IOC Circular Letter No. 2498
(Available in English only)

IOC/WWW/TA/FS
Paris, 10 September 2013

To: Official National Coordinating Body for liaison with the IOC Member States in the NEAMTWS region
Relevant organizations working with the IOC
IOC Officers

cc.: Permanent Delegates/Observer Missions to UNESCO of IOC Member States
ICG/NEAMTWS Tsunami National Contacts and ICG/NEAMTWS Officers

Subject: Invitation to the 10th Session of the Intergovernmental Coordination Group for the Tsunami Early Warning and Mitigation System in the North-eastern Atlantic, the Mediterranean and Connected Seas (ICG/NEAMTWS-X), 19–21 November 2013, Rome, Italy

The IOC Assembly, at its 23rd Session, decided by Resolution XXIII-14 to create the Intergovernmental Coordination Group for the Tsunami Early Warning and Mitigation System in the North-eastern Atlantic, the Mediterranean and Connected Seas (ICG/NEAMTWS). In this context, I am pleased to invite you to nominate a delegation to attend the 10th Session of the ICG/NEAMTWS in Rome, Italy, 19–21 November 2013. You are invited to communicate the names and positions of your representatives to Ms Francesca Santoro by email at f.santoro@unesco.org with a copy to me (w.watson-wright@unesco.org), by 1st November 2013 or register online through the NEAMTWS-X website at: http://ioc-unesco.org/index.php?option=com_oe&task=viewEventRecord&eventID=1376

The session is hosted by the Government of Italy. Participants are advised to secure their own financial support to attend the session and find out from the office of the diplomatic representative of Italy in their country of residence the formalities they must follow to enter and stay in Italy. For logistics information and updated documentation prior to the meeting, please refer to the NEAMTWS-X website indicated above. The working language of the session will be English.

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Head of CGILE
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TOGO
I would like to remind you that the ICG at this session will elect the Officers of the ICG/NEAMTWS, namely, one chairperson and two Vice-chairpersons, for the next biennium, in accordance with the procedure attached. **Candidatures must be received by the Secretariat by Tuesday 19 November 2013 at 5:00 p.m.** According to the procedure, the Chairperson and the Vice-chairpersons of an IOC Subsidiary Body shall not remain in his/her mandate more than two successive terms.

I also wish to remind you that IOC Resolution XXIII-14 stipulates that the membership of the ICG/NEAMTWS should consist of:

- Member States of the IOC within and bordering North-eastern Atlantic, the Mediterranean and Connected Seas;
- Observers from other IOC Member States;
- Invited observers from other organizations (including NGOs), programmes and projects in accordance with the IOC rules and procedures.

The session agenda is technical in nature and delegates should be prepared to participate in these technical discussions. A copy of the tentative agenda and timetable is attached to this invitation.

With reference to letter DG/2.5/471 dated 2 November 2005 from the Director General of UNESCO to your Ministry of Foreign Affairs, I would like to remind the countries which have not nominated a **24/7 Tsunami Warning Focal Point (TWFP)** yet, to do so immediately and forward this information to Ms Francesca Santoro (f.santoro@unesco.org). Please note that the 24/7 tsunami focal point is the designated official or point of contact **available twenty-four hours a day, seven days a week to receive tsunami and other coastal hazard-related information bulletins and warning guidance.** This contact person must be nominated through your Ministry of Foreign Affairs, national commission or permanent delegation to UNESCO. Let me highlight that this nomination is particularly important since NEAMTWS is in its interim operational phase. Three Candidate Tsunami Watch Providers, namely the “Centre national d’alerte aux tsunamis” (France), the National Observatory of Athens (Greece), and the Kandilli Observatory and Earthquake Research Institute (Turkey) are offering tsunami watch services to the NEAMTWS Member States that request them.

In addition, please provide your Tsunami National Contact (TNC) to Ms Francesca Santoro if you have not already done so. Please note that the TNC is the contact person designated to represent your country in the coordination processes and meetings related to international tsunami warning and mitigation activities. This person may be the same as the 24/7 Tsunami Warning Focal Point, but please confirm with us if this is the case.

Finally, please note that we will begin scheduling assessment missions within the upcoming months. If you are interested in having representatives of the IOC/UNESCO visit your country for the purposes of informing national stakeholders on the requirements for the establishment of a tsunami warning and mitigation system, assessing the available resources and identifying capacity building needs, please let us know.

With the assurances of my highest consideration, I remain,

Yours faithfully,

[signed]

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

Enclosures: Provisional Agenda
            Timetable
            Nomination Information and Forms
10TH SESSION OF THE INTERGOVERNMENTAL COORDINATION GROUP FOR THE
TSUNAMI EARLY WARNING AND MITIGATION SYSTEM IN THE NORTH-EASTERN
ATLANTIC, THE MEDITERRANEAN AND CONNECTED SEAS
19 – 21 NOVEMBER 2013, ROME, ITALY

AGENDA

1  OPENING

2  ORGANIZATION OF THE SESSION
   2.1 ADOPTION OF THE AGENDA
   2.2 DESIGNATION OF THE RAPPORTEUR
   2.3 CONDUCT OF THE SESSION, TIMETABLE AND DOCUMENTATION
   2.4 ESTABLISHMENT OF SESSIONAL COMMITTEES AND WORKING GROUPS

3  REPORTS ON ICG/NEAMTWs INTERSESSIONAL ACTIVITIES
   3.1 REPORT BY THE CHAIRPERSON
   3.2 REPORT BY IOC SECRETARIAT
   3.3 REPORT BY TOWS-WG
   3.4 REPORT BY THE WORKING GROUPS AND TASK TEAMS
   3.5 REPORT BY OTHER ICGs
   3.6 REPORTS BY OTHER INTERGOVERNMENTAL ORGANIZATIONS

4  IMPLEMENTATION
   4.1 STATUS FOR ESTABLISHMENT OF NATIONAL TSUNAMI WARNING CENTERS AND
       TSUNAMI WATCH PROVIDERS
   4.2 TSUNAMI INFORMATION CENTER (NEAMTIC)
   4.3 EVALUATION OF NEAMWAVE12 AND DISCUSSION ON NEAMWAVE14

5  PROGRAMME FOR 2012-2013
   5.1 ACTIVITIES SCHEDULED FOR 2014, INCLUDING NEAMWAVE14
   5.2 ESTABLISHMENT OF INTERSESSIONAL WORKING GROUPS AND TASK TEAMS

6  DATE AND PLACE FOR ICG/NEAMTWs-XI

7  ANY OTHER BUSINESS

8  ADOPTION OF DECISIONS AND RECOMMENDATIONS

9  CLOSING
## Tenth Session of the Intergovernmental Coordination Group for the Tsunami Early Warning and Mitigation System in the North Eastern Atlantic, the Mediterranean and Connected Seas (ICG/NEAMTWS-X)

Rome, Italy, 19-21 November 2013

### PROVISIONAL TIMETABLE

<table>
<thead>
<tr>
<th>Hour</th>
<th>19 November (Tuesday)</th>
<th>Hour</th>
<th>20 November (Wednesday)</th>
<th>Hour</th>
<th>21 November (Thursday)</th>
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<tbody>
<tr>
<td>08:30-10:00</td>
<td>Registration, logistics</td>
<td>09:00-11:00</td>
<td>4.3 Evaluation of NEAMWave12 and discussion on NEAMWave14</td>
<td>09:00-11:00</td>
<td>ELECTIONS</td>
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<tr>
<td>10:00-11:00</td>
<td>1. OPENING</td>
<td>11:00-11:30</td>
<td>COFFEE BREAK</td>
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<td>Italian Authorities</td>
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<td>2. ORGANIZATION OF THE SESSION</td>
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<td>2.1 Adoption of the agenda</td>
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<td>2.2 Designation of the rapporteur</td>
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<td>2.3 Conduct of the session, timetable</td>
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<td>and documentation</td>
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<td>2.4 Establishment of sessional</td>
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<td>committees and working groups</td>
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<td>11:00-11:30</td>
<td>COFFEE BREAK</td>
<td>11:30-13:00</td>
<td>4.23 continuation</td>
<td>11:30-13:00</td>
<td>WORKING GROUP REPORT TO THE ICG AND DISCUSSIONS</td>
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<td>11:30-13:00</td>
<td>3. REPORTS ON ICG/NEAMTWS INTERSESSIONAL ACTIVITIES</td>
<td>13:00-14:00</td>
<td>LUNCH BREAK</td>
<td>13:00-14:00</td>
<td>LUNCH BREAK</td>
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<td>3.1 Report by the Chairperson</td>
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<td>3.3 Report by TOWS-WG</td>
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<td>13:00-14:00</td>
<td>LUNCH BREAK</td>
<td>14:00-16:00</td>
<td>SESSIONAL WORKING COMMITTEES AND WORKING GROUPS</td>
<td>14:00-17:00</td>
<td>5. PROGRAMME FOR 2014</td>
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<td>14:00-16:00</td>
<td>3.4 Report by the Working Groups and Task Teams</td>
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<td>5.1 Activities scheduled for 2014, including NEAMWave14</td>
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<td>3.5 Report from other ICGs</td>
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<td>5.2 Establishment of intersessional working groups and task teams</td>
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<td>3.6 Reports by other intergovernmental organizations</td>
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<td>16:00-16:30</td>
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<td>16:30-18:00</td>
<td>4. IMPLEMENTATION</td>
<td>16:30-18:00</td>
<td>SESSIONAL WORKING COMMITTEES AND WORKING GROUPS</td>
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<td>4.1 Establishment and report of CTWPs and NTWCs</td>
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<td>4.2 Tsunami Information Center (NEAMTIC)</td>
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Technical Arrangements for the Elections of the Officers of the ICG/NEAMTWS

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 national coordinating body specified for liaison with the Commission (Rule 26.2), namely through the IOC Focal Point in the Member State or the Permanent Delegations 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 (with copy to the ICG/NEAMTWS Secretariat) by the end of the first day of the session at which the elections will take place (for ICG/NEAMTWS-X, 19 November 2013, 5:00 p.m.).

Each nomination shall contain a declaration from the candidate that he/she is prepared to stand for the post for which he 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/NEAMTWS other than the nominating Member State.

Elections

During the election meeting, the chairpersonship of the session shall be taken over by the Chairperson of the Nominations Committee.

The IOC general practice is working and deciding by consensus (Rule 38.1).

Should voting be necessary, decisions shall be made by a simple majority of the members present and voting (Rule 43.16), by secret ballot.

For more detailed information please refer to Appendix I of the IOC Rules of Procedure (IOC/INF-1166).
Intergovernmental Coordination Group for the North-eastern Atlantic, the Mediterranean and connected seas (ICG/NEAMTWS)

Biennial Elections

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/NEAMTWS and, if elected, to take an active part in the work of it.

Signature of the Nominee: ……………………………………………………………………………

Seconder 1

Member State of the ICG/NEAMTWS …………………………………………………………………

Name in capitals …………………………………………………………………

Position …………………………………………………………………

Signature …………………………………………………………………

Seconder 2

Date sent to the IOC Secretariat ………………………………………………………………………

Date and time received by the IOC Secretariat ………………………………………………………

………………………………………………………………………………………………………………
Intergovernmental Coordination Group for the North-eastern Atlantic, the Mediterranean and connected seas (ICG/NEAMTWS)

Biennial Elections

**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/NEAMTWS and, if elected, to take an active part in the work of it.

Signature of the Nominee: ……………………………………………………………

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<tr>
<th>Seconder 1</th>
<th>Seconder 2</th>
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<td>Member State of the ICG/NEAMTWS</td>
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<td>Name in capitals</td>
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<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

…………………………………… | ………………………………………………………..
Intergovernmental Coordination Group for the North-eastern Atlantic, the Mediterranean and connected seas (ICG/NEAMTWS)

Biennial Elections

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]