To: ICG/IOTWMS¹ Tsunami National Contacts
ICG/IOTWMS Tsunami Warning Focal Points
ICG/IOTWMS National Tsunami Warning Centre Contacts
ICG/IOTWMS Chair and Vice Chairs
ICG/IOTWMS Working Group Chairs and Vice Chairs
Observers to ICG/IOTWMS

Cc: Official National Coordinating Bodies for liaison with the IOC, and
Permanent Delegates/Observer Missions to UNESCO of ICG/IOTWMS Member States
UNESCO Offices in Doha, Islamabad, New Delhi and Tehran
Chairs of IOCAFRICA and IOCINDIO
Organizations working with the IOC
IOC Officers

Subject: Twelfth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWMS-XII), Kish Island, Islamic Republic of Iran, 9–12 March 2019

In 2005, the IOC Assembly at its 23rd session decided, by Resolution XXIII-12, to create the Indian Ocean Tsunami Warning and Mitigation System (IOTWMS) and to establish an Intergovernmental Coordination Group for the region (ICG/IOTWMS).

The ICG/IOTWMS will hold its 12th session in Kish Island, Islamic Republic of Iran, 9–12 March 2019 at the kind invitation of the Government of Iran. I am pleased to invite national representatives to the session on behalf of the Bureau of the ICG/IOTWMS. Please communicate the names and positions of your representatives to the Secretariat (Executive Secretary of the IOC, v.ryabinin@unesco.org) with a copy to Mr Srinivasa Kumar Tummala, Head of the ICG/IOTWMS Secretariat, sk.tummala@unesco.org) no later than 15 February 2019. You are also requested to identify who will be Head of your delegation and register the contact details of all delegates online at http://www.ioc-tsunami.org/iotwms-12.

¹ ICG/IOTWMS Member States include Australia, Bangladesh, Comoros, Djibouti, France, India, Indonesia, Islamic Republic of Iran, Kenya, Madagascar, Malaysia, Maldives, Mauritius, Mozambique, Myanmar, Oman, Pakistan, Seychelles, Singapore, Somalia, South Africa, Sri Lanka, Tanzania, Thailand, Timor Leste, United Arab Emirates, United Kingdom and Yemen.
As agreed since the first session of the ICG/IOTWMS, participants are encouraged to secure their own financial support to attend this session. I wish also to remind you that IOC Resolution XXIII-12 stipulated that the membership of the ICG/IOTWMS should consist of:

- Member States of the IOC within and bordering the Indian Ocean;
- Observers from other IOC Member States;
- Invited observers from 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 the technical discussions. A copy of the provisional agenda and timetable is appended to this invitation as Annexes 1 and 2 respectively. The working language of the meeting will be English.

The ICG at its 12th session will elect its Officers for the next biennium, namely one Chairperson and two Vice-Chairpersons, according to the attached procedure and forms (Annex 3). Nominations shall be accepted up to the end of the second day of proceedings at ICG/IOTWMS-XII, i.e. 10 March 2019. They can also be addressed in advance to the Secretariat. Only the Head of the delegation will be allowed to vote in case of election. 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/IOTWMS are:

- Chair: Andi Eka Sakya (Indonesia) - Elected in 2017 (1st term)
- Vice-Chair: Juma Al-Maskari (Oman) - Elected in 2015 and 2017 (2nd term)
- Vice-Chair: Vacant due to the passing of Prof. Samantha Hettiarachchi (Sri Lanka) - Elected in 2015 and 2017 (2nd term)

I would like to advise you that under Agenda Item 11 - Programme and Budget, the ICG will discuss the important issue of funding for the long-term sustainability of the IOTWMS. In this context Member States are invited to consider making contributions to the IOC Special Account set up for this purpose to support capacity building and the on-going training needs of the IOTWMS Member States. Please contact the Secretariat for further details of how to make a contribution.

Member States that have already submitted their response to the recent Survey of Capacity Assessment of Tsunami Preparedness of the IOTWMS Member States (IOC Circular Letter, 2742) need NOT submit a separate National Report for the ICG/IOTWMS-XII Session. The same response will be used as Member State National Report, as well as for preparation of the “IOTWMS Status Report” that will be presented to the ICG/IOTWMS-XII Session. However, Member States who have not submitted their response to the aforementioned survey yet are requested to do so before 24 December 2018. Please use the dynamic pdf questionnaire attached to CL-2742 for providing your response. Alternately, please contact the Secretariat if you prefer to respond to the survey online.

I am also pleased to inform that an Expert Consultation on “Scientific Tsunami Hazard Assessment of the Makran Subduction Zone” is scheduled on 8 March 2019, back to back with ICG/IOTWMS-XII, which all the ICG participants are welcome to attend.

Online registration, venue details and general information including meeting venue, hotels and local logistics, will be posted on the website http://www.ioc-tsunami.org/iotwms-12 as they become available.

With the assurances of my highest consideration, I remain,

Yours faithfully,

[signed]

Vladimir Ryabinin
Executive Secretary

Enclosures: Annex 1: Provisional Agenda
             Annex 2: Provisional Timetable
             Annex 3: Elections Procedures and Forms
ANNEX 1
INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

Twelfth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWMS-XII)

Kish, Islamic Republic of Iran

9–12 March 2018

DRAFT PROVISIONAL AGENDA

1. WELCOME AND OPENING OF TWELFTH SESSION

2. ORGANIZATION OF THE SESSION
   2.1 ADOPTION OF AGENDA
   2.2 DESIGNATION OF THE RAPPORTEUR
   2.3 CONDUCT OF THE SESSION, TIMETABLE AND DOCUMENTATION

3. REPORT ON INTERSESSIONAL ACTIVITIES
   3.1 ICG CHAIRPERSON'S REPORT
   3.2 REPORT FROM THE IOC SECRETARIAT
   3.3 REVIEW OF ICG/IOTWMS DECISIONS, RECOMMENDATIONS AND ACTIONS
   3.4 REPORT OF THE SYMPOSIUM ON ADVANCES IN TSUNAMI WARNING TO ENHANCE COMMUNITY RESPONSE (12–14 FEBRUARY 2018) AND TOWS WORKING GROUP
   3.5 REPORT OF THE INDIAN OCEAN TSUNAMI INFORMATION CENTRE (IOTIC)
   3.6 NATIONAL PROGRESS REPORTS
   3.7 STATUS OF PROGRESS IN OTHER ICGS
   3.8 REPORT FROM UN AND NON-UN ORGANISATIONS

4. IOTWMS TSUNAMI SERVICE PROVIDER (IOTWMS-TSP) REPORTS
   4.1 TSP AUSTRALIA
   4.2 TSP INDIA
   4.3 TSP INDONESIA

5. REPORT ON THE 28 SEPTEMBER 2018 SULAWESI EARTHQUAKE AND TSUNAMI EVENT
6. REPORT FROM TASK TEAMS
   6.1 INDIAN OCEAN WAVE 18 (IOWAVE18) TASK TEAM
   6.2 CAPACITY ASSESSMENT OF TSUNAMI PREPAREDNESS (CATP) TASK TEAM

7. WORKING GROUP PROGRESS REPORTS
   7.1 WORKING GROUP 1 PROGRESS REPORT: TSUNAMI RISK COMMUNITY AWARENESS AND PREPAREDNESS
   7.2 WORKING GROUP 2 PROGRESS REPORT: TSUNAMI DETECTION, WARNING AND DISSEMINATION
   7.3 PROGRESS REPORT: SUBREGIONAL WORKING GROUP FOR THE NORTH WEST INDIAN OCEAN

8. POLICY MATTERS
   8.1 IOWAVE 20
   8.2 INDIAN OCEAN TSUNAMI READY RECOGNITION
   8.3 TRAINING
   8.4 IOTWMS GOVERNANCE AND STRUCTURE
   8.5 UN DECADE OF OCEAN SCIENCE FOR SUSTAINABLE DEVELOPMENT

9. IOTWMS DOCUMENTATION
   9.1 IOTWMS STATUS REPORT
   9.2 IOTWMS MEDIUM TERM STRATEGY
   9.3 UPDATES TO THE DEFINITION OF SERVICES PROVIDED BY THE IOTWMS TSUNAMI SERVICE PROVIDERS

10. REPORTS FROM SESSIONAL WORKING GROUP AND COMMITTEE MEETINGS

11. PROGRAMME AND BUDGET

12. ELECTION OF OFFICERS

13. OTHER BUSINESS

14. NEXT MEETING
   14.1 CONFIRMATION OF DATE AND VENUE FOR ICG/IOTWMS-XIII
   14.2 TARGET DATE AND VENUE FOR ICG/IOTWMS-XIV

15. ADOPTION OF DECISIONS AND RECOMMENDATIONS

16. CLOSE OF MEETING
## ANNEX 2

### PROVISIONAL TIMETABLE

<table>
<thead>
<tr>
<th>Saturday 09 March</th>
<th>Sunday 10 March</th>
<th>Monday 11 March</th>
<th>Tuesday 12 March</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>08:30-09:00</strong></td>
<td>Registration</td>
<td>Registration</td>
<td>Registration</td>
</tr>
<tr>
<td><strong>09:00-10:30</strong></td>
<td>1. WELCOME AND OPENING</td>
<td>4. IOTWS TSUNAMI SERVICE PROVIDER (IOTWS-TSP) REPORTS</td>
<td>SESSIONAL WORKING GROUP MEETINGS</td>
</tr>
<tr>
<td></td>
<td>2. ORGANIZATION OF THE SESSION</td>
<td>4.1 TSP Australia</td>
<td>9. IOTWS DOCUMENTATION</td>
</tr>
<tr>
<td></td>
<td>2.1 Adoption of Agenda</td>
<td>4.2 TSP India</td>
<td>9.1 IOTWS Status Report</td>
</tr>
<tr>
<td></td>
<td>2.2 Designation of the Rapporteur</td>
<td>4.3 TSP Indonesia</td>
<td>9.2 IOTWS Medium Term Strategy</td>
</tr>
<tr>
<td></td>
<td>2.3 Conduct of the session, timetable and documentation</td>
<td></td>
<td>9.3 Updates to the definition of services provided by the IOTWMS Tsunami Service Providers</td>
</tr>
<tr>
<td><strong>10:30-11:00</strong></td>
<td>Refreshments + Group Photograph</td>
<td>Refreshments</td>
<td>Refreshments</td>
</tr>
<tr>
<td><strong>11:00-12:30</strong></td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>5. REPORT ON THE 28 SEPTEMBER 2018 SULAWESI EARTHQUAKE AND TSUNAMI EVENT</td>
<td>SESSIONAL WORKING GROUP MEETINGS</td>
</tr>
<tr>
<td></td>
<td>3.1 ICG Chairperson’s Report</td>
<td>6. REPORT FROM TAST TEAMS</td>
<td>12. ELECTION OF OFFICERS</td>
</tr>
<tr>
<td></td>
<td>3.2 Report from the IOC Secretariat</td>
<td>6.1 Indian Ocean Wave 2018 (IOWave18)</td>
<td>13. OTHER BUSINESS</td>
</tr>
<tr>
<td></td>
<td>3.3 Review of ICG/IOTWMS Decisions, Recommendations and Actions</td>
<td>6.2 Capacity Assessment of Tsunami Preparedness (TT-CATP)</td>
<td>14. NEXT MEETING</td>
</tr>
<tr>
<td></td>
<td>3.4 Report of Symposium on advances in tsunami warning to enhance community response (12-14 Feb 2018) and TOWS WG</td>
<td></td>
<td>14.1 Confirmation of Date and Venue for ICG/IOTWS-XIII</td>
</tr>
<tr>
<td><strong>12:30-14:00</strong></td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td><strong>14:00-15:30</strong></td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>7. WORKING GROUP PROGRESS REPORTS</td>
<td>SESSIONAL WORKING GROUP MEETINGS</td>
</tr>
<tr>
<td></td>
<td>3.5 Report of the Indian Ocean Tsunami Information Centre (IOTIC)</td>
<td>7.1 Working Group 1 Report</td>
<td>15. ADOPTION OF DECISIONS AND RECOMMENDATIONS</td>
</tr>
<tr>
<td></td>
<td>3.6 National Progress Reports</td>
<td>7.2 Working Group 2 Report</td>
<td></td>
</tr>
<tr>
<td><strong>15:30-16:00</strong></td>
<td>Refreshments</td>
<td>Refreshments</td>
<td>Refreshments</td>
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<tr>
<td><strong>16:00-17:30</strong></td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>8. POLICY MATTERS</td>
<td>SESSIONAL COMMITTEE MEETINGS</td>
</tr>
<tr>
<td></td>
<td>3.6 (cont) National Progress Reports</td>
<td>8.1 IOWave 20</td>
<td>15. (cont) ADOPTION OF DECISIONS AND RECOMMENDATIONS</td>
</tr>
<tr>
<td></td>
<td>3.7 Status of Progress in Other ICGs</td>
<td>8.2 Indian Ocean Tsunami Ready Recognition</td>
<td>16. CLOSE OF THE MEETING</td>
</tr>
<tr>
<td></td>
<td>3.8 Reports from UN and Non UN Organisations</td>
<td>8.3 Training</td>
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<td></td>
<td>8.4 IOTWMS Governance and Structure</td>
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<td></td>
<td>8.5 UN Decade of Ocean Science for sustainable Development</td>
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<tr>
<td><strong>17:00</strong> – <strong>Deadline for nominations of Candidates for Officers</strong></td>
<td><strong>18:00</strong> – <strong>Deadline for Decisions / Recommendations</strong></td>
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ANNEX 3

Elections of the Officers of the ICG/IOTWMS

The Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System at its Twelfth Session, Kish Island, Islamic Republic of Iran, 9–12 March 2019, shall elect the Officers of the ICG, namely, one Chairperson and two Vice-Chairpersons, for a two-year term commencing 12 March 2019.

The Chairperson shall declare the opening and closing of each session, direct the discussions and ensure observance of the Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. The Chairperson shall rule on points of order and, subject to these Rules, shall control the proceedings and maintain order and shall strive to work by consensus (Rule 38).

The Vice-chairpersons assist the Chairpersons in his/her functions and substitute for him/her where necessary.

The Chairperson and the Vice-chairpersons of a Subsidiary Body shall not remain in his/her mandate more than two successive terms (as this is the limit established for an IOC Chairperson, Rule 17) where a term is defined as two years (according to Article 7.A2 of the IOC Statutes).

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 Head of Delegation to the ICG/IOTWMS-XII, or through the IOC Focal Point in the Member State or the Permanent Delegation 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 or his representative by the close of business on the second day of the meeting (10 March 2019).

Each nomination shall contain a declaration from the candidate that he/she is prepared to stand for the post for which he/she 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/IOTWMS other than the nominating Member State.

Elections

The IOC general practice is working and deciding by consensus (Rule 38.2).

Should voting be necessary, decisions shall be made by a simple majority of the members present and voting (Rule 43.1), by secret ballot (Tech. arrangement 2.2).
Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWMS)

Biennial Elections for Chairperson and Vice Chairpersons

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/IOTWMS and, if elected, to take an active part in the work of it.

Signature of the Nominee: ……………………………………………………………

Seconder 1

Member State of the ICG/IOTWMS: ..............................

Name in capitals: ..............................

Position: ..............................

Signature: ..............................

Date sent to the IOC Secretariat: ..............................................

Date and time received by the IOC Secretariat: ..............................................

Seconder 2

Member State of the ICG/IOTWMS: ..............................

Name in capitals: ..............................

Position: ..............................

Signature: ..............................

Date sent to the IOC Secretariat: ..............................................

Date and time received by the IOC Secretariat: ..............................................
Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWMS)

Biennial Elections for Chairperson and Vice-Chairpersons

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/IOTWMS and, if elected, to take an active part in the work of it.

Signature of the Nominee: …………………………………………………………………

Seconder 1

Seconder 2

Member State of the ICG/IOTWMS ………………… …………………

Name in capitals ………………… …………………

Position ………………… …………………

Signature ………………… …………………

Date sent to the IOC Secretariat …………………………………

Date and time received by the IOC Secretariat …………………………………
Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWMS)

Biennial Elections for Chairperson and Vice-Chairpersons

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]