IOC Circular Letter No. 2695
(Also available in French)

To: ICG/NEAMTWS Tsunami Warning Focal Points (TWFP)
ICG/NEAMTWS Tsunami National Contacts (TNCs)
ICG/NEAMTWS Steering Committee
ICG/NEAMTWS Chair and Vice-Chairs
ICG/CARIBE-EWS Chair

cc.: Official National Coordinating Bodies for liaison with IOC Permanent Delegations/Observer Missions to UNESCO and National Commissions for UNESCO in ICG/NEAMTWS Member States
World Meteorological Organization (WMO)
United Nations Office for Disaster Risk Reduction (UNISDR)
Joint Research Centre (European Commission)

Subject: Invitation to the 14th 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-XIV), Lisbon, Portugal, 21–23 November 2017

On behalf of the Chair of the ICG/NEAMTWS and the Portuguese organizing committee, I take great pleasure in inviting you to attend the 14th 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), which will be held in Lisbon at the Hotel Tryp Lisboa Aeroporto from 21 to 23 November 2017.

The names, positions and email contacts of your representatives should be either communicated by email to Mr Denis Chang Seng, ICG/NEAMTWS Technical Secretary, at d.chang-seng@unesco.org with a copy to Ms Elena Iasyreva at e.iasyreva@unesco.org by 3 November 2017 or registered online at the session website http://www.ioc-unesco.org/ICGNEAMTWS-XIV.

Delegations are expected to secure their own financial support to attend the session and are responsible for obtaining visas as required by the host country.

For detailed logistics information, and updated documentation prior to the meeting, please refer to the NEAMTWS-XIV website listed above. The working language of the session will be English.
Elections of the ICG Officers, namely, one Chairperson and two Vice-chairpersons, for the next biennium, will take place during the session according to the attached procedure. In this regard, nominations must be received by the Secretariat no later than 21 November 2017 at 5:00 p.m. WET. 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 (four years).

The current Officers of the ICG/NEAMTWS are:

- Chair: Ahmet Cevdet Yalciner (Turkey)-Elected in 2013 (1st term) and 2015 (2nd term)
- Vice-Chair: Anna Gyldenfeldt (Germany)-Elected in 2015 (1st term)
- Vice-Chair: Stefano Lorito (Italy)-Elected in 2015 (1st term)

In establishing the ICG/NEAMTWS in 2005, IOC Resolution XXIII-14 stipulated that the ICG membership 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 meeting agenda is technical in nature and delegates should be prepared to participate in technical discussions. A copy of the provisional agenda and timetable is enclosed.

The ICG/NEAMTWS Chairperson, the Portuguese Organizing Committee and the IOC Secretariat look forward to welcoming you in Lisbon.

Yours sincerely,

[signed]

Vladimir Ryabinin
Executive Secretary

Enclosures:
1 – Provisional Agenda and Timetable
2 – Nomination Information and Forms
PROVISIONAL 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
   3.7 REPORT EVALUATION FROM RECENT TSUNAMI EVENTS

4 IMPLEMENTATION
   4.1 STATUS FOR ESTABLISHMENT OF NATIONAL TSUNAMI WARNING CENTRES
       AND TSUNAMI SERVICE PROVIDERS
   4.2 EVALUATION OF NEAMWave17
   4.3 WORLD TSUNAMI AWARENESS DAY (WTAD, 5 NOV. 2017)
   4.4 REPORTS ON EUROPEAN UNION FUNDED PROJECTS RELATED TO NEAMTWS
   4.5 RECENT DEVELOPMENTS IN DATA COLLECTION FOR TSUNAMI WARNING

5 DISCUSSION ON TSUNAMI READY INITIATIVE IN NEAM REGION

6 PROGRAMME FOR 2018
   6.1 ACTIVITIES SCHEDULED FOR 2018
   6.2 ESTABLISHMENT OF INTERSESSIONAL WORKING GROUPS AND TASK TEAMS

7 ELECTIONS

8 DATE AND PLACE FOR ICG/NEAMTWS-XV

9 ANY OTHER BUSINESS

10 ADOPTION OF DECISIONS AND RECOMMENDATIONS

11 CLOSING
INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION of UNESCO

Fourteenth 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-XIV)

Lisbon, Portugal, 21-23 November 2017

PROVISIONAL TIMETABLE

<table>
<thead>
<tr>
<th>Hour</th>
<th>21 November (Tuesday)</th>
<th>Hour</th>
<th>22 November (Wednesday)</th>
<th>Hour</th>
<th>23 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. IMPLEMENTATION</td>
<td>09:00-11:00</td>
<td>WORKING GROUP REPORTS TO THE ICG AND DISCUSSIONS</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>
<td>11:00-11:30</td>
<td>COFFEE BREAK</td>
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<tr>
<td>09:00-11:00</td>
<td>Portugal Authorities</td>
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<td>4. IMPLEMENTATION</td>
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<td>6. PROGRAMME FOR 2018</td>
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<td></td>
<td>ICG/NEAMTWS Chairperson</td>
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<td>4.2 Evaluation of NEAMWave17</td>
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<td>6.1 Activities scheduled for 2018</td>
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<td>2. ORGANIZATION OF THE SESSION</td>
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<td>4.3 World Tsunami Awareness Day (5 Nov 2017)</td>
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<td>6.2 Establishment of intersessional working groups and task teams</td>
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<td></td>
<td>2.1 Adoption of the agenda</td>
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<td>4.4 Reports on European Union funded projects related to NEAMTWS (TSUNAPS-NEAM, ASTARTE)</td>
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<td>2.2 Designation of the rapporteur</td>
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<td>4.5 Recent developments in data collection for tsunami warning</td>
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<td>2.3 Conduct of the session, timetable and documentation</td>
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<td>5. DISCUSSION ON TSUNAMI READY INITIATIVE IN NEAM REGION</td>
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<td>2.4 Establishment of sessional committees and WGs</td>
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<td>11:00-11:30</td>
<td>COFFEE BREAK</td>
<td>11:30-13:00</td>
<td>6. PROGRAMME FOR 2018</td>
<td>11:00-13:00</td>
<td>7. ELECTIONS</td>
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<td>11:30-13:00</td>
<td>3. REPORTS ON ICG/NEAMTWS INTERSESSIONAL ACTIVITIES</td>
<td>12:00-14:00</td>
<td>8. DATE AND PLACE FOR ICG/NEAMTWS-XV</td>
<td>12:00-14:00</td>
<td>9. ANY OTHER BUSINESS</td>
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<td></td>
<td>3.1 Report by the Chairperson</td>
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<td>8. DATE AND PLACE FOR ICG/NEAMTWS-XV</td>
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<td>10. ADOPTION OF DECISIONS AND RECOMMENDATIONS</td>
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<td>3.2 Report by IOC Secretariat</td>
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<td>11. CLOSING</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>14:00-17:00</td>
<td>7. ELECTIONS</td>
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<td>14:00-16:00</td>
<td>3.4 Reports by the NEAMTWS Working Groups and Task Teams</td>
<td>14:00-16:00</td>
<td>8. DATE AND PLACE FOR ICG/NEAMTWS-XV</td>
<td>14:00-16:00</td>
<td>8. DATE AND PLACE FOR ICG/NEAMTWS-XV</td>
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<td>3.5 Report by other ICGs</td>
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<td>9. ANY OTHER BUSINESS</td>
<td>14:00-16:00</td>
<td>9. ANY OTHER BUSINESS</td>
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<td>3.6 Reports by other intergovernmental organizations</td>
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<td>14:00-16:00</td>
<td>10. ADOPTION OF DECISIONS AND RECOMMENDATIONS</td>
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<td>16:00-16:30</td>
<td>COFFEE BREAK</td>
<td>16:00-16:30</td>
<td>11. CLOSING</td>
<td>16:00-16:30</td>
<td>11. CLOSING</td>
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<td>16:30-18:00</td>
<td>3.7 Report evaluation of recent tsunami events</td>
<td>16:30-18:00</td>
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Annex to IOC Circular Letter 2695

IOC/ICG/NEAMTWS-XIV/1 Prov. Add.
Paris, 5 October 2017
Original: English
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-XIV, 21 November 2017, 17:00 hrs WET).

Each nomination shall contain a declaration from the candidate that he/she is prepared to stand for the post for which 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.
### Intergovernmental Coordination Group for the North-eastern Atlantic, the Mediterranean and connected seas (ICG/NEAMTWS)

#### Biennial Elections for Officers

**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: …………………………………………………………………

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<th>Seconder 1</th>
<th>Seconder 2</th>
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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

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

Biennial Elections for Officers

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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Date sent to the IOC Secretariat Date and time received by the IOC Secretariat

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

Biennial Elections for Officers

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]