



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 N° 2566
(Available in English only)

IOC/TA/BA/ba
28 January 2015

To : ICG/PTWS Tsunami National Contacts (TNC)
ICG/PTWS Chair and Vice-Chairs

Cc : Official National Coordinating Body for liaison with IOC
Permanent Delegates/Observer Missions to UNESCO of IOC Member States
National Commissions for UNESCO in IOC Member States
Directors of UNESCO and IOC Regional Offices in the Asia/Pacific Region
Regional Organizations cooperating with UNESCO/IOC
Director, Pacific Tsunami Warning Center
Director North West Pacific Tsunami Advisory Center
Director, International Tsunami Information Center

Subject: **Invitation to the Twenty-sixth Session of the Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System (ICG/PTWS-XXVI), Honolulu, Hawaii, United States of America, 22–24 April 2015**

The IOC Assembly at its fourth session (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). ICG/ITSU was subsequently renamed by the IOC Executive Council at its 39th session (Resolution XXXIX-8), the Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System (ICG/PTWS). In this connection, I am pleased to invite you to nominate a delegation to attend the 26th Session of ICG/PTWS scheduled in Honolulu, Hawaii, United States of America, from 22 to 24 April 2015 at the kind invitation of the Government of the United States of America. Please communicate in writing the names and positions of your representatives to the IOC Executive Secretary and register contact details directly on the website at <http://www.ioc-tsunami.org/PTWSXXXVI> no later than 23 February 2015. For queries about registration please contact the ICG/PTWS Secretariat at ptws@unesco.org.

In association with this meeting, the IOC of UNESCO, the International Union of Geodesy and Geophysics (IUGG) and its Tsunami Commission, and the U.S. National Oceanic and Atmospheric Administration (NOAA) are organizing an International Tsunami Symposium Commemorating the 50th Anniversary of the Pacific Tsunami Warning and Mitigation System: “Making the Pacific Ready for the Tsunami Threat” that will take place on 20–21 April 2015 immediately preceding the ICG/PTWS session. See announcement for reference in IOC [Circular Letter 2552](#).

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TOGO

In the context of the ICG/PTWS session, the Intergovernmental Coordination Group will elect its Officers, namely one Chair and three Vice-chairs for the next two years, in accordance with the procedure appended to this invitation. Nominations shall be accepted until end of business the first day of the ICG/PTWS-XXVI session, i.e. 22 April, and can also be addressed in advance to the IOC Executive Secretary.

I wish to remind you that, according to IOC Resolution XXXIX-8, membership of the ICG/PTWS consists of:

- Member States of the IOC within and bordering the Pacific Ocean and adjacent seas
- Observers from other IOC Member States
- Invited observers from 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 and Spanish. Details of the venue, information on hotel reservations and general information about the meeting location will be posted and updated at the Symposium and ICG/PTWS hosting website (<http://www.ptws50.info>). Working Documents for the ICG session are posted at <http://www.ioc-tsunami.org/PTWSXXVI> as they become available. As is customary for intergovernmental meetings, participants are required to secure their own financial support to attend this session.

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. In this view, a template for national reports is provided in Annex 3. I invite you to send national reports to the Secretariat no later than 11 March 2015.

With the assurances of my highest consideration, I remain,

Yours sincerely,

[signed]

Ms Flavia Schlegel
Executive Secretary (ad interim)

Enclosures (3): Annex 1: Provisional Agenda and Timetable
Annex 2: Elections Procedures & Forms
Annex 3: Template for National Reports

ANNEX 1

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

Honolulu, United States of America

22–24 April 2015

PROVISIONAL AGENDA & TIMETABLE

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 REPORT

3.2. SECRETARIAT REPORT

3.3. REPORT FROM SYMPOSIUM: MAKING THE PACIFIC READY FOR THE TSUNAMI
THREAT

3.4. WARNING & ADVISORY SERVICES REPORT

3.4.1. PTWC

3.4.2. NWPTAC

3.5. ITIC'S REPORT

3.6. NATIONAL PROGRESS REPORTS

3.7. WORKING GROUP REPORTS

3.8. STATUS OF PROGRESS IN OTHER ICGs

3.9. REPORTS FROM UN AND NON UN ORGANISATIONS

4. POLICY MATTERS

4.1. IMPLEMENTATION REPORT OF PTWC ENHANCED PRODUCTS FOR PTWS
[Recommendation PTWS XXV.2]

4.2. ICG/PTWS FUNDING STRATEGY

4.3. REPORT OF PACIFIC WAVE EXERCISE 2015
[Recommendation PTWS XXV.1]

4.4. PRIORITIES FOR NEXT FIVE YEARS

5. PROGRAMME AND BUDGET FOR 2016–2017

6. NEXT SESSION

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

6.2. TARGET DATE FOR ICG/PTWS-XXVIII

7. ELECTIONS OF OFFICERS

8. RECOMMITMENT TO PTWS: SHORT STATEMENTS FROM MEMBER STATES

9. ANY OTHER BUSINESS

10. ADOPTION OF DECISIONS AND RECOMMENDATIONS

11. CLOSURE

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

Twenty-sixth Session of the Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System (ICG/PTWS-XXVI)
Honolulu, Hawaii United States of America, 22–24 April 2015

PROVISIONAL TIMETABLE

| Hour | Wednesday 22 April | Hour | Thursday 23 April | Hour | Friday 24 April |
|---------------|--|---------------|--|----------------|---|
| 8.00 – 9.00 | Registration, logistics | | | | |
| 9.00-10.30 | 1. WELCOME AND OPENING UNESCO & Chairman ICG/PTWS Welcome Address by National authorities 2. ORGANIZATION OF THE SESSION 2.1 Adoption of the Agenda 2.2 Designation of the Rapporteur (s) 2.3 Conduct of Session, Timetable & Docs 3. REPORTS INTERS.ACTIVITIES 3.1 Chairman's report 3.2 Secretariat's report | 9.00 – 10.30 | 3.8 Status of other ICGs 3.9 Reports from UN/non UN organizations 4. POLICY MATTERS 4.1 IMPLEMENTATION PLAN 4.2 ICG/PTWS FUNDING STRATEGY | 9.00-11.00 | REPORT OF INTRASESSIONAL WORKINGGROUPS 5. PROGRAMME & BUDGET 2015-2016 6. NEXT SESSION |
| 10:30-11.00 | COFFEE BREAK + Group Photo | 10:30-11.00 | COFFEE BREAK | 10:30-11.00 | |
| 11.00 – 13.00 | 3.3 Report from Symposium: Making the Pacific Ready for the Tsunami Threat 3.4 Warning & Advisory Services Report 3.5 ITIC Report | 11.00 – 13.00 | 4.3.REPORTS OF PACIFIC WAVE EXERCISE 2015 4.4 PRIORITIES FOR NEXT FIVE YEARS | 11.00 13.00 | 7. ELECTIONS OF OFFICERS |
| 13.00 – 14.30 | LUNCH BREAK | 13.00 – 14.30 | LUNCH BREAK | 13.00-14.30 | LUNCH BREAK |
| 14.30 – 16.00 | 3.6 National Progress Reports | 14.30 – 16.00 | Hawaii Emergency Management Agency site visit, Diamond Head Crater, followed by reception Intrasessional working group meetings | 14.00 - 16.00 | 8. RECOMMITMENT TO PTWS 9. ANY OTHER BUSINESS |
| 16:00-16:30 | COFFEE BREAK | 16:00-16:30 | | 16:00-16:30 | |
| 16.30 – 18.00 | 3.7 Working Groups Reports | 16:30-19:30 | (Continued) | 16.30 18.00 | 10. ADOPTION OF DECISIONS AND RECOMMENDATIONS 11. CLOSURE |
| 19.30 | Welcome Dinner Hosted by SAIC | | INTRASESSIONAL WORKING GROUP MEETINGS | | |

18:00 Deadline for nominations of candidates for Officers

18:00 Deadline for DRs

ANNEX 2

Elections of the Officers of the ICG

At its 26th Session the Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System, shall elect the Officers of the ICG, namely, one Chairperson and three Vice-chairpersons, for the term May 1st 2015–April 30th 2017.

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-XXVI, 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 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 | | |
|------------------------------|-------|-------|

| | | |
|------------------|-------|-------|
| Name in capitals | | |
|------------------|-------|-------|

| | | |
|----------|-------|-------|
| Position | | |
|----------|-------|-------|

| | | |
|-----------|-------|-------|
| Signature | | |
|-----------|-------|-------|

| | |
|----------------------------------|---|
| Date sent to the IOC Secretariat | Date and time received by the IOC Secretariat |
|----------------------------------|---|

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**Intergovernmental Coordination Group for the Pacific 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

Name in capitals

Position

Signature

Date sent to the IOC Secretariat Date and time received by the IOC Secretariat

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**Intergovernmental Coordination Group for the Pacific 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-XXVI 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)

A 24 x 7 point of contact (office, operational unit or position, not a person) officially designated by the NTWC or the government to receive and disseminate tsunami information from an ICG Tsunami Service Provider according to established National Standard Operating Procedures. The TWFP may or not be the NTWC..

TWFP Agency name: _

*(if different from NTWC agency)*TWFP Agency Contact or Officer in Charge *(if different from NTWC Agency):*

Name:

Position:

Telephone Number:

Email Address:

Postal Address:

TWFP 24x7 point of contact (office, operational unit or position, not a person):

Name of office, operational unit or position:

E-mail Address:

Telephone Number:

Cellular phone number:

Fax:

National Tsunami Warning Centre (if different from the above)

A centre officially designated by the government to monitor and issue tsunami warnings and other related statements within their country according to established National Standard Operating Procedures

NTWC Agency Name:

NTWC Agency Contact or Officer in Charge (person):

Name:

Position:

Telephone Number:

Email address:

Postal Address:

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**10. EXECUTIVE SUMMARY**

Brief statement of no more than one page addressing all items discussed in the National Report. Should include 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: