



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. 2385
(Available in English, French and Spanish)

IOC/WWW/BA
11 April 2011

To : ICG/PTWS Tsunami Warning Focal Points (TWFP)
ICG/PTWS Tsunami National Contacts (TNC)
ICG/PTWS Chair and Vice-Chair

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

Subject: Invitation to the Twenty-fourth Session of the Intergovernmental Coordination Group for the Pacific Ocean Tsunami Warning and Mitigation System (ICG/PTWS-XXIV), Beijing, China, 24–27 May 2011

The IOC Fourth Session of the IOC Assembly (3–12 November 1965) decided through Resolution IV-6, to create the International Coordination Group for the Tsunami Warning System in the Pacific (ICG/ITSU). Subsequently, the Thirty-ninth Session of the Executive Council decided through Resolution XXXIX-8 to rename ITSU to be the Pacific Tsunami Warning and Mitigation System (PTWS) and to provide its continuity through the Intergovernmental Coordination Group for the Pacific Ocean Tsunami Warning and Mitigation System (ICG/PTWS). In this connection, I am pleased to invite you to nominate a delegation to attend the **Twenty-fourth Session of the Intergovernmental Coordination Group for the Pacific Ocean Tsunami Warning and Mitigation System (ICG/PTWS-XXIV), Beijing, China, 24–27 May 2011**, hosted by the Government of China. Please communicate in writing the names and positions of your representatives to the Executive Secretary of the IOC, Ms Wendy Watson-Wright, **and register their details directly on the website at www.ioc-unesco.org/ptws-24 no later than 29th April 2011.** For queries about registration please contact the ICG/PTWS Secretariat at ptws@unesco.org.

UNESCO/IOC will host a workshop on “*Scientific, technical and operational aspects of the Samoa 2009, Chile 2010 and Japan 2011 tsunamis*”, that will take place on Tuesday 24th May as part of the ICG/PTWS meeting.

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I would like to inform you that the Twenty-fourth Session will elect the Officers of the PTWS, namely, one Chairperson and two Vice-chairpersons, for the next biennium, according to the attached procedure (see ANNEX 2). Nominations shall be accepted till the end of the first day of proceedings at the ICG/PTWS-XXIV. They can also be addressed in advance to ADG/IOC.

I wish to remind you that IOC Resolution XXXIX-8 stipulated that the membership of the ICG/PTWS should consist of:

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

The meeting agenda is technical in nature and delegates should be prepared to participate in the technical discussions. A copy of the tentative agenda and provisional timetable is appended to this invitation. **The working languages of the meeting will be English, French and Spanish.**

The venue of the meeting is the **Beijing Friendship Hotel, Beijing, China**. Details of the venue and information on hotel reservations as well as general information about the meeting location will be posted on the website www.ioc-unesco.org/ptws-24 as they become available. As in previous meeting Member States are required to self-fund their representatives.

I am pleased to invite national written reports including a summary of your future plans as this would aid the development of the PTWS Implementation Plan. You will find in ANNEX 3 a Template for National Reports that we ask you to fill in and send to the Secretariat no later than 29th April 2011.

Finally, I would like to remind you, if you have not already done so, to please forward contact details for your country's designated Tsunami Warning Focal Point (TWFP) and Tsunami National Contact (TNC) as soon as possible to Mr Bernardo Aliaga at b.aliaga@unesco.org. Please note that these nominations must be validated through your Permanent Delegation to UNESCO, National Commission or Ministry of Foreign Affairs.

With the assurances of my highest consideration, I remain,

Yours sincerely,

[signed]

Wendy Watson-Wright
Assistant Director-General, UNESCO
Executive Secretary, IOC

Attachments: ANNEX 1: Provisional Agenda
ANNEX 2: Elections Procedures & Forms
ANNEX 3: Template for National Reports

ANNEX 1

**Twenty-fourth Session of the Intergovernmental Coordination Group for the Pacific Ocean
Tsunami Warning and Mitigation System
(ICG/PTWS-XXIV)**

Beijing, China

24 – 27 May 2011

DRAFT PROVISIONAL AGENDA

1. WELCOME AND OPENING OF 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. CHAIRMAN'S INTRODUCTION: ROLE, STRUCTURE AND WORKING MODES OF
ICG/PTWS, REPORT OF THE PTWS STEERING COMMITTEE

3.2. SECRETARIAT REPORT

3.3. WARNING & ADVISORY SERVICES REPORT

3.3.1 PTWC

3.3.2 NWPTAC

3.4. NATIONAL PROGRESS REPORTS

3.5. ITIC'S REPORT

3.6. WORKING GROUP REPORTS

3.7. STATUS OF PROGRESS IN OTHER ICGs

3.8. REPORTS FROM UN AND NON UN ORGANISATIONS

4. POLICY MATTERS

4.1. ENHANCING PTWS TSUNAMI WARNING PRODUCTS
[Recommendation PTWS XXIII.1]

4.2 PACIFIC WAVE EXERCISE 2011
[Recommendation PTWS XXIII.2]

4.3 IMPLEMENTATION PLAN AND MEDIUM TERM STRATEGY
[Recommendation PTWS XXIII.5 and PTWS XXIII.6]

5. PROGRAMME AND BUDGET FOR 2012-2013

6. NEXT MEETING

6.1. CONFIRMATION OF DATE AND PLACE OF ICG/PTWS-XXV

6.2. TARGET DATE FOR ICG/PTWS-XXVI

7. OFFICERS ELECTIONS

8. ANY OTHER BUSINESS

9. ADOPTION OF DECISIONS AND RECOMMENDATIONS

10. CLOSE OF THE MEETING

ANNEX 2

Elections of the Officers of the ICG

The Twenty-fourth Session of the Intergovernmental Coordination Group for the Pacific Ocean Tsunami Warning and Mitigation System, Beijing, China, 24 – 27 May 2011, shall elect the Officers of the ICG, namely, one Chairperson and two Vice-chairpersons, for the term April 2011–April 2013.

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 17.2. The time limit of a mandate is two years according to Article 7.2 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/PTWS-XXIV, 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 on 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/PTWS 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.

Intergovernmental Coordination Group for the Pacific Ocean Tsunami Warning and Mitigation System (ICG/PTWS)

Biennial Elections for Chairperson

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/PTWS 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/PTWS
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Name in capitals
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Position
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Signature
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Date sent to the IOC Secretariat	Date and time received by the IOC Secretariat
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Intergovernmental Coordination Group for the Pacific Ocean Tsunami Warning and Mitigation System (ICG/PTWS)

Biennial Elections for Vice-Chairperson

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/PTWS 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/PTWS
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Name in capitals
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Position
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Signature
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Date sent to the IOC Secretariat	Date and time received by the IOC Secretariat
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Intergovernmental Coordination Group for the Pacific Ocean Tsunami Warning and Mitigation System (ICG/PTWS)

Biennial Elections for Chairperson

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/PTWS-XXIV web site without TWFP contact details

**NATIONAL REPORT
Submitted by (country name)****BASIC INFORMATION****1. ICG/PTWS 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/PTWS 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, WC/ATWC, 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, WC/ATWC, 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 PTWS Medium Term Strategy and the PTWS 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: