IOC Circular Letter No. 2674
(Available in English only)

To: ICG/IOTWMS¹ Tsunami National Contacts
   ICG/IOTWMS Chair and Vice Chairs
   ICG/IOTWMS Working Group Chairs and Vice Chairs

Cc: Official National Coordinating Body for liaison with the IOC of ICG/IOTWMS Member States
   Permanent Delegates/Observer Missions to UNESCO of ICG/IOTWMS Member States

Subject: Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWMS) Working Group 1 on Tsunami Risk Community Awareness and Preparedness and Working Group 2 on Tsunami Detection, Warning and Dissemination: Call for nomination of experts

At its 11th session, held in Kuala Lumpur, Malaysia, 18–20 April 2017, the Intergovernmental Coordination Group (ICG) for the Indian Ocean Tsunami Warning and Mitigation System (IOTWMS) decided:

- To continue existing Working Group 1 on Tsunami Risk Community Awareness and Preparedness and nominated Dr Harkunti Pertiwi Rahayu (Indonesia) as its Chair, and Dr Mahmood Reza Akbarpour Jannat (Iran) as Vice Chair. The following Member States expressed interest in joining the Working Group 1: Australia, India, Indonesia, Malaysia, Oman and Timor Leste.

- To continue existing Working Group 2 on Tsunami Detection, Warning and Dissemination and nominated Mr Peter Coburn (Australia) as its Chair and Dr Mohammad Mokhtari (Iran) and Mr Mochammad Riyadi (Indonesia) as Vice Chairs. The following Member States expressed interest in joining the Working Group 1: Australia, India, Indonesia, Malaysia, Oman and Timor Leste.

Through this Circular Letter, I have the pleasure to invite Member States who already expressed an interest, as well as all other IOTWMS Member States to nominate experts to

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¹ ICG/IOTWMS Member States include Australia, Bangladesh, British Indian Ocean Territory, Comoros, Djibouti, France (Réunion), India, Indonesia, Iran, Kenya, Madagascar, Malaysia, Maldives, Mauritius, Mozambique, Myanmar, Oman, Pakistan, Seychelles, Singapore, Somalia, South Africa, Sri Lanka, Tanzania, Thailand, Timor Leste, United Arab Emirates and Yemen.
be members of the above Working Groups, according to the expertise required to contribute to the Terms of Reference as described in Annex.

In addition to a good working knowledge of the operation of the IOTWMS, specific criteria for membership include significant experience in one or more criteria listed below for each of the Working Group.

**Working Group 1:**
- Encourage intra/inter-disciplinary, multidisciplinary and multi-sectoral interactions to ensure tsunami risk knowledge is streamlined to risk reduction strategies.

**Working Group 2:**
- Seismology, oceanography, sea-level monitoring or wave modelling, in relation to tsunami generation and propagation;
- The operations of a National Tsunami Warning Centre and the generation of tsunami warnings;
- The dissemination of tsunami warnings, via multiple communications media.

The following rules and conditions apply to all Working Groups of the ICG/IOTWMS:
- Working language: English.
- Frequency of meetings: intersessionally.
- Coordination and Elections: Following the rules of procedures applying to IOC Subsidiary Bodies, unless nominated by the ICG/IOTWMS, a chair and at least one vice-chair will be elected by the members of the Working Group for two years with possible re-election of one term in the same position.
- Members and appointment: Nominated by Member States in accordance with the rules of procedures applying to IOC Subsidiary bodies. Technical experts and observers can be invited at the discretion of the Chair.
- Programme of intersessional work should be determined by the Working Group at the Working Group meeting and included in the report to the ICG.
- Duration of the Working Group: Two years, renewable subject to review by the ICG.
- Reports: A progress report should be submitted two months before each ICG session and within two months of each Working Group meeting.
- Financial resources: Participation in the Working Groups and attendance at meetings will be at national expense.

Nominations, addressed to Dr Srinivasa Kumar Tummala (sk.tummala@unesco.org), should reach the Secretariat not later than 24 July 2017 accompanied by a CV for each nominated expert.

I am also pleased to inform you that intersessional meetings of Working Group 1 and 2 will be held at BMKG Indonesia on 9 September 2017 and 15 September 2017 respectively, as part of integrated meetings of the Task Teams, Indian Ocean Tsunami Ready Workshop, Training Workshop on Standard Operating Procedures (SOPs) and the ICG/IOTWMS Steering Group which will be held at Jakarta, Indonesia during 4–17 September 2017 (ref. IOC Circular Letter No. 2673 dated 4 July 2017). A separate letter of invitation to the Working Group intersessional meetings will be issued in due course.

Yours Sincerely,

[signed]

Vladimir Ryabinin
Executive Secretary

**Enclosures:** Terms of Reference for Working Groups 1 and 2
ANNEX

ICG/IOTWMS Working Group 1
Tsunami Risk, Community Awareness and Preparedness

Terms of Reference

Liaise with other working group(s) and task team(s) within the ICG/IOTWMS and with working groups from the other ocean basins through the TOWS-WG to:

1. Assist, develop and strengthen the overall capacity and capability of Member States in tsunami risk assessment and mitigation, community awareness and preparedness.
2. Encourage Member States to mainstream tsunami Disaster Risk Reduction into sustainable development to help achieve resilient communities in the region.
3. Identify areas of priority for action following assessments, exercises and real tsunami events.
4. Provide advice on user requirements and utility of tsunami warning products and services.
5. Provide advice to the Indian Ocean Tsunami Information Centre (IOTIC) on educational, awareness and preparedness materials.
6. Promote collaboration among academia, research institutions and disaster management offices to encourage multidisciplinary and multi sectoral interaction in ensuring tsunami risk knowledge are streamlined to risk reduction strategies.

Activities may include:

1. Monitor, assess and routinely report to the Steering Group and ICG on the status of Tsunami Risk Assessments, Community Awareness and Preparedness in each Member State.
2. Seek resources and coordinate projects to build capacity in Member States.
3. Organise workshops and symposiums for training and capability development.
4. Contribute to the conduct of regular exercises of the IOTWMS.
5. Encourage Member States to integrate tsunami risk assessment, community awareness and preparedness within national disaster risk reduction programmes for multi-hazards.
6. Stimulate and share information on best-practices between Member States.
7. Assist with development and application of guidelines on hazard, vulnerability and risk assessment and mitigation, exercises, and post-event surveys.
8. Work with Working Group 2 "Tsunami Detection, Warning and Dissemination" to develop effective warning products, services, Standing Operating Procedures and warning chains.
9. Under the direction of the Steering Group, assist with national assessments of the IOTWMS performance after each exercise and real tsunami event.

The Working Group will be composed of members nominated by Member States, an invited IOTIC representative and other invited observers as required, with a chairperson and two vice-chairpersons to be elected by the ICG.
ICG/IOTWMS Working Group 2
Tsunami Detection, Warning and Dissemination

Terms of Reference

Liaise with other working group(s) and task team(s) within the ICG/IOTWMS and with working groups from the other ocean basins through the TOWS-WG to:

1. Coordinate and strengthen the operational implementation of a “System-of-Systems” providing interoperable tsunami threat information products and services for Member States.
2. Monitor the performance of key observational, warning and communication system components.
3. Identify areas of priority for action following assessments, communications tests, exercises and real tsunami events.
4. Provide advice to the Indian Ocean Tsunami Information Centre (IOTIC) on educational materials about the warning systems and services.
5. Help strengthen the capacity and capability of Member States in relation to tsunami detection, warning and dissemination.

Activities may include:

1. Help coordinate and facilitate the development and operational implementation of tsunami detection, warning and dissemination systems and procedures within Multi-Hazard Early Warning System (MHEWS) frameworks and systems.
2. Monitor, assess and routinely report to the Steering Group and ICG on the performance of Tsunami Service Providers (TSPs), observational seismic and sea level monitoring networks, communication systems and procedures.
3. Consult with Working Group 1 Community Awareness and Preparedness on the requirements and suitability of threat information and warning products.
4. Monitor existing international and national arrangements and provision of real-time data required for tsunami monitoring and warning with regards to seismic, GNSS, sea level and other kinds of measurements and data exchange.
5. Undertake studies to determine warning requirements for seismic and sea level data.
6. Facilitate the ongoing development and benchmarking of tsunami modelling, forecast and verification systems.
7. Contribute to the conduct of regular exercises and communication tests of the IOTWMS.
8. Develop, coordinate and help implement training and capacity building programmes for NTWCs, DMOs and Media in the Tsunami Warning Services.
9. Develop and maintain relevant documentation, such as the IOTWMS Service Definition and IOTWMS NTWC Users Guide.

The Working Group will be composed of members nominated by Member States, Member State representatives for each ICG-designated TSP and invited observers, with a chairperson and one or two vice-chairpersons to be elected by the ICG.