To: ICG/PTWS Tsunami National Contacts (TNC)  
ICG/PTWS Tsunami Warning Focal Points (TWFP)  
ICG/PTWS Chair and Vice-Chairs

cc: Official National Coordinating Body for liaison with the IOC Member States  
Permanent Delegates/Observer Missions to UNESCO of IOC Member States  
IOC Officers  
Permanent Observers to ICG/PTWS

Subject: Invitation to attend the IOC Intergovernmental Coordination Group for the  
Pacific Tsunami Warning and Mitigation System (ICG/PTWS) Task Team  
meetings, Honolulu, USA

a) PacWave11 Task Team meeting, 21 May 2012  
b) Enhanced Tsunami Products Task Team meeting, 22–23 May 2012

Dear Colleagues,

We are pleased to invite you to participate at the ICG/PTWS PacWave11 Task Team meeting on 21 May 2012, and Enhanced Tsunami Products Task Team meeting on 22–23 May 2012, in Honolulu, USA.

The International Tsunami Information Center (ITIC) has kindly agreed to host the meetings. Both will meet at the offices of the ITIC, co-located at the US National Weather Service Pacific Region Headquarters.

The address is:
Pacific Guardian Center  
737 Bishop Street, Suite 2200  
Honolulu, Hawaii  
Location information provided at http://ioc3.unesco.org/itic/contents.php?id=184
For hotels, the recommendation is to stay in Waikiki. There are several hotels with different prices ranges. Attached is an information sheet prepared by ITIC with suggested hotels and logistic information.

For transportation to/from airport/hotel —on your own— there is an airport hotel bus for ~$10-15, or a taxi cost ~$35-40. For transportation to/from hotel/PTWS-SC - ITIC will provide transportation.

We regret to inform that no funding is available to support participation of delegates to these Task Team meetings.

Enclosed please find attached the Provisional Agendas prepared by the PacWave11 Co-Chairs, Dr Laura Kong and Ms Jo Guard, and Enhanced Tsunami Products Chair Dr Charles McCreery.

May I recall that Tsunami National Contacts (TNCs) are invited to nominate members to both Task Teams (PacWave11 Task Team & Enhanced Tsunami Products Task Team). Nominations should be sent with a CV of the candidate to Bernardo Aliaga, ICG/PTWS Technical Secretary, email address: b.aliaga@unesco.org

Please let Bernardo Aliaga know by 10th May 2012 of your availability and please coordinate with Laura Kong (laura.kong@noaa.gov) for all local logistics.

Yours sincerely,

[Signed]

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

Enclosures:
- PTWS PacWave11 Task Team agenda
- PTWS Enhanced Tsunami Products Task Team agenda
- Logistic details (provided by ITIC)
Provisional Agenda
Meeting of the PTWS PacWave11 Task Team

Task Team membership:
Laura Kong, USA, ITIC Director, Task Team Co-Chair
Jo Guard, New Zealand, Ministry of Civil Defense and Emergency Management, Task Team Co-Chair
Charles McCreery, USA, PTWC Director
Representative, Japan, JMA
Paul Whitmore, USA, WCATWC Director
Angelica Muñoz, Nicaragua, Central America – Pacific Coast WG Chair (a.i.)
Willington Renteria, Ecuador, Southeast Pacific WG Chair
Filomena Nelson, Samoa, Southwest Pacific WG Chair
Mohd Rosaidi bin Che Abas, Malaysia, South China Sea WG Chair
Tatiana Ivelskaya, Russian Federation, Sakhalin Tsunami Warning Center Chief
Other members as nominated by their countries

Monday, May 21, 2012

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Speaker/Leader</th>
</tr>
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<tbody>
<tr>
<td>9:00AM</td>
<td>Welcoming Remarks</td>
<td>Jeff LaDouce</td>
</tr>
<tr>
<td>9:05AM</td>
<td>Introductions, Logistics</td>
<td>Laura Kong</td>
</tr>
<tr>
<td>9:15AM</td>
<td>Structure and Goals of Meeting</td>
<td>Laura Kong</td>
</tr>
<tr>
<td>9:30AM</td>
<td>PacWave11 Summary</td>
<td>Laura Kong</td>
</tr>
<tr>
<td>10:00AM</td>
<td>Coffee Break</td>
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</tr>
<tr>
<td>10:30AM</td>
<td>PacWave11 Evaluation Questionnaire - Results</td>
<td>Jo Guard</td>
</tr>
<tr>
<td>12:00PM</td>
<td>Lunch Break</td>
<td></td>
</tr>
<tr>
<td>1:30PM</td>
<td>PacWave11 – Lessons Learned, Gaps</td>
<td>Laura Kong</td>
</tr>
<tr>
<td>2:00PM</td>
<td>General Discussion, Findings, Summary Report</td>
<td>Laura Kong, Jo Guard</td>
</tr>
<tr>
<td>3:00PM</td>
<td>Coffee Break</td>
<td></td>
</tr>
<tr>
<td>3:30PM</td>
<td>Next PacWave Exercise</td>
<td>Laura Kong</td>
</tr>
<tr>
<td>4:00PM</td>
<td>Adjourn</td>
<td></td>
</tr>
</tbody>
</table>
Provisional Agenda
Meeting of the PTWS Enhancing Products Task Team

Task Team membership:
Charles McCreery, USA, PTWC Director and Task Team Chair
Ken Gledhill, NZ, PTWS Chair
Takeshi Koizumi, Japan, JMA Senior Coordinator for International Earthquake and Tsunami Information
Paul Whitmore, USA, WCATWC Director
Laura Kong, USA, ITIC Director
Srinivas Kumar, India, TOWS Task Team on Tsunami Products Chair
Chris Ryan, Australia, JATWC Co-Director
Patricio Carrasco, Chile, SHOA Director
Dominique Reymond, France French Polynesia, CPPT Director
Tatiana Ivelskaya, Russian Federation, Sakhalin Tsunami Warning Center Chief
Other members as nominated by their countries

Day 1 Background/Context for New Products – May 22, 2012

<table>
<thead>
<tr>
<th>Time</th>
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<td>Introductions, Logistics</td>
<td>Charles McCreery</td>
</tr>
<tr>
<td>9:15AM</td>
<td>Structure and Goals of Meeting</td>
<td>Charles McCreery</td>
</tr>
<tr>
<td>9:30AM</td>
<td>General Purposes/Requirements of RTSP Products</td>
<td>Charles McCreery</td>
</tr>
<tr>
<td>10:00AM</td>
<td>Coffee Break</td>
<td></td>
</tr>
<tr>
<td>10:30AM</td>
<td>Overview of TOWS Product Recommendations</td>
<td>Srinivas Kumar</td>
</tr>
<tr>
<td>11:00AM</td>
<td>Lessons Learned relevant to Products – Samoa Event</td>
<td>Charles McCreery</td>
</tr>
<tr>
<td>11:30AM</td>
<td>Lessons Learned relevant to Products – Chile Event</td>
<td>Patricio Carrasco</td>
</tr>
<tr>
<td>12:00PM</td>
<td>Lunch Break</td>
<td></td>
</tr>
<tr>
<td>1:30PM</td>
<td>Lessons Learned relevant to Products – Japan Event</td>
<td>Takeshi Koizumi</td>
</tr>
<tr>
<td>2:00PM</td>
<td>PacWave11 Exercise – Feedback</td>
<td>Laura Kong</td>
</tr>
<tr>
<td>2:30PM</td>
<td>Coffee Break</td>
<td></td>
</tr>
<tr>
<td>3:00PM</td>
<td>U.S. Tsunami Forecast Models</td>
<td>Team</td>
</tr>
<tr>
<td>4:00PM</td>
<td>Tsunami Forecast Models – IOTWS Application</td>
<td>Chris Ryan</td>
</tr>
<tr>
<td>4:30PM</td>
<td>Adjourn</td>
<td></td>
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Day 2 Development of New Products – May 23, 2012

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Speaker/Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00AM</td>
<td>PTWC New Products - Technical Procedures, Capabilities, and Limitations</td>
<td>Charles McCreery</td>
</tr>
<tr>
<td>10:00AM</td>
<td>Coffee Break</td>
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</tr>
<tr>
<td>10:30AM</td>
<td>New Products - Types, Staging, and Dissemination</td>
<td>Charles McCreery</td>
</tr>
<tr>
<td>12:00PM</td>
<td>Lunch Break</td>
<td></td>
</tr>
<tr>
<td>1:30PM</td>
<td>General Discussion and Recommendations</td>
<td>Group</td>
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<tr>
<td>2:30PM</td>
<td>Coffee Break</td>
<td></td>
</tr>
<tr>
<td>3:00PM</td>
<td>General Discussion and Recommendations</td>
<td>Group</td>
</tr>
<tr>
<td>4:30PM</td>
<td>Adjourn</td>
<td></td>
</tr>
</tbody>
</table>
ITIC STAFF AND CONTACT INFORMATION:
Dr. Laura Kong, Director, l.kong@unesco.org, laura.kong@noaa.gov
Lt. Cmndr. Miquel Vásquez, Associate Director (at Chile SHOA), mvasquez@shoa.cl
Brian Yanagi, Office Manager and Disaster Management Specialist, brian.yanagi@noaa.gov
Tammy Fukuji, Information Technology and Webmaster, tammy.fukuji@noaa.gov
Arthur Sonen, Administrative Assistant, arthur.sonen@noaa.gov
Technical Information Specialist (vacant)

ITIC OFFICE ADDRESS:
Pacific Guardian Center Mauka Tower
737 Bishop St., Ste 2200
Honolulu, Hawaii 9681
Phone numbers:
Laura Kong: Office: +1 808-532-6423, Cell: +1 808-392-4415
Brian Yanagi: Office: +1 808-532-6424, Cell: +1 808-398-2807
ITIC: Office: +1 808-532-6422
FAX number: +1 808-532-5576
General Email: itic.tsunami@noaa.gov
URL: ITIC: http://www.tsunamiwave.info or http://ioc3.unesco.org/itic
Map and Directions to ITIC: http://ioc3.unesco.org/itic/contents.php?id=184

LODGING: It is best to reserve your room yourself. Hotels often require a credit card to
 guarantee the room. A map is attached for reference. Some options are below, but there are
 many depending on your price range. Note that the transportation pickup/dropoff location
each day to ITIC will be from the Ohana Waikiki West (Walina St side).

- Ohana Waikiki East or West - about 1 block from beach http://www.ohanahotels.com/
  For any Ohana or Outrigger hotel (and several others), ITIC can book your room using
  our Pacific Business Connection account; this method does not require a credit card to
  hold but arrangements must be made by ITIC. If any changes must be made, please call
  directly no later than noon of the day of arrival to cancel. Upon arrival, the hotel will
  require a credit card or $250 cash or cash equivalent deposit with the balance due upon
  check out. Room prices May 20-May 25 begin at $85 + tax per night for a single or
double (1 or 2 people) room with little or no view at the Ohana Waikiki West. (Their
website is http://www.pacificbusinessconnection.com/ and their 2012 price list is
attached.)

Other nearby hotels are:
• Pacific Beach Hotel - across the street from Waikiki Beach. Room prices for May 20-25 starting at $139 [http://www.pacificbeachhotel.com/]
• Marriott Waikiki Beach Resort & Spa - across street from Waikiki Beach. Room prices for May 20-25 starting at $224. [http://www.marriottwaikiki.com/]
• DoubleTree by Hilton Alana Waikiki Beach - 10 minute walk to beach. (Room prices for May 20-25 starting at $143. [http://www.hiltonhawaii.com/doubletree-alana-hotel.aspx]

Note that all hotels offer various discounts, promotions, and packages and that these may be less expensive than the daily rate. Please visit the hotel website for more information, including the hotel's location, features and amenities.

TRANSPORTATION:
• To/from airport and your home or hotel in Waikiki: Everyone is responsible for their own transportation. We recommend the Airport-to-Waikiki Hotels shuttle bus to/from Honolulu Airport to your hotel. The shuttle is available outside of baggage claim at a cost of about $10-15. Alternatively, a taxi cost about $35-40 to Waikiki.
• To/from ITIC from Ohana Waikiki West (Walina St side): ITIC will provide transportation each day of the meeting. Alternatively, you may provide your own transportation (rental car or public bus (1-way bus fare is $2.50, exact change required)

VISA TO USA:
Check to see if you require a visa to enter the United States or if your country is among the 36 participating countries in the US Visa Waiver Program (VWP). The VWP enables nationals to travel to the US for tourism or business (visitor [B] visa purposes only) for stays of 90 days or less without obtaining a visa. Eligibility and requirements of the VWP can be found at: [http://travel.state.gov/visa/temp/without/without_1990.html]
If you do require a visa, please start this process immediately. Contact the nearest U.S. Embassy or Consulate in advance to get information on what paperwork they require.

ATTIRE:
The dress code is casual office attire (e.g., coat and tie are not needed). The climate is tropical, usually sunny, and the temperature ranges from 22 during the night to 29 deg Celsius in the day (mid-70s to mid80s deg F); humidity is usually low compared to that found in southeast Asia and central America.

INTERNET:
Internet access and laser printing, as well as photocopying, will be available. If you are bringing a laptop computer, please ensure that your computer has current anti-virus software installed.