IOC Circular Letter No. 2293
(Available in English only)
3 February 2009

To: ICG/IOTWS Tsunami Warning Focal Points (TWFP)
ICG/IOTWS Tsunami National Contacts (TNC)
ICG/IOTWS Chair and Vice-Chairs
ICG/IOTWS Working Group Chairs and Vice-Chairs
Observers to ICG/IOTWS

cc.: Official National Coordinating Body for liaison with the IOC
Permanent Delegates/Observer Missions to UNESCO of IOC Member States
Organizations working with the IOC
IOC Officers

Subject: Sixth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS-VI), Bangkok, Thailand, 7-9 April 2009

The IOC Twenty-third Assembly decided, by Resolution XXIII-12, to create the Indian Ocean Tsunami Warning and Mitigation System (IOTWS) and to establish an Intergovernmental Coordination Group for IOTWS (ICG/IOTWS). In this connection, I am pleased to invite you to nominate a delegation to attend the Sixth Session of the ICG/IOTWS in Bangkok, Thailand, 7-9 April 2009, hosted by the Government of Thailand. Please communicate the names and positions of your representatives to the Executive Secretary of the IOC, Mr Patricio Bernal, and register their details directly on the website at www.ioc-unesco.org/iotws-6 no later than 24th March 2009. For queries about registration please contact iotws@unesco.org.

As discussed at the First Session of the ICG/IOTWS, participants should secure their own financial support to attend this session.

I wish to remind you that IOC Resolution XXIII-12 stipulated that the membership of the ICG/IOTWS should consist of:

- Member States of the IOC within and bordering the Indian Ocean;
- Observers from other IOC Member States;
- Invited observers from other organizations (including NGOs), programmes and projects in accordance with the IOC rules and procedures.

Chairperson
Javier A. VALLADARES
Capitán de navío
Licenciado en Oceanografía Física
Asesor Científico en Ciencias del Mar
Direccion de Relaciones Internacionales
Secretaría de Ciencias, Tecnología e Innovación Productiva
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Chief of Division
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Melbourne, VIC. 3001
700, Collins St., Docklands
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Director Hydrographer/Director-General
Ocean Sciences-Canadian Hydrographic Service
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Nicolay N. MIKHAILOV
Head, Oceanographic Data Centre
Russian Federal Service for Hydrometeorology & Environment Monitoring
All-Russia Research Institute of Hydrometeorological Information – WDC
6, Korolev St., Obninsk
Kaluga Region 249020
RUSSIAN FEDERATION
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 Annex 1. The working language of the meeting will be English.

The venue of the meeting will be the Centara Grand Hotel at CentralWorld, Bangkok. Online registration, venue and details on room reservation, as well as general information about the meeting location will be posted on the website www.ioc-unesco.org/iotws-6 as it becomes available.

I would like to inform you that the Sixth Session will elect the Officers of the IOTWS for the next biennium, namely, one Chairperson and two Vice-Chairpersons, according to the attached procedure and forms (see Annex 2). Nominations shall be accepted up to the end of the first day of proceedings at the ICG/IOTWS-VI. They can also be addressed in advance to the Secretariat.

I am pleased to invite the submission of National Reports, to the extent possible, as written reports for distribution prior to the ICG/IOTWS-VI Session. Member States may wish to include a summary of future plans as this would assist in the development of the IOTWS Implementation Plan. You will find in Annex 3 a template for National Reports, which I would ask you to complete and submit to the Secretariat no later than 6 March 2009.

Finally, I would like to remind you, if you have not already done so, to please forward contact details of your country’s designated Tsunami Warning Focal Point (TWFP) and Tsunami National Contact (TNC) to Ms Forest Collins at f.collins@unesco.org. Please note that these nominations must be validated through your country’s Permanent Delegation to UNESCO, UNESCO National Commission or Ministry of Foreign Affairs. Please contact the Secretariat if you require any further information on these procedures.

With the assurances of my highest consideration, I remain,

Sincerely yours,

[Signature]

Patricio Bernal
Assistant Director-General, UNESCO
Executive Secretary, IOC

Attachments:  
Annex 1: Provisional Agenda and Timetable  
Annex 2: Elections Procedures and Forms  
Annex 3: Template for National Reports
ANNEX I

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

Sixth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS-VI)

Bangkok, Thailand

7 - 9 April 2009

PROVISIONAL AGENDA

1. WELCOME AND OPENING OF SIXTH 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 IOC EXECUTIVE SECRETARY’S REPORT

3.2 ICG CHAIRMAN’S REPORT

3.3 ICG/IOTWS SECRETARIAT REPORT

3.4 STEERING GROUP REPORT

3.5 REPORT FROM INDIAN OCEAN WAVE 09 TASK TEAM

3.6 REPORT FROM THE INTERIM ADVISORY SERVICE

3.7 REPORT ON TSUNAMI OUTREACH AND CAPACITY BUILDING

3.8 NATIONAL PROGRESS REPORTS

3.9 REPORTS FROM UN AGENCIES

3.10 REPORT FROM OTHER ORGANISATIONS

3.11 STATUS OF OTHER ICGS

4. WORKING GROUP PROGRESS REPORTS

4.1 WORKING GROUP 1 PROGRESS REPORT: SEISMIC MEASUREMENTS, DATA COLLECTION, AND EXCHANGE
4.2 WORKING GROUP 2 PROGRESS REPORT: SEA LEVEL DATA COLLECTION AND EXCHANGE, INCLUDING DEEP-OCEAN TSUNAMI DETECTION INSTRUMENTS

4.3 WORKING GROUP 3 PROGRESS REPORT: RISK ASSESSMENT

4.4 WORKING GROUP 4 PROGRESS REPORT: MODELLING, FORECASTING AND SCENARIO DEVELOPMENT

4.5 WORKING GROUP 5 PROGRESS REPORT: THE ESTABLISHMENT OF A SYSTEM OF INTEROPERABLE ADVISORY AND WARNING CENTRES
   • INCLUDING REPORT FROM RTWP COORDINATION GROUP

4.6 WORKING GROUP 6 PROGRESS REPORT: MITIGATION, PREPAREDNESS AND RESPONSE

5. POLICY MATTERS

5.1 WORKING GROUP STRUCTURE AND OVERALL GOVERNANCE
   5.1.1 REVIEW OF WORKING GROUP TERMS OF REFERENCE
   5.1.2 ICG/IOTWS COMMENTS ON WG TOWS REPORT

5.2 ADOPTION OF: “UNDP/IOC GUIDELINES ON “TSUNAMI RISK ASSESSMENT AND MITIGATION FOR THE INDIAN OCEAN; KNOWING YOUR TSUNAMI RISK – AND WHAT TO DO ABOUT IT”

6. ADOPTION OF UPDATED IOTWS IMPLEMENTATION PLAN

7. PROGRAMME AND BUDGET FOR 2009-2010

8. NEXT MEETING

8.1 CONFIRMATION OF DATE AND VENUE FOR ICG/IOTWS-VII

8.2 TARGET DATE AND VENUE FOR IOTWS-VIII

9. ELECTION OF OFFICERS

10. ANY OTHER BUSINESS

11. ADOPTION OF THE SUMMARY REPORT AND RECOMMENDATIONS

12. CLOSE OF MEETING
## INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

Sixth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS-VI)
Bangkok, Thailand, 7-9 April 2009

### PROVISIONAL TIMETABLE

<table>
<thead>
<tr>
<th>Time</th>
<th>Tuesday 7 April</th>
<th>Wednesday 8 April</th>
<th>Thursday 9 April</th>
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<tbody>
<tr>
<td>0800-0900</td>
<td>Registration</td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>7. PROGRAMME AND BUDGET FOR 2009-2010</td>
</tr>
<tr>
<td>0900-1030</td>
<td><strong>1. OPENING</strong></td>
<td>3.9 Reports from UN Agencies</td>
<td>8. NEXT MEETING</td>
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<tr>
<td></td>
<td>2. ORGANIZATION OF THE SESSION</td>
<td>3.10 Reports from other organisations</td>
<td>8.1 Confirmation of Date and Venue for ICG/IOTWS-VII</td>
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<tr>
<td></td>
<td>2.1 Adoption of Agenda</td>
<td>3.11 Status of other ICGs</td>
<td>8.2 Target Date and Venue for ICG/IOTWS-VIII</td>
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<tr>
<td></td>
<td>2.2 Designation of the Rapporteur</td>
<td>4. WORKING GROUP PROGRESS REPORTS</td>
<td>9. ELECTION OF OFFICERS</td>
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<tr>
<td></td>
<td>2.3 Conduct of the session, timetable and documentation</td>
<td></td>
<td>10. ANY OTHER BUSINESS</td>
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<tr>
<td>1030-1100</td>
<td>Refreshments + Group Photograph</td>
<td>Refreshments</td>
<td>Refreshments</td>
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<tr>
<td>1100-1230</td>
<td><strong>3. REPORT ON INTERSESSIONAL ACTIVITIES</strong></td>
<td>4. WORKING GROUP PROGRESS REPORTS</td>
<td>11. ADOPTION OF THE DECISIONS AND RECOMMENDATIONS</td>
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<tr>
<td></td>
<td>3.1 IOC Executive Secretary’s Report</td>
<td>4.3 Working Group 3 Report</td>
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<td></td>
<td>3.2 ICG Chairman’s Report</td>
<td>4.4 Working Group 4 Report</td>
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<td>3.3 ICG/IOTWS Secretariat Report</td>
<td>4.5 Working Group 5 Report (inc. RCG report)</td>
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<td>4.6 Working Group 6 Report</td>
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<td>1230-1330</td>
<td>Lunch</td>
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<td>Lunch</td>
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<tr>
<td>1330-1530</td>
<td><strong>3. REPORT ON INTERSESSIONAL ACTIVITIES</strong></td>
<td>5. POLICY MATTERS</td>
<td>11. (cont) ADOPTION OF THE DECISIONS AND RECOMMENDATIONS</td>
</tr>
<tr>
<td></td>
<td>3.4 Steering Group Report</td>
<td>5.1 Working Group Structure and Overall Governance</td>
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<td></td>
<td>3.5 Report from IO Wave 09 Task Team</td>
<td>5.1.1 Review of Working Group Terms of Reference</td>
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<td></td>
<td>3.6 Report from the Interim Advisory Service</td>
<td>5.1.2 ICG/IOTWS Comments on WG TOWS Report</td>
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<td>3.7 Reports on Tsunami Outreach and Capacity Building</td>
<td>5.2 Adoption of UNDP/IOC Guidelines on “Tsunami Risk Assessment and Mitigation for the Indian Ocean; Knowing your Tsunami Risk – and What to do about it?”</td>
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<td>1530-1600</td>
<td>Refreshments</td>
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<tr>
<td>1600-1730</td>
<td><strong>3. REPORT ON INTERSESSIONAL ACTIVITIES</strong></td>
<td>6. ADOPTION OF UPDATED IOTWS IMPLEMENTATION PLAN</td>
<td>11. (cont) ADOPTION OF THE SUMMARY REPORT AND RECOMMENDATIONS</td>
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<td>3.8 National Progress Reports</td>
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<td>12. CLOSE OF THE MEETING</td>
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</table>
Elections of the Officers of the ICG/IOTWS

The Sixth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System, Bangkok, Thailand, 7 – 9 April 2009, shall elect the Officers of the ICG, namely, one Chairperson and two Vice-Chairpersons, for a two year term commencing 9 April 2009.

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 Chairman in his/her functions and substitute 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/IOTWS-VI, 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 first day of the meeting by close of business.

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/IOTWS 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/IOTWS)

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/IOTWS 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/IOTWS .......... ..........

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/IOTWS)

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/IOTWS 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/IOTWS ....................................................................................

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

Position ..............................................................................................................................

Signature ............................................................................................................................

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

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Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS)

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]
ANNEX 3

TEMPLATE FOR NATIONAL REPORTS

National Reports will be posted to the ICG/IOTWS-VI web site without revealing TWFP contact details

NATIONAL REPORT
Submitted by (country name) for IOTWS-VI

BASIC INFORMATION

1. ICG/IOTWS Tsunami National Contact (TNC)
The person designated by a Member State to an Intergovernmental Coordination Group (ICG) to represent his/her country in the coordination of international tsunami warning and mitigation activities. The person is part of the main stakeholders of the national tsunami warning and mitigation system. The person may be the Tsunami Warning Focal Point, from the national disaster management organization, from a technical or scientific institution, or from another agency with tsunami warning and mitigation responsibilities.

Name:
Title:
Organization:
Postal Address:
E-mail Address:
Telephone Number:
Fax Number:
Cellular Telephone Number:

2. ICG/IOTWS Tsunami Warning Focal Point (TWFP)
The 7x24 contact person, or other official point of contact or address, is available at the national level for rapidly receiving and issuing tsunami event information (such as warnings). The Tsunami Warning Focal Point either is the emergency authority (civil defense or other designated agency responsible for public safety), or has the responsibility of notifying the emergency authority of the event characteristics (earthquake and/or tsunami), in accordance with national standard operating procedures. The Tsunami Warning Focal Point receives international tsunami warnings from the PTWC, the JMA NWPTAC, or other regional warning centres.

Name:
Title:
Responsible Organization:
Postal Address:
E-mail Address:
Emergency Telephone Number:
Emergency Fax Number:
Emergency Cellular Telephone Number:

National Tsunami Warning Centre (if different from the above)
Person in Charge:
Title:
Responsible Organization:
Postal Address:
E-mail Address:
Emergency Telephone Number:
Emergency Fax Number:
Emergency Cellular Telephone Number:
3. Tsunami Advisor(s), if applicable
(Person, Committee or Agency managing Tsunami Mitigation in country)
Name:
Title:
Postal Address:
E-mail Address:
Emergency Telephone Number:
Emergency Fax Number:
Emergency Cellular Telephone Number:

4. Tsunami Standard Operating Procedures for a Local Tsunami (when a local tsunami hazard exists)

5. Tsunami Standard Operating Procedures for a Distant Tsunami (when a distant tsunami hazard exists)
For each situation, please provide the following:
- What organization identifies and characterizes tsunamigenic events?
- What is the threshold or criteria for declaring a potential tsunami emergency?
- What organization acts on the information provided by the agency responsible for characterizing the potential tsunami threat?
- How is the tsunami information (warning, public safety action, etc) disseminated within country?
  Who is it disseminated to?
- How is the emergency situation terminated?
- For Distant Tsunami Procedures:
  What actions were taken in response to warnings issued by PTWC, and/or JMA NWPTAC during the intersessional period?

6. National Sea Level Network
Please include a table with position and description of stations/sensors, and a map,

7. Information on Tsunami occurrences
Please include sea level observations, pictures, wave arrival descriptions, public, media, or other responses to warnings, lessons learned, etc.

8. Web sites (URLs) of national tsunami-related web sites

9. Summary plans of future tsunami warning and mitigation system improvements. This information will be used to aid the development of the IOWS Implementation Plan.

NATIONAL PROGRAMMES AND ACTIVITIES INFORMATION

9. EXECUTIVE SUMMARY
Brief statement of no more than one page addressing all items discussed in the Narrative section of the National Report

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10. **NARRATIVE**

*Detailed description of innovations or modifications to National tsunami warnings procedures or operations since last National Report, tsunami research projects, tsunami mitigation activities and best practices (especially in preparedness and emergency management), as well as public education programmes or other measures taken to heighten awareness of the tsunami hazard and risk.*

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…………………………………………………………………………………………………

Date: ………………………….. Name: ……………………………