



**IOTWS Regional Workshop on Standard Operating Procedures for Tsunami Warning and Emergency Response
for Northern and Western Indian Ocean Countries
23-26 June 2014
Lemon Tree Hotel
Hyderabad, India**

Venue: Lemon Tree Hotel

Start	End	Agenda	Speakers/Moderators	Participants	Method
		Day 1 (23 June 2014)			
		Opening Ceremony (Ball Room, Seventh Floor, Lemon Tree Hotel)			
9:00	9:10	ICG/IOTWS Secretariat	Tony Elliott	All	Plenary Session
9:10	9:20	Vice Chair of ICG/IOTWS	Dr Srinivasa Kumar		
9:20	9:30	Director of INCOIS	Dr Satheesh Sheno		
9:30	9:45	Group Picture			
9:45	10:15	COFFEE BREAK			
10:15	10:45	Introduction to Workshop, Overview and Status of the IOTWS and Agenda Overview	Tony Elliott		

Venue: Lemon Tree Hotel

		Introduction to Regional Tsunami Service Provider (RTSP) Service and Demonstration of Products (Ball Room, Seventh Floor, Lemon Tree)			
10:45	12:00	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, Srinivasa Kumar, Sugeng Pribadi, Yedi Dermadi, Patanjali Kumar	All	Presentations and practical demonstrations of RTSP products
12:00	12:30	Summary of IOTWS Communications Tests and RTSP Performance since 12 October 2012	Peter Coburn		
12:30	13:30	LUNCH			
13:30	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	Harkunti Rahayu, DMOs	All	Discussion
16:00	16:30	Media perspectives on SOPs: current practice	Ardito Kodijat, Ahmed Nadeem, Media organisations	All	Discussion
16:30	17:00	Tsunami Emergency Response SOPs - overview of stakeholder roles and coordination, event operations, timelines and checklists	Tony Elliott, Ardito Kodijat	All	Presentation

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Start	End	Agenda	Speakers/Moderators	Participants	Method
		Day 2 (24 June 2014)			
9:00	9:15	Agenda Overview	Tony Elliott	All	Plenary
		Participants Divided into 3 Groups (NTWC, DMO & MEDIA)			
		NTWC (Tangerine 1, First Floor, Lemon Tree)			
9:15	10:30	Introduction to RTSP Services (I): 1. Coastal Forecast Zones and Spatial Data 2. RTSP Wave Height Predictions	Srinivasa Kumar and Sugeng Pribadi	NTWC participants	Presentations and discussions
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	15:00	Exercise I	Peter Coburn		
15:00	15:30	COFFEE BREAK			
15:30	16:30	Exercise II	Peter Coburn		
16:30	17:00	Understanding Impacts of NTWC warning products on DMOs, media and public	Peter Coburn, Srinivasa Kumar, Sugeng Pribadi, Yedi Dermadi, Patanjali Kumar		
		Plenary Session for DMO and Media (Tangerine Grand, Third Floor, Lemon Tree)			
9:15	9:45	The tsunami warning chain from NTWC to the community at risk: warning & guidance, stakeholders, decision making	Tony Elliott, Laura Kong	DMO & Media participants	Presentations and discussion

9:45	10:30	Near and distant tsunamis: event timeline and dealing with uncertainties • Case Study: Local/Regional/Distant Considerations for April 11, 2012 event • Discussion: Challenges in DMO decision making	Laura Kong, Harkunti Rahayu	DMO & Media participants	Presentations and discussion
10:30	11:00	COFFEE / TEA BREAK			
11:00	11:30	Critical issues on links between NTWC, DMO and media	Ardito Kodijat, Ahmed Nadeem		
11:30	12:00	Community Preparedness and Education - the need for information and guidance	Ardito Kodijat		
12:00	13:00	LUNCH			
		DMO (Tangerine Grand, Third Floor, Lemon Tree)			
13:00	14:30	The role of DMOs in the tsunami warning chain, tsunami preparedness & response • Tsunami Warning Chain - DMO decision making, alerting, evacuation • Tsunami Preparedness - DMO pre-event stakeholder coordination, response agency operational readiness, and community and public readiness	Laura Kong, Harkunti Rahayu	DMO participants	Presentations and discussion
14:30	15:00	COFFEE / TEA BREAK			
15:00	16:30	Good practices: • New Zealand Tsunami Warning and Advisory Plan • Local DMO SOP on Warning Dissemination: Aceh Case • DMO SOPs for Warning, Alerting and Evacuation. Hawaii and Japan case studies	Harkunti Rahayu, Laura Kong		
		Media (Tangerine 2, First Floor, Lemon Tree)			
13:00	14:30	The role of Media in the tsunami warning chain, tsunami preparedness & response	Ardito Kodijat, Ahmed Nadeem	Media participants	Presentations, group discussion and feedback
14:30	15:00	COFFEE / TEA BREAK			
15:00	16:30	Good practices: • Indonesian Media Handbook • Agreements & SOPs between NTWC, DMO and Media • Asia-Pacific Broadcasting Union (ABU)			

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Start	End	Agenda	Speakers/Moderators	Participants	Method
		Day 3 (25 June 2014)			
9:00	9:15	Agenda Overview	Tony Elliott	All	Plenary
		Participants Divided into 3 Groups (NTWC, DMO & MEDIA)			
		NTWC (Tangerine 1, First Floor, Lemon Tree)			
9:15	10:00	Tsunami Warning Centre Standard Operating Procedures – Concept of Operations, Overview on Routine and Event Operations, Flow Charts, Timelines, Checklists	Tony Elliott	NTWC participants	Presentation
10:00	10:30	Learning Activity: Timeline-Driven Information Flow SOP	Peter Coburn, Srinivasa Kumar, Sugeng Pribadi, Yedi Dermadi, Patanjali Kumar		Small group work, completion of templates
10:30	11:00	COFFEE/TEA BREAK			
11:00	12:30	Using Templates to Develop Timeline of Processes and Actions (Criteria for Action, Messages, Checklists, Information Dissemination, Media Information)			
12:30	13:30	LUNCH			
		DMO (Tangerine Grand, Third Floor, Lemon Tree)			
9:15	10:00	Creating Timeline-driven SOPs - How to Guidance, Explanation of Response Templates for Distant and Local Threats, Flow Charts and Checklists	Laura Kong	DMO Participants	Presentation
10:00	10:30	Learning Activity: Timeline-Driven Information Flow SOP	Harkunti Rahayu, Laura Kong		Small group work, completion of templates
10:30	11:00	COFFEE/TEA BREAK			
11:00	12:30	Using Templates to Develop General Roles and Responsibilities and Timeline of Processes and Actions (Criteria for Action, Evacuation Checklists, Information Dissemination, Media Information)			
12:30	13:30	LUNCH			

		Media (Tangerine-2, First Floor, Lemon Tree)			
9:15	10:00	SOPs for broadcasting of emergency event news	Ardito Kodijat	Media Participants	Presentation
10:00	10:30	Learning Activity: Timeline-Driven Information Flow SOP	Ardito Kodijat, Ahmed Nadeem		Small group work, completion of templates
10:30	11:00	COFFEE/TEA BREAK			
11:00	12:30	Using Templates to Identify Authorative Sources, Develop Roles and Responsibilities and Timeline of Actions			
12:30	13:30	LUNCH			
		Plenary Session: NTWC, DMO AND MEDIA (Tangerine Grand, Third Floor, Lemon Tree)			
13:30	14:15	Lessons from Participants: Developing SOPs (cases from NTWCs, DMOs and Media)	Laura Kong, Tony Elliott. Selected participants as presenters	All	Discussion on differences, challenges and highlights in developing SOPs for warning dissemination at different levels
14:15	15:00	Feedback from DMO and Media to NTWC	DMO and media		Discussion
15:00	15:30	COFFEE BREAK			Presentations
15:30	16:00	How to Plan, Conduct and Evaluate Exercise	Laura Kong, Ardito Kodijat, Tony Elliott		
16:00	16:30	The Role of Indian Ocean Wave exercises	Peter Coburn, Harkunti Rahayu		
16:30	17:00	Introduction to Table Top Exercise : Scenario & Rules of the Game	Tony Elliott		

Venue: INCOIS and Lemon Tree Hotel

Start	End	Agenda	Speakers/Moderators	Participants	Method
		Day 4 (26 June 2014)			
		Table-Top Exercise at INCOIS (Tsunami Warning Centre)			
8:00		Depart Lemon Tree Hotel			
8:30	9:15	Pre-Exercise briefing and setup at INCOIS	Tony Elliott	All	Presentation
9:15	9:30	COFFEE/TEA BREAK			
9:30	11:30	Table-Top Exercise	Tony Elliott, Laura Kong	RTSPs, NTWCs, DMOs, Media	NTWCs, DMOs and media divide into small groups
11:30	12:00	Post-Exercise report preparation	Exercise Groups	RTSPs, NTWCs, DMOs, Media	Group discussions
12:00	13:00	Visit to INCOIS Facilities		All	
13:00	13:30	Return to Lemon Tree Hotel		All	
13:30	14:30	LUNCH			
		Plenary Session: NTWC, DMO AND MEDIA (Tangerine Grand, Third Floor, Lemon Tree)			
14:30	15:30	Exercise evaluation	Group Chairs	All	Facilitated discussion
15:30	16:00	COFFEE/TEA BREAK			
16:00	17:00	Workshop Summary and Preparation for IOWave14	Peter Coburn, Harkunti Rahayu	All	Presentations and discussion
17:00	17:15	Presentation of Certificates	IOC, INCOIS	All	
17:15	17:30	Closing	IOC, INCOIS	All	
18:30	21:30	Dinner Hosted by INCOIS		All	