IOC Circular Letter No. 2378
(Available in English only)

To: ICG/IOTWS Tsunami Warning Focal Points (TWFP)
ICG/IOTWS Tsunami National Contacts (TNC)
ICG/IOTWS Chair and Vice-Chairs
ICG/IOTWS Working Group Chairs and Vice-Chairs
Observers to ICG/IOTWS

cc.: Official National Coordinating Body for liaison with the IOC
Permanent Delegates/Observer Missions to UNESCO of IOC Member States
Organizations working with the IOC
IOC Officers

Subject: Eighth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS-VIII), Melbourne, Australia, 3–6 May 2011

The IOC Twenty-third Assembly decided, by Resolution XXIII-12, to create the Indian Ocean Tsunami Warning and Mitigation System (IOTWS) and to establish an Intergovernmental Coordination Group for IOTWS (ICG/IOTWS). In this connection, I am pleased to invite you to nominate a delegation to attend the Eighth Session of the ICG/IOTWS in Melbourne, Australia, 3–6 May 2011, hosted by the Government of Australia. Please communicate the names and positions of your representatives to the Executive Secretary of the IOC, Ms Wendy Watson-Wright, and register their details directly on the website at www.ioc-unesco.org/iotws-8 no later than 11 April 2011. For queries about registration please contact iotws@unesco.org.

As discussed at the First Session of the ICG/IOTWS, participants should secure their own financial support to attend this session.

I wish to remind you that IOC Resolution XXIII-12 stipulated that the membership of the ICG/IOTWS should consist of:

- Member States of the IOC within and bordering the Indian Ocean;
- Observers from other IOC Member States;
- Invited observers from other organizations (including NGOs), programmes and projects in accordance with the IOC rules and procedures.

Chairperson
Lic. Javier A. VALLADARES
Capitán de navío (Ret.)
Licenciado en Oceanografía Física
Asesor Científico en Ciencias del Mar
Dirección de Relaciones Internacionales
Secretaría de Ciencias, Tecnología e Innovación Productiva
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Dominion Hydrographer/Director-General
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Fisheries & Oceans Canada
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All-Russia Research Institute of Hydrometeorological Information – WDC
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Kaluga Region 249020
RUSSIAN FEDERATION
The meeting agenda is technical in nature and delegates should be prepared to participate in the technical discussions. A copy of the provisional agenda and timetable is appended to this invitation as Annex 1 and 2 respectively. The working language of the meeting will be English.

Online registration, venue details and general information about the meeting location will be posted on the website www.ioc-unesco.org/iotws-8 as it becomes available.

I would like to inform you that the Eighth Session will elect the Officers of the IOTWS for the next biennium, namely, one Chairperson and two Vice-Chairpersons, according to the attached procedure and forms (see Annex 3). Nominations shall be accepted up to the end of the first day of proceedings at ICG/IOTWS-VIII. They can also be addressed in advance to the Secretariat.

I would also like to advise you that under Agenda Item 8 - Programme and Budget for 2011–2012, the ICG will discuss the important issue of funding for the long-term sustainability of the IOTWS and Member States are invited to consider making contributions to the IOC Special Account set up for this purpose.

I am pleased to invite the submission of National Reports, to the extent possible as written reports for distribution prior to the ICG/IOTWS-VIII Session. Member States may wish to include a summary of future plans as this would assist in the development of the IOTWS Implementation Plan. You will find in Annex 4 a template for National Reports, which I would ask you to complete and submit to the Secretariat by 19 April 2011.

Finally, I would like to request you to please provide or update contact details of your country’s designated Tsunami Warning Focal Point (TWFP) and Tsunami National Contact (TNC) to the Secretariat iotws@unesco.org. These details are especially important for ensuring that the Interim Advisory Service providers and the RTWPs can provide your country with timely tsunami bulletins. Templates for providing TWFP and TNC contact details are attached in Annex 5. Please contact the Secretariat if you require any further information on these procedures.

With the assurances of my highest consideration, I remain,

Sincerely Yours,

[signed]

Wendy Watson-Wright
Assistant Director-General, UNESCO
Executive Secretary, IOC

Attachments:  
Annex 1: Provisional Agenda  
Annex 2: Provisional Timetable  
Annex 3: Elections Procedures and Forms  
Annex 4: Template for National Reports  
Annex 5: Template for TWFP and TNC contact information
ANNEX 1

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

Eighth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS-VIII)

Melbourne, Australia

3–6 May 2011

PROVISIONAL AGENDA

1. WELCOME AND OPENING OF EIGHTH SESSION

2. ORGANIZATION OF THE SESSION
   2.1 ADOPTION OF AGENDA
   2.2 DESIGNATION OF THE RAPPORTEUR
   2.3 CONDUCT OF THE SESSION, TIMETABLE AND DOCUMENTATION

3. REPORT ON INTERSESSIONAL ACTIVITIES
   3.1 IOC EXECUTIVE SECRETARY’S REPORT
   3.2 ICG CHAIRMAN’S REPORT
   3.3 REVIEW OF ICG/IOTWS DECISIONS, RECOMMENDATIONS AND ACTIONS
   3.4 ICG/IOTWS SECRETARIAT REPORT
   3.5 REPORT FROM 4TH MEETING OF THE TOWS WORKING GROUP
   3.6 REPORT FROM THE INTERIM ADVISORY SERVICE
   3.7 REPORT FROM JAKARTA TSUNAMI INFORMATION CENTRE (JTIC)
   3.8 NATIONAL PROGRESS REPORTS
   3.9 REPORTS FROM UN AGENCIES
   3.10 REPORT FROM OTHER ORGANISATIONS
4. WORKING GROUP PROGRESS REPORTS

4.1 WORKING GROUP 1 PROGRESS REPORT: TSUNAMI RISK ASSESSMENT AND REDUCTION

4.2 WORKING GROUP 2 PROGRESS REPORT: TSUNAMI DETECTION, WARNING AND DISSEMINATION, INCLUDING REPORT FROM RTWP TASK TEAM (RTT)

4.3 WORKING GROUP 3 PROGRESS REPORT: TSUNAMI AWARENESS AND RESPONSE

5. REGIONAL TSUNAMI WATCH PROVIDER (RTWP) STATUS REPORTS

6. POLICY MATTERS

6.1 ADOPTION OF TIMETABLE FOR TRANSITION FROM INTERIM ADVISORY SERVICE TO RTWP SERVICE

6.2 IOTWS MEDIUM TERM STRATEGY

6.3 EXPANSION OF ROLE OF JTIC TO BECOME A TSUNAMI INFORMATION CENTRE FOR THE IOTWS

6.4 IOTWS OUTREACH, CAPACITY BUILDING AND MEDIA INTERACTION

7. UPDATES TO THE IOTWS IMPLEMENTATION PLAN

8. PROGRAMME AND BUDGET FOR 2011-2012

9. NEXT MEETING

9.1 CONFIRMATION OF DATE AND VENUE FOR ICG/IOTWS-IX

9.2 TARGET DATE AND VENUE FOR IOTWS-X

10. ELECTION OF OFFICERS

11. ANY OTHER BUSINESS

12. ADOPTION OF DECISIONS AND RECOMMENDATIONS

13. CLOSE OF MEETING
## ANNEX 2

**INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION**
*(of UNESCO)*

Eighth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS-VIII)
Melbourne, Australia, 3–6 May 2011

### PROVISIONAL TIMETABLE

<table>
<thead>
<tr>
<th>Time</th>
<th>Tuesday 3 May</th>
<th>Wednesday 4 May</th>
<th>Thursday 5 May</th>
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<tr>
<td>0800-0900</td>
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<td>0900-1030</td>
<td>1. WELCOME AND OPENING</td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>7. UPDATES TO THE IOTWS IMPLEMENTATION PLAN</td>
<td>8. PROGRAMME AND BUDGET FOR 2011-2012</td>
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<td>2. ORGANIZATION OF THE SESSION</td>
<td>3.7 Reports from UN Agencies</td>
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<td>9. NEXT MEETING</td>
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<td></td>
<td>2.1 Adoption of Agenda</td>
<td>3.8 Reports from other organisations</td>
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<td>9.1 Confirmation of Date and Venue for ICG/IOTWS-IX</td>
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<td>2.2 Designation of the Rapporteur</td>
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<td>9.2 Target Date and Venue for ICG/IOTWS-X</td>
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<td></td>
<td>2.3 Conduct of the session, timetable and documentation</td>
<td>4. WORKING GROUP PROGRESS REPORTS</td>
<td>10. ELECTION OF OFFICERS</td>
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<td>4.1 Working Group 1 Report</td>
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<td>4.2 Working Group 2 Report, including report from RTWP Task Team</td>
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<td>1030-1100</td>
<td>Refreshments + Group Photograph</td>
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<td>1100-1230</td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>4. WORKING GROUP PROGRESS REPORTS</td>
<td>Sessional Committee Meetings</td>
<td>11. OTHER BUSINESS</td>
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<td></td>
<td>3.1 IOC Executive Secretary’s Report</td>
<td>4.3 Working Group 3 Report</td>
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<td>12. ADOPTION OF DECISIONS AND RECOMMENDATIONS</td>
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<td>3.2 ICG Chairman’s Report</td>
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<td>3.3 Review of ICG/IOTWS Decisions, Recommendations and Actions</td>
<td>5. RTWP STATUS REPORTS</td>
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<td>3.4 ICG/IOTWS Secretariat Report</td>
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<td>1230-1330</td>
<td>Lunch</td>
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<td>1330-1530</td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>6. POLICY MATTERS</td>
<td>Sessional Committee Meetings</td>
<td>12. (cont) ADOPTION OF DECISIONS AND RECOMMENDATIONS</td>
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<td>3.5 Report from 4th Meeting of TOWS WG</td>
<td>6.1 Adoption of timetable for transition from Interim Advisory Service to RTWP Service</td>
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<td>3.6 Report from the Interim Advisory Service</td>
<td>6.2 IOTWS Medium Term Strategy</td>
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<td>3.7 Report from Jakarta Tsunami Information Centre (JTIC)</td>
<td>6.3 Expansion of Role of JTIC</td>
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<td>3.8 National Progress Reports</td>
<td>6.4 IOTWS Outreach, Capacity Building and Media Interaction</td>
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<td>Refreshments</td>
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<td>1600-1730</td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>6. (cont) POLICY MATTERS</td>
<td>Sessional Committee Meetings</td>
<td>12. (cont) ADOPTION OF DECISIONS AND RECOMMENDATIONS</td>
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<td>3.8 (cont) National Progress Reports</td>
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<td>13. CLOSE OF THE MEETING</td>
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Elections of the Officers of the ICG/IOTWS

The Eighth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System, Melbourne, Australia, 3 – 6 May 2011, shall elect the Officers of the ICG, namely, one Chairperson and two Vice-Chairpersons, for a two year term commencing 6 May 2011.

The Chairperson shall declare the opening and closing of each session, direct the discussions and ensure observance of the Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. The Chairperson shall rule on points of order and, subject to these Rules, shall control the proceedings and maintain order and shall strive to work by consensus (Rule 38).

The Vice-chairpersons assist the Chairman in his/her functions and substitute him/her where necessary.

The Chairperson and the Vice-chairpersons of a Subsidiary Body shall not remain in his/her mandate more than two successive terms (as this is the limit established for an IOC Chairperson, Rule 17) where a term is defined as two years (according to Article 7.A2 of the IOC Statutes).

Nominations

Nominations of individuals to either the post of Chairperson or the posts of Vice-chairpersons shall be submitted by Member States through the officially designated Head of Delegation to the ICG/IOTWS-VIII, or through the IOC Focal Point in the Member State or the Permanent Delegation to UNESCO.

Nominations shall be submitted in writing to the Executive Secretary using Form A (Chairperson) or Form B (Vice-chairperson) and must reach the Executive Secretary or his representative by the close of business on the first day of the meeting.

Each nomination shall contain a declaration from the candidate that he/she is prepared to stand for the post for which has been nominated and is willing to take on the obligations that would devolve upon him/her, should he/she be elected. Each nomination shall also contain a CV with the profile of the candidate (Form C).

Each candidate must be seconded by two Member States of the ICG/IOTWS other than the nominating Member State.

Elections

The IOC general practice is working and deciding by consensus (Rule 38.2).

Should voting be necessary, decisions shall be made by a simple majority of the members present and voting (Rule 43.1), by secret ballot (Tech. arrangement 2.2).
**Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS)**

**Biennial Elections for Chairperson and Vice Chairpersons**

**Form A – Chairperson**

Name of Member State: ..............................................................

Name of Nominee: ..............................................................

I declare that I am prepared to stand for election to the post of Chairperson of the ICG/IOTWS and, if elected, to take an active part in the work of it.

Signature of the Nominee: ..............................................................

<table>
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<tr>
<th>Seconder 1</th>
<th>Seconder 2</th>
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<tr>
<td>Member State of the ICG/IOTWS</td>
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<tr>
<td>Name in capitals</td>
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<tr>
<td>Position</td>
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<td>Signature</td>
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Date sent to the IOC Secretariat | Date and time received by the IOC Secretariat

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Biennial Elections for Chairperson and Vice-Chairpersons

Form B – Vice-Chairperson

Name of Member State: ........................................................................................................

Name of Nominee: ...........................................................................................................

I declare that I am prepared to stand for election to the post of Vice-Chairperson of the ICG/IOTWS
and, if elected, to take an active part in the work of it.

Signature of the Nominee: ..........................................................................................

Seconder 1  Seconder 2

Member State of the ICG/IOTWS  .......................  ....................... 

Name in capitals  .......................  ....................... 

Position  .......................  ....................... 

Signature  .......................  ....................... 

Date sent to the IOC Secretariat  Date and time received by the IOC Secretariat

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Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS)

Biennial Elections for Chairperson and Vice-Chairpersons

Form C – CV of nominee

[NAME]

Date of birth:

Languages:

Address:

Phone number:

Fax number:

Email:

CURRENT POSITION

[Please insert text]

EDUCATION

[Please insert text]

PREVIOUS PROFESSIONAL EXPERIENCE

[Please insert text]
ANNEX 4

TEMPLATE FOR NATIONAL REPORTS

National Reports will be posted to the ICG/IOTWS-VIII web site without TWFP contact details

NATIONAL REPORT
Submitted by (country name)

BASIC INFORMATION

1. ICG/IOTWS Tsunami National Contact (TNC)
The person designated by a Member State to an Intergovernmental Coordination Group (ICG) to represent his/her country in the coordination of international tsunami warning and mitigation activities. The person is part of the main stakeholders of the national tsunami warning and mitigation system. The person may be the Tsunami Warning Focal Point, from the national disaster management organization, from a technical or scientific institution, or from another agency with tsunami warning and mitigation responsibilities.

Name: 
Title: 
Organization: 
Postal Address: 
E-mail Address: 
Telephone Number: 
Fax Number: 
Cellular Telephone Number: 

2. ICG/IOTWS Tsunami Warning Focal Point (TWFP)
The 7x24 contact person, or other official point of contact or address, is available at the national level for rapidly receiving and issuing tsunami event information (such as warnings). The Tsunami Warning Focal Point either is the emergency authority (civil defense or other designated agency responsible for public safety), or has the responsibility of notifying the emergency authority of the event characteristics (earthquake and/or tsunami), in accordance with national standard operating procedures. The Tsunami Warning Focal Point receives international tsunami warnings from the PTWC, the JMA NWPTAC, or other regional warning centres.

Name: 
Title: 
Responsible Organization: 
Postal Address: 
E-mail Address: 
Emergency Telephone Number: 
Emergency Fax Number: 
Emergency Cellular Telephone Number: 

National Tsunami Warning Centre (if different from the above)
Person in Charge: 
Title: 
Responsible Organization: 
Postal Address: 
E-mail Address: 
Emergency Telephone Number: 
Emergency Fax Number: 
Emergency Cellular Telephone Number:
3. Tsunami Advisor(s), if applicable
(Person, Committee or Agency managing Tsunami Mitigation in country)
Name:
Title:
Postal Address:
E-mail Address:
Emergency Telephone Number:
Emergency Fax Number:
Emergency Cellular Telephone Number:

4. Tsunami Standard Operating Procedures for a Local Tsunami (when a local tsunami hazard exists)

5. Tsunami Standard Operating Procedures for a Distant Tsunami (when a distant tsunami hazard exists)
For each situation, please provide the following:
• What organization identifies and characterizes tsunamigenic events?
• What is the threshold or criteria for declaring a potential tsunami emergency?
• What organization acts on the information provided by the agency responsible for characterizing the potential tsunami threat?
• How is the tsunami information (warning, public safety action, etc) disseminated within country? Who is it disseminated to?
• How is the emergency situation terminated?
• For Distant Tsunami Procedures:
  What actions were taken in response to warnings issued by PTWC, and/or JMA NWPTAC during the intersessional period?

6. National Sea Level Network
Please include a table with position and description of stations/sensors, and a map,

7. Information on Tsunami occurrences
Please include sea level observations, pictures, wave arrival descriptions, public, media, or other responses to warnings, lessons learned, etc.

8. Web sites (URLs) of national tsunami-related web sites

9. Summary plans of future tsunami warning and mitigation system improvements.
This information will be used to aid the development of the IOWS Implementation Plan.

NATIONAL PROGRAMMES AND ACTIVITIES INFORMATION

9. EXECUTIVE SUMMARY
Brief statement of no more than one page addressing all items discussed in the Narrative section of the National Report

..........................................................
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10. NARRATIVE

Detailed description of innovations or modifications to National tsunami warnings procedures or operations since last National Report, tsunami research projects, tsunami mitigation activities and best practices (especially in preparedness and emergency management), as well as public education programmes or other measures taken to heighten awareness of the tsunami hazard and risk.

........................................................................
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........................................................................
Date: ..................................... Name: ..................................
24/7 TSUNAMI WARNING FOCAL POINT (TWFP) FORM

Note that more than one contact point may be designated using a new Form for each

Name of Country ______________________________________________________

Tsunami Warning Focal Point for receiving Tsunami Bulletins

The Tsunami Warning Focal Point (TWFP) is a 24x7 contact person, or other official point of contact or address, designated by a government for receiving and issuing tsunami event information. The TWFP receives international tsunami information from the Interim Advisory Service providers (PTWC and JMA), or the Regional Tsunami Watch Providers (RTWP). It then has the responsibility of notifying the emergency authority of the event characteristics (earthquake and/or tsunami).

The TWFP contact information requires 24x7 telephone, facsimile, or e-mail information. It represents who should be contacted for clarification concerning the designated communication method, or who will be contacted in an emergency if all designated communication methods fail.

Agency name _______________________________________________________

Contact Person in Agency or Officer in Charge:

Name ________________________________________________________________
Position _____________________________________________________________
Telephone Number ____________________________________________________
Fax _________________________________________________________________
Cellular Telephone Number ____________________________________________
E-mail Address: ______________________________________________________
Postal Address ________________________________________________________

Designated Communication Method Information (operational on 24/7 basis).

Please specify GTS (WMO-Global Telecommunication System), Fax or E-mail in a priority order. Note that while all dissemination methods designated below will be made simultaneously by the issuing centres, bulletins may reach their destinations at different times depending on the communication method.

Primary: ____________________________________________________________
Alternate 1: _________________________________________________________
Alternate 2: _________________________________________________________
Alternate 3: _________________________________________________________
Alternate 4: _________________________________________________________
Alternate 5: _________________________________________________________
Please specify telephone number for voice communication, in a priority order. In general, the operational centres do not use voice communication as the primary means of dissemination, but as a backup or for confirmation when urgently needed of message receipt through the above means.

Primary: _______________________________________________
Alternate 1: ____________________________________________
Alternate 2: ____________________________________________
Alternate 3: ____________________________________________

Comments: ______________________________________________

________________________________________________________________________
________________________________________________________________________

Date: _____________________  Submitted by:__________________________________
UNESCO IOC
Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS)

TSUNAMI NATIONAL CONTACT (TNC) FORM

Note that more than one contact point may be designated using a new Form for each

Name of Country ______________________________________________________

Tsunami National Contact

The person designated by an ICG/IOTWS Member State government to represent his/her country in the coordination of international tsunami warning and mitigation activities.

Agency name _________________________________________________________

Contact Person in Agency or Officer in Charge:

Name ________________________________________________________________
Position ______________________________________________________________
Telephone Number ______________________________________________________
Fax ________________________________________________________________
Cellular Telephone Number ____________________________________________
E-mail Address: _______________________________________________________
Postal Address ________________________________________________________

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Comments: ___________________________________________________________

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____________________________________________________________________

Date: _____________________  Submitted by: __________________________________