To: ICG/IOTWS Tsunami National Contacts (TNC)
Permanent Delegates/Observer Missions to UNESCO, and National Commissions for UNESCO of ICG/IOTWS Member States Official National Coordinating Body for liaison with the IOC of ICG/IOTWS Member States

cc: Directors of UNESCO and IOC Regional Officers in the Indian Ocean Region
Indian Ocean Tsunami Information Centre (IOTIC)
ICG/IOTWS Chair and Vice-Chairs
ICG/IOTWS Working Group Chairs and Vice-Chairs

Subject: Invitation to nominate participants to attend a Regional Workshop on Training Modules for Tsunami Exercises Policy Support, Jakarta, Indonesia, 15–17 June 2015

The Intergovernmental Oceanographic Commission (IOC) of UNESCO has secured funding from the UNESCAP Multi-donor Trust Fund for Tsunami, Disaster and Climate Preparedness to implement a project entitled: “Enhancing Tsunami Risk Assessment and Management, Strengthening Policy Support and Developing Guidelines for Tsunami Exercises in Indian Ocean Countries”. One of the project’s aims is to support the development and/or strengthening of existing policies supporting tsunami exercises in three pilot countries, namely Bangladesh, Myanmar, and Timor Leste.

The IOC UNESCO Indian Ocean Tsunami Information Centre (IOTIC) based at the Disaster Risk Reduction and Tsunami Information Unit (DRRTIU) of UNESCO Jakarta has supported the implementation of the project. Training Modules for tsunami exercises have been developed and implemented in the three pilot countries. The last activity of the project is to organize a regional workshop to widely share the tsunami exercises training modules and the lessons learned from their implementation in the three pilot countries. In this context, I am pleased to announce that the regional workshop will be held in Jakarta, Indonesia, on 15–17 June 2015.

You are cordially invited to disseminate this information to the relevant agencies directly involved in tsunami warning and response in your country and to nominate suitably qualified and experienced participants to attend the workshop.

.../...
Nominated representatives should be from the officially recognised National Tsunami Warning Centre (NTWC) or the National Disaster Management Office (NDMO) and should have been directly involved in organising, managing, and/or implementing tsunami exercises in your country.

Funding to attend the workshop will be available to support travel, accommodation and subsistence for two participants from Bangladesh, Myanmar and Timor Leste and one participant from other ICG/IOTWS Member States. Support will consist of round trip air travel via the shortest and most economical route, hotel accommodation and a reduced daily subsistence allowance (DSA) during the workshop. If the nominee wishes to be considered for full or partial support, please indicate this in Section 6 of the application form.

All nominees should complete the attached application form and return it with a CV and copy of a valid passport to Mr Ardito Kodijat at IOTIC (a.kodijat@unesco.org) with copy to the ICG/IOTWS Secretariat (iotws@unesco.org) as soon as possible and no later than 20 May 2015. Selected candidates will be notified by 25 May 2015. Nominations should be endorsed by the country's Tsunami National Contact (TNC).

Further information on local logistics such as hotel accommodation, visa requirements, etc. will be sent to the successful applicants as it becomes available.

Yours sincerely,

[signed]

Vladimir Ryabinin
Executive Secretary

Address for correspondence:

Indian Ocean Tsunami Information Centre (IOTIC)
Disaster Risk Reduction and Tsunami Information Unit
UNESCO Jakarta
Jl. Galuh 2 No. 5
Kebayoran Baru
Jakarta Selatan
DKI Jakarta 12110
Indonesia

Tel: +62-21-7899818
Fax: +62-21-7279 6489
Email: a.kodijat@unesco.org

Enclosures: Provisional Programme of Training Sessions and Modules
Application Form
# DRAFT AGENDA

Regional Workshop on Training Modules for Tsunami Exercises Policy Support

*Enhancing Tsunami Risk Assessment and Management, Strengthening Policy Support and Developing Guidelines for Tsunami Exercises in Indian Ocean Project*

**Funded by UNESCAP**

**15-17 June 2015**

**Venue: Hotel Morrissey, Jakarta - Indonesia**

**Jakarta - Indonesia**

<table>
<thead>
<tr>
<th>Time</th>
<th>Start</th>
<th>End</th>
<th>Provisional Agenda</th>
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<tbody>
<tr>
<td></td>
<td>15</td>
<td>00</td>
<td><strong>Day 1 (Monday, 15 June 2015)</strong></td>
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<tr>
<td></td>
<td>30</td>
<td>09:00</td>
<td><strong>REGISTRATION</strong></td>
</tr>
<tr>
<td>10</td>
<td>09:30</td>
<td>09:40</td>
<td>Opening Statements</td>
</tr>
<tr>
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<td>09:40</td>
<td>09:50</td>
<td>1. Representative of ICG/OTWS</td>
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<tr>
<td>15</td>
<td>09:50</td>
<td>10:05</td>
<td>2. UNESCO Office Jakarta</td>
</tr>
<tr>
<td>30</td>
<td>10:05</td>
<td>10:35</td>
<td><strong>COFFEE BREAK</strong></td>
</tr>
<tr>
<td>20</td>
<td>10:35</td>
<td>10:55</td>
<td>Introduction of Participants (Ice Breaking)</td>
</tr>
<tr>
<td>15</td>
<td>10:55</td>
<td>11:10</td>
<td>Overview of UNESCO/IOC - UNESCAP Project</td>
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**Introduction to the Developed Training Modules**

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<tr>
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<td>11:50</td>
<td>Introduction to Tsunami Exercise Policy Support training module</td>
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<tr>
<td>15</td>
<td>11:50</td>
<td>12:05</td>
<td>Question and Answer</td>
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<tr>
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<td>11:50</td>
<td>12:50</td>
<td><strong>LUNCH BREAK</strong></td>
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<tr>
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<td>Introduction to Tsunami Exercise training module</td>
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**Lessons Learned from the 3 Countries**

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<tr>
<td>30</td>
<td>13:45</td>
<td>14:15</td>
<td>Lessons learned from Bangladesh</td>
</tr>
<tr>
<td>30</td>
<td>14:15</td>
<td>14:45</td>
<td>Lessons learned from Myanmar</td>
</tr>
<tr>
<td>30</td>
<td>14:45</td>
<td>15:15</td>
<td>Lessons learned from Timor Leste</td>
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<td>60</td>
<td>14:15</td>
<td>15:15</td>
<td><strong>COFFEE BREAK</strong></td>
</tr>
<tr>
<td>60</td>
<td>15:15</td>
<td>16:15</td>
<td>What Lessons learned; What should be done differently; and What can done better (group discussion)</td>
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**Welcome Dinner**

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<tr>
<td>20</td>
<td>18:00</td>
<td>18:20</td>
<td>Meet in the Lobby and Depart to Dinner Place</td>
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<td>120</td>
<td>18:20</td>
<td>20:20</td>
<td>Welcome Dinner</td>
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<table>
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<tr>
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<tr>
<td></td>
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<td>09:00</td>
<td><strong>Day 2 (Tuesday, 16 June 2014)</strong></td>
</tr>
<tr>
<td></td>
<td>45</td>
<td>09:15</td>
<td><strong>Refining the Training Modules</strong></td>
</tr>
<tr>
<td>45</td>
<td>09:15</td>
<td>10:00</td>
<td>Group Discussion (Fish Bowl Session)*: Topic: Tsunami Exercise Policy Support training Modules</td>
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<td>10:00</td>
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**Provisional Agenda**

**Day 3 (Wednesday, 17 June 2015)**

### Strengthening Tsunami Exercise Practices in Indian Ocean

<table>
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<td>Summary of Day 1 and introduction to Day 2</td>
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<td>10:00</td>
<td>Group Discussion (Fish Bowl Session)*:</td>
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<td>Topic: Challenges in conducting regular TE in countries and how to overcome these?</td>
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<td><strong>COFFEE BREAK</strong></td>
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<tr>
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<td>10:30</td>
<td>11:15</td>
<td>Group Discussion (Fish Bowl Session)*:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Topic: Challenges in conducting regular TE in countries and how to overcome these?</td>
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<tr>
<td>30</td>
<td>11:15</td>
<td>11:45</td>
<td>Plenary on discussion result of Challenges in conducting regular TE in countries and how to overcome these?</td>
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<td>60</td>
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<td>12:45</td>
<td><strong>LUNCH BREAK</strong></td>
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<tr>
<td>90</td>
<td>12:45</td>
<td>14:15</td>
<td>Group Discussion (Fish Bowl Session)*:</td>
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<td></td>
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<td></td>
<td>Topic: Indicators of Successful Tsunami Exercise</td>
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<tr>
<td>60</td>
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<td>15:15</td>
<td>Plenary on discussion result of Indicators of Successful Tsunami Exercise</td>
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### Closing Statement

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<td>1. Representative of ICG/IOTWS</td>
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<td>15:55</td>
<td>16:05</td>
<td>2. UNESCO Office Jakarta</td>
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</table>

* Fish Bowl Session: Participants will be divided into two groups to discuss the same topic and have 90 minutes discussion. This discussion will then be presented in plenary.
Regional Workshop on
Training Modules for Tsunami Exercises Policy Support
Jakarta, Indonesia, 15-17 June 2015

APPLICATION FORM

Deadline for applications: 20th May 2015. Applications should be sent by email to IOTIC
for the attention of Mr Ardito Kodijat (a.kodijat@unesco.org) with cc. to the ICG/IOTWS
Secretariat (iotws@unesco.org).

1. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>FULL NAME (as per passport)</th>
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<td>GENDER</td>
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<td>MALE FEMALE</td>
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<td>DATE OF BIRTH (DD-MM-YYYY)</td>
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<td>NATIONALITY</td>
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<td>ORGANISATION AND POSITION</td>
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<td>ADDRESS</td>
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<td>TELEPHONE NUMBER</td>
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2. EDUCATIONAL BACKGROUND

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3. **TSUNAMI RELATED TRAININGS ATTENDED**

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4. **OTHER TSUNAMI-RELATED JOB EXPERIENCE**

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5. **TRAVEL INFORMATION**

*N.B.* *Please attach a copy of the personal details page of your passport with your application*

<table>
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<th>PASSPORT ISSUING COUNTRY</th>
<th>PASSPORT NUMBER</th>
<th>DATE OF ISSUE</th>
<th>PLACE OF ISSUE</th>
<th>EXPIRY DATE</th>
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6. **OTHER**

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<th>YES, FULL FUNDING</th>
<th>YES, PARTIAL FUNDING, AMOUNT USD _____</th>
<th>NO, SELF-FUNDED</th>
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<tr>
<td>☐ Excellent</td>
<td>☐ Good</td>
<td>☐ Fair</td>
<td>☐ Poor</td>
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<table>
<thead>
<tr>
<th>DO YOU REQUIRE TRAVEL FUNDING?</th>
<th>YES, FULL FUNDING</th>
<th>YES, PARTIAL FUNDING, AMOUNT USD _____</th>
<th>NO, SELF-FUNDED</th>
</tr>
</thead>
</table>
7. STATEMENT OF INTEREST:
Why are you interested in attending this Workshop?

After the Workshop, where and how will the experience gained in the Workshop be used?

Please also submit separately your Curriculum Vitae (CV) and a copy of your passport with a minimum validity of 6 months.

PRINTED NAME AND SIGNATURE

DATE: ________________________________

8. ENDORSEMENT OF TSUNAMI NATIONAL CONTACT (TNC):

Printed Name

Signature

Organization

DATE