also included to facilitate communication and gather opinions.

Considering that the ESCAP facility closes at 5pm, the AWG reached the decision that there will be no designated coffee break during the 18th IWS. Instead, health breaks will be available for Members who prefer to take their own break during presentations.

TCS will provide the final agenda arrangements and disseminate them to AWG Members for their feedback before posting them online for the Members' reference.

(2) SSOP-III draft proposal and fund application

Mr. Tom EVANS, Vice Chair of the AWG, provided an update on his efforts related to the proposal for SSOP-III and the associated budget application. He mentioned that he has been collaborating closely with ESCAP and noted that ESCAP is exploring an approach for SSOP-III that focuses more on the national or sub-national level, as opposed to extending all the way to the community level, which is the primary design of SSOP. Therefore, the renewed proposal project will align SSOP-III more with SSOP-II terms, with a specific emphasis on expanding to RAV, especially in the line of Early Warning for All.

The AWG members acknowledged Mr. EVANS's effort and expressed their support for ensuring the proposal's timely completion. An item will be added to the agenda of the TC56 Session in Malaysia to report the progress.

(3) AOP Evaluation Questionnaire for EW4All Initiative

Mr. LIU Jinping, Hydrologist at TCS, reported on the initial results of the AOP Evaluation Questionnaire that was distributed to Members for completion. Mr. LIU mentioned that gathering the questionnaire responses presented some challenges. TCS will present a preliminary summary of the findings during the 18th IWS and complete the summary and draft informational documents for the session in Malaysia.

Noting some Members' feedback on the term "evaluation", the AWG suggested TCS considers using an alternative term, such as "analysis", to enhance Members' understanding and interpretation of the questionnaire.

(4) Update on the preparation of TC56

TCS shared details about the preparations for the TC56 Session, including the Agenda and Invitation Letter. The event has been confirmed to be held from 27 February to 1 March 2024 at Petaling Jaya of Malaysia, a city near Kuala Lumpur*.

The AWG appreciated Met Malaysia's great support in hosting the TC56 Session which would be the first in-person Session after the COVID-19 pandemic and emphasized the significance of attending. AWG requested TCS to complete the agenda and tentative program for TC56 and urged Members to mark the event's date and inform their colleagues and senior management about the Session's preparation and the importance of attendance.

(5) Housekeeping issues of TCS

TCS informed the AWG of their plan to revamp the TC website, including the enhancement of the newsletter section to allow Members to provide more up-to-date news. The revamped website will incorporate sections for Members News, the Working Group pages featuring the chairpersonship, and a section for upcoming Events. The new design will be aligned with the format of ESCAP and WMO Members News.

The AWG requested TCS to provide a hidden link to AWG members for review/feedback and prepare a proposal for the website revamp and the new submission approach for TC Newsletter for TC56 Session approval.

The discussion also touched upon the Typhoon Passage Report, with TCS strongly encouraging Members to submit passage reports in a timely manner after tropical cyclone events.

(7) A.O.B.

The AWG has requested Dr. Tang Jie, Chair of the Working Group on Meteorology (WGM), to share the presentation outlining the progress of the pilot project on the AP-TCRC by email with AWG Members.

Closure

The AWG Meeting was closed at 5:10 pm.

**Post meeting notes : TC56 was later confirmed to be held in Kuala Lumpur.*

4th AWG Meeting 2023/24 (Pre-18th IWS)

Date : 27 November 2023

Time : 4:00 pm (Local Time, UTC+7)

Venue : UN ESCAP Conference Center, Bangkok, Thailand

Participants:



Dr. T. C. LEE, Chairperson of the AWG, welcomed all members and opened the AWG Meeting at 4:00 p.m. (Local Time) on 27 November 2023.

The AWG thanked ESCAP and TCS for their great assistance in arranging the AWG Meeting and exceptional effort in hosting the 4th TRCG/18th Integrated Workshop (18th IWS).

The meeting discussed the following key issues related to the logistic arrangements and rundown of the 4th TRCG Forum/ 18th IWS:

Opening Ceremony

- The meeting noted that the Chairperson of TC55, Mr. Leong Weng-kun, will not attend the 18th IWS in person. His pre-recorded welcoming remarks will be shown in the opening ceremony.

Group Photo and Coffee/Health Break

- As advised by TCS and ESCAP, the AWG identified the location for group photo.
- Apart from the break after the group photo, no official coffee/health break is scheduled for the event. TCS will also remind participants about the house rules of the conference venue

in due course.

Programme Rundown

- The meeting reviewed the detailed rundown and meeting room arrangements of the 4th TRCG Forum and the 18th IWS.
- TRCG Chairs briefed the meeting about the arrangements of the TRCG Forum, including the moderator of each topic and facilitators of the group discussion.
- With a view to avoiding overrun, the moderators were advised to closely monitor the keynote and technical presentations and keep the speakers on time. TCS will also provide timely reminder to the speakers by ringing a bell 5 minutes before time is up.
- TCS and TRCG Chairs will follow up with those speakers who have not yet provided TCS with the PPTs of their presentations.

Closure

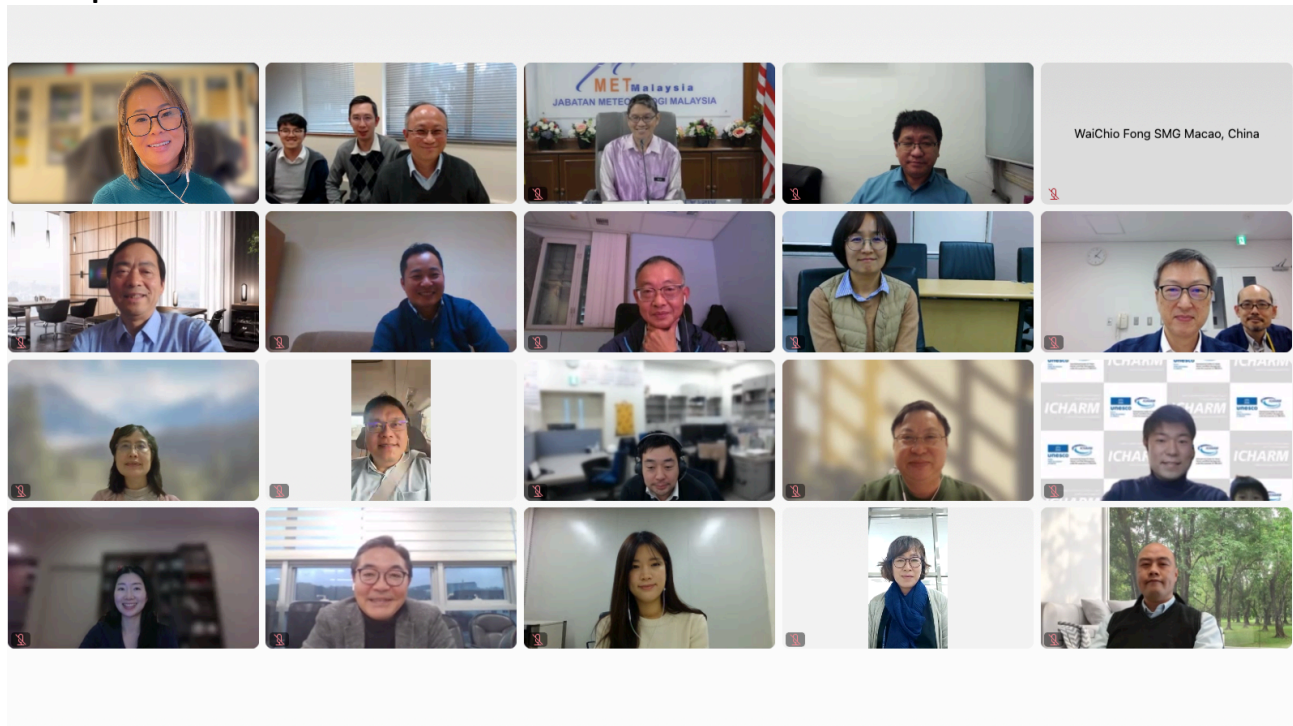
After a visit to the Conference Room, the AWG Meeting was closed at 5:00 pm (Local Time).

5th Online AWG Meeting 2023/24

Date: 1 February 2024

Time: 2 pm (HK time)

Participants:



Dr. T. C. LEE, AWG Chair, initiated the AWG Meeting on 1 February 2024 at 2:00 pm.

(1) Arrangements of the 56th Session of the Typhoon Committee (TC56)

The meeting discussed the following key issues related to the logistic arrangements of TC56:

(i) Opening Ceremony

Ms Denise LAU of TCS recapped the programme rundown of TC56 and briefed the meeting the guests for the opening speeches and the rundown of the opening ceremony.

(ii) Registrations

Mr Muhammad Helmi Abdullah of Met. Malaysia provided the latest update on the preparation and number of registrations of the TC56. AWG suggested TCS to give a gentle reminder to Members about the participation and registration for the TC56 as appropriate.

(iii) Election of Officers

Ms. Denise LAU informed the meeting that the candidates of the next Typhoon Committee Chair and vice-Chair will be from Malaysia and the Philippines respectively. The meeting also noted the representative from USA will be nominated as the Drafting Committee Chair. TCS will cover the Credential Committee report for TC56. The usual arrangement with Working Group Chairs taking turn to serve as the Chair of the Credential Committee will resume next year onward.

(iv) Technical presentations

TCS reported that 12 nominations of technical presentation have been received. The meeting reviewed the proposed presentations and decided to accept all of them under Agenda Item 5.3. In view of available time, 15 minutes will be assigned to each presentation and only 1 or 2 short Q&As will be accommodated. With a view to avoiding overrun, the moderator was advised to closely monitor the technical presentations and keep the speakers on time. TCS will also provide timely reminder to the speakers by ringing a bell a couple of minutes before time is up.

(v) AWG Meetings during TC56

TCS informed the meeting that a pre-TC56 AWG Meeting will be held at around 5:00 p.m. on 26 February 2024 to review the TC56 arrangements. AWG Chair confirmed that a post-TC56 AWG meeting will be conducted on the afternoon of 1 March 2024. TCS will communicate the details of these meetings to AWG Members in due course.

(2) A.O.B.

(i) New TC expert for ISSC of AP-TCRC

Dr Vicente Malano (the Philippines) was previously approved by TC55 to serve as one of the representatives of Typhoon Committee in the International Scientific Steering Committee (ISSC) of the AP-TCRC. Since Dr. Vicente Malano has retired in 2023, WGM would like to nominate Dr Wattana Kanbua of TMD to replace Dr Malano as Typhoon Committee's representative in ISSC. AWG discussed and supported this nomination. The Chair of WGM will include this nomination in his recommendation for official approval by TC56.

(ii) New co-Vice Chair of AWG

AWG Chair informed the meeting that Mr. HOSOMI Takuya has posted out from the position of the Head of RSMC Tokyo. Dr. ISHIHARA Koji has taken up the position as the new Head of RSMC Tokyo. AWG Chair sought the views of AWG Members for Dr. Ishihara to serve as the new co-Vice-Chair of AWG in replacement of Mr. Hosomi. All AWG Members in the meeting supported the proposed replacement of the AWG co-Vice-Chair by Dr. ISHIHARA Koji. AWG Chair will present a formal recommendation for the Committee's approval during the TC56.

(iii) TC56 Website

TCS informed the meeting that the security measures of the TC56 Website have been enhanced, including the requirement for username and password to access the website. TCS also encouraged all Working Group Chairs and relevant parties to submit their reports and working documents for the agenda items of TC56 under their purview as soon as possible.

Closure

The AWG Meeting was closed at 3:30 pm.