IOC Circular Letter No 2715 (Available in English only)  IOC/VR/SKT/ei  2 March 2018

To:  ICG/IOTWMS¹ Tsunami National Contacts
     ICG/IOTWMS Tsunami Warning Focal Points
     ICG/IOTWMS National Tsunami Warning Centres

Cc:   ICG/IOTWMS Chair and Vice Chairs
      ICG/IOTWMS Working Group Chairs and Vice Chairs
      Official National Coordinating Body for liaison with the IOC of ICG/IOTWMS Member States
      Permanent Delegates/Observer Missions to UNESCO and National Commissions for UNESCO of ICG/IOTWMS Member States

Subject:  Invitation to attend the ICG/IOTWMS 2nd Integrated Intersessional Meetings, Hyderabad, India, 26 June–14 July 2018

At its 11th session, held in Kuala Lumpur, Malaysia, 18–20 April 2017, the Intergovernmental Coordination Group (ICG) for the Indian Ocean Tsunami Warning and Mitigation System (IOTWMS) decided to hold integrated intersessional meetings of its working groups, Standard Operating Procedure (SOP) workshops, post-IOWave workshops and Indian Ocean Tsunami Information Centre (IOTIC) workshops to optimise resources. The first integrated set of intersessional meetings were held successfully at the Indonesia Agency for Meteorology, Climatology and Geophysics (BMKG), Jakarta, 4–17 September 2017 (IOC Circular Letter, 2673).

I am pleased to inform you that the second set of integrated intersessional meetings is being hosted by the Indian National Centre for Ocean Information Services (INCOIS), Hyderabad, India, during 26 June–14 July 2018, as per the schedule detailed in Annex 1. These meetings include two trainings being organised by the ICG/IOTWMS Secretariat and IOTIC on: (i) Tsunami Emergency Maps, Plans and Procedures (TEMP-2); and (ii) Tsunami Warning Centre (TWC) Operations and SOPs for Tsunami Warning and Emergency Response.

¹ ICG/IOTWMS Member States include Australia, Bangladesh, Comoros, Djibouti, France, India, Indonesia, Iran, Kenya, Madagascar, Malaysia, Maldives, Mauritius, Mozambique, Myanmar, Oman, Pakistan, Seychelles, Singapore, Somalia, South Africa, Sri Lanka, Tanzania, Thailand, Timor Leste, United Arab Emirates, United Kingdom and Yemen.

Chairperson
Prof. Peter M. HAUGAN
Research Director II, Institute of Marine Research/Geophysical Institute
University of Bergen
P.O. Box 1870 Nordnes
5817 Bergen
NORWAY

Vice-Chairpersons
Ms Monika BREUCH-MORITZ
President
Federal Maritime and Hydrographic Agency (BSH)
Bernhard-Nocht-Str. 78
20359 Hamburg
GERMANY

Dr Alexander POSTNOV
Deputy Director
State Oceanographic Institute
ROSHYDROMET
6, Kropotkinsky Lane
119034 Moscow
RUSSIAN FEDERATION

Mr Ariel Hernan TROISI
Head, Oceanography Department
Navy Hydrographic Service
Av. Montes de Oca 2124
C1270ABV Buenos Aires
ARGENTINA

Dr Somkiat KHOKIATTIWONG
Marine Biodiversity Research Specialist
Department of Marine and Coastal Resources
Government Compact B
Changwattana Road
Laksi
12010 Bangkok
THAILAND

Executive Secretary
Dr Vladimir RYABININ
Intergovernmental Oceanographic Commission — UNESCO
7 Place de Fontenoy
75352 Paris Cedex 07 SP
FRANCE

Dr Ashley S. JOHNSON
Director, Oceans Research
Department of Environmental Affairs
Foretrust Building
Martin Hammerschlagt Way
Foreshore
SW Cape 8012 Cape Town
SOUTH AFRICA
TEMPP-2 (from 26 June to 5 July 2018) is the second in a series of trainings organised by the IOC at the request of IOTWMS Member States to facilitate piloting the Indian Ocean Tsunami Ready (IOTR) programme. Participants of TEMPP-2 will be trained on evacuation planning based on inundation models. They will be responsible for the development of the tsunami evacuation map, plans and procedures, on-ground verification of IOTR indicators, and in-country piloting of IOTR.

The training on TWC Operations and SOPs for tsunami warning and emergency response is scheduled on 10–14 July 2018. The primary goals of this training will be to assist: the ICG/IOTWMS Member States to develop integrated end-to-end SOPs for tsunami warning and emergency response; and National/Local Disaster Management Organisations (DMOs) to develop SOPs for implementing national and local responses to tsunami warnings issued by the National Tsunami Warning Centres (NTWCs). In doing so, the training will prepare Member States to conduct the IOWave18 Exercise scheduled on 4–5 September 2018 (IOC Circular Letter, 2703).

All training participants are encouraged to attend as observers meetings of the ICG/IOTWMS Working Groups and Task Teams (on 6–7 July 2018). Please note that separate invitations letters for these meetings will be sent to members in due course.

On behalf of the Chairs of ICG/IOTWMS Working Group 1 on Tsunami Risk Assessment, Community Awareness and Preparedness, Dr Harkunti Rahayu, and Working Group 2 on Tsunami Detection, Warning and Dissemination, Mr Peter Coburn, I invite you to nominate to the trainings one participant each from the NTWC and DMO with the following skillsets:

- **Representative of the NTWC** familiar with warning centre operations including seismic and sea level networks, warning centre SOPs and end-to-end warning chains. She/He will be responsible for development of integrated SOPs, tsunami inundation modelling and assist in development of evacuation maps using GIS;

- **Representative of the National/Local DMO** with experience in community preparedness activities, end-to-end warning chains and familiarity with the IOTR programme. She/He will be responsible for the development of integrated SOPs, tsunami evacuation maps, plans and procedures, on-ground verification of IOTR indicators, and for in-country piloting of IOTR.

Both participants will collaborate throughout the trainings to ensure coordination in the development of integrated SOPs as well as Tsunami Evacuation Maps, Plans and Procedures. Participants should bring their own computers (laptop or notebook) for the training and for installation of modelling and QGIS Software. Furthermore, the participants are expected to bring data/information (bathymetry, topography, demography) in GIS format for their area of interest in order to undertake a case study on developing community tsunami evacuation plans.

Limited funding support to attend these trainings is available for one participant each from the NTWC and DMO of Member States that: (i) are interested in conducting community evacuations during IOWave18, piloting IOTR programme; and (ii) were not represented at the recent SOP Workshop (Jakarta, September 2017) and TEMPP-1 training (Bogor, November 2017). Funding support will consist of round trip air travel (via the shortest and most economical route), accommodation and per diem. Member States not eligible for funding support are welcome to nominate participants on a self-funded basis to the limit of the workshops’ capacity.

All nominees should complete the application form attached as Annex-2 and return it along with a photocopy of the information page of their passport to: iotwms@unesco.org and iotic@unesco.org by 30 March 2018. Successful applicants will be notified of their acceptance by 6 April 2018. Further information on local logistics, hotel accommodation and visa requirements will be sent to participants.

---

2 Tsunami Ready is a community performance-based programme that facilitates a structural and systematic approach in building community tsunami preparedness through an active collaboration of the public (community), community leaders, and local and national emergency management agencies.
by the IOTWMS Secretariat and will be posted on the meeting website at www.ioc-
tsunami.org/iotwms-integratedmeetings2 as it becomes available.

Yours sincerely,

[signature]

Vladimir Ryabinin
Executive Secretary

Enclosures:
Annex 1 – Provisional Calendar of Integrated Meetings
Annex 2 – Application Form
## ANNEX 1: PROVISIONAL CALENDAR OF 2nd INTEGRATED INTERSESSIONAL MEETINGS

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25</td>
<td>June 26</td>
<td>June 27</td>
<td>June 28</td>
<td>June 29</td>
<td>June 30</td>
<td>July 01</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TEMPP-2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Session 1:** Tsunami Inundation Modelling

**Session 2:** Inundation Mapping for Evacuation

<table>
<thead>
<tr>
<th>July 02</th>
<th>July 03</th>
<th>July 04</th>
<th>July 05</th>
<th>July 06</th>
<th>July 07</th>
<th>July 08</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TEMPP-2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Session 3:** Evacuation Mapping, Plans, Route, Signage and Tsunami Public Information

**Session 4:** Evacuation Response Plan, SOP, and Exercise Planning

**Inter-sessional Meetings**
(to be advised by Chairs)

<table>
<thead>
<tr>
<th>July 09</th>
<th>July 10</th>
<th>July 11</th>
<th>July 12</th>
<th>July 13</th>
<th>July 14</th>
<th>July 15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>WORKSHOP ON TWC OPERATIONS AND SOPS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Session 1:** Operators Training

Tsunami Warning Centre Operations, Monitoring Networks, and TSP Services and Products

**Session 2:** SOP Workshop

Warning Chains, NTWC & DMO SOPs (Parallel Sessions & Plenary), Creating and Integrating Timeline Driven SOPs

**Session 3:** Table-Top Exercise, IOWave18, IOTR

**Travel**

---

IOC Circular Letter, 2715
ANNEX 2: APPLICATION FORM

IOC/UNESCO
Intergovernmental Coordination Group for the Indian Ocean
Tsunami Warning and Mitigation System (ICG/IOTWMS)

Training of Trainers on Tsunami Emergency Maps, Plans and
Procedures (TEMPP-2): 26 June–5 July 2018
and

Tsunami Warning Centre Operations and Standard
Operating Procedures Workshop: 10–14 July 2018

INCOIS, Hyderabad, India

APPLICATION FORM

Deadline for applications is 30 March 2018. Successful applicants will be
contacted by 06 April 2018. Applications should be sent to the IOTWMS
Secretariat and IOTIC by email to: iotwms@unesco.org and iotic@unesco.org.

Please indicate:

A. Nomination for:
   TEMPP Workshop? Or □
   SOP Workshop? Or □
   Both □

B. Are you a middle to senior National Tsunami Warning Centre (NTWC) manager or operator? Or □
   Are you a middle to senior National Disaster Management Office (NDMO) manager or operator? Or □
   Are you a middle to senior Local Disaster Management Office (LDMO) manager or operator? □

1. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>FULL NAME (as per passport)</th>
<th>TITLE</th>
<th>GENDER</th>
<th>DATE OF BIRTH (DD-MM-YYYY)</th>
<th>NATIONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ DR</td>
<td>□ MALE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ MR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ MS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Other (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ MALE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ FEMALE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ORGANISATION AND POSITION
2. OTHER TSUNAMI-RELATED JOB EXPERIENCE

<table>
<thead>
<tr>
<th>OFFICE / ORGANIZATION</th>
<th>POSITION</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. TRAVEL INFORMATION

*Please attach a scanned copy of the personal details page of your passport, which must have a minimum of 6-month validity from the date of the workshop.*

<table>
<thead>
<tr>
<th>FULL NAME (AS PRINTED ON PASSPORT)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF BIRTH (DD-MM-YYYY)</td>
<td></td>
</tr>
<tr>
<td>PASSPORT ISSUING COUNTRY</td>
<td></td>
</tr>
<tr>
<td>PASSPORT NUMBER</td>
<td></td>
</tr>
<tr>
<td>DATE OF ISSUE</td>
<td></td>
</tr>
<tr>
<td>PLACE OF ISSUE</td>
<td></td>
</tr>
<tr>
<td>EXPIRY DATE</td>
<td></td>
</tr>
<tr>
<td>NEAREST INTERNATIONAL AIRPORT</td>
<td></td>
</tr>
</tbody>
</table>
4. OTHER

ENGLISH LANGUAGE PROFICIENCY

☐ Excellent  ☐ Good  ☐ Fair
☐ Poor

5. FUNDING*

<table>
<thead>
<tr>
<th>Do you wish to apply for travel, accommodation and subsistence support?</th>
<th>Yes, full funding</th>
<th>Yes, partial funding, amount USD________.</th>
<th>No, self-funded</th>
</tr>
</thead>
</table>

*Please refer to the announcement letter for eligibility criteria for travel, accommodation and subsistence support

7. STATEMENT OF INTEREST:

a) Why are you interested in attending this workshop? Please explain your motivation.

b) After the workshop, where and how will the experience gained be used?

c) Is your NTWC/DMO planning to conduct community evacuations during IOWave18?

8. FOR TEMPP-2 APPLICANTS ONLY:

d) Are there existing in-country Community Preparedness initiatives that map with IOTR indicators - (Yes/No; If Yes please list a few)
e) Are there existing in-country National/Provincial/Other support activities for Community Preparedness — (Yes/No; If Yes please list a few)

f) Are there existing in-country recognition programmes, e.g. Hotels, Schools, etc. — (Yes/No; If Yes please list a few)

g) Is there interest in piloting IOTR programme? — (Yes/No; If Yes please list the Community/ies)

h) Is the DMO willing to undertake on-ground verification of IOTR indicators in selected community/(ies) and provide feedback during TEMPP 2 Workshop (June 2018) — (Yes/No)

i) Is the DMO and the selected community willing to test IOTR Indicators during IOWave18 (September 2018) and provide feedback during the post-IOWave18 workshop — (Yes/No)

9. ADDITIONAL DOCUMENTATION REQUIRED:

- Curriculum Vitae (CV)
- Copy of the information pages of your passport.

*Please provide these documents as part of your application.*
10. **SIGNATURE OF APPLICANT:**

Printed Name (Applicant)  

Signature  

Organization  

Date  

11. **ENDORSEMENT OF TSUNAMI NATIONAL CONTACT (TNC):**

Printed Name (TNC)  

Signature  

Organization  

Date