



## Training Workshop on Multi-Hazard Early Warning Systems with focus on Institutional Partnership and Coordination

**22-25 March 2010**

**Radisson Europa Hotel and Conference Center  
San José, Costa Rica**

[http://www.wmo.int/pages/prog/drr/events/MHEWSCostaRica/index\\_en.html](http://www.wmo.int/pages/prog/drr/events/MHEWSCostaRica/index_en.html)

### INSTRUCTIONS FOR THE WORKING GROUPS

- The participants will be divided into parallel working groups during session 4 of the Training Workshop (14:30 to 18:00 on March 24<sup>th</sup>, and 09:00 to 10:30 on March 25<sup>th</sup>)
- The working groups will be composed of 15-20 experts. A list of the composition of the Working groups will be shared at the Workshop.
- The working groups are tasked to:
  1. Review and analyze national early warning systems (EWS) capacities, gaps and needs of the participating countries and highlight priority areas for the development of EWS in each country;
  2. Discuss concrete areas of regional cooperation to support national EWS capacities;
  3. Prepare recommendations for priorities of action for the development/strengthening of national EWS and concrete areas for regional cooperation.
- Each working group will be moderated by a facilitator, who will be supported by two rapporteurs and a WMO Secretariat staff.

#### **Guidelines for the participants in the working groups:**

- In preparation for the working group discussions, all national participants **are kindly requested to coordinate to respond to the questionnaire (Doc 5b)** on the status of their EWS in their respective countries, prior to the Workshop.
- Please **complete this questionnaire electronically**, through a consultative process that involves the National Disaster Risk Management Agency, National Meteorological and Hydrological Service and other relevant agencies and stakeholders involved in EWS in your country.
- Please submit the completed survey to the **WMO Secretariat by 15 March 2010**, via e-mail to: [Dr. Maryam Golnaraghi \(mgolnaraghi@wmo.int\)](mailto:mgolnaraghi@wmo.int) and [Mr. Charles Baubion \(cbaubion@wmo.int\)](mailto:cbaubion@wmo.int).
- The responses to questionnaire will be used as the basis for the discussions during the Working Groups
- All participants should bring a hard copy and an electronic version of the completed questionnaire to the Workshop.
- The responses will be compiled to support the drafting of the Working Groups reports.

#### **Guidelines for the Facilitators and Rapporteurs of the Working Groups:**

- **Facilitators and Rapporteurs are invited to a coordination and briefing meeting on Tuesday 23 March 2010 at 8:00 AM at the venue of the workshop to discuss goals and format of the Working Groups.** Room number of this meeting will be announced at the meeting:
- Facilitators will moderate the working groups to ensure an interactive session
- Questionnaire (Doc 5b) will be used as basis for discussions. Facilitator will pose questions from the questionnaire and will invite all participating countries to respond and discuss their situation
- Power Point Presentations by countries are discouraged in light of the limited time.
- The Rapporteurs are expected to document the key issues raised during the Working Groups discussions. A Secretariat staff will assist the Facilitator and the Rapporteurs to document the outcomes of the discussions systematically and prepare the Working Group report and Presentation for the plenary discussions.