IOC Circular Letter No. 2622 (Available in English only)  IOC/VR/TE/ei  18 March 2016

To:  
ICG/IOTWMS Tsunami National Contacts  
ICG/IOTWMS Tsunami Warning Focal Points  
ICG/IOTWMS National Contacts for the IOWave16 Exercise  
ICG/IOTWMS Working Group 1 and 2 Members  

cc.:  
ICG/IOTWMS Chair and Vice Chairs  
ICG/IOTWMS Working Group Chairs and Vice Chairs  
Official National Coordinating Body for liaison with the IOC of ICG/IOTWMS Member States  
Permanent Delegates/Observer Missions to UNESCO and National Commissions for UNESCO of ICG/IOTWMS Member States

Subject:  
Regional pre-IOWave16 Exercise Workshop on Standard Operating Procedures for Tsunami Warning and Emergency Response for Indian Ocean Countries, 9-13 May 2016, Bureau of Meteorology, Melbourne, Australia

At the meeting of the Intergovernmental Coordination Group (ICG) for the Indian Ocean Tsunami Warning and Mitigation System (IOTWMS) Working Group 2 on Tsunami Detection, Warning and Dissemination held in Hyderabad, India, 12-13 November 2016, the Working Group recommended to conduct a pre-IOWave16 Exercise workshop on Standard Operating Procedures (SOPs) for tsunami warning and emergency response in May or June 2016 involving the IOTWMS Tsunami Service Providers (TSPs), National Tsunami Warning Centres (NTWCs) and Disaster Management Offices (DMOs). This recommendation has been endorsed by the IOTWMS Steering Group and in this connection, I am pleased to announce that the workshop will be held in Melbourne, Australia, 9–13 May 2016, hosted by the Australian Bureau of Meteorology.

The primary goals of the workshop will be: to assist the ICG/IOTWMS Member States to develop integrated end-to-end SOPs for tsunami warning and emergency response; to assist National/Local DMOs to develop SOPs for implementing national and local responses to tsunami warnings issued by the NTWCs; and to prepare Member States to conduct the IOWave16 Exercise scheduled to be held on 7th and 8th September 2016. The workshop objectives will be to understand how TSP products are used by NTWCs and National/Local DMOs in their SOPs; to identify potential gaps and possible challenges for warning chain SOPs at the national and local levels; and to develop and integrate SOPs between NTWCs, National DMOs and Local DMOs. A provisional outline agenda is attached for your reference.

... / ...

Chairperson  
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Executive Secretary  
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SOUTH AFRICA
On behalf of the Chairs of ICG/IOTWMS Working Group 1 on Tsunami Risk Assessment, Community Awareness and Preparedness, Dr Harkunti Raha, and Working Group 2 on Tsunami Detection, Warning and Dissemination, Mr Peter Coburn, you are invited to nominate suitably qualified and experienced participants to attend these workshops.

The workshop will focus on SOPs for tsunami warning and emergency response from national to community level, and IOTWMS Member States intending to participate and include local community response in the IOWave16 Exercise are encouraged to submit nominations. To gain most benefit from the workshop, each country is requested to nominate one participant each from its NTWC, National DMO and/or Local DMO. Applicants should satisfy the following selection criteria:

1. Be middle to senior NTWC, National DMO, or Local DMO managers/operators with responsibility for interacting with NTWCs, DMOs, and/or the community;
2. Have the requisite decision making capacity;
3. Possess good communication skills in English; written and oral;
4. Have the endorsement of their IOTWMS Tsunami National Contact (TNC).

Workshop participants should be prepared to present national reports on their country’s current SOPs for tsunami warning and emergency response and to share their country’s plans for conducting the IOWave16 Exercise.

Limited funding support to attend this workshop is available to support IOTWMS Member States that intend to conduct the IOWave16 Exercise to community level and have nominated a National Contact for the Exercise (ref. IOC Circular Letter, 2612). Funding support will consist of round trip air travel to Melbourne via the shortest and most economical route, hotel accommodation and per diem during the workshop.

IOTWMS Member States not eligible for funding support are encouraged to nominate participants on a self-funded basis.

All nominees should complete the attached application form and return it to the ICG/IOTWMS Secretariat (iotws@unesco.org) as soon as possible but no later than 1st April 2016. Each application form must be endorsed by the Tsunami National Contact. Successful applicants will be notified of their acceptance by 8th April 2016.

Further information on local logistics such as hotel accommodation, visa requirements etc. will be sent to participants by the ICG/IOTWMS Secretariat and will also be posted on the meeting website www.ioc-unesco.org/SOPworkshop16 as it becomes available.

Yours Sincerely,

[Signed]

Vladimir Ryabinin
Executive Secretary

Enclosures: Provisional Outline Agenda of the workshop
Application form
## PROVISIONAL OUTLINE AGENDA

### Standard Operating Procedures Workshop

| DAY 1  
(9 May) | DAY 2  
(10 May) | DAY 3  
(11 May) | DAY 4  
(12 May) | DAY 5  
(13 May) |
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<tr>
<td>Opening Ceremony</td>
<td>National presentations of SOPs</td>
<td>Feedback discussion from DMOs to NTWCs: addressing challenges</td>
<td>Integrating SOPs: from NTWC to Community</td>
<td>Tabletop Exercise and group reporting</td>
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<td>Overview of the IOTWMS and its role in conducting IOWave tsunami exercises</td>
<td>Overview of TSP products</td>
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<td>The Tsunami Warning Chain from NTWC to Community</td>
<td>Group discussion: the use of TSP products by NTWCs and DMOs in their SOPs</td>
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<td>Review of Exercise IOWave14</td>
<td>Parallel Sessions: 1. NTWC SOPs (facilitated by TSPs and WG2) 2. National/Local DMO SOPs (facilitated by IOTIC and WG1)</td>
<td>Parallel Sessions: Creating timeline-driven SOPs</td>
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<td>Group Discussion: IOWave14 exercise: lessons learnt</td>
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<td>National presentations of SOPs</td>
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<td>How to plan, conduct and evaluate tsunami exercises</td>
<td>Towards Indian Ocean Wave 2016 (IOWave16)</td>
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<td>Introduction to tabletop exercise: - Scenarios - Exercise rules</td>
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<td>Workshop summary, feedback and way forward</td>
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IOC-UNESCO
Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWMS)

Regional pre-IOWave16 Exercise Workshop on Standard Operating Procedures for Tsunami Warning and Emergency Response for Indian Ocean Countries

Bureau of Meteorology, Melbourne, Australia, 9-13 May 2016

APPLICATION FORM

Deadline for applications is 1st April 2016. Successful applicants will be contacted by 8th April 2016. Applications should be sent to the ICG/IOTWMS Secretariat by email to: iotws@unesco.org.

Please indicate:

Do you wish to apply for travel, accommodation and subsistence support?*

Does your country intend to participate to community level in Exercise IOWave16, scheduled to take place in September 2016?

Please refer to the announcement letter for eligibility criteria for travel, accommodation and subsistence support. *Priority for funding support will be given to countries that intend to conduct Exercise IOWave16 to community level and have nominated National Contacts for the Exercise.

A. Are you a middle to senior National Tsunami Warning Centre (NTWC) manager or operator?
   Or

B. Are you a middle to senior National Disaster Management Office (NDMO) manager or operator?
   Or

C. Are you a middle to senior Local Disaster Management Office (LDMO) manager or operator?

1. PERSONAL INFORMATION

   FULL NAME (as per passport)

   TITLE
   DR. MR. MS. others ___________

   GENDER
   MALE FEMALE

   DATE OF BIRTH (DD-MM-YYYY)

   NATIONALITY

   ORGANISATION AND POSITION

   ADDRESS

   TELEPHONE NUMBER

   EMAIL ADDRESS
### 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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All Correspondence To: Head, ICG/IOTWMS Secretariat, IOC Perth Office, PO Box 1370 West Perth, WA 6872 AUSTRALIA,
Email: iotws@unesco.org
Tel: +61 (08) 9226 0191 Fax: + 61 (08) 9263 2261
5. TRAVEL INFORMATION

Please attach a scanned copy of the personal details page of your passport, which must have a minimum of 6 months’ validity from the date of the workshop.

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<td>EXPIRY DATE</td>
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<td>NEAREST INTERNATIONAL AIRPORT</td>
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6. OTHER

ENGLISH LANGUAGE PROFICIENCY

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

DO YOU REQUIRE TRAVEL FUNDING?

- [ ] Yes, Full Funding
- [ ] Yes, Partial Funding, Amount USD ____.
- [ ] No, Self-funded

7. STATEMENT OF INTEREST:

Why are you interested in attending this Training? Please explain your motivation.
After the Training, where and how will the experience gained in the Training will be used?

Please also submit separately your Curriculum Vitae (CV).

PRINTED NAME AND SIGNATURE OF APPLICANT

DATE: ________________________________

8. ENDORSEMENT OF TSUNAMI NATIONAL CONTACT (TNC):

Printed Name (TNC)  

Signature  

Organization  

DATE