IOC Circular Letter No. 2253
(Available in English)

To:

ICG/IOTWS Tsunami Warning Focal Points (TWFP) and Tsunami National Contacts (TNC)
ICG/IOTWS Chair and Vice-Chairs
ICG/IOTWS Working Group Chairs and Vice-Chairs
Observers to ICG/IOTWS

cc.:

Official National Coordinating Body for liaison with the IOC
Permanent Delegates/Observer Missions to UNESCO of IOC Member States
Organizations working with the IOC
IOC Officers

Subject: Fifth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS-V), Kuala Lumpur, Malaysia, 8 - 10 April 2008

The IOC Twenty-third Assembly decided, by Resolution XXIII-12, to create the Indian Ocean Tsunami Warning and Mitigation System (IOTWS) and to establish an Intergovernmental Coordination Group for IOTWS (ICG/IOTWS). In this connection, I am pleased to invite you to nominate a delegation to attend the Fifth Session of the ICG/IOTWS in Kuala Lumpur, Malaysia, 8 - 10 April 2008, hosted by the Government of Malaysia. Please communicate the names and positions of your representatives to the Executive Secretary of the IOC, Mr Patricio Bernal, and register their details directly on the website at www.ioc.unesco.org/tsunami/icgiotws5 no later than 25th March 2008. For queries about registration please contact iotws@unesco.org.

As discussed at the First Session of the ICG/IOTWS, participants should secure their own financial support to attend this session.

I wish to remind you that IOC Resolution XXIII-12 stipulated that the membership of the ICG/IOTWS should consist of:

- Member States of the IOC within and bordering the Indian Ocean;
- 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 provisional timetable and agenda is appended to this invitation. The working language of the meeting will be English.

Online registration form, venue and details on room reservation, as well as general information about the meeting location will be posted on the website www.ioc.unesco.org/tsunami/icgiotws5 as it becomes available.

I would also like to take this opportunity to request each UNESCO/IOC Indian Ocean Member State to either confirm or update details of the designated tsunami contact points in their country, defined as follows:

1. Tsunami Warning Focal Point (TWFP)

7x24 contact person, or other official point of contact or address, 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.

2. Tsunami National Contact (TNC)

The person designated by a Member State government 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 programme. 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.

Please note that these nominations must be validated through your Permanent Delegation to UNESCO, Head of UNESCO National Commission or Ministry of Foreign Affairs. Please forward contact details for your country’s designated TWFP and TNC as soon as possible to Ms Forest Collins at f.collins@unesco.org.

With the assurances of my highest consideration, I remain,

Sincerely Yours,

Patricio Bernal
Assistant Director-General, UNESCO
Executive Secretary, IOC
## PROVISIONAL TIMETABLE

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<th>Time</th>
<th>Tuesday 8 April</th>
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<th>Thursday 10 April</th>
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<tr>
<td>0800-0900</td>
<td>Registration</td>
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<td>0900-1030</td>
<td>1. OPENING</td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>6. WORKING GROUP PROGRESS REPORTS</td>
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<td>2. ORGANIZATION OF THE SESSION</td>
<td>3.8 National Progress Reports</td>
<td>6.1 Working Group 1 Report</td>
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<td>2.1 Adoption of Agenda</td>
<td>3.9 Reports from UN Agencies</td>
<td>6.2 Working Group 2 Report</td>
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<td>2.2 Designation of the Rapporteur</td>
<td>3.10 Reports from other organisations</td>
<td>6.3 Working Group 3 Report</td>
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<td>2.3 Conduct of the session, timetable and documentation</td>
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<td>6.4 Working Group 4 Report</td>
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<td>1030-1100</td>
<td>Refreshments</td>
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<td>1100-1230</td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>7. PROGRAMME AND BUDGET</td>
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<td>3.1 IOC Executive Secretary’s Report</td>
<td>3.2 IOC Chairman’s Report</td>
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<td>3.2 ICG Chairman’s Report</td>
<td>3.3 ICG/IOVWS Secretariat Report</td>
<td>9. OTHER BUSINESS</td>
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<td>3.3 ICG/IOVWS Secretariat Report</td>
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<td>10. ADOPTION OF THE REPORT AND RECOMMENDATIONS</td>
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<tr>
<td>1230-1330</td>
<td>Lunch</td>
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<td>1330-1530</td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>4. REPORT AND DISCUSSION OF IOTWS IMPLEMENTATION PLAN</td>
<td>10. (cont) ADOPTION OF THE REPORT AND RECOMMENDATIONS</td>
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<td>3.4 Steering Group Report</td>
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<td>3.5 Report from the Interim Advisory Service</td>
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<td>3.6 Reports on Tsunami Outreach and Capacity Building</td>
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<td>1530-1600</td>
<td>Refreshments</td>
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<td>1600-1730</td>
<td>3. REPORT ON INTERSESSIONAL ACTIVITIES</td>
<td>5. WORKING GROUP SESSIONAL MEETINGS</td>
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<td>3.7 Report from the WG5 Task Team on RTWP</td>
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<td>1830</td>
<td>Conference Dinner</td>
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INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)
Fifth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWS)
Kuala Lumpur, Malaysia
8 – 10 April 2008
PROVISIONAL AGENDA

1. WELCOME AND OPENING OF FOURTH SESSION
   • Dr. Patricio Bernal: Assistant Director General of UNESCO and Executive Secretary Intergovernmental Oceanographic Commission
   • Dr Jan Sopaheluwakan, Deputy Chairman of Earth Sciences, Indonesian Institute of Sciences, ICG/IOTWS Chair
   • Welcome address by a National Authority, Malaysia

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 IOC EXECUTIVE SECRETARY’S REPORT
   3.2 CHAIRMAN’S REPORT
   3.3 IOTWS SECRETARIAT REPORT
   3.4 STEERING GROUP REPORT
   3.5 REPORT FROM THE INTERIM ADVISORY SERVICE
   3.6 REPORTS ON TSUNAMI OUTREACH AND CAPACITY BUILDING
   3.7 REPORT FROM THE WG5 TASK TEAM ON RTWPS
   3.8 NATIONAL PROGRESS REPORTS
   3.9 REPORTS FROM UN AGENCIES
   3.10 REPORT FROM OTHER ORGANISATIONS
4. REPORT AND DISCUSSION OF IOTWS IMPLEMENTATION PLAN

5. WORKING GROUP SESSIONAL MEETINGS

6. WORKING GROUP PROGRESS REPORTS

   6.1 WORKING GROUP 1 PROGRESS REPORT: SEISMIC MEASUREMENTS, DATA COLLECTION, AND EXCHANGE

   6.2 WORKING GROUP 2 PROGRESS REPORT: SEA LEVEL DATA COLLECTION AND EXCHANGE, INCLUDING DEEP-OCEAN TSUNAMI DETECTION INSTRUMENTS

   6.3 WORKING GROUP 3 PROGRESS REPORT: RISK ASSESSMENT

   6.4 WORKING GROUP 4 PROGRESS REPORT: MODELLING, FORECASTING AND SCENARIO DEVELOPMENT

   6.5 WORKING GROUP 5 PROGRESS REPORT: THE ESTABLISHMENT OF A SYSTEM OF INTEROPERABLE ADVISORY AND WARNING CENTRES

   6.6 WORKING GROUP 6 PROGRESS REPORT: MITIGATION, PREPAREDNESS AND RESPONSE

7. PROGRAMME AND BUDGET FOR 2007-2008

8. NEXT MEETING

9. OTHER BUSINESS

10. ADOPTION OF THE SUMMARY REPORT AND RECOMMENDATIONS

11 CLOSE OF MEETING