



World Meteorological Organization



Global Water Partnership

THE ASSOCIATED PROGRAMME ON FLOOD MANAGEMENT
Global Coordination



SECOND STEERING COMMITTEE MEETING

(Geneva, 19-20 June 2003)

SUMMARY OF DISCUSSIONS

SECOND STEERING COMMITTEE MEETING

WMO SECRETARIAT, GENEVA, 19-20 JUNE 2003

CONTENTS

1. OPENING
2. REVIEW OF PAST ACTIVITIES
3. FUTURE ACTIVITIES AND OVERALL COMMENTS
4. COMPOSITION OF THE STEERING COMMITTEE
5. CLOSURE OF THE MEETING

ANNEXES

- (i) LIST OF PARTICIPANTS
- (ii) AGENDA
- (iii) DETAILED ACTIVITY PLAN AND INDICATIVE BUDGET (2003/2004)

1. Opening

1.1 The Second Meeting of the Steering Committee of the WMO/GWP Associated Programme on Flood Management (APFM) was held from 19 to 20 June 2003 at the Secretariat of the World Meteorological Organization in Geneva, Switzerland. Participants at the meeting included the members of the Committee, Technical Support Unit (TSU) of APFM, observers and staff from the Hydrology and Water Resources Department of WMO. The list of participants is given in Annex I.

1.2 The meeting was opened at 09.30 on Thursday 19 June 2003. Mr. Michel Jarraud, Deputy Secretary-General, WMO, delivering the opening address welcomed the members and pointed out that APFM is entering a critical phase and requires guidance and direction from this committee. He gave his assurance that WMO, as a partner in the programme, would endeavour to achieve the targets set forth by the committee. Mr. Kenzo Hiroki chaired the morning session until the arrival of Mr. Torkhil Jonc Clausen, Chairperson of the Committee. The agenda adopted at the meeting is given in Annex II. The content of this report reflects the discussion held on the agenda of the meeting.

2. Review of Past Activities

The APFM Annual Report for 2002/2003 was discussed at the meeting. The key activities undertaken from 1 April 2002 to 31 March 2003 were reviewed and discussed at length. The following is a record of the key issues raised and recommendations made during the review of the activities.

2.1 *Concept Paper on Integrated Flood Management (IFM)*

It was explained by the Technical Support Unit (TSU) that the Concept Paper aimed at defining the concept of Integrated Flood Management (IFM) and its role in IWRM, and was primarily targeted at policy makers and flood managers with the objective of conveying the principles of Integrated Flood Management. It was also pointed out that the document distributed to the Members was an attempt at transforming the concept paper prepared by Dr. Colin Green into a non-academic practitioner-oriented document. Modifications to the original document were made based on discussions held during the Session on 'Integrated Flood Management' convened by the APFM during the 3rd World Water Forum in Kyoto in March 2003.

The content and form of the paper was discussed at length. Participants appreciated the effort taken by TSU to produce the paper. Numerous suggestions were made for the modification of the paper. TSU was advised to modify the paper by addressing the following points:

1. Flooding due to drainage congestion and urban development
2. Definition of the concept of IWRM as adopted by the Global Water Partnership (GWP)
3. Clear positioning of IFM in the overall concept of IWRM
4. Coastal flooding and implications arising from potential sea level rises

Besides the above points, it was also felt that the description of the relationship between community-based approach and IFM given on page 15 should be reworded for purposes of clarity. It was also agreed that Mr. David Smith would provide the necessary text to cover the contribution of IFM to sustainable development.

It was strongly felt that there was a need to highlight the links between the IFM and the Millennium Development Goals, the strategy for countries to adopt IWRM by the year 2005 and the issues of climate change. It was felt that steps needed to be taken to mainstream the concept of IFM into current water issues. However, concern was expressed about whether the Concept Paper was actually the medium through which to achieve such an objective. Finally, it was decided that a document highlighting the role of IFM in meeting the Millennium Development Goals (MDGs) and in poverty alleviation, to highlight the importance of the concept, would be compiled. It is important that IFM gets the required focus in action plans addressing water issues. It would gain significance from the point of view that countries are expected to adopt IWRM strategies by 2005. It also calls for emphasizing the need to factor climate change issues that are intrinsically linked to sustainable development.

Concern was expressed that the GWP's Technical Paper on IWRM does not cover "flood management" in a satisfactory manner and as such a suggestion was made that the Concept Paper could supplement the IWRM Paper by providing the necessary material to improve the "living" ToolBox. As such, the APFM should feed the necessary Tools to disseminate the concept of IFM.

2.2 Economic Paper

Members were keen to understand the objective behind the preparation of the Economic Paper and whether similar papers on some other subjects would also need to be prepared in the future.

TSU mentioned that although the ToolBox includes tools for Economic Assessment in IWRM plans, these tools fall short of clarifying the issues critical for flood practitioners. It is expected that tools for IFM will be included in the ToolBox. However, as it is likely that it will take a while to accomplish this activity, papers on Economic, Social and Environmental Issues could, in the meantime, fill in the gap and serve to promote an understanding of the concept of IFM.

A preliminary review of the Economic Paper, prepared by Dr. Colin Green of the Flood Hazard Research Centre, was carried out by Dr. Q.K. Ahmad who concluded that although the paper was good and informative and does justice to the title of the paper, it falls short of addressing what really needs to be done by flood practitioners and that the paper, in its present form, could not be used as guidance material. Dr. Q.K. Ahmed agreed to reorganize the existing paper - by including descriptions of relevance from the 'Guidance papers on the cross cutting issues of the 3rd assessment report of the IPCC' - and thus transform the existing document into guidance material useful for flood practitioners.

It was also agreed that similar papers on Social and Environmental Issues could be compiled as and when a need for such material is felt. TSU also mentioned that it would first carry out a literature survey to identify relevant publications, which after modifications could potentially serve the desired purpose.

2.3 Reference centre on flood management

Participants were pleased to note the work that had been carried out with relation to the development of the APFM web page, the contact database and the production of publicity material. TSU's position on not aspiring to be a repository of flood data was endorsed. Past activities on the identification of data centres and plans for building up a meta data information system were commended. It was suggested that TSU explore the possibility to jointly develop with the IFNet Secretariat a database of institutions involved in flood management. It was also recommended that TSU studies the structure of the Knowledge Base of the International Water Management Institute (IWMI)

2.4 *Compilation of the good practices/lessons learned in IFM (collection of case studies)*

The work carried out in a bid to collect and review case studies on IFM was commended. With the purpose of extracting lessons learned, TSU was encouraged to identify potential case studies covering instances where flood management practices in a given location have failed to achieve their desired objectives.

It was mentioned that case studies almost always are written for specific purposes. This applies also to the ToolBox for which specific case study guidelines exist. Some members felt that the case study guidelines prepared by TSU needed to be reviewed, while others were of the opinion that perhaps the guidelines need not be strictly enforced, as the primary goal of collecting the case studies is to extract lessons learned/good practices. It was also pointed out that case studies generally reflect the interests of the provider and as such are diverse in nature. Therefore, APFM will need to extract the important points from these case studies.

It was also suggested that there might be potentially good case studies among the cases presented at the WWF3 and also those collected by World Water Council's (WWC) Water Actions Unit. TSU should look into these options.

2.5 *Establish linkage with others*

It was recommended that the APFM should establish linkage with the Dialogue on Water and Climate.

The current disaster management initiatives of the Inter-Agency Task Force for Disaster Reduction (IATF) and the 'Flood Forecasting Action Programme' carried out by the Hydrology and Water Resources Department of WMO were introduced at the meeting. Both disaster management and flood forecasting form key components of IFM. Therefore, Members recommended that APFM establishes and maintains close cooperation in the activities of the IATF and feeds into and learns from the flood related activities of the Hydrology and Water Resources Department. The importance of two-way cooperation was stressed - particularly for sensitizing planners on the need to formulate and implement disaster and risk management plans within a framework of IWRM.

It was decided that the description of institutions with which links have been established given in the Annual Report (under sections 2.5.1 to 2.5.5) should move from the main text to the annexures.

2.6 Development of regional programmes

Representatives from GWP's Regional Technical Advisory Committee (RTACs) presented their respective plans for regional work – including proposals for pilot projects in the regions.

With respect to GWP Southern Africa - which was not present at the Meeting - the Chairperson mentioned that as SATAC is now a full-fledged regional TAC, TSU could try to establish fruitful contact with it. He understood the problems TSU had encountered during the past year with regard to the SATAC representative not presenting proposals for regional work and stated that during the last year SATAC had undergone a stage of transition but that it had now evolved into a very active and strong TAC.

2.6.1 South Asian TAC (SASTAC)

The pilot project, which is a continuation of the series of studies on 'Community approaches to flood management' carried out prior to the 3rd World Water Forum, will be carried out in two flood-prone villages each in Nepal and Bangladesh, and three flood-prone villages in India. The goal of the project is to contribute to sustainable development and an improved quality of life by reducing the flood vulnerability of communities. The project will investigate ways and means for strengthening the self-help capacity of communities for improved flood management under the framework of IWRM. Project partners are the Institute for Resource Management and Economic Development (IRMED) in India, the Jalsrot Vikas Sanstha (JVS) in Nepal, and the Bangladesh Unnayan Parishad (BUP) in Bangladesh – which will also carry out the coordination activities.

The pilot project plan for 2003/2004 was approved and it was noted that this plan is a component of a bigger plan. The budget allocated for the pilot project was US\$ 106,000 (approx. CHF 137800).

2.6.2 Central American TAC (CATAC)

The pilot project is to be located on the stretch of the river Negro shared between Nicaragua and Honduras. The project aims to increase the quality of life of those affected by changes to the course of the Rio Negro by helping in the preparation of an IWRM Plan for the shared river basin. The project driver will be the Centre for Coordinating Disaster Prevention in Central America (CEPREDENAC) and project partners will be the Regional Hydrology Resources Committee (CRRH) and CATAC.

It was noted that the motivation of both Nicaragua and Honduras to promote the transboundary river basin flood management plan appears to be at a high level. The pilot project plan for 2003/2004 was approved with a proposed budget of US\$ 25,000 (approx. CHF 32,500). Efforts underway for the regional mobilization of technical and financial resources were appreciated.

2.6.3 South American TAC (SAMTAC)

The overall regional activities of the SAMTAC region in relation to floods were presented. However, it was mentioned that APFM's support to the SAMTAC region is requested for the pilot project on the Quarai basin.

The Quarai basin forms the border between Brazil and Uruguay. The overall objective of the project is to design and apply an integrated flood management system along the basin. The project aims at improving the quality of life of the population adversely affected by flooding by minimizing material losses and maximizing the beneficial aspects of floods by taking advantage of the increased water availability during flood periods. The institutions responsible for the implementation of the project are the Instituto de Pesquisas Hidraulicas (IPH) of Brazil and the Direccion Nacional de Hidrografia (DNH) of Uruguay. The project will provide input to the Framework Programme for the Sustainable Management of Water Resources of the La Plata Basin. The steps taken by the project partners to obtain a commitment from the water authorities of Uruguay and Brazil were commended.

The project plan for 2003/2004 with a budget allocation of approximately US\$ 99,000 (approx. CHF 128,700) was approved.

2.6.4 Africa

Two proposals for regional work in Africa (Southern and East Africa) were presented by TSU. The first proposal was for a pilot project in the Shinyanga Region of Tanzania. Participants after studying the proposal were unanimous that the proposal was highly construction-oriented and, since APFM funds could not be used for actual construction work, the proposal could not be accepted in its present form. It was recommended that TSU either discusses the proposal further with the proponent or drops the idea.

The second proposal was for a pilot project focusing on drawing up a strategy for the adoption of IFM for the rivers draining into the Lake Victoria Basin in Kenya. While welcoming the idea of helping the Kenyan Government to draw up a strategy for IFM, it was felt that to begin with, during the inception phase, the project could be formulated in detail. By the end of this year (December 2003), a decision could be taken on whether to fund the project in the second phase through APFM or explore the possibility of finding international donors to follow-up this project. It was recommended that attempts should be made to encourage the participation of GWP East Africa in the project. The budget allocated for the inception phase of the project was US\$ 40,000 (approx. CHF 52,000).

2.6.5 Central and East European TAC (CEETAC)

The activities undertaken to setup the CEETAC were highly commended. The idea to create posters on flood management was approved, but it was felt that such an initiative maybe regarded as an “activity” and not as a “pilot project”. It was suggested that the involvement of local authorities be incorporated in the production of posters, and that a poster competition including schools children could be organized for three reasons: the production of the poster; awareness creation among the participants; and publicity for the activity. It was recommended that as the CEE countries are all candidates for EU membership, any potential pilot projects should address changes to land use and agricultural policies that would result from EU membership. The budget allocated for CEETAC activities was US\$ 13,000 (approx. CHF 16,900).

2.6.6 Annual Report and Financial Status

Annual report

It was recommended that a section on ‘Progress’ be included in the Annual. Members felt that such a section was critical in the review of past activities. It was acknowledged that due to various reasons the project had got off to a slow start. A review of progress would serve as a guide to improve project implementation in the coming years. It was also pointed out that indicators should be developed to monitor the progress made by the APFM.

Financial Status

Of a total budget of CHF 1,101,592.00 available for the first year of the Implementation Phase, a tentative figure of CHF 410,259.00 was reported to have been the total expenditure at the end of the first year of implementation – i.e. 31 March 2003. It was, however, pointed out that this figure was not final as expenditure for certain activities carried out during the first

year of implementation had not yet been settled. TSU promised to provide a detailed financial statement for the 2002/2003 financial period to the donors.

3. Future Activities and Budget

3.1 Activities

The activities to be undertaken during 2003/2004 are classified as follows:

- Compilation of advisory material
- Implementation of regional pilot projects
- Establishment of linkages with APFM partners and contacts
- Cooperation with other Associated Programmes
- Contact/cooperation with flood data holders
- Dissemination of information

3.1.1 Compilation of advisory material

This activity will form the core of the APFM's global activities in the next reporting period and includes the compilation of new case studies and publication of the Concept Paper on IFM.

3.1.1 (a) Compilation of Case studies

Efforts will be made to collect more case studies through various channels including IFNet, taking into consideration regional and socio-economic distribution.

Subsequent to obtaining additional information to clarify the relevance of each case study received on IFM, TSU will organize a workshop that will be attended by outside experts, authors and TSU. The workshop will serve to extract good practices and lessons learned. The results will be compiled as advisory material and disseminated in various ways including the GWP ToolBox and IFNet. Members strongly felt that the case studies should feed into the GWP ToolBox under the 'Flood' button.

A draft proposal for contributions from the APFM into the ToolBox was appreciated. TSU was encouraged to study the guidelines used for the preparation of the case studies for the GWP Toolbox and to discuss with GWP on how to include IFM tools within the whole structure of the Toolbox. TSU and the ToolBox team will meet to discuss how APFM should feed information into the Toolbox

3.1.1 (b) Concept paper

TSU will revise the text of the Concept Paper, based on the recommendations received, and send it to SC members for final comments. The paper will then be finalized. Upon

completion, it will be sent to GWP HQ and RTACs, to all National Meteorological and Hydrological Services (NMHSs), to UNDP offices, and be circulated inside WMO.

3.1.2 Regional Pilot Projects

A series of pilot projects, plans for which are discussed above, will be undertaken by GWP/WMO regional networks with assistance from TSU to test and refine the means by which IFM can be applied in practice.

The ultimate goal of these pilot projects is to obtain the experience and information needed to draw up detailed plans for major projects in the regions. Intermediate review meetings to monitor the implementation of pilot projects (in regions) will be convened. It was decided that a report on the progress of regional work will be issued once every 4 months by TSU.

3.1.3 APFM partners and contacts

Links and cooperative action will continue to be maintained with current Partners while efforts will be made to identify and establish ties with new Partners. This may involve the occasional visit to the headquarters of these Partners. The list of "contacts" will be maintained and efforts will be made to expand it in close collaboration with the IFNet secretariat. Information on progress with the APFM will be sent on a regular basis to all Partners through APFM newsletters.

3.1.4 Cooperation with other Associated Programmes (APs)

During the reporting period, cooperation with the Gender and Water Alliance was established in the process of SAMTAC activities. This cooperation will be further developed and strengthened.

It was suggested that TSU should pursue collaboration with other Associated Programmes (APs) and it was decided that TSU would attend at the World Water Week in Stockholm, August 2003, and participate at the Meeting of APs.

Cooperation with other APs during the next year would probably include occasional visits or participation at seminars with possibilities for joint work on one or two specific topics.

3.1.5 Contact/cooperation with flood data holders

Cooperation will be pursued with the Dartmouth Flood Observatory (DFO) over their planned World Atlas on Large Flood Events. Contribution/monitoring of the progress on the inter-linkage of disaster and climate data will be maintained. All this will be done to encourage the free and open exchange of data in a user-friendly manner. This activity would entail:

- Visits to meet with those who hold data and data managers
- Analysis of data holdings: Meetings/discussions with data analysts

3.1.6 Dissemination of information

A Reference Centre on Flood Management will be set up by the TSU with the purpose of providing strategic advice to flood prone countries and communities. The knowledge base required for such a Reference Centre will be the direct output of the extraction of good practices/lessons learned in flood management through case studies and regional pilot projects. The TSU, being housed within the WMO Secretariat, has the ideal opportunity to incorporate IFM principles in strategic advice related to flood management communicated to flood managers in WMO's Member countries. All efforts will be made to optimize the utilization of this opportunity and to maintain a proactive technical enquiry service. The activities to be undertaken in disseminating project output include the following:

1. The APFM web page will be further developed and its contents kept updated. TSU will encourage, and make the necessary arrangements for, each region to prepare and maintain regional pages for the APFM web page. Progress of the pilot projects will also be put on the web page.
2. Reports and project outputs of universal relevance originating from regional activities will be translated into English and put on the web page.
3. The APFM newsletter will continue to be published twice a year. Outlines of relevant/related publications will be included in the newsletters.
4. Reports of all meetings held will be included on the web page.
5. Advisory material will be published - starting from the IFM concept paper.
6. The concept of IFM will be introduced at all possible meetings of the Hydrological Advisors of WMO and workshops, seminars or meetings convened on the subject of 'floods'.

3.2 Budget

The budget of CHF 1,200,000 for the 2003/2004 financial period was recommended. The key activities and respective allocations recommended for the next year are as follows:

Activity	Recommended allocation (CHF)
1. Compilation of advisory material	201,000
2. Regional pilot projects	555,000
3. Cooperation with APFM Partners and other APs	22,000
4. Contact/cooperation with data holders	10,000
5. Dissemination of information	37,000
6. APFM Secretariat and project administration	375,000
Total	1,200,000

The detailed indicative budget is given in Annex III.

4. Composition of the Steering Committee

The issue of the composition of the Steering Committee was taken up towards the end of the second day.

The Chairperson explained that there existed no definite criteria for the composition of the Steering Committee nor was there a constitution for the SC. Issues such as the representation of GWP's regional TACs and whether certain current Members had been appointed as representatives of their respective organizations or in their individual capacity were addressed. The issue of how organizations or groups interested in being partners in the APFM could be included in the Steering Committee was also discussed. The Secretariat also expressed its desire to have more representation of WMO's Constituents in the SC in view of the request made by the Advisory Working Group of WMO's Commission for Hydrology. Unfortunately, due to a lack of time, the matter could not be finalized prior to the closure of the meeting.

Given the importance of formalizing matters related to the Steering Committee of the APFM, the Chairperson requested TSU to draft a constitution of the SC, which could possibly be reviewed in August 2003 in Stockholm. It was decided that until the constitution of the SC was adopted, interested parties could be invited to SC meetings as observers.

5. Closure of the meeting

The meeting closed at 17h15 on Friday 20 June 2003.

SECOND STEERING COMMITTEE MEETING
OF THE ASSOCIATED PROGRAMME ON FLOOD MANAGEMENT (APFM)

GENEVA, 19-20 JUNE 2003

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**SECOND STEERING COMMITTEE MEETING
OF THE ASSOCIATED PROGRAMME ON FLOOD MANAGEMENT (APFM)
GENEVA, 19-20 JUNE 2003**

AGENDA

Day 1 (19/06/2003)

09.30-09.45	Opening address by Mr. Michel Jarraud, Deputy Secretary-General, WMO
09.45-09.50	Welcome, self introduction and adoption of agenda
09.50-10.20	IFNet matters
10.20-10.45	Presentation on the meaning of Integrated Flood Management and the objectives of the APFM
10.45-11.00	Tea
11.00-12.00	Adoption of the Concept Paper
12.00-14.00	Lunch
14.00-15.30	Review of past activities
15.30-15.45	Tea
15.45-16.30	SASTAC pilot project: presentation, clarifications and discussion
16.30-17.15	CATAC pilot project: presentation, clarifications and discussion
17.15-17.30	Wrap-up
17.30-18.30	Cocktail at WMO Restaurant

Day 2 (20/06/2003)

09.00-09.45	SAMTAC pilot project: presentation, clarifications and discussion
09.45-10.15	Idea for pilot project in Africa: presentation, clarifications and discussion
10.15-10.30	Tea
10.30-11.15	CEETAC proposals: presentation, clarifications and discussion
11.15-12.00	Wrap-up of regional work
12.00-14.00	Lunch
14.00-14.30	Introduction to the activities of the EDRG and WMO's new Disaster Management Programme
14.30-15.00	Introduction to the Flood Forecasting Action Programme of the Hydrology and Water Resources Programme of WMO
15.00-17.00	Future activities (2003/2004 programme of work)
17.00-17.15	Closure of the meeting

**SECOND STEERING COMMITTEE MEETING
OF THE ASSOCIATED PROGRAMME ON FLOOD MANAGEMENT (APFM)
GENEVA, 19-20 JUNE 2003**

**INDICATIVE BUDGET (APRIL 2003- MARCH 2004)
AMOUNT IN SWISS FRANCS**

1. Compilation of advisory material	201,000
(a) Honorarium and direct costs to authors of case studies in the provision of additional information for 10 case studies *CHF 1,400 (ave. US\$ 1000)	14,000
(b) Honorarium and direct costs to authors of new case studies 15 cases *CHF 2,800 (ave US\$ 2000)	42,000
(c) Honorarium to peer reviewers of case studies 5 people *CHF 1,400 (ave. US\$ 1000)	7,000
(d) Mission travel by TSU 3 times, CHF 6,000 each, trips to regions	18,000
(e) Convene meetings to extract good practices/lessons learned from case studies; invite reviewers/authors; twice in Geneva	50,000
(f) Contribute to the GWP ToolBox (with special ref. To IFM)	
(i) Workshop to identify tools required for IFM	30,000
(ii) Development of the tools - consultants and experts	40,000
2. Regional Pilot Projects	555,000
(a) Support of regional activities	500,000
(b) Mission by TSU members – intermediate review meetings Missions to Central America, South America, South Asia, Southern Africa and Central and Eastern Europe, CHF 6,000/trip (average)	30,000
(c) Coordination meeting in Geneva One person/each region plus 2 experts	25,000

3. Cooperation with APFM Partners and other Associated Programmes (APs)	22,000
(a) Consultative meeting for establishing new contacts, in Geneva	15,000
(b) Implementation of joint activity plans drawn up during 2 nd Consultative Meeting	
Participate or provide input to relevant workshops and seminars	4,000
(c) Identification of other GWP APs working in relevant fields and explore possibilities for collaboration	
Provide inputs to relevant workshops, seminars and training courses	3,000
4. Contact/cooperation with data holders	10,000
(a) Draw up plans on the nature of cooperation/collaboration required between APFM and dataholders	-
(b) Identify new data holders based on the plan	-
(c) Pursue collaboration with the Dartmouth Flood Observatory	10,000
(d) Monitor and contribute to the project on 'Linking Climate and Disaster Databases'	-
5. Dissemination of information	37,000
(a) Publication of advisory material	
Concept Paper, Economics of IFM, good practices	20,000
(b) Dissemination of information through web page, virtual seminars and other media	5,000
(c) Participation at workshops/seminars	
2 workshops/seminars CHF 6,000/each	12,000
(d) Input of results to the GWP ToolBox	-
6. APFM Secretariat and Project Administration	375,000
(a) Employment of two long-term consultants	240,000
(b) Employment of occasional short-term consultants	50,000
(c) Employment of temporary administrative staff	25,000
(d) WMO administrative cost (5%)	60,000
Total:	CHF 1,200,000