

**INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)**

**Nineteenth Session of the International Co-ordination Group for the Tsunami Warning
System in the Pacific (ICG/ITSU-XIX)
29 September - 3 October 2003, Wellington, New Zealand**

**FORMAT GUIDELINES FOR THE SUBMISSION OF NATIONAL
REPORTS**

1. RECOMMENDATION

National reports, presented by the Member States of ITSU for the bi-annual ICG/ITSU meetings, should follow a standard format. This format should encompass basic information on the current status of any tsunami warning system that may exist in the Member State and any active tsunami mitigation programmes operating within the Member State. The National Report should contain three sections described in Sections 5, 6, and 7 of this document.

2. JUSTIFICATION FOR A STANDARDIZED FORMAT

Nearly all of the National Reports submitted to the ICG/ITSU do not necessarily provide such basic information as: the current National Contact, current procedures on dealing with local tsunami should such a hazard exist for the Member State, or current procedures on dealing with tsunami from a distant source. While such information may seem mundane and not necessary to repeat in each National Report, the mere fact that it is reported should represent an effort on the part of the preparer of the report to research the status of this information to ensure that it is indeed current. This information is very important when it comes to co-ordinating the warning process during events that have the potential to impact the entire Pacific Basin, as well as for events that affect only a limited area.

National Reports that contain basic information on the current status of the tsunami warning system of a Member State will be very useful for the Operations Center of ITSU, the PTWC, in its effort to keep the ITSU Communications Plan up to date. The information will also be useful for the ITIC in its preparation of the ITIC/ITSU Annual.

3. DEFINITIONS GERMANE TO THIS DOCUMENT

National Contact: A person officially designated to represent a Member State of ITSU. This person may hold a specific position or office within the Member State with duties that require this person to be the National Contact. The person also may be an ordinary citizen of the Member State who has been designated by the Member State.

Primary Warning Recipient: The person, agency or organization within a Member State that has primary responsibility for receiving and acting upon Tsunami Warning/Watch or Information messages from the ITSU Operations Centre, the PTWC.

Tsunami Advisor(s): The person or persons responsible for advising Member State emergency managers on the appropriate action to be taken with regard to messages received from the PTWC.

Emergency Manager(s): The agency or agencies within the Member State that have primary responsibility for mitigating the effects of tsunami by evacuation or other means during a tsunami event.

Local tsunami: A tsunami with travel times from the source area to affected areas of less than two hours.

Distant tsunami: A tsunami with travel times from the source area to affected areas of two hours or more.

4. BASIC INFORMATION

National Contact: The name, postal address, e-mail address and all telephone numbers - voice, facsimile and cellular - should be listed as completely as possible. The National Contact's affiliation should be given.

Primary Warning Recipient: The name of the person, agency or organization that has primary responsibility for receiving and acting upon messages from the PTWC should be given. The postal address, e-mail address and all public telephone numbers - voice, facsimile and cellular - should be listed as completely as possible. Emergency telephone information should be restricted and be provided only to the PTWC for the Communications Plan.

Tsunami Advisor(s): The person, committee or agency that emergency management relies upon for advice on tsunami mitigation actions during events should be identified.

Emergency Management: The primary emergency management agency should be identified. It is not necessary to list all agencies within a Member State that may be involved in tsunami mitigation procedures during events in the Basic Information section of the National Report. Such information could be contained in the Narrative section of the Report.

Local Tsunami Procedures (if a local tsunami hazard exists): A concise statement that addresses the following questions: What organization, operating 24 hours per day, 7 days per week, identifies and characterizes events that have the potential to generate local tsunami that may be destructive in the immediate source area? What is the threshold for declaring a potential local tsunami emergency? What organization acts on the information provided by the agency responsible for characterizing the potential local tsunami threat? How is the emergency situation terminated?

Distant Tsunami Procedures: A concise statement that addresses the following questions: What organization, operating 24 hours per day, 7 days per week, becomes aware of the possibility of a tsunami threat from a distant source? (This could be the primary warning recipient or an organization capable of identifying and characterizing events in the far field that have the potential to generate a tsunami.) What action does this organization take with regard to the information on a potential tsunami from the distant source? What are the criteria for initiating tsunami mitigation procedures?

5. SUMMARY

A statement of no more than one page in length that addresses all items discussed in the Narrative section of the National Report is included in the Summary. The Summaries of all National Reports will be published in the Tsunami Newsletter of the ITIC and be posted on

the ITIC website, if they conform to the page length criteria.

7. NARRATIVE

The Narrative section of the National Report is the place where more detailed descriptions of innovations or modifications to the Member States' tsunami warning procedures or operations since the previous National Report may be discussed. Tsunami research projects that have a bearing on tsunami mitigation may also be described in this section. Descriptions of public education programmes or other measures taken to heighten awareness of the tsunami hazard and risk are also appropriate for this section.

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