

**IOTWS Regional Workshop on Standard Operating Procedures for Tsunami Warning and Emergency Response
for Northern and Eastern Indian Ocean Countries
23-27 September 2013
Mercure Hotel
Jakarta, Indonesia**

Venue: Mercure Hotel

Start	End	Agenda	Speakers/Moderators	Participants	Method
		Day 1 (23 September 2013)		All	Plenary Session
		Opening Statements			
9:30	9:40	1. ICG/IOTWS Secretariat	Tony Elliott		
9:40	9:50	2. Head of UNESCO Indonesia / Representative	Dr. Hubert Gijzen		
9:50	10:05	3. Head of BMKG / Representative	Dr.AndiEkaSakya		
10:05	10:30	Group Picture			
10:30	11:00	COFFEE BREAK and Group Picture			
11:00	11:30	Introduction to Workshop, Overview and Status of the IOTWS and Agenda Overview	Tony Elliott		
		Introduction to Regional Tsunami Service Provider (RTSP) Service and Demonstration of Products		All	Presentations and practical demonstrations of RTSP products
11:30	12:30	Introduction to Regional Tsunami Service Providers (RTSPs) - Roles and Responsibilities of RTSP: 1. RTSP Services 2. RTSP Bulletin Contents 3. RTSP Product Format 4. RTSP Dissemination Method 5. Demonstration of RTSP Products	Peter Coburn, Karyono, Patanjali Kumar		

12:30	13:00	Summary of IOTWS Communications Tests and RTSP Performance since 12 October 2012	Peter Coburn		
13:00	14:00	LUNCH			
14:00	15:00	Impact of RTSP Service on NTWC Products & SOPs: 1. Receiving, Interpreting and Disseminating warnings 2. Impact on SOPs 3. Feedback to RTSPs and Lessons Learned	NTWCs	All	Presentations from NTWCs, discussion and feedback from DMOs and media
15:00	15:30	COFFEE BREAK			
15:30	16:00	DMO perspectives on SOPs: current practice	Irina Rafliana, DMOs	All	Discussion
16:00	16:30	Media perspectives on SOPs: current practice	Ardito Kodijat, Walter Welz, Media organisations	All	Discussion
16:30	17:00	Tsunami Emergency Response SOPs - overview of stakeholder roles and coordination, event operations, timelines and checklists	Laura Kong	All	Presentation

Venue: Mercure Hotel

Start	End	Agenda	Speakers/Moderators	Participants	Method
		Day 2 (24 September 2013)			
9:00	9:15	Agenda Overview	Tony Elliott		
		Participants Divided into 3 Groups (NTWC, DMO & MEDIA)			
		NTWC			
9:15	10:30	Introduction to RTSP Services (I): 1. Coastal Forecast Zones and Spatial Data 2. RTSP Wave Height Predictions	Patanjali Kumar and Karyono	NTWC participants	
10:30	11:00	COFFEE BREAK			
11:00	12:30	Introduction to RTSP Services (II): 1. RTSP Arrival Time Predictions 2. RTSP Product Bulletins	Peter Coburn		

12:30	13:30	LUNCH			
13:30	14:15	Understanding Impacts on NTWC warning products on DMOs, media and public	Peter Coburn, Patanjali Kumar, Karyono	NTWC participants	
14:15	15:00	Decision Making (Near Field, Mid Field and Far Field Tsunami)	Panel discussion facilitated by Fauzi		
15:00	15:30	COFFEE BREAK			
15:30	17:00	Continued Decision Making (Near Field, Mid Field and Far Field Tsunami)	Panel discussion facilitated by Fauzi		
		1. 2. 3. 4. 5.			
11:00	12:30	Exercises and Discussion: 1. Tsunami emergency response timeline - what happens, when? 2. Tsunami information - what is authoritative, official or informal? 3. What are tsunami event Frequently Asked Questions?	Laura Kong, Ardito Kodijat	DMO and Media participants	Small group work and feedback
12:30	13:30	LUNCH			
		DMO			
13:30	14:30	The role of DMOs in the tsunami warning chain, tsunami preparedness & response	Harkunti Rahayu	DMO participants	Presentations and discussion
14:30	15:00	Good practices: 1. Indonesian Warning Service Guidebook	Suhardjono		
15:00	15:30	COFFEE / TEA BREAK			

15:30	17:00	Good practices: 2. Local DMO SOP on Warning Dissemination: Aceh Case 3. New Zealand, Hawaii and Japan case studies 4. GIZ case study	Irina Rafliana Laura Kong HennyVidiarina	DMO participants	Presentations and discussion
		Media	Ardito Kodijat and Walter Welz	Media participants	Presentations, group discussion and feedback
13:30	15:00	The role of Media in the tsunami warning chain, tsunami preparedness & response			
15:00	15:30	COFFEE / TEA BREAK			
15:30	17:00	Good practices: 1. Indonesian Media Handbook 2. Agreements & SOPs between NTWC, DMO and Media 3. Asia-Pacific Broadcasting Union (ABU)			

Venue: BMKG Warning Centre/BNPB/Metro TV/Mercure Hotel

Start	End	Agenda	Speakers/Moderators	Participants	Method
		Day 3 (25 September 2013)			
		Participants Divided into 3 Groups (NTWC, DMO & MEDIA)			
		NTWC (meeting at BMKG Warning Centre)			
8:00		Depart Mercure Hotel	Peter Coburn	NTWC participants	
9:00	10:30	Exercise I			
10:30	11:00	COFFEE BREAK			
11:00	12:00	Exercise II			
12:00	12:30	Return to Mercure Hotel			
12:30	13:30	LUNCH			

		DMO and Media Site visits			
8:00	12:30	Site visit to National Agency for Disaster Management (BNPB) and Metro TV		DMO and Media Participants	
12:30	13:30	LUNCH			
		Plenary Session: NTWC, DMO AND MEDIA			
13:30	14:15	Report from NTWC to DMO and Media on impact of RTSP products for NTWCs SOPs	NTWCs	All	
14:15	15:00	Feedback from DMO and Media to NTWC	DMO and media		
15:00	15:30	COFFEE BREAK			
15:30	16:15	Emergency Communication considerations - robustness, reliability and redundancy	Laura Kong/Irina Rafliana		
16:15	17:00	Rapid and Effective Tsunami Warning Dissemination to Save Lives - Challenges for decision makers, media and the public	Laura Kong/Irina Rafliana		

Venue: Mercure Hotel

Start	End	Agenda	Speakers/Moderators	Participants	Method
		Day 4 (26 September 2013)			
9:00	9:15	Agenda Overview	Tony Elliott		
		NTWC, DMO, Media meet separately: Tsunami Warning Centre and Tsunami Emergency Response SOPs			
9:15	10:30	1. NTWC: TWC Operations, timeline based event SOPs 2. DMO: Stakeholder identification, Tsunami Emergency Response SOPs 3. Media: Identification of authoritative sources, SOPs for broadcasting of emergency event news	All trainers	Divide into NTWC, DMO and Media groups	Presentations, small group work, completion of templates
10:30	11:00	COFFEE / TEA BREAK			

		NTWC, DMO, Media meet separately: Tsunami Warning Centre and Tsunami Emergency Response SOPs			
11:00	11:30	1. NTWC: TWC Operations, timeline based event SOPs 2. DMO: Stakeholder identification, Tsunami Emergency Response SOPs 3. Media: Identification of authoritative sources, SOPs for broadcasting of emergency event news	All trainers	Divide into NTWC, DMO and Media groups	Presentations, small group work, completion of templates
		Plenary Session: Integrating SOPs on Warning Dissemination			
11:00	12:30	Lessons from Participants: Developing SOPs (cases from NTWCs, DMOs and Media)	Fauzi, Laura Kong. Selected participants as presenters	All	Discussion
12:30	13:30	LUNCH			
		Introduction to Table-Top Exercise			
13:30	15:00	How to Plan, Conduct and Evaluate Exercise	Laura Kong, Ardito Kodijat, Tony Elliott	All	
15:00	15:30	COFFEE / TEA BREAK			
15:30	16:15	The role of Indian Ocean Wave exercises	Peter Coburn, Harkunti Rahayu	All	
16:15	17:00	Introduction to Table Top Exercise : Scenario and Rules of the Game	Tony Elliott	All	

Venue: Mercure Hotel

Start	End	Agenda	Speakers/Moderators	Participants	Method
		Day 5 (27 September 2013)			
		Table-Top Exercise			
9:00	9:30	Pre-Exercise briefing and setup	Tony Elliott		
9:30	9:45	COFFEE/TEA BREAK			
9:45	11:45	Table-Top Exercise	Fauzi (controller), Tony Elliott, Laura Kong	RTSPs, NTWCs, DMOs, Media	NTWCs, DMOs and media divide into small groups
11:45	12:15	Post-Exercise report preparation	Exercise Groups	RTSPs, NTWCs, DMOs, Media	
12:15	14:00	LUNCH			
14:00	15:00	Exercise evaluation	Group Chairs	All	
15:00	15:30	COFFEE / TEA BREAK			
15:30	16:30	Workshop Summary and Preparation for IOWave14	Peter Coburn, Harkunti Rahayu	All	
16:30	16:45	Presentation of Certificates	TBD	All	
16:45	17:00	Closing	IOC, BMKG	All	