**Severe Weather Forecasting Demonstration Project (SWFDP)**

**SWFDP Regional Subproject for Bay of Bengal (SWFDP-BoB)**

**First Meeting of the Regional Sub-project Management Team (RSMT)**

(28 November – 1 December 2018)

**Provisional Agenda & Tentative Work Program**

**(V. 11.11.2018)**

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| **Date** | **Time** | **Agenda Items** | | **Responsible** |
| 28 November 2018  (Wednesday) | 09:00 – 09:30 | Registration | | All |
| 09:30 – 10:30 | Item 1 (Opening for RSMT Meeting) | | Sri Lanka & WMO |
| 11:00 – 12:30 | Item 2.1 (Adoption of Agenda and considering working arrangements)  Item 3.1 (SWFDP status and summary)  Item 3.2 (SWFDP Guidebook)  Item 4.1 (Global Centres’ contributions and future direction) | | All  All  WMO Secretariat  WMO Secretariat  ECMWF, IMD, JMA |
| 14:00 – 17:30 | Item 4.1 (cont.…)  Item 7 (PWS Delivery & Warning Services) | | UKMO, CMA, KMA  WMO Secretariat/ All |
| 29 November 2018  (Thursday) | 09:00 – 12:30 | Item 4.2 (Regional Centres’ contributions and future direction)  Item 4.3 (NMHSs’ reports on their operational and services delivery status and expectations and implementation of SWFDP at national levels) | | RSMC New Delhi  Bhutan, Bangladesh, India, Maldives, Myanmar, Nepal, Pakistan, Sri Lanka and Thailand |
| 14:00 – 17:30 | Item 5 (Satellite data-processing systems and products for Nowcasting in RA II including for SWFDP-BoB)  Item 6 (SWFDP synergy with FFGS)  Item 8 (NMHSs Reporting mechanism through SWFDP Database) | | IMD, CMA , WMO  WMO Secretariat/RSMC New Delhi/All  WMO Secretariat/ NMHSs |
| 30 November 2018  (Friday) | 09:00 – 12:30 | Item 9.1 (SWFDP training programme)  Item 9.2 (The RSMT)  Item 9.3 (SWFDP-BoB Demonstration phase and role of participating centres) | | WMO Secretariat/All  All  All |
| 14:00 – 17:30 | Item 9.4 (Review of and updating of RSIP) | | All |
| 1 December 2018  (Saturday) | 09:00 – 12:30 | Item 9.4 (continues..)  Item 10 (Review of Meeting Report) | | All  All |
| 14:00 – 17:30 | Item 11 (Any other business)  Closure of meeting | | All |
| **Morning Coffee Break:**  **Working Lunch Break:**  **Evening Coffee Break:** | | 10:30-11:00 hours  12:30-14:00 hours  15:30-16:00 hours | Group Photo on 28 November 2018 after opening ceremony | |

**Note:** All presentations are expected to be very precise as per relevant agenda items. Presentations from each global, regional and national centre will be given around 15 minutes.

**DOCUMENTATION PLAN**

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| **Agenda Item** | **AGENDA ITEMS**  **Subject** | **Doc No.** | **Submitted by** | **Expected/**  **Received** |
| **1** | **OPENING** | | | |
| **2** | **ORGANIZATION OF THE MEETING (RSMT)** | | | |
| 2.1 | Provisional Agenda and Tentative Work Program | 2.1 | Secretariat (DPFS/PWS) | 07.11.2018 |
| 2.2 | Provisional Annotated Agenda | 2.2 | Secretariat (DPFS/PWS) | 10.11.2018 |
|  | Provisional List of Participants | INF. 2 | Secretariat (DPFS) | 20.11.2018 |
|  | Template for the cover page of Working Documents |  | Secretariat (DPFS) | 07.11.2018 |
| **3** | **SEVERE WEATHER FORECASTING DEMONSTRATION PROJECT (SWFDP)** | | | |
| 3.1 | SWFDP status and summary of experience | 3.1 (1) | Secretariat (DPFS) | 10.11.2018 |
|  | Report of the Technical Planning Workshop for Development of SWFDP-BoB (January 2012) | 3.1 (2) | Secretariat (DPFS) | 07.11.2018 |
| 3.2 | [SWFDP Guidebook for Planning Regional Subprojects (2016 version)](http://www.wmo.int/pages/prog/www/DPFS/Meetings/RAII-SeA-SWFDP-RSMT_Hanoi2011/documents/SWFDP_Guidebook_Updated_22-04-2010.pdf) | 3.2 | Secretariat (DPFS) | 07.11.2018 |
| 4. | **SWFDP’s CASCADING FORECASTING PROCESS** | | | |
| 4.1 | Contributions by Global Centres:  - ECMWF  - IMD (supported by NCMRWF & INCOIS)  - JMA  - UKMO  - CMA  - KMA  - DWD (for NWP LAM support) | 4.1.1  4.1.2  4.1.3  4.1.4  4.1.5  4.1.6 | ECMWF  IMD  JMA  UKMO  CMA  KMA | 15.11.2018 |
| 4.2 | Contribution by Regional Centres:  - RSMC New Delhi | 4.2.1 | RSMC New Delhi | 15.11.2018 |
| 4.3 | National Meteorological Centres (NMCs):  - Bangladesh  - Bhutan  - India  - Maldives  - Myanmar  - Nepal  - Pakistan  - Sri Lanka  - Thailand | 4.3.1  4.3.2  4.3.3  4.3.4  4.3.5  4.3.6  4.3.7  4.3.8  4.3.9 | NMHS of  Bangladesh  Bhutan  India  Maldives  Myanmar  Nepal  Pakistan  Sri Lanka  Thailand | 15.11.2018 |
| **5** | **SATELLITE DATA AND PRODUCTS FOR NOWCASTING IN RA II INCLUDING ESPECIALLY FOR SWFDP-BoB** | | | |
| 5 | Satellite data-processing systems and products for nowcasting and very short-range forecasting in RA II especially for SWFDP-BoB | 5 | IMD, CMA and WMO | 15.11.2018 |
| **6** | **SWFDP SYNERGY WITH FFGS IN THE SUB-REGION** | | | |
| 6 | SWFDP synergy with FFGS in South Asia and Role of RSMC New Delhi and NHMSs | 6.1 | Secretariat (HFWR)/ RSMC New Delhi/ All | 15.11.2018 |
| **7** | **PUBLIC WEATHER SERVICES (PWS) DELIVERY AND WARNING SERVICES** | | | |
| 7 | Public Weather Services (PWS) Delivery and Warning Services |  | Secretariat (PWS)/ NMHSs | 07.11.2018 |
| **8** | **SWFDP DATABASE: NMHSs REPORTING MECHANISM** | | | |
| 8 | Review of SWFDP database mechanism for on-line submission of Progress Reports by NMHSs (e.g. verification of forecasts and warnings, users’ feedback & case studies) | 8 | Secretariat (DPFS)/ All | 10.11.2018  In-session |
| **9** | **IMPLEMENTATION OF THE SWFDP IN BAY OF BENGAL** | | | |
| 9.1 | Review of SWFDP training program | 9.1 | Secretariat (DPFS/PWS) | 10.11.2018 |
| 9.2 | Review of the Regional Subproject Management Team (RSMT) Membership | 9.2 | Secretariat (DPFS) | 10.11.2018 |
| 9.3 | SWFDP-BoB: Demonstration Phase and role of participating centres - decision by RSMT | 9.3 | All | In-session |
| **10** | **REVIEW OF THE REGIONAL SUBPROJECT IMPLEMENTATION PLAN (RSIP)** | | | |
| 9 | Review and updating of the draft Regional Subproject Implementation Plan (RSIP) | 9 | All | In-session |
| **11** | **REVIEW OF THE MEETING REPORT** | | | |
| 10 | Review of the draft Meeting Report | 10 | All | In-session |
| **12** | **Any Other Business (AOB)** | 11 | All | In-session |