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 and National Commissions of IOC Member States
   ICG/NEAMTWS Tsunami National Contacts and ICG/NEAMTWS Officers

Subject: Invitation to the 13th 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-XIII), Bucharest, Romania, 26-28 September 2016

The Intergovernmental Coordination Group for the Tsunami Early Warning and Mitigation System in the North-eastern Atlantic, the Mediterranean and Connected Seas Warning (ICG/NEAMTWS) was established by the IOC Assembly at its 23rd session (Resolution XXIII-14) in 2005.

I am pleased to invite you nominate a delegation to attend the 13th Session of the ICG/NEAMTWS in Bucharest, Romania, 26-28 September 2016. The names and positions of your representatives should either be communicated to Mr Denis Chang Seng at d.chang-seng@unesco.org with a copy to Ms Elena Iasyreva at e.iasyreva@unesco.org by 30 August 2016 or registered online on the ICG/NEAMTWS-XIII web page: http://www.ioc-unesco.org/neamtws13. The ICG/NEAMTWS-XIII meeting venue is at the Ramada Majestic Bucharest Hotel.

This session is being hosted by the Government of Romania and the working language will be in 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 provisional meeting agenda, timetable, general information regarding meeting venue, visa, local transportation, accommodation and other logistics, please refer to the attached documents. For documentation prior to the meeting, please refer to the ICG/NEAMTWS-XIII website listed above.
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.

I would like to remind you that, with reference to IOC Circular Letter 2561 dated 23 January 2015, the ICG/NEAMTWS Member States are requested to nominate or update their National Tsunami Warning Centre (NTWC) and Tsunami Warning Focal Point (TWFP) data and contact details and forward this information at their earliest convenience to Mr Denis Chang Seng, d.chang-seng@unesco.org, Technical Secretary of the ICG/NEAMTWS (copy to Ms Iasyreva, e.iasyreva@unesco.org).

Four Candidate Tsunami Service Providers (CTSPs) are presently offering tsunami watch services to the NEAMTWS Member States that request them. The CTSPs are the Centre national d'alerte aux tsunamis (France), the National Observatory of Athens (Greece), the Instituto Nazionale di Geofisica e Vulcanologia (INGV), and the Kandilli Observatory and Earthquake Research Institute (Turkey). TWFPs or the Tsunami National Contacts (TNCs) of the members of NEAMTWS wishing to receive CTSPs services should communicate their request to the NEAMTWS Secretariat (d.chang-seng@unesco.org).

Looking forward to your earliest reply, I remain,

[signed]

Vladimir Ryabinin
Executive Secretary

Enclosures: Provisional Agenda
Provisional Timetable
General Information and logistics
Intergovernmental Coordination Group for the Tsunami Early Warning and Mitigation System in the North-eastern Atlantic, the Mediterranean and connected seas (ICG/NEAMTWS), Thirteen Session

26-28 September 2016, Bucharest, Romania

PROVISIONARY 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 OTHER ICGs
   3.5 REPORTS BY OTHER INTERGOVERNMENTAL ORGANIZATIONS / AGENCIES
   3.6 REPORT BY THE NEAMTWS WORKING GROUPS AND TASK TEAMS

4 IMPLEMENTATION
   4.1 ACCREDITATION OF CANDIDATE TSUNAMI SERVICE PROVIDERS (CTSPs)
   4.2 STATUS AND REPORTS FOR ESTABLISHMENT OF NATIONAL TSUNAMI WARNING CENTERS AND TSUNAMI SERVICE PROVIDERS
   4.3 REPORTS BY EUROPEAN UNION FUNDED PROJECTS RELATED TO NEAMTWS (TSUMAPS-NEAM, ASTARTE, PEARL)

5 PROGRAMME FOR 2016-2017
   5.1 ACTIVITIES SCHEDULED FOR 2017, SPECIFICALLY NEAMWAVE17 AND OBSERVATIONS OF THE FIRST WORLD TSUNAMI AWARENESS DAY (5 NOVEMBER 2016)
   5.2 ESTABLISHMENT OF INTERSESSIONAL WORKING GROUPS AND TASK TEAMS

6 DATE AND PLACE FOR ICG/NEAMTWS-XIV

7 ANY OTHER BUSINESS

8 ADOPTION OF DECISIONS AND RECOMMENDATIONS

9 CLOSING
<table>
<thead>
<tr>
<th>Hour</th>
<th>26 September (Monday)</th>
<th>Hour</th>
<th>27 September (Tuesday)</th>
<th>Hour</th>
<th>28 September (Wednesday)</th>
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<tbody>
<tr>
<td>08:30-10:00</td>
<td>Registration, logistics</td>
<td>09:00-11:00</td>
<td>4. IMPLEMENTATION</td>
<td>09:00-11:00</td>
<td>WORKING GROUP REPORT TO ICG AND DISCUSSIONS</td>
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<td>10:00-11:00</td>
<td>1. OPENING</td>
<td>11:00-11:30</td>
<td>COFFEE BREAK</td>
<td>11:00-11:30</td>
<td>COFFEE BREAK</td>
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<td>Romanian Authorities</td>
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<td>ICG/NEAMTWS Chairperson</td>
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<td>2. ORGANIZATION OF THE SESSION</td>
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<td>2.1 Adoption of the agenda</td>
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<td>2.3 Conduct of the session, timetable and documentation</td>
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<td>2.4 Establishment of sessional committees and working groups</td>
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<td>11:00-11:30</td>
<td>COFFEE BREAK</td>
<td>11:30-13:00</td>
<td>4.2 Status and reports for establishment of National Tsunami Warning Centers and Tsunami Service Providers</td>
<td>11:30-13:00</td>
<td>5. PROGRAMME FOR 2016-2017</td>
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<td>4.3 Reports by European Union funded projects related to NEAMTWS (TSUMAPS-NEAM, ASTARTE, PEARL)</td>
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<td>5.1 Activities scheduled for 2017, particularly NEAMWave17 and observations of the first World Tsunami Awareness Day (5 Nov 2016)</td>
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<td>11:30-13:00</td>
<td>3. REPORTS ON ICG/NEAMTWS INTERSESSIONAL ACTIVITIES</td>
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<td>5.2 Establishment of intersessional working groups and task teams</td>
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<td>3.1 Report by the Chairperson</td>
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<td>3.2 Report by IOC Secretariat</td>
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<td>3.3 Report by TOWS-WG</td>
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<td>13:00-14:00</td>
<td>LUNCH BREAK</td>
<td>13:00-14:00</td>
<td>SESSIONAL WORKING COMMITTEES AND WORKING GROUPS</td>
<td>14:00-17:00</td>
<td>6. DATE AND PLACE FOR ICG/NEAMTWS-XIV</td>
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<td>14:00-16:00</td>
<td>3.4 Report by other ICGs</td>
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<td>7. ANY OTHER BUSINESS</td>
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<td>3.5 Reports by other intergovernmental organizations</td>
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<td>8. ADOPTION OF DECISIONS AND RECOMMENDATIONS</td>
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<td>3.6 Reports by the NEAMTWS Working Groups and Task Teams</td>
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<td>9. CLOSING</td>
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<td>16:00-16:30</td>
<td>COFFEE BREAK</td>
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<td>16:30-18:00</td>
<td>3.6 Reports by the NEAMTWS Working Groups and Task Teams</td>
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INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION of UNESCO

Thirteenth 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-XIII)

Bucharest, Romania, 26-28 September 2016
General information and Logistics

The Thirteenth 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 XIII) will take place from 26th to 28th of September 2016, in Bucharest, Romania, at the Ramada Majestic Bucharest Hotel. The number of participants for the workshop is limited.

Hotel address:

Calea Victoriei 38 - 40, Sector 1, Bucharest RO - 010082
Tel: +(40 21) 310 27 15 / 20 / 35 / 46 / 72
   +(40 21) 310 23 35
   +(40 21) 311 32 12
   +(40 21) 312 19 67
Fax: +(40 21) 310 27 99 - Reservation Office
Web: http://www.ramadamajestic.ro
E-mail: reservations@ramadamajestic.ro

Ramada Majestic Bucharest Hotel is located in the business, financial, cultural and shopping centre of Bucharest, closely to “Universitatii Square”, considered “the heart of Bucharest”, on Calea Victoriei, one of the oldest main street in Bucharest, the site of many monuments and important institutions.

Multimedia Access: free Wi-Fi Internet access

Accommodation and food

It is recommended for the participants to stay at Ramada Majestic Bucharest Hotel during the IGC/NEAMTWS XIII Meeting. A form for room registering and booking is attached. Please send your reservation request to RAMADA MAJESTIC BUCHAREST HOTEL.

NIEP will provide for every participant 2 coffee breaks and lunches, for each of the 3 days of the meeting. Moreover, a Festive Dinner will be organized on 27th, further details regarding time and location will be given soon.
Transportation

NIEP will organize transportation between Henry Coandă airport and Conference Hotel, if arrival times will be send in advance and are agreeably followed. For long delays or cancelation of flights, NIEP will not be hold responsible.

Other ways from airport:

♦ By taxi - On-demand taxi services are available at Bucharest Henri Coandă International Airport. You may order a taxi car by using the touch screen devices in the public area of the Arrivals Terminal. The passengers get on the taxi-cabs right outside the terminal, on the first floor, by showing the ticket issued by the automatic touch screen. The charges vary between 15-20 EUR

♦ Public Transportation

- The 783 Express line connects Bucharest Henri Coandă International Airport with the city center. This line runs day and night. At night, the bus leaves every 40 minutes.

- Airport stops:
  In front of the Arrivals Terminal and Departures Terminal
  Price for one trip is 3.5 lei (around 1 EUR).

- From the city center (Unirii Square) you can take a taxi to the Ramada Majestic Bucharest Hotel


Tourist information


https://en.wikipedia.org/wiki/Bucharest

Public transport

http://beta.inyourpocket.com/bucharest/Bucharest-Public-Transport

Language

The official language of Romania is Romanian.

Electricity

The standard voltage in Romania is 220 volts AC (50 hertz). A standard voltage converter and plug adaptor should be sufficient for conversions. Normally, the electrical outlets in Romania require a two-prong plug with round prongs.

Weather

During the period of the meeting, the weather in Bucharest, Romania will be early Autumn, with average temperatures between 17 - 22° Celsius, with possible light rain and/or clouds.

For further details please access the following weather forecast web-page: https://weather.com/ and select Bucharest, Romania
Visas

Each participant should provide and apply for VISA on his own, if necessary. The application has to be done at the corresponding consular office at least thirty (30) days before the opening date of the meeting, in order to ensure timely processing.

Romanian regulations do NOT allow visa issuance at the airport in Bucharest.

If invitation letters will be required by the Consular Office, NIEP will provide the necessary papers. Please visit [https://www.mae.ro/en/node/2035](https://www.mae.ro/en/node/2035).

Local Organizing Point of Contact:

Partheniu Raluca, e-mail address: raluca@infp.ro, Research Assistant at the Romanian Seismic Network Department

Neagoe Cristian, e-mail address: cristian.neagoe@infp.ro, Research Assistant at the Romanian Seismic Network Department

Cristian Ghita, e-mail address: cristi.ghita@infp.ro, Research Assistant at NIEP
RESERVATION FORM
RAMADA MAJESTIC BUCHAREST HOTEL
13th SESSION OF ICG/NEAMTWS
Bucharest (Romania) / September 26-28, 2016

Name & Surname: ____________________________

Arrival Date: ____________________________  Departure Date: ____________________________  No. of nights: ______

Address: ____________________________  Tel: ____________________________

Fax: ____________________________  e-mail: ____________________________

Room Type:  □ Business Room, single occupancy at the special rate of 85 EUR.
□ Business Room, double occupancy at the special rate of 110 EUR.
□ Suite at the special rate of 130 EUR.
□ Executive Suite at the special rate of 150 EUR.

The accommodation rates include V.A.T., open buffet breakfast, access to the Sauna, Pool and Internet access.

*The rates for Suite include the value for accommodation and breakfast for one person (B&B); the extra persons accommodated in suite, will pay only the breakfast value.

Executive Suites facilities: the possibility to serve the breakfast in room, upon request, complimentary; complimentary access to the Wellness Club (Swimming Pool, Fitness Centre, Sauna); welcome gifts: fruits basket, flowers/flowers arrangement, water; complimentary access to the Business Centre / or possibility to use a hotel computer in one available Meeting Room of the hotel; complimentary morning newspaper.

Payment and Reservation Guarantee
Credit Card No. ____________________________  Exp. Date ____________________________

Terms of Reservations, Payments and Cancellations

The above-mentioned rates are special negotiated rates, valid only for this group and during the period of September 26-28, 2016.

Individual reservation requests must be sent to the Ramada Majestic Bucharest Hotel; hotel contact details below. All reservations will be held on a guaranteed arrival basis.

For the cancellations requested later than 48 hours prior to arrival or for no-show, the hotel will charge penalties representing the value of the first night stay.

Signature: ____________________________

Please send your reservation request to RAMADA MAJESTIC BUCHAREST HOTEL; contact info below

Thank you for choosing Ramada Majestic Bucharest Hotel!