

ASSOCIATED PROGRAMME ON FLOOD MANAGEMENT



**ASSOCIATED PROGRAMME ON
FLOOD MANAGEMENT**

Final REPORT of the ADVISORY COMMITTEE AND MANAGEMENT COMMITTEE MEETINGS

4-5 September 2017
Geneva, Switzerland



The Associated Programme on Flood Management (APFM) is a joint initiative of the World Meteorological Organization (WMO) and the Global Water Partnership (GWP). Since 2001 it promotes the concept of Integrated Flood Management (IFM) as a new approach to flood management.



The World Meteorological Organization (WMO) is a specialized agency of the United Nations. It coordinates the activities of the meteorological and hydrological services of 191 countries and territories and is the authoritative voice on weather, climate and water.



The Global Water Partnership (GWP) is an international network open to all organizations involved in water resources management. It was created in 1996 to foster Integrated Water Resources Management (IWRM).



Table of contents

ACRONYMS	4
PART I ADVISORY COMMITTEE	6
1. Opening	6
2. Major Achievements of APFM for the year 2016/2017	6
2.1 Publications	6
2.2 Capacity building	7
2.3 Projects proposal development	7
2.4 Networking	8
3. APFM Business Model proposal	8
4. Integration of WMO activities with APFM	9
5. Project Proposal Development and discussion on new proposals with SBPs	10
5.1 Pre-concept note to the Adaptation Fund for the project 'Integrating Flood and Drought Management and Early Warning for Climate Change Adaptation in the Volta Basin'	10
5.2 Project preparation for the implementation of IFM – Develop “Bankable” Projects	11
5.3 Concept Note on “Training Manual for Mainstreaming Gender in End-to-End Early Warning for Floods and Integrated Flood Management”	11
5.4 Post project assessment of Community-Based Approaches to Flood Management (CBFM) in Thailand and Lao PDR (2013-2016)	12
6. Networking and Outreach to donors	12
7. Integration of HelpDesks (APFM, IDMP, HydroHub, GFCS)	13
8. Discussion about the APFM Governance	13
9. AC Summarized and Recommended Priorities of Proposed Activities of 2017-2018	14
10. Other Matters	17
11. Selection of SBPs for Management Committee meeting	17
12. Wrap up of Advisory Committee meeting	17
PART II MANAGEMENT COMMITTEE	17
1. Consideration of action plan for the year 2017/2018 as recommended by the AC meeting	17
2. APFM Governance	17
3. Financial report for the period January 2016-December 2016	17
4. Staffing situation including secondments	18
5. Outreach to Donors	18
6. Closing remarks from the Chair	18



ANNEX I - List of Participants	19
ANNEX II - Agenda	22
ANNEX III- Checklists for “TO-DO” during 2017-2018 (FROM AC/MC MEETING REPORT 2016-17)	24
ANNEX IV- APFM Tentative Financial Report	28
ANNEX V - APFM Budget Proposal for 2018	29

ACRONYMS

AC/MC	Advisory Committee/Management Committee
ADPC	Asian Disaster Preparedness Center
APFM	Associated Programme on Flood Management
BoM	Bureau of Meteorology (Australia)
CBFM	Community Based Flood Management
CHy	Technical Commission for Hydrology
CIFDP	Coastal Inundation Forecasting Demonstration Project
CIMA	Centro Internazionale in Monitoraggio Ambientale
CLW	Climate and Water Department
CONAGUA	Comisión Nacional del Agua
DHI	Danish Hydraulic Institute
DRR	Disaster Risk Reduction
DSS	Decision Support System
E2E-EWS-F	End-to-End Early Warning System for Floods
ETH	Swiss Federal Institute of Technology in Zurich
EWS	Early Warning System
FFGS	Flash Flood Guidance System
FFI	Flood Forecasting Initiative
FGG	Flood Green Guide
FM	Flood Management
GCF	Green Climate Fund
GFCS	Global Framework for Climate Services
GHSF	Global Hydrometry Support Facility – also called HydroHub
GNDR	Global Network of Civil Society Organisations for Disaster Reduction
GWP	Global Water Partnership
IAEA	International Atomic Energy Agency
ICHARM	International Centre for Water Hazard and Risk Management
IDMP	Integrated Drought Management Programme
IFM	Integrated Flood Management
IGAD-HYCOS	Eastern Africa Hydrological Cycle Observing System
IPA	Instrument for Pre-Accession Assistance
IPA-FLOODS	IPA Programme for Prevention, Preparedness and Response to Floods in the Western Balkans and Turkey
IRHA	International Rainwater Harvesting Alliance
IWRM	Integrated Water Resources Management
MOLIT	Ministry of Land, Infrastructure and Transport (Republic of Korea)
NGO	Non-Governmental Organization
NHSs	National Hydrological Services



NMHSs	National Meteorological and Hydrological Services
PEARL	Preparing for Extreme And Rare events in coastal regions
SBPs	Support Base Partners
SDGs	Sustainable Development Goals
SWFDP	Severe Weather Forecasting Demonstration Project
TSU	Technical Support Unit
TUD	Technische Universität Dresden
TUHH	Technische Universität Hamburg-Harburg
UNECE	United Nations Economic Commission for Europe
UNU-FLORES	United Nations University Institute for Integrated Management of Material Fluxes and of Resources
USAID	United States Agency for International Development
USAID/OFDA	USAID Office of U.S. Foreign Disaster Assistance
WACDEP	Water, Climate and Development Programme
WGH	Working Group on Hydrology
WHOS	WMO Hydrological Observing System
WMO	World Meteorological Organization
WYN	Water Youth Network
WWF	World Wildlife Fund



PART I ADVISORY COMMITTEE

1. Opening

The meeting of the Advisory Committee (AC) of the Associated Programme on Flood Management (APFM) was held on 4-5 September 2017 at the World Meteorological Organization (WMO) headquarters in Geneva, Switzerland.

It was chaired by Harry Lins, President of WMO Commission for Hydrology (CHy). The Chair welcomed the participants, appreciating the large turnout as a sign of interest in the programme and its activities. He highlighted that big changes are required for the future management of the APFM and invited attendees to take an active role in the discussions.

Paul Pilon, Chief of the Hydrology and Water Resources Branch and Head of Technical Support Unit (TSU) of the APFM, welcomed participants on behalf of WMO Secretary General and wished them a very engaging and successful meeting. He also expressed his hope that the AC would support the TSU in finding a new direction for the programme in the wake of the review conducted last year.

Eelco Van Beek, Vice-chair of GWP Technical Committee, shared with the participants the deep-seated interest of GWP in APFM activities and wished the participants to have active discussions.

After a brief self-introduction by all participants (see List of Participants in [Annex I](#)), the Chair presented the Advisory Committee and Management Committee (AC/MC) meeting's agenda ([Annex II](#)). In light of the importance of the topic, it was proposed to add the item on APFM governance foreseen in the MC agenda to the AC order of business, so that the AC could contribute to the discussion. The Agenda for the AC meeting was adopted with the above amendment.

2. Major Achievements of APFM for the year 2016/2017

As recommended by the MC last year, APFM has been giving priority to the development of bankable projects/activities. Consequently, the TSU suggested to reduce, if not stop, the development of new IFM Tools. Only publications produced by Support Base Partners (SBPs) would be considered for inclusion in the IFM Tools series.

Also, as per recommendation of the APFM review and AC/MC meetings 2015 and 2016, a new Business Model was proposed for the implementation of the project activities of APFM (more details in [section 3](#)).

2.1 Publications

The AC acknowledged that the following publications were finalized during the reporting period:

- Guidance document "Selecting Measures and Designing Strategies for Integrated Flood Management"
- IFM Policy Series: "Social Aspects of IFM – Thailand Case Study"
- IFM Policy Series: "Environmental Aspects of IFM Case Studies"
- IFM Tool Series:
 - "The Role of Land-Use Planning in Flood Management (second edition)"
 - "Community-Based Flood Management (CBFM) (second edition)"
 - "Crisis Mapping and Crowdsourcing in Flood Management"
 - "Flood Loss Assessment Case Studies"

It was agreed during the AC meeting that for 2017/2018 there will be no additional publications (guidance document, policy or tools series) unless it is a part of or required for implementation projects.



As it is receiving good feedback from the practitioners, the TSU highlighted the need to better collaborate with SBPs to effectively disseminate the tools and publications. Although recognizing that ADPC and other SBPs are providing support and guidance for the publications, it stressed that better connections are required with SBPs working in the field, who have direct contacts with local communities and authorities. Additionally, it was noted that in the last reporting period no follow-up was provided by SBPs or requested by the TSU to develop and finalise the publications for which partners volunteered in 2016 (section 1.1 of draft annual report 2016/2017). With TSU focus on project proposal development, for the next period APFM will only offer technical support in the finalization of publications for which SBPs will provide substantial input.

2.2 Capacity building

The TSU presented the capacity building trainings on IFM and other related concepts organised during the last year and appreciated the support provided by SBPs, such as CIMA (during IPA FLOODS Workshop in Ankara, Turkey) and University of Santa Fe (during IFM training in Montevideo, Uruguay). The TSU emphasized that this allowed an optimization of resources, as training were organised by SBPs with the technical support (money, time and human resources) of APFM. TSU also clarified that, even if capacity-building should be a priority, limited financial resources will make it hard to continue organizing these trainings, unless they are embedded in the framework of implementation projects. This is due to the difficulties to obtain financial support for activities that will show their effects only on the long term, while donors or funders would like to see tangible results in the immediate future.

In context of capacity development activities, CONAGUA-Mexico presented its National Prevention Program against Hydraulic Contingencies, to which APFM has been providing support on the concept of IFM and flood risks, in particular social vulnerability, under the PRONACCH program. The Committee acknowledged that CONAGUA has made remarkable progress in the development of flood risk maps and in the outreach to the potential users (local communities, civil protection and other authorities). CONAGUA representative thanked the TSU for its crucial support over the years and wished that it could continue in the future as well.

2.3 Projects proposal development

Being focussed on the realization of bankable projects, the TSU presented four initiatives, which are currently under development.

- Submission of a pre-concept note to the Adaptation Fund (AF) for the programme “Integrating Flood and Drought Management and Early Warning for Climate Change Adaptation in the Volta Basin”
- Training Manual for Mainstreaming Gender in End-to-End Early Warning System for Floods (E2E-EWS-F) and Integrated Flood Management
- Post-implementation assessment of CBFM project in Thailand and Lao PDR
- Training curriculum based on the Flood Green Guide (FGG)

These projects are additional to the core activities of APFM, but come under the concept of IFM and E2E-EWS-F.

The Committee stressed the necessity to involve SBPs in the development of the project proposal, which the TSU ensured will do during the project preparation phase. At the same time, the TSU underlined that SBP support would be essential in the implementation phase. For instance, ADPC could help with the application of the Training Manual on Mainstreaming Gender in South-Asia and with CBFM post-implementation actions/strategies, whereas WWF could provide support in finding potential donors and in



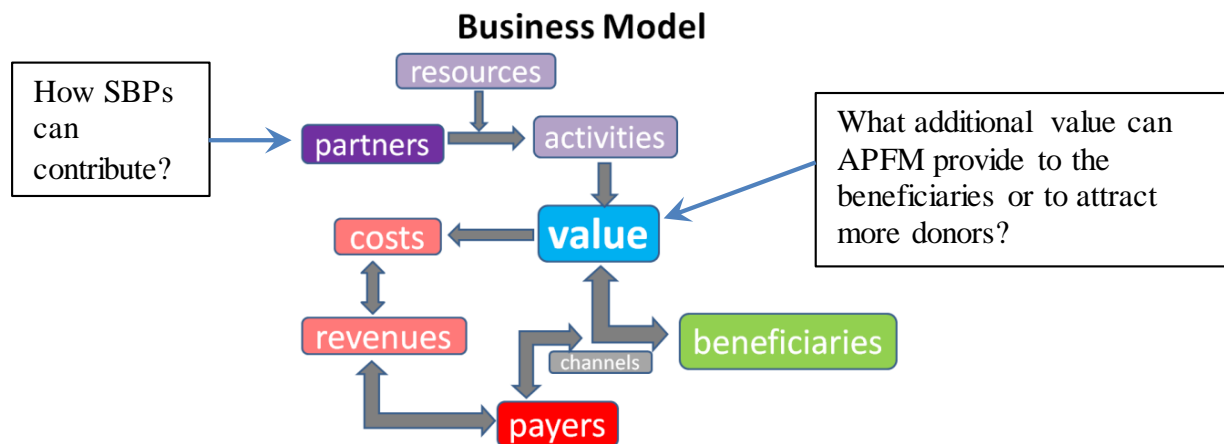
the development of the training curriculum based on FGG. The TSU also mentioned that APFM is cooperating with other programmes of WMO Climate and Water Department (CLW) on the development of a project proposal that will be submitted to the Green Climate Fund (GCF) through the Global Framework for Climate Services (GFCS). Furthermore, the APFM would like to follow-up and support the implementation of the winning projects of the Global Competition organised in cooperation with the Water Youth Network (WYN).

2.4 Networking

The TSU informed the committee on the need to better cooperate with SBPs in the APFM core activities, such as IFM promotion, publications, capacity building, project implementation and identification of potential donors. The AC also welcomed new SBPs and appreciated the connection made with NGOs during the meeting.

3. APFM Business Model proposal

The APFM review of 2016 revealed that the APFM should shift from mainly producing concepts and guidelines on IFM to the implementation of project-oriented activities. Under this recommendation, the TSU presented the new APFM Business Model, a framework for the development and implementation of APFM activities.



The new phase of the APFM will be defined by the step by step design of a business model, identifying and summarizing the strengths and added value of the APFM activities and networks, as well as the major gaps. The Committee was informed that the Business Model will be implemented using three different sources of funding:

- 1) External donors, to fund the projects
- 2) Core funding, to implement APFM core activities and pilot tests
- 3) In-kind (mostly through fixed-term staff) funding from WMO regular budget.

The TSU and the Committee provided additional constructive recommendations, suggestions and feedbacks to the Business Model proposal, as highlighted below:

Significance of the Business Model:

- A more value oriented approach to project activities or to develop real operational solutions for flood and drought management should be adopted.
- Better model or product to approach external donors to provide core funding.
- The costing model will support in bringing indirect project costs (administrative and support staff costs) under direct costs.



- The TSU resources or staff time involved in project activities could be optimized thanks to the Business Model.

Involvement of the SBPs in the Business Model:

- A stronger cooperation and a more interactive role of SBPs in the development and implementation of project activities will be fundamental for the effectiveness of the Business Model.
- The TSU and SBPs should work together to find opportunities for projects and funding.

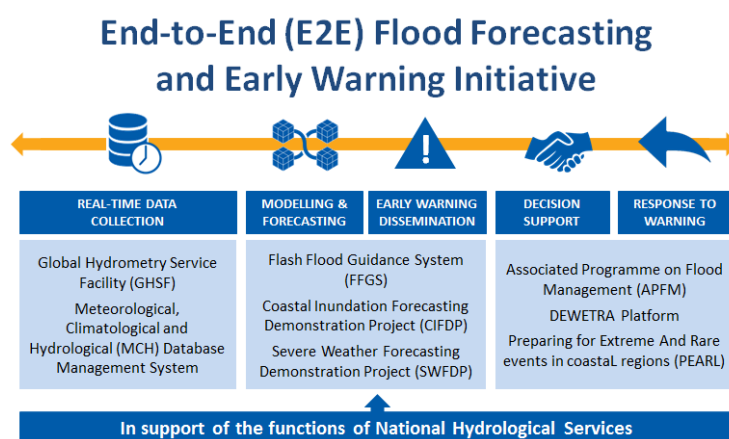
Limitations to be taken into consideration:

- There is an urgency to assess the value of APFM products and services, on one side, and the needs of potential beneficiaries, on the other side.
- Difficulties with WMO internal procedures related to project costs including staff costs and project support costs, might hinder the application of the Business Model.
- It will be necessary to adapt to different donors' procedures or budgeting structures, including different indirect costs accounting criteria (European Commission, USAID, Adaptation Fund, Green Climate Fund, and so forth).
- Project funding will help recover project costs, including working hours for the projects, but will not help financing core activities.

The Committee warned that the new Business Model might compete with the interests of some SBPs, who also seek funds through external calls for proposal. The TSU indicated that APFM has the opportunity to (and mainly is focusing on) approaching those donors that SBPs cannot address directly, such as the Adaptation Fund, where WMO is authorized to apply as a Multilateral Implementing Entity. Moreover, it was suggested that SBPs and APFM could draft project proposals and apply together to the same call.

4. Integration of WMO activities with APFM

The TSU presented the integration of WMO activities with APFM. WMO activities, such as End-to-End (E2E) Flood Forecasting and Early Warning Initiative, will be integrated with the IFM activities of APFM, supporting Member Countries in the areas of flood management policies, strategy and capacity building. Also, for the first time APFM was mentioned as a core activity of CLW in the WMO Executive Council meeting 2017.



The Committee mentioned the need for the DEWETRA platform for the Pacific region, as it is facing several disaster events. The TSU replied that an agreement between WMO and CIMA states that the platform is



available for any member state, but its application in the country can vary according to three levels of intervention (1. supply of the source code, 2. setup and training by CIMA, 3. ad-hoc configuration and link to local databases). The TSU committed to approach CIMA to clarify the financial implications of the three levels and further strengthen the agreement with WMO, so as to provide support to the Pacific Islands.

Apart from specific national cases, the TSU issued a general invitation to all SBPs to identify their possible role in the End-to-End (E2E) Flood Forecasting and Early Warning Initiative chain and propose their support whenever they deem it appropriate. Filling in the forms circulated by the TSU for the Catalogue of Services of the IFM HelpDesk would be a good starting point down this path.

It was also noted that the chain of services for the Flood Forecasting and Early Warning system is still not complete and that other dimensions could be added to the framework, such as risk-based forecasting and flood-risk mapping.

5. Project Proposal Development and discussion on new proposals with SBPs

The development of bankable projects was one of the suggestions by the last AC/MC meeting and the APFM review. The TSU was able to develop and submit to open calls or potential donors some project proposals, which were presented to the Committee members. Discussions among participants focused on the following points:

5.1 Pre-concept note to the Adaptation Fund for the project “Integrating Flood and Drought Management and Early Warning for Climate Change Adaptation in the Volta Basin”

The TSU presented the pre-concept note on “Integrating Flood and Drought Management and Early Warning for Climate Change Adaptation in the Volta Basin”, which was preliminary submitted to the Adaptation Fund on 7 August 2017.

The Committee was informed by the TSU that a workshop will take place in Ouagadougou from 30 October to 3 November 2017, with the support of GWP-West Africa and the Volta Basin Authority. The event aims to identify needs, roles and responsibilities of the stakeholders, which constitute the foundation for the development of the project proposal.

The TSU explained that if the pre-concept note is accepted by the Adaptation Fund review committee, APFM will receive 20,000 USD as a project formulation grant to develop a concept note and other 80,000 USD later on for the drafting of a complete project proposal. It was highlighted that the total project funding would be transferred by January or March 2019, because the preparation of the project proposal and the review take considerable time. The result of the pre-concept note is expected by 15 October 2017.

According to the TSU, the project will provide new ways of cooperation with and among SBPs working in West Africa, since their help will be required in the design and implementation phases. SBPs agreed to provide support during the development of the project proposal.

Considering the content of the pre-concept note, the AC gave the following suggestions for the possible development of a concept note or a project proposal:

- 1) Data sharing between local, regional and transboundary levels in the Volta basin has been an issue in the past. The TSU should seek a stronger agreement on data sharing protocols at the national and regional level with the Volta Basin Authority during the workshop scheduled in October-November 2017.
- 2) The sustainability of the project should be a priority. Executing agencies should continuously monitor and evaluate the progress of the project. The TSU should agree with relevant partners and stakeholders to maintain project activities or services sustainable in the long-term.



- 3) An integrated approach for both flood and drought management should be applied, including, for instance, the development of risk maps for flood and drought or EWSs able to send warnings for multiple hazards (e.g. fire).
- 4) In addition to hazard and risk assessment, vulnerability and exposure should also be considered. UNU-FLORES offered interest in working on these matters together with the APFM team.
- 5) Green infrastructures and solutions should be taken into account. The TSU clarified that the scope of the current project is limited to the identification of green solutions by the beneficiaries and to the development of knowledge on natural and nature-based solutions using the FGG tool created by WWF. The implementation of identified solutions can become the basis for a new project proposal in the future.
- 6) Due to its long experience in transboundary climate adaptation measures, UNECE offered its support in the capacity development activities.

5.2 Project preparation for the implementation of IFM – Develop “Bankable” Projects

The TSU explained how it is addressing the shift from the conceptualization of IFM to project implementation and, more specifically, how it is developing “bankable” projects. UNECE agreed to share the information collected during a recent training session on bankable adaptation projects. Another possible source of support was identified in the Geneva Water Hub acting as the Secretariat of the Global High Level Panel on Water and Peace.

5.3 Concept Note on “Training Manual for Mainstreaming Gender in End-to-End Early Warning for Floods and Integrated Flood Management”

The concept note “Training Manual for Mainstreaming Gender in End-to-End Early Warning for Floods and Integrated Flood Management” was presented to the Advisory Committee. The TSU is presently looking for donors to fund the development of the training manual and to test it in at least three regions of the world. SBPs support is required in the identification of locations and participants and also in the search for potential donors. The TSU mentioned that the concept note had previously been rejected by several funders, as they were not ready to fund products or solutions that cannot give short-term tangible results. However, the concept note is adopted to potentially provide direct support to operations of CREWS Burkina Faso and to the APFM Volta basin project. Discussions among participants concerned the points below:

- 1) The TSU was invited to take into consideration the existing material developed by NGOs working in the field. The TSU informed the Committee that the concept note and the structure of the training manual are based on an extensive review of the literature developed by organisations working on Gender and Flood Management, such as ICIMOD. Additionally, the TSU has collected around 25 gender sensitive case studies, which will be included in the training manual as a supporting guide for users and facilitators.
- 2) At the recommendation by the AC to better identify and address the target audience, the TSU replied that the target participants are mainly NMHS professionals of WMO member countries, as well as local policy makers and representatives of communities prone to floods. Pilot testing will be carried out by SBPs operating in the target region, which will carry out similar workshops in different areas of the country with local/regional hydro-met professionals and representatives of flood prone communities. The concept note had been shared with ADPC, who agreed to provide support in the identification of participants and the organisation of the pilot workshops in South-Asia. The support of other SBPs would be required to test the draft training manual in various regions, especially in the Volta basin and South America. It was also noted that the pilot testing will help to refine the training manual thanks to the feedback of participants on the draft structure and content of the material.



- 3) The AC suggested to develop serious games on gender mainstreaming. The TSU explained that this option had not been taken into consideration because a serious games request was rejected some years ago by the Committee. However, the TSU would be glad to include serious games and receive support for their development by SBPs. Nonetheless, the financial implications of this choice should also be considered, since it is much more expensive than the development of a training manual.
- 4) The Committee recommended women involvement, particularly as trainers. The TSU clarified that in the pilot phase workshops women will have the opportunity to share their experiences on floods and understand their roles and responsibilities during other possible flood events. In the future, more women and youths, especially girls, are expected to undertake studies of Hydrology thanks to this input.

5.4 Post project assessment of Community-Based Approaches to Flood Management (CBFM) in Thailand and Lao PDR (2013-2016)

The Post project assessment of Community-Based Approaches to Flood Management (CBFM) in Thailand and Lao PDR carried out by the APFM TSU has highlighted the need to implement further actions to ensure the long term sustainability of the project.

The TSU identified several areas to develop or refresh the training capacities provided through the project activities, such as checklists for monitoring and evaluation or checklists for the communities. Success stories collected during the assessment could be used to develop tools, which will help the pilot project communities to prepare for flood management and other development activities, including livelihood preparedness using seasonal calendars.

SBPs noticed that often long term sustainability is compromised by a lack of interest by the communities due to unavailability of budget from governments and local organisations to continue trainings once projects are completed. Therefore, they expressed interest in finding funds for these follow-up activities. The APFM TSU will soon circulate the project proposal, so that the activities could implement before the next monsoon season.

6. Networking and Outreach to donors

The Communication Officer has worked on APFM webpages and social media to improve the outreach of the programme and invited SBPs to support her efforts by sharing APFM posts on social media. She also requested SBPs to fill in and submit the form for the Catalogue of Services of the IFM HelpDesk, which will help in delivering information on their activities, such as trainings, workshops, publications, and so forth, from the APFM webpage.

Scope for improvements was highlighted by SBPs as described below:

- The AC appreciated the increase in the development of infographics, as it could facilitate the dissemination of APFM activities by SBPs. It also suggested to develop an infographic on IFM that could catch the attention of the younger visitors of the website.
- The Committee recommended that SBPs link APFM website www.floodmanagement.info from their webpages and promote it at conferences, workshops and any other kind of event that they may attend. Moreover, it suggested to connect to GNDR, American Red Cross, IWA and the forthcoming UN-Water websites, which have a good network of NGOs, practitioners and academicians. This will help in increasing the popularity of the floodmanagement.info domain, so that when people search for “flood management” in Google, it appears at the top of the list of results.



- APFM website should also display Master and PhD programs for students, young researchers etc. (for ex: UNU-FLORES has a joint PhD program with the Technische Universität Dresden, where students are enrolled only upon presenting full scholarships) and then further link to APFM capacity development catalogue.
- Improve support for Helpdesk of various programmes within the CLW department of WMO, keeping multiple entry points.
- To reinforce the visibility of APFM products, it was recommended to work with the hub “The Conversation <https://theconversation.com/global>”, which deals with scientific content: its authors are scientists supported by professional editors, who make the articles readable for a broader audience. Joint-promotion with SBPs was suggested, for example through the organisation of mini campaigns or seminars during big events, like the Stockholm Water.
- SBPs proposed to share the contact details of their communication officers with the communication officer of the APFM. This will allow to directly send infographics, newsletters or updates, which could then be shared by SBPs with their partners and beneficiaries.
- To better illustrate APFM activities to the general public and professionals, it was suggested by the AC to develop a short introductory video of the programme and the HelpDesk and share it through the APFM website and social media channels. The APFM Communication Officer proposed to realize the video through an open-source tool recently found by an intern.

7. Integration of HelpDesks (APFM, IDMP, HydroHub, GFCS)

The APFM TSU presented its plan to collaborate with other programmes of CLW department of WMO, such as IDMP, GFCS and HydroHub, to develop a common HelpDesk approach supporting multiple entries but with common functionality. This will bring synergies among HelpDesks pages, integrating the work of all resources with a view to maximize efforts and effectively provide support to the users. The HelpDesks will also provide a platform for Community of Practice, which will be useful to discuss issues or share ideas related to floods, drought and water resources management.

The presentation led to the following general comments, feedbacks and suggestions from AC members:

- There should be a possibility to post a query to a HelpDesks group instead of different HelpDesks request pages pertaining to different programmes. A single group query would be less time consuming.
- Budget implications should be carefully analysed along with maintenance efforts required for the HelpDesks.
- Human resources capability should be considered, as HelpDesks will require continuous monitoring and the ability to respond to queries quickly and effectively.
- Assessing the needs of the Helpdesks users would be important, since the present target audience ranges from hydrologists, to academicians, to practitioners. It was proposed to carry out a survey in the future.
- The Helpdesk pages should share the link of WHOS website, which collects hydrological data from around the world. A current issue of WHOS, that should also be tackled, is that it does not show the hydrological data of countries that do not disclose them.

8. Discussion about the APFM Governance

The TSU presented the current governance structure of APFM, and how it is tailored to provide a democratic decision making approach when multiple core donors are sponsoring the Programme. This however has heavy repercussions related to reporting, and, in light of the absence of core donors to APFM, the TSU proposed to have a new governance model. The change in governance structure is to reflect the new financial structure based on external donors and move towards project implementation. For this reason, inviting donors, partners and advisors for the AC/MC meetings annually may not be useful



anymore. Instead, other methodologies to cooperate need to be identified and executed. To this purpose, the TSU proposed to have a SBPs Forum active throughout the year, where partners can ask questions, present their needs and preferences and discuss about them. This will help not only to keep in contact with SBPs all over the year, but also to continue enjoying of their advisory role and their active participation to the APFM activities. In addition to the SBPs Forum, there will still be the possibility to have face-to-face meetings with all the SBPs at any time of the year or, alternatively, to organise Web-EX conferences when necessary. Furthermore, the APFM TSU will update and circulate the LogFrame to receive feedbacks and recommendations from SBPs on all the activities undertaken during the year and not only for the annual meeting reports.

As a consequence, the MC could be dissolved, due to the fact that having a MC meeting for half-day would not serve the purpose of establishing actions or propose activities for APFM. Moreover, it would become difficult for SBPs to justify travelling from far countries for such a short event.

9. AC Summarized and Recommended Priorities of Proposed Activities of 2017-2018

The AC meeting gave several constructive comments, feedbacks and recommendations on the priority of proposed activities for 2017-2018, as presented below:

Recommendations for principles, observation and action to follow:

- “Don’t ask yourself what APFM can do for you, but ask what you can do for APFM” (JFK PP, 2017 circa) SBP should have a more prominent role and collaboration with APFM; APFM would like a more proactive role from SBPs. **P(rinciple)**
- The new business model creates opportunities to identify and develop synergetic activities. **O(bservation)**
- Identify and communicate the added value of APFM. **A(ction)**
- Project design should comply with countries’ needs, not what we have to sell or what they want to receive. Keep an eye on the strategic direction we want to give to APFM when looking for funding. **P(rinciple)**
- To ensure sustainability to the APFM core activities, differentiation of funding should be secured including: **O(bservation)**
 - core funding to be provided (in kind or directly) by WMO and GWP
 - core funding to be secured from external core donors (by TSU)
 - from project-based activities (possibly through overhead)
- For the cost recovery in projects, funds should be allocated to allow core activities (e.g. networking, production of publications/research)
- SBPs should have a substantial involvement in project proposal development in line with the new APFM business model, including taking the initiative to start one. **P(rinciple)**
- Support Base Partner Forum: promote a forum for discussion (*virtual or in person?*) e.g. to identify synergies for project development, where SBPs can contribute in the development of project proposals (APFM not necessarily to be involved in the development, but merely acting as mediator between SBPs). **A(ctions)**
- Engage further Youth Networks to support and promote APFM activities and to develop future ambassadors of IFM. **A(ctions)**

Additional recommendations from the Advisory Committee:

- DHI (to be checked) and BoM offered in-kind contribution to develop the project proposal for the AF.
- WaterLex could also provide input on the regulatory framework to the AF proposal.
- TU Dresden offered support for training (materials and facilitators).



- UNECE offered training materials on developing bankable projects and lessons learnt from adaptation in transboundary basins.
- ICHARM sought collaboration on IFI pilot project.
- IWMI had training manuals for India, Lao PDR and Bangladesh.
- UNU-FLORES offered to provide expertise for the development of a tool for flood risk assessment for the Volta Basin.
- WWF and UNU-FLORES supported the idea of serious gaming for mainstreaming gender.
- CHy Representative proposed to share experience from Republic of Korea in South East Asia to ensure sustainability of projects like CBFM in Thailand and Lao

9.1 Publications and Tools

From now on APFM would give priority to bankable projects/activities. No publications, such as guidance materials, tools or policies, will be developed and published unless required for project activities or requested on cost-recovery basis.

9.2 Training materials and workshops

The TSU mentioned that only commitments for trainings and capacity building taken previously to the AC/MC meeting will be honoured, whereas the rest will need to be considered on a cost-recovery basis because of the decision to implement the new Business Model. The same logic will be applied to training manuals.

- New training materials and training workshops are subject to availability of funding and it is recommended that new training materials and workshops should be included in project proposals.
- SBPs to be involved in the planning and delivery of new training workshops and materials.
- To the extent possible consider gaming, videos, etc. (depending on target audience) as a format to present training materials and seek SBPs and youth networks with expertise in new format of training materials for their involvement in such project proposals development.

Planned training events for the year 2017:

- Training on IFM and Project Preparation in the Volta basin for relevant authorities, including NMHS, in the six riparian countries and for the Basin Authority with the support of GWP Country and Regional Water Partnerships and GWP/AU WACDEP (30 October– 3 November 2017)
- Training on the concept of IFM at ETH Zurich, Switzerland (21 November 2017)

9.3 Project Proposal Development

- Support the development of “bankable” IFM projects in the Volta basin with GWP Regional and Country Water Partnerships and NMHS after the workshop in Burkina Faso
- Follow up with the preparation of the AF concept note and project proposal
- Continue to proactively seek funding opportunities in line with the principles discussed and Business Model to achieve sustainability (minimum 300k per year)

Fundraising for existing project proposals:

- Mainstreaming Gender in E2E-EWS-F and Integrated Flood Management
- Community Based Flood Management (CBFM) in Thailand and Lao
- Flood Green Guide training manual proposal

9.4 Outreach

- Only 17% of the emails with the APFM newsletter sent out are opened and read by subscribers. The effort in producing the newsletter is around 11 hours and therefore maybe not worth the investment.
- Catalogue of Services to be improved with input from SBPs.



- Involve Regional WGH, CWP, RWP, and SBPs (e.g. get in touch with their Communication Officers). Create SBP communications focal points mailing list.
- Translate the infographics in other languages (Spanish, French). Try to seek opportunities to have these translation carried out by relevant counterparts (WWF might consider assisting).
- “The Conversation” Hub: focused on scientific content, assisted by communication people to make it understandable. Great to have visibility in proximity of particular events. SBPs could collaborate on articles to contribute to The Conversation (<http://theconversation.com>)
- Link to formal education, integrating it into the website as an offer for student.
- Cross-link the HelpDesks – ideally there should be a single entry HelpDesk for WMO, but there is a need to consider also partners. Possibly link with their HDs as well.
- Update website to speak to a broader audience.
- GNDR Network, American Red Cross has some flood apps.
- Contact Wikipedia and clarify the difference between Flood Control and Flood Management.
- Introductory video to be developed for the website main page and for SBPs to share.
- Consider expanding to “group HelpDesk” to avoid the currently existing one-to-one (requester-replier) relation.
- Consider adding to the APFM HD “user Profiles” like IDMP HDs.
- Design mini communications campaigns with SBPs, link to global events (e.g. UN-Water, SIWI World Water Week).
- Consider an internal communications strategy – what channels can we use, what events and activities can we use as hooks?

9.5 Governance

- Draft ToR for the AC/MC to reflect the new Business model and seek approval during the MC.
Notes:
 - If the intent of APFM is to stop (or put on hold) core activities (e.g. research and production of guidance documents) then the bilateral discussions instead of MC are recommended. However, if a core funding donor is identified, there might be interest to keep a collegial talk mechanism, such as the MC.
 - The aim of the SBP Forum is to have an advisory role. This should be included in its ToR.
 - A starting point could be a MoU between WMO and GWP, to be complemented with yearly work plans.
 - A continuous dialogue, instead of ad-hoc meetings, would be useful to reflect the input of SBPs. Nonetheless, there is a risk that SBPs will fade away in absence of a specific event, such as the Advisory Committee.
 - Consider adopting a mixed model for the transitional period, i.e. have a remote forum (to have SBPs also sharing ideas or their work) but also an annual Advisory Committee meeting in e.g. Stockholm (in connection with the Stockholm Water Week).
 - Consider applying the Theory of change to position APFM in the wider scenario.

9.6 Support to existing activities:

- Instrument for Pre Accession (IPA) and Horizon 2020 support to consortia (e.g. Flood Balkans, ANYWHERE)
- Mexico PRONACCH: – consider requests from CONAGUA, in particular feedback on early warning dissemination and decision support systems (considering funds availability in the PREMIA project)
- Flood Forecasting Initiative : Linkages with GFCS, CIFDP, FFGS and SWFDP
- FFI: integrate in the HelpDesk the outcomes of the assessment checklist, the inventory of available models and platforms, etc. (see CHy workplan for details)



- Seek synergies with other WMO, GWP and SBP activities (e.g. CREWS, GFCS, WACDEP, Youth and Gender Initiatives, ADB, etc.)

10. Other Matters

The TSU was invited to attend the conference about Climate Change Adaptation in Transboundary Basin organised by UNECE (SBPs of APFM) in December 2017. The TSU is willing to participate and will follow-up with UNECE.

11. Selection of SBPs for Management Committee meeting

UNU-FLORES and Australian Bureau of Meteorology were chosen by SBPs to co- represent the Support Base Partners in the MC meeting.

12. Wrap up of Advisory Committee meeting

In closing the Advisory Committee meeting, the Chair thanked all participants for their active contribution to the discussions and expressed his interest in continuing the conversation about the SBPs Forum with the MC. Participants were informed that the AC/MC meetings report will be published at the beginning of October 2017.

The AC meeting adjourned on 5 September 2017 at 13:00.

PART II MANAGEMENT COMMITTEE

The Management Committee meeting took place on 5 September 2017 starting at 14:00 and was chaired by Harry Lins. The MC noted with satisfaction the numerous activities recommended for 2017/2018 by the APFM AC.

1. Consideration of action plan for the year 2017/2018 as recommended by the AC meeting

The Management Committee confirmed the comments and recommendations formulated by the AC with minor corrections or rewording. The recommendations were divided and prioritized into various categories such as principle, action and observation by the MC members. Additionally, the MC agreed on the involvement of WMO in the development of project proposals initiated by SBPs, according to their preferences.

The MC agreed to explore more youth networks, such as the Water and Youth Network, that could improve the visibility of IFM and APFM activities and allow the continuation of the work initiated with Global Competition for Youth-Led Projects on Flood and Droughts. In the medium and long term, this will also bring new professional resources in the TSU and ensure a generational turnover in the APFM, as well as in hydrology in general.

2. APFM Governance

GWP and WMO will sign a bilateral agreement that will be renewed on a yearly basis. This will include detailed ToR of SBPs involvement through the SBPs Forum that should ensure a regular participation and active engagement of partners. The ToR will be circulated among SBPs to get their feedback.

The TSU informed the MC that the recommendations by the AC endorsed by MC will be incorporated into the LogFrame after the meeting.

3. Financial report for the period January 2016-December 2016 Establishment of budget for 2018 (with different scenarios)



The TSU presented the financial report (provided by WMO financial department and available in the Annual Report) for the period from January 2016 to December 2016. The TSU remarked that most of the budget was spent for the support to national and regional activities, while publications and capacity development required minor funding. However, the overspending on national and regional activities was questioned by the MC, who requested that it be justified in the final APFM annual report of 2016/2017. In the future, if a major amendment in the budget becomes necessary, the Committee would appreciate being informed asap.

In the next financial year, the MC suggested that APFM should target at least 300,000 USD from the project proposal, so that two human resources could be hired for APFM project activities and core activities. MC members also suggested that, since project funding usually have long timeframe, it might be worth to consider funds from WMO Member Countries or core funding.

MC members recommended that the remaining funds for 2018 should be used for hiring consultants and other staffs to help in the development of project proposals and fundraising. The MC requested that the ToR for the consultants be shared with SBPs to get suggestions on potential candidates.

It was also agreed that a budget proposal for 2018 will be circulated together with the meeting report.

4. Staffing situation including secondments

The APFM TSU mentioned that it will lose two consultants and a Junior Professional Officer (JPO) at the end of September 2017, while another consultant will end his tenure by November 2017 and a Project Officer (PO) will finish in May 2018. By May 2018, only two TSU members will still be available. Therefore, the TSU urged to get additional resources for the development of project proposals and core activities of APFM.

MC members offered to provide human resources through secondments, for whom the TSU will have to find an agreement with WMO HR in order to insert them within APFM. WMO will cover their expenses of office space, communication, and so forth.

5. Outreach to Donors

The TSU presented the donor mapping tool developed to identify potential donors for the Training Manual for Gender Mainstreaming and, possibly, for other future projects on the topics of IFM and E2E-EWS-F.

6. Closing remarks from the Chair

Before closing the meeting, the Chair summarised the next steps to be undertaken by the TSU:

- Draft and circulate the ToR of the new governance structure
- Circulate an estimated financial report for the period January-December 2017 (available in the Annex IV)
- Circulate a budget proposal for 2018 (available in the Annex V)
- Investigate HR procedures for secondments and circulate ToR for consultants among SBPs

The Chair thanked all participants for attending both the AC/MC meetings and for their valuable suggestions and advancement in the APFM annual report. He also expressed his gratitude to the TSU, especially due to the uncertainties of the position it occupies. GWP representative highlighted that the APFM has a challenging year ahead and support from stakeholders will be required. The Head of the TSU thanked all the Committee members for their professionalism and dedication and congratulated to the Chair for taking on such a big challenge. He also joined the Chair in commending the dedication of the TSU notwithstanding the uncertainty of their working position.

The MC meeting adjourned on 5 September 2017 at 18:00.



ANNEX I - List of Participants

Name	Position	Institution	Email
Harry Lins	President, Commission for Hydrology,	World Meteorological Organization (WMO), Switzerland	Chy.president@gmail.com
Eelco van Beek	Vice-chair, Technical Committee of GWP	Global Water Partnership (GWP), Sweden	eelco.vanbeek@gwp.org
Alexander Belokurov	Environment Affairs Officer	United nations Economic Commission for Europe (UNECE), Switzerland	Alexander.belokurov@unece.org
Anita van Breda	Senior Director, Environment and Disaster Risk Management	World Wildlife Fund (WWF), U.S.A.	Anita.vanbreda@wwf.us.org
Cees van de Guchte	Strategic Advisor	Deltares, the Netherlands	cees.vandeguchte@deltares.nl
Dasarath Jayasuriya	Assistant Director, Water Forecasting, Hazards Forecasting and Warning	Australian Bureau of Meteorology (BoM), Australia	d.Jayasuriya@bom.gov.au
Edith Bonilla	Project Manager of Hydrological Analysis	Comisión Nacional del Agua (CONAGUA), Mexico	Edith.bonilla@conagua.gob.mx
Firas Al Janabi	Group Leader	TU Dresden, Germany	firas.AJanabi@TU-dresden.de
Florian Thevenon	Scientific Officer	WaterLex, Switzerland	f.thevenon@waterlex.org
Henriette Tamasauskas	Vice President	Danish Hydraulic Institute (DHI), Denmark	htt@dhigroup.com
Hwirin Kim	Assistant Director Member, Advisory Working Group of the Commission for Hydrology	Ministry of Land, Infrastructure and Transport (MOLIT), Republic of Korea World Meteorological Organization (WMO), Switzerland	hydro@korea.kr
Isabel Riboldi	Consultant	Global Water Partnership (GWP), Sweden	isabelriboldi@gmail.com
Karl-Friedrich Daemrich	Senior Advisor	Technische Universität Hamburg (TUHH), Germany	jkfdaemrich@htp-el.de



Mamoru Miyamoto	Researcher	International Centre for Water Hazard and Risk Management (ICHARM), Japan	mmiyamoto@pwri.go.jp
Mara Tignino	Senior Lecturer	Faculty of Law and Coordinator of the Platform for International Water Law at the Geneva Water Hub, Switzerland	mara.tignino@unige.ch
Marc Sylvestre	Director	International Rainwater Harvesting Alliance (IRHA), Switzerland	marcsylvestre@irha-h2o.org
Sezin Tokar	Senior Advisor, USAID Office of U.S. Foreign Disaster Assistance (USAID/OFDA)	United States Agency for International Development (USAID), U.S.A.	stokar@usaid.gov
Tamara Avellan	Head, Water Resource Unit	United Nations University Institute for Integrated Management of Material Fluxes and of Resources (UNU-FLORES), Germany	avellan@unu.edu
Remote participation of SBPs			
Aslam Perwaiz	Head, Disaster Risk Management System	Asian Disaster Preparedness Centre (ADPC), Thailand	aslam@adpc.net
Biswa Batthacharya	Associate Professor of Hydroinformatics	IHE Delft Institute for Water Education	b.bhattacharya@un-ihe.org
Gabriele Quinti	Director	Centro di Ricerca e Documentazione Febbraio '74 (CERFE)	gabriele.quinti@cerfe.org
Scira Menoni	Professor, Department of Architecture and Urban Studies	Politecnico di Milano (PoliMi)	scira.menoni@polimi.it
APFM Technical Support Unit			
Paul Pilon	Chief, Hydrological Forecasting and Water Resources Division	World Meteorological Organization (WMO), Switzerland	ppilon@wmo.int
Giacomo Teruggi	Scientific Officer, Hydrological Forecasting and	World Meteorological Organization (WMO), Switzerland	gteruggi@wmo.int



	Water Resources Division Head, APFM Technical Support Unit		
Frederik Pischke	Senior Programme and Network Officer, International Climate/Hydrology GWP Focal Point, APFM Technical Support Unit	Global Water Partnership (GWP), Switzerland	frederik.pischke@gwp.org fpischke@wmo.int
Caroline Wittwer	Project Officer, APFM Technical Support Unit	World Meteorological Organization (WMO), Switzerland	c.wittwer@wmo.int
Maud Poissonnier	Junior Professional Officer, APFM Technical Support Unit	World Meteorological Organization (WMO), Switzerland	mpoissonnier@wmo.int
Celine Novenario	Communication Officer, Climate and Water Department	World Meteorological Organization (WMO), Switzerland	cnovenario@wmo.int
Roberto Silva	Associate Project Support Officer, Climate and Water Department	World Meteorological Organization (WMO), Switzerland	lsilvavara@wmo.int
Nilay Dogulu	Consultant, APFM Technical Support Unit	World Meteorological Organization (WMO), Switzerland	ndogulu@metu.edu.tr
Shrijwal Adhikari	Consultant, APFM Technical Support Unit	World Meteorological Organization (WMO), Switzerland	shrijwal@gmail.com
Ramesh Tripathi	Consultant, APFM Technical Support Unit	World Meteorological Organization (WMO), Switzerland	rtripathi@wmo.int



ANNEX II - Agenda

Adopted Agenda for the Advisory Committee Meeting

4-5 SEPTEMBER 2017

WMO Secretariat, Geneva

Meeting Room: Press Room (ground floor, lake side)
7 bis, avenue de la Paix, Geneva, Switzerland

Day One: 04 September 2017	
Time	Activities
09:00-09:15	Welcome, self-introduction and adoption of agenda
09:15-10:00 (0:45 hr.)	1) Major Achievements
10:00-10:30	Tea/Coffee break
10:30-12:30 (2:00 hr.)	2) APFM Business Model proposal 3) Feedback and Discussion on the APFM business model
12:30-14:00	Lunch Break
14:00 – 15:00 (1:00 hr.)	4) Integration of WMO activities with APFM
15:00-15:30	Tea/Coffee break
15:30-17:30 (2:00 hr.)	5) Project Proposal Development
From 19:00 onwards	Informal get-together (venue tbd)

Day Two: 5 September 2017	
Time	Activities
9:00-10:30 (1:30 hr.)	1) Networking and Outreach to donors 2) Integration of HelpDesks (APFM, IDMP, HydroHub, GFCS) 3) APFM Governance
10:30 - 11:00	Tea/Coffee Break
11:00 – 12:00 (1:00 hr.)	4) Summarized and Recommended Priorities of Proposed Activities 2017 - 2018 5) Selection of SBPs for Management Committee meeting 6) Wrap up of Advisory Committee meeting

Adopted Agenda for the Management Committee Meeting

Day Two: 5 September 2017	
Time	Activities
13:30 – 15:30	1) Consideration of action plan for the year 2017/2018 as recommended by



(2:00 hr.)	the AC meeting 2) Financial report for the period January 2016 – December 2016 3) Establishment of budget for 2018 (with different scenarios) 4) APFM Governance 5) Oversight recommendations from Management Committee
15:30-16:00	Tea/Coffee break
16:00 – 17:30 (1:30 hr.)	6) Staffing situation including secondments 7) Other Business 8) Closing Remarks from Chair



ANNEX III- Checklists for “TO-DO” during 2017-2018 (FROM AC/MC MEETING REPORT 2016-2017)

Sr No	Description	Status	Additional Comment/Remark
1	Check with the SBPs if they are interested to finalize the publications for which they volunteered in 2016 (section 1.1 of draft/final annual report 2016/2017).	<input type="checkbox"/>	
2	APFM to follow-up and support the implementation of the winning projects of the Global Competition organized in cooperation with the Water Youth Network (WYN).	<input checked="" type="checkbox"/>	In-progress
3	SBPs and APFM could draft project proposals and apply together to the open call for proposal.	<input type="checkbox"/>	
4	The TSU to identify and communicate the added value of APFM.	<input type="checkbox"/>	
5	The TSU committed to approach CIMA to clarify the financial implications of the three levels (1. supply of the source code, 2. setup and training by CIMA, 3. ad-hoc configuration and link to local databases) and further strengthen the agreement with WMO, so as to provide support to the Pacific Islands.	<input type="checkbox"/>	
6	SBPs to identify their possible role in the End-to-End (E2E) Flood Forecasting and Early Warning Initiative chain and propose their support to APFM TSU whenever they deem it appropriate.	<input type="checkbox"/>	
7	SBPs to fill the forms circulated by the TSU for the Catalogue of Services of the IFM HelpDesk.	<input type="checkbox"/>	TSU is continuously tracking the progress and will update the APFM webpage
8	Project Proposal Development		
	Adaptation Fund(AF)		Result of pre-concept note is expected to come after 13 th October 2017.
	<ul style="list-style-type: none"> The TSU should seek a stronger agreement on data sharing protocols at the national and regional level with the Volta Basin Authority during the workshop scheduled in October-November 2017. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> The TSU should agree with relevant partners and stakeholders to maintain project activities or services sustainable in the long-term. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> AC recommended that an integrated approach for both flood and drought management should be applied. 	<input checked="" type="checkbox"/>	In-progress-TSU will add the recommendation in the concept note
	<ul style="list-style-type: none"> In addition to hazard and risk assessment, vulnerability and exposure should also be considered. TSU to approach UNU-FLORES who offered to provide support in these fields. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> For transboundary climate adaptation measures, UNECE 	<input type="checkbox"/>	



	offered its support in the capacity development activities.		
	<ul style="list-style-type: none"> AC suggested to approach DHI (to be checked) and BoM who offered in-kind contribution to develop the project proposal for the AF. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> WaterLex could also provide input on the regulatory framework to the AF proposal. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> UNU-FLORES offered to develop a tool for flood risk assessment for the Volta Basin (to be supported for BMBF proposal to fund the development). 	<input type="checkbox"/>	
	Training Manual for Mainstreaming Gender in E2E-EWS-F and IFM		
	<ul style="list-style-type: none"> The TSU to request SBPs to provide support in the identification of locations and participants and also in the search for potential donors. 	<input checked="" type="checkbox"/>	In-progress-TSU will soon circulate the concept note with SBPs
	<ul style="list-style-type: none"> The AC suggested developing serious games on gender mainstreaming, considering financial implications. 	<input type="checkbox"/>	
	Community-Based Approaches to Flood Management (CBFM) Phase-II		
	<ul style="list-style-type: none"> The APFM TSU will soon circulate the project proposal to the representative of Ministry of Land, Infrastructure and Transport (MOLIT-Republic of Korea) or JICA. 	<input checked="" type="checkbox"/>	In-progress- The proposal will be sent once finalized with ADPC
9	Networking and Outreach		
	<ul style="list-style-type: none"> The Committee recommended that SBPs link APFM website www.floodmanagement.info from their webpages and promote it at conferences, workshops and any other kind of event that they may attend. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> The APFM to create SBP communications focal points mailing list. 	<input type="checkbox"/>	The communication officer of APFM will send mail to SBPs for providing contact details of their communication officers
	<ul style="list-style-type: none"> The TSU to connect to GNDR, American Red Cross, IWA and the forthcoming UN-Water websites, which have a good network of NGOs, practitioners and academicians. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> The APFM website should also display Master and PhD programs for students, young researchers etc. (for ex: UNU-FLORES has fully-funded PhD programs) and then further link to APFM capacity development catalogue. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> The TSU to organise mini campaigns or seminars during big events, like the Stockholm Water to improve the visibility of APFM products. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> The TSU to develop a short introductory video of the programme and the HelpDesk and share it through the APFM website and social media channels. 	<input checked="" type="checkbox"/>	In progress
	<ul style="list-style-type: none"> The TSU will translate the infographics in other languages (Spanish, French). Try to seek opportunities to have these translation carried out by relevant 	<input type="checkbox"/>	



	counterparts (WWF might consider assisting).		
	<ul style="list-style-type: none"> The SBPs could collaborate on articles to contribute to The Conversation (http://theconversation.com). 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> APFM to contact Wikipedia and clarify the difference between Flood Control and Flood Management. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> The AC suggested to add the APFM HD “user Profiles” like IDMP HDs. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> APFM to design mini communications campaigns with SBPs, link to global events (e.g. UN Water Week, SIWI World Water Week). 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> The TSU to consider an internal communications strategy – what channels can we use, what events and activities can we use as hooks? 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> APFM to engage further in Youth Networks to support and promote APFM activities and to develop future ambassadors of IFM. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> The TSU to approach TU Dresden who offered support for training (materials and facilitators). Similarly with IWMI had training manuals for India, Lao PDR and Bangladesh. 	<input type="checkbox"/>	
10	Integration of HelpDesks		
	<ul style="list-style-type: none"> The AC suggested that there should be a possibility to post a query to a HelpDesks group instead of different HelpDesks request pages pertaining to different programmes. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Assessing the needs of the Helpdesks users would be important and useful, since the present target audience ranges from hydrologists, to academicians, to practitioners. It was proposed to carry out a survey in the future. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> The integrated Helpdesk page should share the link of WHOS website, which collects hydrological data from around the world. 	<input type="checkbox"/>	
11	APFM Governance		
	<ul style="list-style-type: none"> The TSU will draft ToR for the AC/MC bilateral agreement between WMO and GWP to reflect the new Governance Model (including role of SBPs through SBPs forum) and circulate among SBPs to get their feedback. 	<input checked="" type="checkbox"/>	In-progress- discussion between WMO and GWP is on-going
	<ul style="list-style-type: none"> Development of SBPs Forum active throughout the year, where partners can ask questions, present their needs and preferences and discuss about them. Alternatively, TSU to organize Web-EX conferences whenever necessary. 	<input checked="" type="checkbox"/>	TSU will start the development of SBPs forum once the agreement is finalized
	<ul style="list-style-type: none"> The APFM TSU will update and circulate the LogFrame to receive feedbacks and recommendations from SBPs on all the activities undertaken during the year and not only for the annual meeting reports. 	<input checked="" type="checkbox"/>	In progress
	<ul style="list-style-type: none"> Consider applying the Theory of change to position 	<input type="checkbox"/>	



	APFM in the wider scenario.		
12	Support to existing activities		
	<ul style="list-style-type: none"> Instrument for Pre Accession (IPA) and Horizon 2020 support to consortia (e.g. Flood Balkans, ANYWHERE) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Mexico PRONACCH: – consider requests from CONAGUA, in particular feedback on early warning dissemination and decision support systems (considering funds availability in the PREMIA project). 	<input checked="" type="checkbox"/>	In progress- TSU will provide additional support only on cost-recovery basis.
	<ul style="list-style-type: none"> Flood Forecasting Initiative : Linkages with GFCS, CIFDP, FFGS and SWFDP 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> FFI: integrate in the HelpDesk the outcomes of the assessment checklist, the inventory of available models and platforms, etc. (see CHy workplan for details) 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Seek synergies with other WMO, GWP and SBP activities (e.g. CREWS, GFCS, WACDEP, Youth and Gender Initiatives, ADB, etc.) 	<input type="checkbox"/>	
13	Financial Reports		
	<ul style="list-style-type: none"> Circulate an estimated financial report for the period January-December 2017. 	<input checked="" type="checkbox"/>	Finalized and will be mailed to the AC/MC participants
	<ul style="list-style-type: none"> Circulate a budget proposal for 2018. 	<input checked="" type="checkbox"/>	Finalized and will be mailed to the AC/MC participants
	<ul style="list-style-type: none"> Investigate HR procedures for secondments (BoM and UNU-FLORES) and circulate ToR for consultants among SBPs. 	<input checked="" type="checkbox"/>	In progress- TSU is currently investigating procedures

Annex-IV APFM Tentative Financial Report 2017

APFM Tentative Financial Report [1 Jan 2017 - 31 Dec 2017] (Budget availability at 1 Jan 2017: 241,023 CHF) (expenditures estimated on 12 Oct 2017)							
Item	Description		APFM Trust Fund (CHF)	WMO Budget (CHF)	GWP Direct Budget (CHF)	TOTAL (CHF)	Budgeted at AC/MC 2016 (CHF)
1	IFM Policy series and Tools	Total	14,266	68,157		82,423	27,271
		Discretionary costs	14,266	12,920		27,186	5,000
		Staff cost		55,237		55,237	22,271
2	Capacity building	Total	22,406	64,468	8,000	94,874	99,241
		Discretionary costs	22,406	7,942	8,000	38,348	9,360
		Staff cost		56,526		56,526	89,881
3	Support to national and regional activities	Total	39,034	199,753	30,000	268,787	295,708
		Discretionary costs	39,034	57,342	10,000	106,376	141,895
		Staff cost		142,411	20,000	162,411	153,813
4	Outreach/Dissemination of information	Total	273	55,167		55,440	94,482
		Discretionary costs	273	1,718		1,991	30,000
		Staff cost		53,449		53,449	64,482
5	APFM administration	Total	1,686	71,792	12,000	85,478	92,456
		Discretionary costs	1,686	17,000	5,000	23,686	18,270
		Staff cost		54,792	7,000	61,792	74,186
TOTAL			77,665	459,337	50,000	587,002	609,158

Annex V- APFM Budget Proposal for 2018

APFM Budget Proposal from Jan 1 2018

(foreseen availability at 1 Jan 2018: 162,500 CHF (Scenario 1: If pre-concept note for Adaptation Fund is not accepted))

(presented availability at 1 Jan 2018/202/500 CHF (Scenario 1/F) pre concept note for Adaptation Fund is not accepted)		
Planned Activities	Planned Budgeted for 2018	Description
Development of project proposal	90000	Project proposal development for Training Manual for Mainstreaming Gender in E2E-EWS-F and IFM, Development of concept Note and project proposal for new call for proposal or new ideas on IFM and E2E-EWS-F implementation.
Inclusion of E2E EWS for floods in the HelpDesk	0	Supported from WMO regular budget
Fund mobilising opportunities	46500	Search for core funding and external donors
Outreach/Dissemination of information	10000	Outreach/Dissemination of information
APFM administration	16000	AC/MC, indirect
Total (including indirect expenditures)		
	162,500	

APFM Budget Proposal from Jan 1 2018

(foreseen availability at 1 Jan 2018: 262,500 CHF (Scenario 2: If pre-concept note and concept note for Adaptation Fund are accepted then APFM will receive 100,000 CHF as project formulation grant support))

Planned Activities		Planned Budgeted for 2018	Description
Development of project proposal		160000	Development of concept Note and project proposal for Adaptation Fund, Project proposal development for Training Manual for Mainstreaming Gender in E2E-EWS-F and IFM, Development of concept Note and project proposal for new call for proposal or new ideas on IFM and E2E-EWS-F implementation.
Inclusion of E2E EWS for floods in the HelpDesk		0	Supported from WMO regular budget
Fund mobilising opportunities		66500	Search for core funding and external donors
Outreach/Dissemination of information		20000	Outreach/Dissemination of information
APFM administration		16000	AC/MC, indirect
Total (including indirect expenditures)			
		262,500	