



INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
COMMISSION OCÉANOGRAPHIQUE INTERGOUVERNEMENTALE
COMISIÓN OCEANOGRÁFICA INTERGUBERNAMENTAL
МЕЖПРАВИТЕЛЬСТВЕННАЯ ОКЕАНОГРАФИЧЕСКАЯ КОМИССИЯ
اللجنة الدولية الحكومية لعلوم المحيطات
政府间海洋学委员会

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IOC Circular Letter No. 2520
(Available in English only)

IOC/WWW/TE
18 April 2014

- To :** ICG/IOTWS Tsunami National Contacts
ICG/IOTWS Tsunami Warning Focal Points
ICG/IOTWS Working Group 2 and 3 Members
- cc. :** ICG/IOTWS Chair and Vice Chairs
ICG/IOTWS Working Group Chairs and Vice Chairs
Official National Coordinating Body for liaison with the IOC of ICG/IOTWS Member States
Permanent Delegates/Observer Missions to UNESCO of ICG/IOTWS Member States

Subject : Regional Workshop on Standard Operating Procedures for Tsunami Warning and Emergency Response for Northern and Western Indian Ocean Countries, 23-27 June 2014, INCOIS, Hyderabad, India

The Intergovernmental Coordination Group (ICG) for the Indian Ocean Tsunami Warning and Mitigation System (IOTWS) decided at its 9th Session (Jakarta, Indonesia, 27-30 November 2012) to conduct joint training workshops on Standard Operating Procedures (SOPs) for tsunami warning and emergency response in 2013 and 2014 involving the Regional Tsunami Service Providers (RTSPs), National Tsunami Warning Centres (NTWCs), Disaster Management Organisations (DMOs) and media organisations. The workshops are organised by ICG/IOTWS Working Groups 2 (Tsunami Detection, Warning and Dissemination) and 3 (Tsunami Awareness and Response).

In this connection, I am pleased to announce that the second of these workshops, targeted at **northern and western Indian Ocean countries**, will be held in Hyderabad, India, 23-26 June 2014, hosted by the Indian National Centre for Ocean Information Services (INCOIS). Following the workshop, intersessional meetings of the ICG/IOTWS Working Groups 2 and 3 and the IOWave14 Task Team will be held on 27 June.

The primary goal of the workshop is to assist the ICG/IOTWS Member States to develop their SOPs for responding to RTSP bulletins. The objectives will be: to understand RTSP services and products; to understand the impact of the RTSP products on NTWC SOPs; to identify potential gaps and possible challenges for warning chain SOPs at the national level; to familiarise the electronic media with the RTSP service and develop/adapt SOPs for interfacing with the media; and to prepare for the IOWave14 Exercise, scheduled to take place in September 2014. An outline agenda is attached for your reference.

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On behalf of the Chairs of ICG/IOTWS Working Group 2, Dr Satheesh Shenoi, and Working Group 3, Dr Harkunti Rahayu, you are invited to nominate **suitably qualified and experienced** participants to attend the workshop.

As the workshop will focus on SOPs for tsunami warning and emergency response, we encourage applications from NTWC, DMO and national media organisation candidates. Applicants should satisfy the following selection criteria:

1. Be middle to senior NTWC or DMO managers/operators, or media managers with responsibility for interacting with NTWCs and/or DMOs;
2. Have the requisite decision making capacity;
3. Possess good communication skills in English; written and oral;
4. Have the endorsement of their IOTWS Tsunami National Contact (TNC).

Workshop participants will also be invited to attend the appropriate ICG/IOTWS Working Group and IOWave14 Task Team meetings on 27 June. Further details of these meetings will be circulated separately.

Limited funding support to attend this workshop is available for participants from northern and western Indian Ocean Member States, with priority given to: **Comoros, Iran (Islamic Republic of), Kenya, Madagascar, Maldives, Mauritius, Mozambique, Seychelles, South Africa, Tanzania and Yemen**. To gain most benefit from the workshop, we request each country to **nominate one participant each from its NTWC, DMO and national media organisation**. Funding support will consist of round trip air travel to Hyderabad via the shortest and most economical route, hotel accommodation and per diem during the workshop and visa costs.

IOTWS Member States not eligible for funding support as described above are welcome to nominate participants on a self-funded basis to the limit of the workshop capacity.

All nominees should complete the attached application form and return it to the ICG/IOTWS Secretariat (iotws@unesco.org) by **9 May 2014**. Successful applicants will be notified of their acceptance by 23 May 2014.

Further information on local logistics such as hotel accommodation, visa requirements, etc. will be sent to participants by the ICG/IOTWS Secretariat and will also be posted on the meeting website www.ioc-unesco.org/SOPworkshop14 as it becomes available.

Yours sincerely,

[signed]

Wendy Watson-Wright
Executive Secretary

Enclosures (2):

- Outline Agenda
- Application form

OUTLINE AGENDA

DAY 1 (23 June)	DAY 2 (24 June)	DAY 3 (25 June)	DAY 4 (26 June)	DAY 5 (27 June)
Opening Ceremony	Parallel/Breakout Group Workshops	Continued: SOP Development	Tabletop simulation	Intersessional Meetings of ICG/IOTWS WG2 & WG3
Overview IOTWS		How to plan, conduct & evaluate exercise		
Introduction of RTSPs products		Introduction to table top simulation day 5 <ul style="list-style-type: none"> • Scenario (Near field, far field) • Rules of the game 		Meeting of IOWave14 Task Team
Impact of RTSP products on NTWC SOPs (what action will be taken for DMO & media)	1. NTWCs (facilitated by RTSPs) 2. DMOs (plenary introduction and facilitated group work) 3. Media (plenary introduction and facilitated group work)		IO Wave exercise by Chair IO Wave 2014	
	Feedback discussions from DMOs and Media to NTWCs: addressing challenges	Integrating SOPs	Reflection, feedback, way forward	

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

Regional Workshop on Standard Operating Procedures for Tsunami Warning and Emergency Response for Northern and Western Indian Ocean Countries

INCOIS, Hyderabad, India, 23-27 June 2014

APPLICATION FORM

Deadline for applications: **9 May 2014**. Successful applicants will be contacted by 23 May 2014. Applications should be sent to the ICG/IOTWS Secretariat by email to: iotws@unesco.org.

Please indicate:

Do you wish to apply for travel, accommodation and subsistence support?* ☐

Please refer to the announcement letter for eligibility criteria for travel, accommodation and subsistence support. ***Funding support is limited to those countries indicated in the announcement letter.**

A. Are you a middle to senior National Tsunami Warning Centre (NTWC) manager or operator? ☐

Or

B. Are you a middle to senior Disaster Management Organisation (DMO) manager or operator? ☐

Or

C. Are you a middle to senior Media Organisation manager with responsibility for interacting with your country's NTWC and/or DMO? ☐

1. PERSONAL INFORMATION

NAME	
TITLE	<input type="checkbox"/> DR. <input type="checkbox"/> MR. <input type="checkbox"/> MS. <input type="checkbox"/> others _____
GENDER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DATE OF BIRTH (DD-MM-YYYY)	
NATIONALITY	
ORGANISATION AND POSITION	
ADDRESS	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	

EDUCATIONAL BACKGROUND

LEVEL	SCHOOL	DEGREE	YEAR GRADUATED
TERTIARY			
MASTERS			
DOCTORAL			
POST DOCTORAL			

3. TSUNAMI or SOP RELATED TRAINING

TITLE	CONDUCTED BY	INCLUSIVE DATES

4. TRAVEL INFORMATION

NB. Please attach a copy of the personal details page of your passport with your application

PASSPORT NUMBER	
FULL NAME (AS PRINTED ON PASSPORT)	
DATE OF ISSUE	
PLACE OF ISSUE	
EXPIRY DATE	
NEAREST INTERNATIONAL AIRPORT	

5. ADDITIONAL INFORMATION

Have you been officially nominated to attend this workshop by your country's Tsunami National Contact (TNC)? If so, please attach your nomination letter

☐

SIGNATURE OVER PRINTED NAME

DATE: _____