



Our ref.: 11377-12/WDS/CY/RA I/TCC-20

GENEVA, 5 July 2012

Annexes: 3 (available in English only)

Subject: Twentieth session of the RA I Tropical Cyclone Committee for the South-West Indian Ocean (Maputo, Mozambique, 3 to 7 September 2012)

Action proposed: WMO Secretariat to be informed, preferably by **25 July 2012**, of the participants nominated by you to attend the session

Dear Sir/Madam,

At its fourteenth session, Regional Association I (Africa), in adopting Resolution 9 (XIV-RA I) - Tropical Cyclone Committee for the South-West Indian Ocean, re-established the committee as a working group of the Association. I have pleasure in informing you that, at the kind invitation of the Government of Mozambique, the twentieth session of the committee will be held in Maputo, Mozambique, from 3 to 7 September 2012. As your country is one of the WMO Members represented on the committee, I have pleasure in inviting you to nominate participants to attend the session. A copy of the provisional annotated agenda and an information note for participants are enclosed herewith.

As may be seen from the provisional agenda for the session, the Committee will consider not only meteorological aspects of the tropical cyclone warning system, but also the vitally important measures necessary under the hydrological and disaster prevention and preparedness components of the Committee's Technical Plan and Implementation Programme within the context of the Regional Cooperation Programme. I would, therefore, like to suggest that you take into account the usefulness of providing the committee with expert advice in these fields and that, if possible, representatives of the national Hydrological Service and of the national disaster prevention and preparedness organization of your country should be included in the delegation attending the session of the committee.

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To: Permanent Representatives of Members of the RA I Tropical Cyclone Committee (Botswana, Comoros, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zimbabwe) (limited distribution)

cc: President of Regional Association I, Conakry)
Chairman of RA I Tropical Cyclone Committee, Vacoas) (for information)

In accordance with WMO Regulation 36, the "expenses of 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 these expenses will be borne by your government.

If it is not possible for your government to meet all the expenses of the attendance of your participant, consideration will be given by WMO, **upon request**, to providing financial assistance for travel and/or per diem for **one participant from each Member country**. If such assistance is required, kindly return the Participant's Nomination Form (Annex III) by **25 July 2012**.

I should also be grateful if you would kindly notify me of other participants nominated by you to attend the session, without financial support from WMO, as soon as convenient and, if possible before **25 July 2012**.

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

"The Organization 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, by non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate."

Yours faithfully,

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

(J. Lengoasa)
for the Secretary-General

WORLD METEOROLOGICAL ORGANIZATION

RA I/TCC-20/Doc. 1
(02.VII.2012)RA I TROPICAL CYCLONE COMMITTEE
FOR THE SOUTH-WEST INDIAN OCEAN

TWENTIETH SESSION

ITEM 1

MAPUTO, MOZAMBIQUE

3 TO 7 SEPTEMBER 2012

Original: ENGLISH

PROVISIONAL ANNOTATED AGENDA**1. ORGANIZATION OF THE SESSION****1.1 Opening of the session**

At the kind invitation of the Government of Mozambique, the twentieth session of the RA I Tropical Cyclone Committee for the South-West Indian Ocean will be held in Maputo, Mozambique from 3 to 7 September 2012.

1.2 Adoption of the agenda

The provisional agenda, contained in RA I/TCC-20/Doc. 1, will be submitted to the session for adoption. During the session, the order of the agenda may be modified and additional items introduced.

1.3 Election of the vice-chairperson

Regional Association I (Africa) at its fifteenth session (Marrakech, Morocco - November 2010) re-established the RA I Tropical Cyclone Committee for the South-West Indian Ocean under Resolution 9 (XV-RA I) as a working group of the Association. The process of designation of a new chairperson is on-going and will be completed before the session and the Committee may wish, as was done at previous sessions, to elect a Vice-chairperson.

1.4 Working arrangements for the session

The working languages will be English and French. The session will be conducted in one Committee. Small working parties may be established, where 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. Under this item, the Committee will decide on its working hours and any other arrangements for the session.

2. REPORT OF THE CHAIRPERSON OF THE COMMITTEE

The Chairperson of the Committee will present to the session a brief report on the main developments of concern to the Committee since its nineteenth session.

3. COORDINATION WITHIN THE WMO TROPICAL CYCLONE PROGRAMME

A document prepared by the Secretariat, including a report on the status of the implementation of the Tropical Cyclone Programme (TCP), will be submitted to the Committee. The document will serve to provide an overview of the whole range of activities being conducted under the programme, including activities in other tropical cyclone areas and of the cooperation between WMO and other organizations. The Committee is requested to review and comment on TCP activities including steps taken for its future plan, taking into consideration policies; guidelines agreed upon by WMO Congress, the Executive Council and WMO Strategic Plan.

4. REVIEW OF THE 2010/2011 AND 2011/2012 CYCLONE SEASONS

The Committee is concerned with seeking ways of improving warning services for tropical cyclones and associated phenomena, in the light of past experience, for the benefit of Members of the Committee. An item on the review of the 2010/2011 and 2011/2012 cyclone seasons, therefore, is included in the provisional agenda.

4.1 Report of RSMC La Réunion

The Committee may wish to carry out the review of the 2010/2011 and 2011/2012 seasons based on the report submitted to the session by the Regional Specialized Meteorological Centre (RSMC), La Réunion - Tropical Cyclone Centre.

4.2 Reports of Members on significant/notable cyclones of the seasons

Members who had experienced cyclone passage or incurred damage during the two cyclone seasons are requested to provide reports (preferably in PowerPoint) with particular emphasis on the effectiveness/deficiencies of their national warning system including the operational capacities of the NMHSs. Members are also requested to note if and how the other Members or WMO can assist to solve these deficiencies for subsequent discussion in agenda item 7.

5. REVIEW OF THE TROPICAL CYCLONE OPERATIONAL PLAN FOR THE SOUTH-WEST INDIAN OCEAN

It is proposed that the Committee should carry out a review of the Tropical Cyclone Operational Plan and recommend any changes it may consider necessary. The review would take into account the important role of the RSMC La Réunion and the discussions under agenda items 4. Thus, in addition to an updating of the plan, it is suggested that experiences during the past cyclone seasons 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 TECHNICAL PLAN AND ITS IMPLEMENTATION PROGRAMME

The Committee's Technical Plan is a statement of its long-term objectives for developing the meteorological observing and telecommunications systems, the issue of bulletins and warnings, climatology, hydrology, disaster prevention and preparedness, assessment of damage, research, training and coordination and cooperation between Members, as related to tropical cyclones.

Since the Technical Plan was not duly updated at the 19th session due to lack of inputs from the Committee Members, it is envisaged that an overall review will be made of the Technical Plan for the next intersessional period and beyond.

Members are requested to provide reports of their activities which were carried out after the previous session, according to the six components of the Technical Plan. Members may offer proposals, based on their activities, for update of the Technical Plan.

6.1 Meteorological component

The review of the meteorological component of the Technical Plan should focus on the requirements, for the sub-regional basic synoptic networks (surface observations, automatic stations, upper-air observations, radar observations and satellite observations) and sub-regional telecommunications systems (collection and transmission of observation and processed data) as well as the related training in meteorology.

The Committee is invited to review the meteorological component of its Technical Plan aiming at improvement of cyclone forecasting and warning services in the region.

6.2 Hydrological component

The Committee will be invited to review the activities implemented at national and regional levels under the hydrological component of its Technical Plan on the basis of information presented by the Secretariat and provided by participants at the session. The Committee will be informed of the relevant activities of the RA I Working Group on Hydrology being undertaken in the region. The Committee may wish to make proposals for the future implementation of this component.

6.3 Public Weather Services (PWS) delivery component

The Committee will be invited to consider the issues related to the effective delivery of forecasts and warning services, including the necessary establishment of dialogue and operational procedures with partners, and the accompanying public education and outreach.

6.4 Disaster risk reduction component

The Committee may wish to review the disaster risk reduction component of its Technical Plan within the framework of the decisions of the Fifteenth World Meteorological Congress and taking into account developments in relation to the International Strategy for Disaster Reduction (ISDR). The reports of the Members on the past two cyclone seasons to be considered under agenda item 4 may lead to proposals for corrective measures.

6.5 Research

A document will be provided by the WMO Secretariat to assist the Committee in its deliberations on this item, which should include consideration of measures for strengthening the links between the Committee and the CAS Working Group on Tropical Meteorology Research.

6.6 Training

A document will be submitted to the session providing information in the field of training needed for tropical cyclone activities. The Committee will be informed on the organization of and plans for special training courses, workshops and seminars relevant to the Committee's activities. The Committee is invited to make further proposals regarding future requirements of the Members in this field including the need for fellowships. The

Committee will be invited to discuss the programme of attachments and the regional training requirements related to tropical cyclones.

7. ASSISTANCE REQUIRED FOR THE IMPLEMENTATION OF THE 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 and 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 potential sources of support to the Committee's programme.

8. LINKAGE WITH WMO REGIONAL PROJECTS

8.1 Severe Weather Forecast Demonstration Project

In view of the significance of the Severe Weather Forecasting Demonstration Project (SWFDP) in the southern Africa region, the focus of which is on all meteorological hazards including severe weather associated with tropical cyclones, and on strengthening the operational early warning systems in this Region, the Association (XV-RA I) requested the Committee to actively participate in this project. The Committee will review the recent progress of the SWFDP and consider ways to develop synergies between the Committee's activities and the Project.

8.2 Storm Surge Watch Scheme

The Committee, at its 18th session (Malawi, September 2008), formed an ad-hoc group to develop the regional Storm Surge Watch Scheme (SSWS) in RA I. XV-RA I requested the Committee to continue to work closely with the SSWS ad hoc group in order to ensure that the project achieves its expected outcomes. The Committee will be invited to consider establishment of the regional SSWS.

9. SCIENTIFIC LECTURES

It is proposed that a half day of the session be devoted to scientific lectures. Details of the programme will be announced in due course after consultation with the Chairperson of the Committee.

10. OTHER MATTERS

Any items of business requiring the attention of the Committee, but not covered by other agenda items, will be considered.

11. DATE AND PLACE OF THE TWENTY-FIRST SESSION

The Committee may wish to set an appropriate date for its twenty-first session and offers from Members to host the session would be welcomed.

12. CLOSURE OF THE SESSION

WORLD METEOROLOGICAL ORGANIZATION

RA I/TCC-20/INF. 1

(23.VI.2012)

 RA I TROPICAL CYCLONE COMMITTEE
 FOR THE SOUTH-WEST INDIAN OCEAN

TWENTIETH SESSION

MAPUTO, MOZAMBIQUE

3 TO 7 SEPTEMBER 2012

Original: ENGLISH

INFORMATION NOTE FOR PARTICIPANTS

1. Date and Place of the Session

The twentieth session of the Regional Association I (RA I) Tropical Cyclone Committee for the South-West Indian Ocean will take place from 3 to 7 September 2012 at the **Vip Hotel, Maputo, Mozambique**.

2. Entry Formalities

- Entry visas can be obtained from the Mozambique Diplomatic Missions or Consulates in the participants' countries.
- In countries where Mozambique has no diplomatic representation, the participants from those countries can obtain entry visas upon arrival at the Airport in Maputo by paying 2.085,00 MZM or 60 EUR or 78.00 USD or 632,00 ZAR per person.
- The participants from the **Community of Portuguese Language Countries (CPLP)** or with Official and diplomatic passports are exempt from payment.

3. Health Requirements

No inoculations or vaccinations are required unless you are coming from or passing through contaminated areas. However, yellow fever certificates are required for visitors.

4. Currency

The currency used in Mozambique is Meticals (MZM). The current approximate conversion rates (subject to changes with time) with some of the main currencies are as follows:

- | | |
|----------|--------------|
| • 1 US\$ | - MZM. 26.90 |
| • 1 Euro | - MZM. 33.58 |
| • 1 Zar | - MZM. 3.36 |

There is no restriction on the amount of foreign currency that may be imported into Mozambique. Most banks in Mozambique have Bureau of Change services. Banking hours are from 8:00 a.m. to 3:00 p.m. There are also many Bureau of Change services at the Airport and around the town, which operate from 8:30 a.m. to 5:00 p.m.

Credit cards for payments of hotel and other charges are accepted in most hotels and shops, though not everywhere. It is therefore advised to carry some cash for such eventualities.

5. Transportation Arrangements

Transportation between hotels and the Maputo International Airport will be provided by the host country. The Local Organizing Committee (LOC) will need advance information on the itinerary (date, flight number and time of arrival and departure) in order to operate the transportation arrangement smoothly.

6. Accommodation

| Hotel Name | Type of Room | Price | Contacts |
|--------------------------------|-----------------------------------|--------------|--|
| Vip Hotel | Single (breakfast incl.) | US \$ 214.00 | Phone: + 258 21351000 Email: hotelmaputo@viphotels.com |
| Monte Carlo Hotel | Single (breakfast incl.) | US \$ 104.00 | Phone: + 258 21304048 Email: resevas@montecarlo.co.mz |
| Girassol Hotel | Single (breakfast incl.) | US \$ 239.00 | Phone: + 258 21360360 Email: resevasgirasol@visabeira.co.mz |
| Cardoso Hotel | Superior Single (breakfast incl.) | US \$ 240.00 | Phone: + 258 21491072 Email: reservas@hotelcardoso.co.mz |
| Vila das Mangas Hotel | Single (breakfast incl.) | US \$ 130.00 | Phone: + 258 21497507 Email: mangas@hipchichotels.com |
| Kaya Kwanga Residential | Single (breakfast incl.) | US \$ 75.00 | Phone: + 258 21492706 Email: miramarkayakwanga@tdm.co.mz |
| Terminus Hotel | Single (breakfast incl.) | US \$ 124.00 | Phone: + 258 21491333 Email: info@terminus.co.mz |

You are advised to book your hotel through the LOC in order to get the special rates. You are also advised to book your hotel early, at least one month in antecedence.

For those participants staying in hotels other than the Vip Hotel, transport between the hotels where they are staying and the meeting venue will be provided by the host country free of charge.

7. Maputo Climate in September

September is generally a dry month and fresh in the morning hours in Maputo. The mean conditions in September are as follows:

| Element | Order of Magnitude |
|-------------------|--|
| Rainfall | Mean Rainfall: 39.5 mm Highest rainfall: 50.9 mm Lowest rainfall: 0.0 mm Average Number of rainy days 5.2 |
| Temperature | Mean maximum temperature: 26.3°C Mean minimum temperature: 17.2°C |
| Relative Humidity | 76% |

8. Local Organizers' contact details

The contact address at Head Office is :

The Director

National Meteorological Institute
P.O. Box 256
Mukumbura Road 164
Maputo - Mozambique

Tel.: +258 21 491150 21493193
Fax: +258 21491150
Email: moises_b@inam.gov.mz

The session will be coordinated by Mr Goncalves Junior, Mr Jose Sawanguane and Mrs Claire Sendela. They may be contacted for all local arrangements, such as hotel accommodation, local transportation, meeting facilities and possibilities for exhibiting materials as well as any general inquiries. Their contact information is as follows:

Mr Goncalves Junior

Meteorologist
Research and Application of Meteorology
Department (DPAM)
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Mukumbura Road 164
Maputo - Mozambique

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WORLD METEOROLOGICAL ORGANIZATION

**RA I TROPICAL CYCLONE COMMITTEE FOR THE
SOUTH-WEST INDIAN OCEAN**

TWENTIETH SESSION

MAPUTO, MOZAMBIQUE, 3 TO 7 SEPTEMBER 2012

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 copy of passport*

WMO Financial Assistance requested:

| | | |
|---------------------|------------------------------|-----------------------------|
| For travel | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| For per diem | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Date:

Permanent Representative's Signature:

To be returned NO LATER THAN 25 July 2012 to:

The Secretary-General
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