



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat

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Weather • Climate • Water
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Our ref.: 8544-16/WDS/TCP/HC-38

GENEVA, 28 January 2016

Annexes: 2 (available in English only)

Subject: Thirty-eighth session of the RA IV Hurricane Committee (San Juan, Puerto Rico, USA, 21-26 April 2016)

Action required: Completed nomination forms to be submitted to WMO Secretariat **on or before 18 February 2016**

Dear Sir/Madam,

I have pleasure in informing you that, at the kind invitation of the Government of the United States of America, the thirty-eighth session of the RA IV Hurricane Committee will be held in San Juan, Puerto Rico, USA, from 21 to 26 April 2016.

In this regard, I am pleased to invite you to nominate an expert on hurricane forecasting, from your Service, to participate in this session. A copy of the provisional annotated agenda and a nomination form for the session are enclosed herewith. The information note will be made available in due course.

In accordance with WMO General Regulation 37 the "expenses for the attendance of members of working groups of constituent bodies at sessions of these groups shall normally be borne by the Members to which those members belong". It is therefore hoped that your Government would consider covering the cost of participation of your nominated expert. However, upon request, WMO could consider providing financial support (travel and a lump sum in lieu of per diem) for the participation of your nominated expert.

In order to clarify WMO's insurance coverage for non-staff members, please advise experts in the above-mentioned session, before they undertake travel, as follows:

"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services on behalf of the Organization. These persons therefore remain fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or performances of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate".

To: Permanent Representatives of Members of Regional Association IV (limited distribution)

cc: Mr Juan Carlos Fallas Sojo, president of RA IV) (for information)
Dr Richard Knabb, chairperson of the RA IV Hurricane Committee)

As indicated in the attached provisional annotated agenda, the session will consider not only the meteorological aspects of the hurricane warning system but also the vitally important measures necessary under the hydrological as well as the disaster reduction and preparedness component of the Committee's Technical Plan and Implementation Programme.

For administrative purposes, I would be grateful if you could notify WMO Secretariat **on or before 18 February 2016**, of the attendance of your nominated expert, and whether financial assistance would be required.

Yours faithfully,

A handwritten signature in dark ink, appearing to be 'J. Lengoasa', with a long, sweeping horizontal line extending to the right.

(J. Lengoasa)
for the Secretary-General

RA IV HURRICANE COMMITTEE

THIRTY-EIGHTH SESSION

SAN JUAN, PUERTO RICO, USA

21 TO 26 APRIL 2016

ITEM 1.2

Original: ENGLISH

PROVISIONAL ANNOTATED AGENDA

1. ORGANIZATION OF THE SESSION

1.1 Opening of the session

At the kind invitation of the Government of United States of America, the thirty-eighth session of the RA IV Hurricane Committee will be held in San Juan, Puerto Rico from 21 to 26 April 2016, including two days for attending AMS Conference for Tropical Meteorology. Detailed information on the exact location of the session and other information on material arrangements for the session are given in RA IV/HC-38/INF. 1.

1.2 Adoption of the agenda

The provisional agenda, contained in RA IV/HC-38/Doc. 1, will be submitted to the session for adoption. The order of the agenda may be modified during the session and additional items introduced.

1.3 Working arrangements for the session

Under this agenda item the Committee will decide on its working hours and other arrangements for the session. The working languages of this session will be English and Spanish. The session will be conducted in one committee. Small working parties may be established, as required, to consider specific subjects and, thereby, to facilitate the work of the session. It is, however, pointed out that only one team of interpreters will be available.

2. REPORT OF THE CHAIRMAN OF THE COMMITTEE

The chairman of the Committee will be invited to make a brief report at the session on the activities carried out since the thirty-seventh session of the Committee in April 2015 and on other relevant matters. His report may also draw attention to developments of concern to the Committee and suggest particular activities to which special attention could be given in the future.

3. REVIEW OF THE PAST HURRICANE SEASON

The Committee is concerned with seeking ways of improving hurricane warning services for the benefit of Members of RA IV affected by the tropical cyclones during 2015. The Committee may wish, therefore, as done at previous sessions, to carry out a detailed review of the actual events of the past hurricane season as a prelude to discussing ways of improving the facilities available, the existing cooperative and coordinated arrangements and the services provided.

3.1 Summary of the past season

The chairman of the Committee will be invited to make the necessary arrangements for the presentation at the session of an in-depth review of the 2015 hurricane season.

3.2 Reports of hurricanes, tropical storms, tropical disturbances and related flooding during 2015

Members who have experienced hurricanes, tropical storms or tropical disturbances and related flooding and storm surges during the 2015 season are invited to submit to the session concise reports on the functioning of the warning systems, lessons to be derived from these events, measures already taken as a consequence and proposals, if any, for regional action. In view of the time required for translation, reproduction and distribution, Members who will make reports under this agenda are requested to send these reports to the Secretariat by 15 Feb **2016**.

4. COORDINATION WITHIN THE WMO TROPICAL CYCLONE PROGRAMME

Before giving detailed consideration to the activities specifically within its own area of primary concern, the Committee may wish to carry out a broad-based review of the developments under the WMO Tropical Cyclone Programme and its associated activities in relation to both the general component and all sectors of the regional component.

A report on the status of implementation of the Tropical Cyclone Programme will be submitted to the Committee in a document to be prepared by the Secretariat, which will provide an overview of the whole range of activities being conducted under the programme, including activities in other tropical cyclone areas. The steps to be taken to implement the activities under the Programme within the context of the WMO Strategic Plan and within the Sendai Framework on DRR, and the coordination between the Hurricane Committee and the other regional bodies might usefully be reviewed. The Committee is invited to comment on the activities within the programme and the framework within which it operates and to make proposals for further development of the TCP and strengthening of the links within it.

4.1 COORDINATION IN OPERATIONAL ASPECTS OF THE HURRICANE WARNING SYSTEM AND RELATED MATTERS

One of the primary tasks of the Committee is to promote the coordination and the improvement of the functioning, under operational conditions, of the various elements of the warning systems for hurricanes and related phenomena. Following the practice adopted at previous sessions, Members are invited to submit for consideration by the Committee operational matters involving procedural problems. A consolidated document, based on Members' submissions, will be prepared by the Secretariat.

4.2 REPORT OF THE OUTCOME AND RECCOMENDATIONS OF THE TCM-8.

5. REVIEW OF THE RA IV HURRICANE OPERATIONAL PLAN

It is proposed that the Committee should carry out a review of the Hurricane Operational Plan and recommend any changes it may consider necessary. The review would take into account the important role of the RSMC Miami - Hurricane Center and the discussions under agenda items 3.2 and 4 above. Thus, in addition to an updating of the plan, it is suggested that experiences during the past hurricane season and suggestions from Members agreed upon may lead to changes in the arrangements set out in the Operational Plan and improvements in the operational system at regional and national levels.

6. REVIEW OF THE COMMITTEE'S TECHNICAL PLAN AND ITS IMPLEMENTATION PROGRAMME FOR 2016 AND BEYOND

The RA IV Hurricane Committee's Technical Plan and its Implementation Programme adopted by Resolution 8 (X-RA IV) and retained by XVI-RA IV, form the basis for the long-term programme of the Committee's activities. The Technical Plan by its nature calls for regular updating as various parts of it are implemented by the Members concerned and the requirements are revised in the light of new developments.

7. ASSISTANCE REQUIRED FOR THE IMPLEMENTATION OF THE COMMITTEE'S TECHNICAL PLAN AND STRENGTHENING OF THE OPERATIONAL PLAN

At the session, the Committee will be informed of assistance pertinent to the implementation of the Technical Plan or strengthening of the Operational Plan, which has been provided to some Members since the last session. Details will be given on assistance provided under the Voluntary Cooperation Programme and from regular budget funds of WMO.

During the discussion on this item, the Committee will be invited to review and update the requirements for further assistance and to establish priorities for its eventual approval and delivery. It may wish to consider other possible potential sources of support to the Committee's programme.

8. OTHER MATTERS

Any items of business requiring the attention of the Committee, but not covered by other agenda items, will be considered, including a SWFDP, NESDIS conference on new satellites, Tropical Competences, Upper Air and Storm Surge.

9. SCIENTIFIC LECTURES AND DISCUSSIONS

It is proposed that, as part of the session, participants will be invited to attend the last two days of AMS Conference for Tropical Meteorology for lectures and discussions, which will be devoted to the subjects on hurricanes. Details of the programme are being formulated in consultation with the chairman of the Committee and will be made available during the session.

10. DATE AND PLACE OF THE THIRTY-NINETEENTH SESSION

It is desirable that Members should consider offering to host future sessions of the Committee and that each session should set an approximate date for the next session.

11. CLOSURE OF THE SESSION

WORLD METEOROLOGICAL ORGANIZATION

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ANNEX II

38th SESSION OF THE RA IV HURRICANE COMMITTEE

San Juan, Puerto Rico, USA, 21 - 26 April 2016

NOMINATION FORM

The Government of nominates:

Family Name			Gender :	
First Name			Male	<input type="checkbox"/>
			Female	<input type="checkbox"/>
Address (Office)				
City – Country				
Telephone	Office +	Home +		
Fax	Office +	Home +		
E-mail				
Date and Place of Birth		Nationality		
Passport No. *		Expiry Date		

* Please attach a copy of passport

Present position and brief description of current duties:

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Name and address of person to be notified in case of emergency:

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FINANCIAL ASSISTANCE:

Please complete if financial assistance is required from WMO to attend the **HC-38**

YES ☐

NO ☐

.....
Date

.....
Signature of Permanent Representative

To be completed and returned by fax + 41-22-730-8021 or by mail,
latest by **18 February 2016** to:

tpeng@wmo.int

with copy to:

acfontan@wmo.int

cbihute@wmo.int
