

PROGRESS REPORT

PROJECT TITLE	SSOP Phase II: Implementation of Synergized Standard Operating Procedures (SSOP) for Coastal Multi-Hazards Early Warning System
ESCAP/WMO Typhoon Committee Secretariat (TCS)	Up to 31 Oct 2018

Total project budget	US\$ 250,000	Funding received to date	US\$ 229,987
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Percentage of total project budget spent	36.27%	Percentage of funding received to date that has been spent	39.42%
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Duration of Project	31 months	Period covered	Up to Oct 2018
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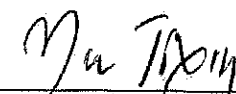
Date of signature of LoA	24 Apr 2017	End date agreed between your organization and ESCAP	30 Nov 2019
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Current expected date of completion	30 Nov 2019	Interest earned on funding received from ESCAP	US\$ 0.0
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ANNEXES

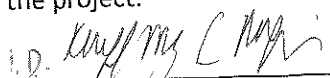
- Summary of Attachment Training conducted at RSMC New Deli

I certify the accuracy of the substantive and financial information contained in this report.



Name Yu Jixin
Title Secretary of Typhoon Committee
Date 15 November 2018

The progress report is accepted.
I hereby certify that I satisfied with the delivery of the project from the funds ESCAP provided to partner and the expense reporting from IP reflects the realistic progress of the project.



(Signature)

Ms. Kareff May Rafisura
Officer-in-Charge, a.i. of DRS/IDD

18 Dec 2018

Date

OVERALL ASSESSMENT

Briefly state the main results of the project so far. These could include key activities, but to the extent possible, focus on the result of the activities (policy changes, institutional capacities, replication, ownership etc). Is there any evidence that the project has reduced gender inequalities?

- Result 1 – Completion of Activity 1: “Conducting Training Courses on SSOP for coastal multi-hazards EWS for DRR experts and warning experts from 10 beneficiary Countries (3 days in RTC, Nanjing).
 - The training consisted of lectures, presentations and training scenarios along with active discussions among participants, representatives of the beneficiary countries, and lecturers/trainers. The Workshop was attended by 23 participants from the beneficiary countries and 3 participants from China. Bangladesh and Cambodia were the only SSOP project beneficiary countries that did not send representatives.
 - On the third day of the workshop exercises were conducted based on two separate scenarios. The participants were divided into two groups with representatives from DRR, Meteorology and Hydrology distributed among the groups. The first scenario had the groups work through a series of questions to guide them in the strengthening of their standard operating procedures and synergize with other agencies in order to reduce confusing/conflicting messages and increase efficiencies. The groups produced the components of an SSOP based on their discussions. The second scenario had the same groups look at how to quickly disseminate warnings, especially to remote, underserved and those hard to communicate with populations. The combined results of the groups is attached in Annex 3.
- Result 2 – Contribution to Regional Coordination/Cooperation
 - Strengthen relationships among member organizations of the Typhoon Committee and the Panel on Tropical Cyclones.
 - The interaction of the participants at the Activity 1 Training Course provided opportunities for countries to better understand their neighbors and their neighbors’ procedures, share experience and knowledge, and understand the complexities or simplicity of the decision making processes.
 - Several participants in the Activity 1 Training Course noted that the discussion during the workshop, especially during the scenarios, was valuable and will consider using how others have approached issues to work toward solutions in their own countries.
 - First half of Activity 3: “TC/PTC exchanges through attachment trainings delivered by RSMCs in Tokyo and New Delhi” completed. The SSOP-II Project supported three PTC Member Country representatives to attend the RSMC Tokyo attachment training in December 2017. The PTC countries represented were Bangladesh, Maldives and Myanmar.
 - Second half of Activity 3: “TC/PTC exchanges through attachment trainings delivered by RSMCs in Tokyo and New Delhi” completed. The SSOP-II Project supported all five beneficiary TC Member Country representatives to attend the RSMC New Delhi attachment training in July 2018. The TC countries represented were Cambodia, Lao PDR, Philippines, Thailand and Viet Nam
- Result 3 – Gender Considerations
 - Seven of the 26 participants were women, with six of the nine participating countries having at least one woman representative at the Activity 1 Training Course.
 - One of the three supported representatives who attended the Activity 3 RSMC Tokyo Attachment Training was a woman.

- One of the five supported representatives who attended the Activity 3 RSMC New Delhi Attachment Training was a woman.

- Result 4 – Knowledge Transfer

- Evaluations used at the completion of the Activity 1, the Training Workshop in Nanjing, China, indicated the most value the participants received was in the following areas: during group discussions, through the nine-step process of creating and maintaining an SSOP, understanding the key concepts, basic principles and standards, through the scenarios, how to improve cooperation and integration at all levels of SOPs, and cultural exchange. This workshop was designed to provide the mechanism for establishing and preparing SSOPs in preparation for an in-country consultation workshop (Activity 2). Activity 2 is the core of initiating change in revising SOPs, providing synergized SOPs throughout all levels of government and among partners, and to devise a process for updating the SOP in order to keep it valid and encourage collaboration. Activity 2 has been difficult for the project manager to accomplish (see comments in the “LESSONS LEARNED” section)

ACTIVITY WORK PLAN

	Activity	Time Frame	Trust Fund Contribution	Trust Fund Contribution Spent	Description of progress
Activity 1: Conducting Training Course on SSOP for coastal multi-hazards EWS for DRR experts and warning experts from 10 beneficiary Countries (3 days in RTC, Nanjing)					
1.1	Staff and other personnel costs	May2017 - Aug2017 changed to Sept2017 – Mar2018	Consultants/Lecturers cost: US\$3,600 <i>Remuneration for Project Manager/Technical Advisor</i> - Coordinating the Training Course : US\$1,800 -Drafting the Summary Report : US\$840	Consultants/Lecturers cost for Project Manager: US\$1,200.00 <i>Remuneration for Project Manager</i> - Coordinating the Training Course : US\$1,800.00 -Drafting the Summary Report : US\$346.77	Two Lecturers and Project Manager delivered the lectures and did not accept the payment. A Letter of Service Agreement was signed between Typhoon Committee and Project Manager (PM), in which it is stated that the remuneration cost shall be kept in TC Secretariat and shall be used for supporting PM, experts/lectures and TC and PTC Secretariats staff on travel costs needs and required expenses arising from activities related to the Project. So, the remuneration and consultant/lecture cost for PM of activity 1 was used to support PM's travel cost to attend the TC TECO and TC50 from 26 Feb to 3 Mar 2018 (Total USD3,346.77)
1.2	Supplies, Commodities, materials	Sept2017 - Dec2017	Office supplies: US\$1,024	Office supplies: US\$908.61	Settled payment was completed
1.5	Travel (US\$57,800)	Sept2017 - Dec2017	Travel costs for Participants, Lecturers and staff: Air-ticket : US\$28,235 DSA : US\$22,384 Terminal expenses and bank charges : US\$7,181	Travel costs for 23 Participants, 3 Lecturers and 3 TCS staff: Air-ticket : US\$24,590.65 DSA : US\$18,845.75 Terminal expenses and bank charges : US\$3,433.29	The training workshop was held in Nanjing, China from 24 to 26 October 2017 with 23 participants from Eight Beneficiary Countries, 3 participants from non-Beneficiary countries (China), two Lectures, PM and three staffs from TCS attended the Training Workshop.
1.7	General Operating and other direct costs	Sept2017 - Dec2017	Organization cost: US\$1,190 Operational costs, utilities, rental of equipment, printing: US\$3,810	Organization cost: US\$1,394.11 Operational costs, utilities, rental of equipment, printing: US\$3,810.00	Settled payment was completed
1.8	Indirect cost	Aug2017 changed to Apr2018	Indirect costs: US\$2,803 Total for the Activity 1: US\$72,867	Indirect costs: US\$2,253.17 Total for the Activity 1: US\$58,582.35	

	Activity	Time Frame	Trust Fund Contribution	Trust Fund Contribution Spent	Description of progress
Activity 2: Conducting consulting workshops (2 days for each) at national-level for selected 4 nations from TC and PTC regions (based on Activity 1) on supporting updating and improving the existing SOPs by using the knowledge of Manual of SSOPs.					
2.1	Staff and other personnel costs	Oct2018-Nov2019	Consultants/Lecturers cost : US\$9,600 <i>Remuneration for Project Manager/Technical Advisor</i> - Coordinating the Training Course : US\$10,800 -Drafting the Summary Report: US\$1,200	Consultants/Lecturers cost : US\$0.00 <i>Remuneration for Project Manager:</i> - Coordinating the Training Course : US\$0.00 -Drafting the Summary Report: US\$0.00	According the Letter of Service Agreement was signed between Typhoon Committee and Project Manager (PM), the remuneration and consultant/lecture cost for PM of activity 2 was used to support PM's travel cost
2.2	Supplies, Commodities, materials	Oct2018-Nov2019	Office supplies : US\$1,200	Office supplies : US\$398.89	
2.5	Travel (Participants US\$52,080 and Lecturers/staff US\$32,000)	Oct2018-Nov2019	Travel costs (participants) : Lump Sum : US\$37,320 Bank charges : US\$7,320 Travel costs (lecturers/staff) : Air-ticket : US\$23,952 DSA : US\$18,936 Terminal exp. : US\$3,648 Bank charges : US\$1,464	Travel costs (participants) : Lump sum : US\$1,872.00 Bank charges : US\$0.00 Travel costs (lecturers/staff) : Air-ticket : US\$0.00 DSA : US\$0.00 Terminal exp. : US\$0.00 Bank charges : US\$59.79	The In-country Consultation Workshop in Myanmar held on 1-2 November 2018 with 34 participants, 1 local consultant and 3 SSOP expert and PM attended the Workshop. Payment is still on progress.
2.7	General Operating and other direct costs	Oct2018-Nov2019	Organization cost : US\$4,200 Operational costs, utilities, rental of equipment, printing: US\$13,800	Organization cost : US\$843.19 Operational costs, utilities, rental of equipment, printing: US\$2,300.00	
2.8	Indirect cost	Nov2019	Indirect costs : US\$5,338 Total for the Activity 2: US\$138,778	Indirect costs : US\$0.00 Total for the Activity 2: US\$5,473.87	
Activity 3: TC/PTC exchanges through attachment trainings delivered by the RSMCs in Tokyo and New Delhi"					

	Activity	Time Frame	Trust Fund Contribution	Trust Fund Contribution Spent	Description of progress
3.5	Travel (US\$20,000)	May 2017-Sept2017 changed to Aug., 2018	Travel costs (participants): Air-ticket : US\$6,008 DSA : US\$13,140 (lump sum) Terminal exp. : US\$608 Bank charges : US\$244	Travel costs (participants) of Part 1: Air-ticket : US\$3,486.73 DSA : US\$7,500.00 (lump sum) Terminal exp. : US\$0.00 Bank charges : US\$192.74 Travel costs (3 participants) Part 2: Air-ticket : US\$4,108.78 DSA : US\$10,000.00 (lump sum) Terminal exp. : US\$0.00 Bank charges : US\$298.78 Travel costs (5 participants)	Part 1: support 3 participants from PTC Members (Bangladesh, Maldives and Myanmar) to RSMC Tokyo from 11 to 21 December 2017. Part 2: support 5 participants from TC Members (Philippines, Vietnam, Cambodia, Lao PDR and Thailand) to RSMC New Delhi from 2 to 11 July 2018. The difference of amount was funded from the total remuneration of PM according to the Letter of Service Agreement was signed between Typhoon Committee and Project Manager (PM),
3.8	Indirect cost	Sept2017 changed to Sept2018	Indirect costs : US\$800 Total for the Activity 3: US\$20,800	Indirect costs : US\$1,023.48 Total for the Activity 3: US\$26,610.51	
Activity 4: Drafting the semi-annual reports and terminal report					
4.1	Staff and other personnel costs	May 2017-Feb2018	<i>Remuneration for Project Manager/Technical Advisor</i> - Drafting Semi-annual Progress Reports : US\$1,680 -Drafting Terminal Report : US\$1,200	<i>Remuneration for Project Manager/Technical Advisor</i> - Drafting Semi-annual Progress Reports : US\$0.00 -Drafting Terminal Report : US\$0.00	A Letter of Service Agreement was signed between Typhoon Committee and Project Manager/Technical Advisor (PM), the remuneration cost shall be kept in TC Secretariat and shall be used for supporting PM, experts/lectures and TC and PTC Secretariats staff on travel costs needs and required expenses arising from activities related to the Project.
4.8	Indirect cost	Oct2018	Indirect costs : US\$115 Total for the Activity 4: US\$2,995	Indirect costs : US\$0.00 Total for the Activity 4: US\$0.00	
Activity 5: Monitoring & Evaluation					
5.1	Staff and other personnel costs	Jun2018-Oct2018	Audit professional costs US\$6,000 Evaluation costs US\$8,000	Audit professional costs US\$0.00 Evaluation costs US\$0.00	

	Activity	Time Frame	Trust Fund Contribution	Trust Fund Contribution Spent	Description of progress
5.8	Indirect cost	Oct2018	Indirect costs US\$560	Indirect costs US\$0.00	
			Total for the Activity 5: US\$14,560	Total for the Activity 5: US\$0.00	
Total cost			US\$250,000	US\$90,666.73	

LESSONS LEARNED

The updated experience gathered under the implementation of the SSOP-II project has so far been:

- Feedback from the Activity 1 Training Course:
 - o Providing shorter lectures with reaffirming exercises could be a better structure to this type of workshop.
 - o More practice/exercises and interaction/discussion among participants during workshops would provide the participants a greater chance to share experience and knowledge.
 - o Running through an example of how a country has benefitted by using an SOP would enhance the training.
 - o For future training/consultation, make sure to invite the same people for consistency.
 - o The workshop could have been extended to five days in order to provide more exercises/practice using practical situations.
- Communicating with RIMES has been a challenge for the SSOP-II Project Manager. UNESCAP has provided a bridge to the communication. However, the RIMES events this spring were announced too late for the SSOP-II Project Manager to effectively plan for the in-country workshops described in Activity 2. Therefore, the SSOP-II will need to utilize the fall RIMES events to conduct in-country workshops and request a six month extension for the project. The SSOP-II Project Manager has also been in contact with UNESCAP in order to determine how to best provide in-country workshops described in Activity 2 to those not necessarily requiring a RIMES event to receive an in-country workshop.
- Participating alongside of the fall (October/November) RIMES Monsoon Forums will be key to the success of the SSOP-II project. UNESCAP, RIMES and the Project Manager are working together in order to have the greatest lead time for attaching the in-country consultation workshops to the Monsoon Forums, as described in the project documents.
- The SSOP-II Project Manager has requested a 12 month extension due to factors listed below.
 - o Inability to effectively coordinate with RIMES
 - o Inability to take advantage of the RIMES Monsoon Forums for diversity of participants
 - o Inability to take advantage of the RIMES Monsoon Forums for shared venues
 - o Increase requirements from the PTC Secretariat
- UNESCAP has suggested a local consultant for each of the beneficiary country could be hired by the project in order to prepare the country for the in-country consultation workshop by being a liaison for the project manager, conduct country-level reviews and work with local authorities.

SUSTAINABILITY

SUSTAINABILITY

Please elaborate on any progress towards ensuring that this project results in a long-term benefit to the project stakeholders.

The purpose of the SSOP Phase II: Implementation of Synergized Standard Operating Procedures (SSOP) for Coastal Multi-Hazards Early Warning System is mainly focused on the training on how to establish an appropriate standard operating procedure based on the published SSOP Manual and provide consultation to the beneficiary countries as they establish or revise their SOPs. So, the project is to concentrate on training the “mechanism” of preparing and implementing synergized standard operating procedures for coastal multi-hazards early warning systems in beneficiary countries with the goal of promoting the capacity of coastal community resilience to coastal multi-hazards.

Through engagement of personnel from the beneficiary countries during this training workshop the project will work closely with four to six selected countries in order to strengthen their SSOPs by helping them identify gaps, encourage synergy and cooperation among agencies and detect possible areas for efficiencies by conducting in-country consultation workshops. These in-country workshops are the key to sustainability. For the workshops to succeed UNESCAP has suggested the project manager work with a liaison from each beneficiary country who can conduct country-level reviews and work with local authorities. The liaison could also invite a social scientist to participate in order to provide a new perspective in collaboration and synergy. Having a local liaison will help to promote top leadership’s commitment, develop an effective program for revising SSOPs and enhance communication among all levels and stakeholders.

The synergy of multiple agencies (warning issuers, disaster management, media, social scientists and decision makers), will allow the project to assist in sustainability by ensuring parallel, integrated activities motivate each other to perform and update tasks in the future. Lastly, by developing a synergized approach to standard operating procedures national, district, and community/local level personnel within the system will be able to reach the last mile/kilometer where the need is vital and again assists to motivate each other at different levels.

NOTE 1

Summary of Activity 1 Training Workshop

The first of three major activities for the UNESCAP/WMO/Typhoon Committee *SSOP Phase II Synergized Standard Operating Procedures for coastal multi-hazards Early Warning System* project has been completed. The training course for SSOP for coastal multi-hazards EWS for Disaster Risk Reduction (DRR) experts and warning experts was held at the WMO Regional Training Center in Nanjing, China from October 24-26, 2017. Eight of the ten beneficiary countries sent representatives to the training course which included Lao PDR, Maldives, Myanmar, Pakistan, Philippines, Sri Lanka, Thailand, and Viet Nam. Also, China sent representatives to participate in the training.

The workshop focused on the current state of the beneficiary countries' standard operating procedures, how to use the Manual on Synergized Standard Operating Procedures (SSOPs) for Coastal Multi-hazards Early Warning System and its companion, the Quick Reference Guide on Synergized Standard Operating Procedures (SSOPs) for Coastal Multi-hazards Early Warning System, and practical application through table top discussions of real-world problems.

Two instructors, Jim Weyman and Ken Kleeschulte, and one facilitator/project manager, Tom Evans, provided training on the use and application of the Manual on Synergized Standard Operating Procedures (SSOPs) for Coastal Multi-hazards Early Warning System and its companion, the Quick Reference Guide on Synergized Standard Operating Procedures (SSOPs) for Coastal Multi-hazards Early Warning System. Also, participants from each country presented on their country's National Meteorological and Hydrological Services Agency, Disaster Management Office, current state of SSOP and expectations for the workshop. As one would imagine, these four items were quite diverse. However, a few themes emerged allowing us to focus on the needs of the participants. According to the cover of the Manual and Quick Reference Guide, there are nine cyclical stages to follow in order to have a successful SOP. They are Plan/Design, Create, Manage, Review, Approve, Publish, Use!, Track, and Update. The participants all had SOPs but were in different stages for this cycle and ranged from Review to Update, with most participants at or beyond the Use! stage. As for expectations, many participants wanted to focus on updating and improving their SOPs along with developing better synergized SOPs among their country's agencies.

The training consisted of lectures, presentations and training scenarios along with active discussions among participants, representatives of the beneficiary countries, and lecturers/trainers. The Workshop was attended by 23 participants from the beneficiary countries and 3 participants from China. Bangladesh and Cambodia were the only SSOP project beneficiary countries that did not send representatives.

On the third day of the workshop exercises were conducted based on two separate scenarios. The participants were divided into two groups with representatives from DRR, Meteorology and Hydrology distributed among the groups. The first scenario had the groups work through a series of questions to guide them in the strengthening of their standard operating procedures and synergize with other agencies in order to reduce confusing/conflicting messages and increase efficiencies. The groups produced the components of an SSOP based on their discussions. The second scenario had the same groups look at how to quickly disseminate warnings, especially to remote, underserved and those hard to communicate with populations.

The interaction of the participants at the workshop provided opportunities for countries to better understand their neighbors and their neighbors' procedures, share experience and knowledge, and understand the complexities or simplicity of the decision making processes. Several participants noted that the discussion during the workshop, especially during the scenarios, was valuable and will consider using how others have approached issues to work toward solutions in their own countries.

NOTE 2

Summary of Activity 3 Attachment Training courses

The 17th ESCAP/WMO Typhoon Committee Attachment Training 2017 course was held from 11 to 21 December 2017. The ESCAP/WMO Panel on Tropical Cyclone Attachment Training 2018 course was held from 2 to 13 July 2018.

The RSMC Tokyo – Typhoon Center has organized ESCAP/WMO Typhoon Committee Attachment Training courses every year since 2001 with the support of the WMO Tropical Cyclone Programme and the Typhoon Committee in order to advance the tropical cyclone forecasting capacity of Committee Members. Forecasters from the Member countries of the Panel on Tropical Cyclones have also been invited since 2015 to enhance training collaboration between the Panel and the Committee. The 2017 attendees were Ms. Sze-ning Chong from Hong Kong, Ms. Junjuda Pornsri from Thailand, Ms. Trang Quynh Tran from Viet Nam, Mr. Md Omar Faruq from Bangladesh, Mr. Abdulla Hafiz Abdul Sattar Ali from Maldives, and Dr. Tin Mar Htay from Myanmar.

The RSMC New Delhi continues to organized ESCAP/WMO Panel on Tropical Cyclone Attachment Training courses every year with the support of the WMO Tropical Cyclone Programme and the Panel on Tropical Cyclone in order to advance the tropical cyclone forecasting capacity of Panel Members. Forecasters from the Member countries of the Typhoon Committee who attended the 2018 training were Mr. Sam Oeurn Soknara from Cambodia, Mr. Viengxai Manivong from Lao PDR, Mr. Raymond Ordinario from Philippines, Mr. Tanat Tanaboon from Thailand, and Ms. Hang Thi le Pham from Viet Nam.

The training focused on practical knowledge and skills related to operational tropical cyclone analysis and forecasting via lectures and exercises using the Satellite Analysis and Viewer Program (SATAID). The course covered a range of subjects including Dvorak analysis, interpretation of microwave imagery, and storm surge forecasting. Presentations and exercises were also provided on public weather services, including the setting of warning criteria based on quantitative precipitation estimation and forecasting techniques, and forecast skill evaluation, to enhance capacity in the development and implementation of effective warning systems in collaboration with disaster risk reduction operators. All attendees gave presentations to help staff understand the current status of their meteorological and hydrological services including tropical cyclone forecasting and warning services.