IOC Circular Letter No. 2399
IOC/TSU/www/SE/FS/RS
29 August 2011

To: Official National Coordinating Body for liaison with the IOC Member States in the NEAMTWS region
   Relevant organizations working with the IOC
   IOC Officers

cc: Permanent Delegates/Observer Missions to UNESCO of IOC Member States
    ICG/NEAMTWS Tsunami National Contacts and ICG/NEAMTWS Officers

Subject: Invitation to the Eighth Session of the Intergovernmental Coordination Group for the Tsunami Early Warning and Mitigation System in the North-eastern Atlantic, the Mediterranean and Connected Seas (ICG/NEAMTWS-VIII), Santander, Spain, 22—24 November 2011

The IOC Twenty-third Assembly decided by Resolution XXIII-14 to create the Intergovernmental Coordination Group for the Tsunami Early Warning and Mitigation System in the North-eastern Atlantic, the Mediterranean and Connected Seas (ICG/NEAMTWS). In this context, I am pleased to invite you to nominate a delegation to attend the Eighth Session of the ICG/NEAMTWS in Santander, Spain, 22—24 November 2011. You are invited to communicate the names and positions of your representatives to Ms Rime Saidi by email at ri.saidi@unesco.org with a copy to the Executive Secretary of the IOC, Ms Wendy Watson-Wright, w.watson-wright@unesco.org, by 1 November 2011 or register online through the NEAMTWS-VIII website at http://www.ioc-tsunami.org/index.php?option=com_oe&task=viewEventRecord&eventID=812&lang=en.

This session is being hosted by the Government of Spain and the working language will be English. Participants are encouraged to secure their own financial support to attend this session and are responsible for obtaining their own visas, if necessary. For logistics information and updated documentation prior to the meeting, please refer to the NEAMTWS-VIII website listed above.

I would like to remind you that the Eight Session will elect the Officers of the ICG/NEAMTWS, namely, one Chairperson and two Vice-chairpersons, for the next biennium, according to the attached procedure. Nominations must be received by the Secretariat by 18 November 2011 at 5:00 p.m. The Chairperson and the Vice-chairpersons of an IOC Subsidiary Body shall not remain in his/her mandate more than two successive terms.

Chairperson
Dr Sang-Kyung BYUN
Principal Research Scientist
Climate Change & Coastal Disaster Research Dept.
Korea Ocean Research & Development Institute
Ansan, P.O. Box 29, 425-600 Seoul
REPUBLIC OF KOREA

Executive Secretary
Dr Wendy WATSON-WRIGHT
Intergovernmental Oceanographic Commission — UNESCO
1, rue Miollis
75732 Paris Cedex 15
FRANCE

Vice-Chairpersons
Prof. Peter M. HAUGAN
Director, Geophysical Institute
University of Bergen
Allegaten 70
5007 Bergen
NORWAY

Dr Atanas PALAZOV
Director, Institute of Oceanology – Varna Bulgarian Academy of Sciences
P.O. Box 152
Varna 9000
BULGARIA

Prof. Yutaka MICHIDA
University of Tokyo
Member of National Committee for IOC
Kashinoha 5-1-5
Kashiwa 277-8564
Chiba
JAPAN

Prof. Atodé Blim BLIVI
Chef de Recherche
Head of CGILE
Ministère de l’Enseignement Supérieur et de la Recherche
University of Lomé, B.P. 1515
Lomé 228
TOGO

Capt. Frederico Antonio SARAIVA
NOGUEIRA
Directorate of Hydrography and Navigation
Rue Barão de Jaceguiu, s/n*
Ponta da Armão
Niterói, Rio de Janeiro
CEP 24.048.900
BRAZIL

Prof. Adoté Blim BLIVI
Chef de Recherche
Head of CGILE
Ministère de l’Enseignement Supérieur et de la Recherche
University of Lomé, B.P. 1515
Lomé 228
TOGO

.../...
I also wish to remind you that IOC Resolution XXIII-14, stipulated that the membership of the ICG/NEAMTWS should consist of:

- Member States of the IOC within and bordering North-eastern Atlantic, the Mediterranean and Connected 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 these technical discussions. A copy of the tentative agenda and timetable is attached to this invitation.

In reference to letter DG/2.5/471 dated 2 November 2005 from Mr Matsuura, Director General of UNESCO, to your Ministry of Foreign Affairs, I would also like to take this opportunity to remind you that if you have not yet nominated your 24/7 Tsunami Warning Focal Point (TWFP), please do so immediately and forward this information to Ms Rime Saidi, ri.saidi@unesco.org. Please note that the 24/7 tsunami focal point is the designated official or point of contact available twenty-four hours a day, seven days a week to receive tsunami and other coastal hazard-related information bulletins and warning guidance. This contact person must be nominated through your Ministry of Foreign Affairs, national commission or permanent delegation to UNESCO.

In addition, please provide your Tsunami National Contact (TNC) to Ms Rime Saidi, if you have not already done so. Please note that the TNC is the contact person designated to represent your country in the coordination processes and meetings related to international tsunami warning and mitigation activities. This person may be the same as the 24/7 Tsunami Warning Focal Point, but please confirm with us if this is the case.

Finally, please note that we will begin scheduling assessment missions within the upcoming months. If you are interested in having representatives of the IOC/UNESCO visit your country for the purposes of informing national stakeholders on the requirements for the establishment of a tsunami warning and mitigation system, assessing the available resources and identifying capacity building needs, please let us know.

With the assurances of my highest consideration, I remain,

Yours sincerely,

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

Attachments: Provisional Agenda
Timetable
Nomination Information and Forms
INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION (of UNESCO)

Eighth Session of the Intergovernmental Coordination Group for the Tsunami Early Warning and Mitigation System in the North Eastern Atlantic, the Mediterranean and Connected Seas (ICG/NEAMTWS-VIII)
Santander, Spain, 22–24 November 2011

PROVISIONAL AGENDA

1. OPENING

2. ORGANIZATION OF THE SESSION
   2.1 ADOPTION OF THE AGENDA
   2.2 DESIGNATION OF THE RAPPORTEUR
   2.3 CONDUCT OF THE SESSION, TIMETABLE AND DOCUMENTATION
   2.4 ESTABLISHMENT OF SESSIONAL COMMITTEES AND WORKING GROUPS

3. REPORTS ON ICG/NEAMTWS INTERSESSIONAL ACTIVITIES
   3.1 REPORT BY THE CHAIRPERSON
   3.2 REPORT BY IOC SECRETARIAT
   3.3 REPORT BY TOWS-WG
   3.4 REPORT BY THE WORKING GROUPS AND TASK TEAMS
   3.5 REPORTS BY OTHER INTERGOVERNMENTAL ORGANIZATIONS

4. IMPLEMENTATION
   4.1 ESTABLISHMENT OF RTWCs and NTWCs
   4.2 TSUNAMI INFORMATION CENTER (NEAMTIC)
   4.3 UPDATE OF NEAMTWS GUIDING DOCUMENTS

5. ELECTIONS OF THE ICG/NEAMTWS OFFICERS FOR 2012-2013

6. PROGRAMME FOR 2012
   6.1 ACTIVITIES SCHEDULED FOR 2012
   6.2 ESTABLISHMENT OF INTERSESSIONAL WORKING GROUPS AND TASK TEAMS

7. DATE AND PLACE FOR ICG/NEAMTWS-IX

8. ANY OTHER BUSINESS

9. ADOPTION OF DECISIONS AND RECOMMENDATIONS

10. CLOSING
6.1 ACTIVITIES SCHEDULED FOR 2012
6.2 ESTABLISHMENT OF INTERSESSIONAL WORKING GROUPS AND TASK TEAMS

7. DATE AND PLACE FOR ICG/NEAMTWS-IX

8. ANY OTHER BUSINESS

9. ADOPTION OF DECISIONS AND RECOMMENDATIONS

10. CLOSING
# INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

## Eight Session of the Intergovernmental Coordination Group for the Tsunami Early Warning and Mitigation System in the North Eastern Atlantic, the Mediterranean and Connected Seas (ICG/NEAMTWS-VIII)

Santander, Spain, 22–24 November 2011

## PROVISIONAL TIMETABLE

<table>
<thead>
<tr>
<th>Hour</th>
<th>22 November (Tuesday)</th>
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<th>23 November (Wednesday)</th>
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<tr>
<td>08:30-10:00</td>
<td>Registration, logistics</td>
<td>09:00-11:00</td>
<td>4.3 UPDATE OF NEAMTWS GUIDING DOCUMENTS</td>
<td>09:00-10:30</td>
<td>5. ELECTIONS OF ICG/NEAMTWS OFFICERS FOR 2012-2013</td>
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<td>10:00-11:00</td>
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- **1. OPENING**
  - IOC Executive Secretary
  - ICG/NEAMTWS Chairperson

- **2. ORGANIZATION OF THE SESSION**
  - 2.1 ADOPTION OF THE AGENDA
  - 2.2 DESIGNATION OF THE RAPPORTEUR
  - 2.3 CONDUCT OF THE SESSION, TIMETABLE AND DOCUMENTATION
  - 2.4 ESTABLISHMENT OF SESSIONAL COMMITTEES AND WORKING GROUPS

- **3. REPORTS ON ICG/NEAMTWS INTERSESSIONAL ACTIVITIES**
  - 3.1 REPORT BY THE CHAIRPERSON
  - 3.2 REPORT BY IOC SECRETARIAT
  - 3.3 REPORT BY TOWS-WG

- **4. IMPLEMENTATION**
  - 4.1 ESTABLISHMENT OF RTWCs and NTWCs
  - 4.2 TSUNAMI INFORMATION CENTER (NEAMTIC)

- **LUNCH BREAK**
  - 12:30-14:00
  - 15:00-16:30
  - 17:00-18:30

- **COFFEE BREAK**
  - 10:00-10:30
  - 11:30-12:00
  - 14:30-15:00

- **SESSIONAL WORKING/DRAFTING GROUPS MEETINGS**
  - 11:30-13:00
  - 16:30-18:00

- **ADPTION OF DECISIONS AND RECOMMENDATIONS**
  - 9:00-10:00

- **CLOSING**
  - 13:00-14:00

- **REPORTING IN PLENARY**
  - 17:00-18:00
Technical Arrangements for the Elections of the Officers of the ICG/NEAMTWS

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 national coordinating body specified for liaison with the Commission (Rule 26.2), namely through the IOC Focal Point in the Member State or the Permanent Delegations 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 (with copy to the ICG/NEAMTWS Secretariat) by the end of the first day of the session at which the elections will take place (for ICG/NEAMTWS-VIII, 18 November 2011, 17:00 hrs).

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/NEAMTWS other than the nominating Member State.

Elections

During the election meeting, the chairpersonship of the session shall be taken over by the Chairperson of the Nominations Committee.

The IOC general practice is working and deciding by consensus (Rule 38.1).

Should voting be necessary, decisions shall be made by a simple majority of the members present and voting (Rule 43.16), by secret ballot.

For more detailed information please refer to Appendix I of the IOC Rules of Procedure.
Intergovernmental Coordination Group for the North-eastern Atlantic, the Mediterranean and connected seas (ICG/NEAMTWS)

Biennial Elections for Chair

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/NEAMTWS 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/NEAMTWS ................................................................. ........................................

Name in capitals ................................................................. ........................................

Position ................................................................. ........................................

Signature ................................................................. ........................................

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

................................................................. .................................................................
**Intergovernmental Coordination Group for the North-eastern Atlantic, the Mediterranean and connected seas (ICG/NEAMTWS)**

**Biennial Elections for Chair**

**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/NEAMTWS and, if elected, to take an active part in the work of it.

Signature of the Nominee: ......................................................................................................

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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 North-eastern Atlantic, the Mediterranean and connected seas (ICG/NEAMTWS)

Biennial Elections for Chair

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]