IOC Circular Letter No. 2562
(Available in English only)

To: Official National Coordinating Bodies for liaison with the IOC in Member States of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS)
Permanent Delegates/Observer Missions to UNESCO of IOC Member States of the ICG/IOTWS
National Commissions for UNESCO of IOC Member States of the ICG/IOTWS

Cc: Tsunami Warning Focal Points (TWFP) and Tsunami National Contacts (TNC) of the ICG/IOTWS
IOTWS Tsunami Service Providers
ICG/IOTWS Officers

Subject: Updating information on National Tsunami Warning Centres (NTWC) and Tsunami Warning Focal Points (TWFP) in the IOTWS region according to new definitions

The Intergovernmental Oceanographic Commission, through decision EC-XLVII/3.2.1(IV) of its Executive Council, decided to update the definitions of National Tsunami Warning Centre (NTWC) and Tsunami Warning Focal Point (TWFP) as follows, and requested Member States to update their Tsunami Warning Focal Point (TWFP) data and contact detail accordingly:

- National Tsunami Warning Centre (NTWC): A centre officially designated by the government to monitor and issue tsunami warnings and other related statements within their country according to established National Standard Operating Procedures.
- Tsunami Warning Focal Point (TWFP): A 24 x 7 point of contact (office, operational unit or position, not a person) officially designated by the NTWC or the government to receive and disseminate tsunami information from an ICG Tsunami Service Provider according to established National Standard Operating Procedures. The TWFP may or not be the NTWC.

The IOC and ICG reference documentation is being updated along those two definitions.

.../...
This decision has been taken to ensure that tsunami notification messages from IOTWS Tsunami Service Providers are sent to the appropriate national points of contacts. In this context it should be noted that National Tsunami Warning Centres (NTWC) must be officially designated by governmental authorities and that the TWFP should not be a person, but should be an office, an operational unit or a position within an organisation (e.g. Duty Forecaster) and that the TWFP contact details provided should be operational on a 24x7 basis. The TWFP may or not be the NTWC.

Pursuant to the decision referred to above, Member States of the ICG/IOTWS are requested to officially update or re-confirm information on their National Tsunami Warning Centres and contact details of their Tsunami Warning Focal Points (TWFP) in operation in the Indian Ocean Tsunami Warning and Mitigation System by filling up the attached updated form. Nomination Forms duly completed should be sent to the IOC Executive Secretary by 16 February 2015 at the latest, through one of the following channels:

1. Minister of Foreign Affairs
2. Head of UNESCO National Commission
3. Permanent Delegate to UNESCO

Any enquiries can be addressed to the Head of Secretariat for the ICG/IOTWS, Mr Tony Elliott at: t.elliott@unesco.org.

With the assurances of my highest consideration, I remain,

Yours sincerely,

[signed]

Ms Flavia Schlegel
Executive Secretary (ad interim)

Enclosure: NTWC and TWFP Nomination Form for the Indian Ocean Tsunami Warning and Mitigation System (IOTWS) (English only)
INDIAN OCEAN TSUNAMI WARNING AND MITIGATION SYSTEM (IOTWS)

NATIONAL TSUNAMI WARNING CENTRE (NTWC) and
24x7 TSUNAMI WARNING FOCAL POINT (TWFP)

NOMINATION FORM

Name of Country: _____________________________________________________________

Place in Country*: __________________________________________________________

* Only if this Contact Point is not for the entire country's coast. For example, islands or
overseas jurisdictions geographically separated from main centres.

Note that more than one Tsunami Warning Focal Point may be designated using a new form
for each nomination.

Do you agree to share your TWFP information with other TWFP and NTWC
contacts?

Yes______ No______

Definitions (IOC/EC-XLVII/Dec.3.2.1 (IV), 2014):

National Tsunami Warning Centre (NTWC): A centre officially designated by the
government to monitor and issue tsunami warnings and other related
statements within their country according to established National Standard
Operating Procedures

Tsunami Warning Focal Point (TWFP): A 24 x 7 point of contact (office,
operational unit or position, not a person) officially designated by the NTWC or
the government to receive and disseminate tsunami information from an ICG
Tsunami Service Provider according to established National Standard
Operating Procedures. The TWFP may or not be the NTWC National Tsunami
Warning Centre (NTWC)

1 Updated January 2015
1. National Tsunami Warning Centre (NTWC)

NTWC Agency Name: ________________________________________________________________

NTWC Agency Contact or Officer in Charge (person):

   Name: ________________________________________________________________________
   Position: ______________________________________________________________________
   Telephone Number: __________________________________________________________________
   Email address: _____________________________________________________________________
   Postal Address: ____________________________________________________________________

2. Tsunami Warning Focal Point (TWFP) for receiving Tsunami Notification Messages from IOTWS Tsunami Service Providers

TWFP Agency name: ________________________________________________________________
   (if different from NTWC agency)

TWFP Agency Contact or Officer in Charge (if different from NTWC Agency):

   Name: ________________________________________________________________________
   Position: ______________________________________________________________________
   Telephone Number: __________________________________________________________________
   Email Address: _____________________________________________________________________
   Postal Address: ____________________________________________________________________

   TWFP 24x7 point of contact (office, operational unit or position, not a person):

   Name of office, operational unit or position: _________________________________________
   E-mail Address: ___________________________________________________________________
   Telephone Number: __________________________________________________________________
   Cellular phone number: __________________________________________________________________
   Fax: ______________________________________________________________________

3. Designated Communication Method Information (operational on 24x7 basis)

Please specify GTS (WMO-Global Telecommunication System), email, SMS or Fax in a priority order. Note that all dissemination methods designated below will be made simultaneously by the IOTWS Tsunami Service Providers, but notification messages may reach their destinations at different times depending on the communication method.
Please note the following:

- In general, the GTS dedicated communication network provides receipt of notification messages within several minutes, whereas email and Fax may incur delays during peak usage times.
- For GTS, please include the international 4-letter GTS Location Indicators used in the abbreviated headings. Location Indicators can be found at:
  

For each dissemination method, please specify the mode (GTS, email, SMS or Fax) and the addresses/contact numbers to use (GTS Location Indicator, email address(es), cellular phone number(s), Fax number):

**Primary Method:**
- Mode (GTS, email, SMS, Fax):
- Address/contact numbers:

**Alternate 1:**
- Mode (GTS, email, SMS, Fax):
- Address/contact numbers:

**Alternate 2:**
- Mode (GTS, email, SMS, Fax):
- Address/contact numbers:

**Alternate 3:**
- Mode (GTS, email, SMS, Fax):
- Address/contact numbers:

Please also specify telephone number for voice communication, in a priority order. In general, due to language barriers, the IOTWS Tsunami Service Providers do not use voice communication as the primary means of dissemination, but as a backup or for confirmation of message receipt through the above means, when urgently needed.

- Primary:
- Alternate 1:
- Alternate 2:
- Alternate 3:
4. Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Submitted by: ____________________________________________________________

Signature: __________

Position: __________

Government Department/Agency: __________________________________________

Date: ________________