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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 No 2997**  
(Available in English and French)

IOC/VH/BA/DCS/  
9 September 2024

To : ICG/NEAMTWS Tsunami National Contacts (TNCs)  
ICG/NEAMTWS Tsunami Warning Focal Points (TWFPs)  
ICG/NEAMTWS Officers  
ICG/NEAMTWS Steering Committee members

C.c. : Official National Coordinating Bodies for liaison with IOC  
Permanent Delegation/Observer Mission to UNESCO, and  
National Commissions for UNESCO in ICG/NEAMTWS Member States  
European Commission Directorate-General for European Civil Protection and  
Humanitarian Aid Operations (ECHO)  
European Commission Directorate A – Emergency Management and rescEU  
Joint Research Center (JRC) of the European Commission  
World Meteorological Organization (WMO)  
United Nations Office for Disaster Risk Reduction (UNDRR)

**Subject: Invitation to the Nineteenth 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-XIX), 27–29 November 2024, UNESCO  
Headquarters, Paris (France)**

On behalf of Mr Alessandro Amato, newly elected Chairperson of ICG/NEAMTWS, I am pleased to invite you to designate representatives to the ICG/NEAMTWS-XIX session. Please do so by registering their names, positions and contact details directly on the session website at: <https://oceanexpert.org/event/4561> no later than 25 October 2024 to ensure the preparation of participant list and logistical preparations for the session. When registering online, participants who are not already in the OceanExpert database will be asked to create an OceanExpert account before registering for the meeting. If you have questions about registration, please contact [a.danilova@unesco.org](mailto:a.danilova@unesco.org).

Delegations are expected to secure their own financial support to attend the session and are responsible for obtaining visas as required by the French authorities.

The agenda for the session is technical in nature and delegates should be prepared to participate in the technical discussions. Both the Provisional Agenda and Timetable for the session are appended hereafter. As customary for ICG/NEAMTWS sessions, the working language of the meeting will be

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Alexandria  
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English. The deadline for submitting national reports and presentations to the Technical Secretary is 22 November 2024.

Documentation, accommodation and local information for the session will be posted and updated on the session [webpage](#) as they become available and shared with participants by email.

### Call for Nomination of Experts

At its eighteenth session held at the IOC/UNESCO Headquarters in Paris, France on 6–8 February 2024, the ICG/NEAMTWS decided to continue with the three working groups and four task teams. A new Task Team on Non-Seismic Tsunami Sources was also established on this occasion.

- **Working Group 1 – Hazard Assessment and Modelling.** The co-chairs are Jorge Macias (University of Malaga, Spain) and Audrey Gailler (Commissariat à l'Energie Atomique et aux Energies Alternatives, France).
- **Working Group 2 and 3 – Seismic and Geophysical Measurements and Sea Level Data Collection and Exchange, Including Offshore Tsunami Detection and Instrument.** The co-chairs are Anna von Gyldenfeldt (Federal Maritime and Hydrographic Agency, Germany), and Didem Cambaz (Bogazici University Kandilli Observatory and Earthquake Research Institute, Türkiye).
- **Working Group 4 – Public Awareness, Preparedness and Mitigation.** The co-chairs are Cecilia Valbonesi (Institute of Geodynamics, National Observatory of Athens) and Raluca Partheniu (National Institute for Earth Physics, Romania).
- **Task Team – Operations.** The co-chairs are Alessio Piatanesi (Istituto Nazionale di Geofisica e Vulcanologica Roma, Italy) and Fernando Carrilho (Portugese Sea and Atmosphere Institute, Portugal).
- **Task Team – Tsunami Exercise.** The co-chairs are Ceren Ozer Sozdinler (Kandilli Observatory and Earthquake Research Institute, Turkey) and Marinos Charalampakis (Institute of Geodynamics, National Observatory of Athens, Greece).
- **Task Team – Documentation.** The co-chairs are Nikos Kalligeris (Institute of Geodynamics, National Observatory of Athens, Greece) and Stefano Lorito (Istituto Nazionale di Geofisica e Vulcanologia Roma, Italy).
- **Task Team – Tsunami Ready.** The co-chairs are Maria Ana Baptista (Higher Institute of Engineering of Lisbon, Polytechnic, Institute of Lisbon, Portugal) and Elena Daskalaki (Institute of Geodynamics, National Observatory of Athens, Greece).
- **Task Team – Non-Seismic Tsunami Sources.** The co-chairs are Rachid Omira (Istituto Português do Mar e da Atmosfera, Portugal) and Fabrizio Romano (Istituto Nazionale di Geofisica e Vulcanologia Roma, Italy).

With this Circular Letter, I am pleased to invite the Tsunami National Contacts (TNC) of the NEAMTWS to nominate experts with the required expertise according to the Terms of Reference of each Group (see Annex 3) to participate in the work of the above-mentioned Working Groups and Task Teams.

The following rules and conditions apply to all Working Groups and Task Teams of the ICG/NEAMTWS:

- Working language: English
- Frequency of meetings: As required and determined
- Coordination and Elections: In accordance with the rules of procedures applicable to IOC Subsidiary Bodies, unless nominated by the ICG/NEAMTWS, a chair and at least one vice-chair shall be elected by the members of each Working Group and Task Team for

the intersessional period of two years with the possibility of re-election for one term in the same position

- Members and appointment: Nominated by Member States in accordance with the rules of procedures applying to IOC Subsidiary bodies. Technical experts and observers can be invited at the discretion of the Chair
- Programme of intersessional work should be determined by the working groups and task teams at their meetings and included in the report to the ICG
- Duration of the Working Group: Two years, renewable subject to review by the ICG. Task teams should be disbanded by the ICG/NEAMTWS once the tasks assigned to them have been completed
- Reports: A progress report on the work of the groups should be submitted two months before each ICG session and within two months of each working group and task team meeting
- Financial resources: Participation in the working groups and task teams and attendance at meetings will be at national expense.

Allow me to remind you of the preparatory timetable prior to the ICG/NEAMTWS session:

- 25 October: deadline for the online registration of delegates;
- 22 November: nomination of experts to the ICG working groups; and submission of national reports and presentations to the IOC Secretariat, c/o Mr Denis Chang Seng, Technical Secretary of the ICG/NEAMTWS, at [d.chang-seng@unesco.org](mailto:d.chang-seng@unesco.org).

The ICG/NEAMTWS Chairperson and the IOC Secretariat look forward to welcoming you in Paris.

Yours sincerely,

*[signature]*

Vidar Helgesen  
Executive Secretary

Enclosures (3): 1/ Provisional Agenda  
2/ Provisional Timetable  
3/ Terms of Reference of the ICG/NEAMTWS Working Groups and Task Teams



IOC/ICG/NEAMTWS-XIX/1 Prov.  
4 September 2024  
English only

**NINETEENTH 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-XIX)**

UNESCO Headquarters, Paris, France

27–29 November 2024

**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 WGs

**3. REPORTS ON ICG/NEAMTWS INTERSESSIONAL ACTIVITIES**

- 3.1 Report by the Chairperson
- 3.2 Report by IOC Secretariat
- 3.3 Report by other ICGs
- 3.4 Reports by other Intergovernmental Organizations (JRC etc.)
- 3.5 Reports by the Working Groups and Task Teams

**4. IMPLEMENTATION**

- 4.1 Report on CoastWAVE Project 2.0
- 4.2 Reports from Tsunami Service Providers and National Tsunami Warning Centres
- 4.3 Reports from Civil Protection Agencies
- 4.4 Reports on other major Projects Related to NEAMTWS
- 4.5 Reports on UNESCO/IOC Tsunami Ready Programme Implementation
- 4.6 Report on NEAMWave23 Exercise Evaluation
- 4.7 Reports on the World Tsunami Awareness Day (WTAD, 5 November)

**5. POLICY MATTERS**

- 5.1 Review of TOWS-WG /IOC-EC-57 Decisions and Recommendations
- 5.2 Reports on Ocean Decade, Ocean Decade Tsunami Programme and Research Development and Implementation Plan
- 5.3 Early Warning for All and DRR Process
- 5.4 Report on the Second Global Tsunami Symposium
- 5.5 Governance and Reorganization
- 5.6 Maritime Products

**6. PROGRAMME FOR 2025**

- 6.1 Activities scheduled for 2025
- 6.2 Establishment of intersessional working groups and TTs

**7. DATE AND PLACE FOR ICG/NEAMTWS-XX**

- 8. ANY OTHER BUSINESS**
- 9. ADOPTION OF DECISIONS AND RECOMMENDATIONS**
- 10. CLOSING**



IOC/ICG/NEAMTWS-XIX/1 Prov. Add.  
Paris, 4 September 2024  
English only

**INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION of UNESCO**

**Nineteenth 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-XIX)**

UNESCO Headquarters, Paris, France, 27–29 November 2024

**PROVISIONAL TIMETABLE**

Hour	Wednesday 27 November	Hour	Thursday 28 November	Hour	Friday 29 November
08:30-10:00	Registration, logistics	09:00-11:00	<b>4. IMPLEMENTATION (CON'T)</b> 4.2 Reports from Tsunami Service Providers and National Tsunami Warning Centres 4.3 Reports from Civil Protection Agencies 4.4 Reports on other major Projects Related to NEAMTWS (EU)	09:00-11:00	WORKING GROUP REPORTS TO THE ICG AND DISCUSSIONS
10:00-10:45	<b>1. OPENING</b> See separate opening document				
10:45-11:15	COFFEE BREAK	11:00-11:30	COFFEE BREAK	11:00-11:30	COFFEE BREAK
11:15-12:30	<b>2. ORGANIZATION OF THE SESSION</b> 2.1 Adoption of the agenda [Tsunami Symp] 2.2 Designation of the rapporteur 2.3 Conduct of the session, timetable and documentation 2.4 Establishment of sessional committees and WGs  <b>3. REPORTS ON ICG/NEAMTWS INTERSESSIONAL ACTIVITIES</b> 3.1 Report by the Chairperson 3.2 Report by IOC Secretariat 3.3 Report by other ICGs 3.4 Reports by other Intergovernmental Organizations (JRC etc.)	11:30-12:30	4.5 Tsunami Ready Programme Implementation 4.6 Report on NEAMWave23 Exercise 4.7 Reports on World Tsunami Awareness Day (WTAD)  <b>5. POLICY MATTERS</b> 5.1 TOWS-WG/ IOC EC-57 Decisions and Recommendations 5.2 Reports on Ocean Decade, Ocean Decade Tsunami Programme, Research Development and Implementation Plan 5.3 Early Warning for All and DRR Process 5.4 Report on Second Global Tsunami Symposium 5.5 Governance and Reorganization (May continue in sessional committee) 5.6 Maritime Products	11:30-12:30	<b>6. PROGRAMME FOR 2025</b> 6.1 Activities scheduled for 2025. 6.2 Establishment of intersessional working groups and TTs
12:30-13:30	LUNCH BREAK	12:30-13:30	LUNCH BREAK	12:30-13:30	LUNCH BREAK
13:30-16:00	3.5 Reports by the Working Groups and Task Teams [TT on Tsunami Ready may report under agenda 4,5 and TT on Exercise may report under agenda 4.6]	13:30-16:00	SESSIONAL WORKING COMMITTEES AND WORKING GROUPS	13:30-17:00	<b>7. DATE AND PLACE FOR ICG/NEAMTWS-XX</b>  <b>8. ANY OTHER BUSINESS</b>  <b>9. ADOPTION OF DECISIONS AND RECOMMENDATIONS</b>  <b>10. CLOSING</b>
16:00-16:30	COFFEE BREAK	16:00-16:30	COFFEE BREAK		
16:30-18:00	6.3 Reports by the Working Groups and Task Teams (CON'T)  <b>4. IMPLEMENTATION</b> 4.1 Report on CoastWAVE 2.0 Project [Excluding reporting on Tsunami Ready] 4.2 Reports from Tsunami Service Providers and National	16:30-18:00	SESSIONAL WORKING COMMITTEES AND WORKING GROUPS		

3/ Terms of Reference of the ICG/NEAMTWS Working Groups and Task Teams

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**Terms of References for Working Group 1 on Tsunami Hazard and Modeling**

The working group will be responsible for providing information and proposing standards for modelling techniques in support of tsunami early warning, sea level related hazard, and coastal inundation. It proposes, facilitates, and supports efforts to homogenize model output and recommends best practices in the production of hazard maps for planning purposes of coastal communities. It interacts with other working groups to provide expertise in utilization of data for forecasting purposes and in adequate interpretation and utilization of modelling results.

**Terms of References for Working Groups 2 and 3 on Seismic and Sea Level Measurements**

The working group will be responsible for:

- i. Defining, based on existing organizations and functions, detection transnational networks, like seismic, geophysical and sea-level/marine networks as part of early warning tsunami detection instruments;
- ii. Providing recommendations on the data processing and analysis;
- iii. Providing a list of possible sea level stations for the NEAMTWS.

**Terms of References for Working Group 4 on Public Awareness, Preparedness and Mitigation**

The Working Group will advise on the assessment of vulnerability and risk to communities in respect of tsunami events; on procedures for enhancing awareness of, and preparedness for tsunami impacts including evacuation planning and education; on the receipt and interpretation of tsunami alert messages received from Regional Tsunami Watch Centres by Tsunami Warning Focal Points and National Tsunami Warning Centres for issuance of warnings to threatened communities; and on the options in an Integrated Coastal Area Management (ICAM) context for the mitigation of risk to communities in respect of tsunami impacts.

**TASK TEAMS**

**Terms of Reference of the ICG/NEAMTWS Task Team on Documentation**

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The Task Team will:

- i. Coordinate inputs from Tsunami Service Providers (TSPs), Working Groups and the Task Team on Operations and the Technical Secretariat to produce the NEAMTWS Strategy and Operational User Guide (OUG);
- ii. Report to ICG/NEAMTWS Steering Committee in March/April 2024 and subsequent ICG/NEAMTWS session.

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### **Terms of Reference of the ICG/NEAMTWS Task Team on Tsunami Exercise**

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The Task Team will:

- i. Finalize NEAMWave23 Evaluation report in the second quarter of 2024;
- ii. Work on the preparations of the next NEAMWave exercise.
- iii. Update the NEAMWave Exercise Manual and online forms for subscription and evaluation, in collaboration with the ICG/NEAMTWS Secretariat;
- iv. Support the ICG/NEAMTWS Secretariat in the organization of online meetings for exercise preparation.

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### **Terms of Reference of the ICG/NEAMTWS Task Team on Operations**

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The Task Team on Operations will facilitate improvements and harmonization of operational implementation of warning centres/systems through:

- i. Continue to improve the Performance Monitoring Framework for NEAMTWS upstream components, based on the functions-requirements defined in the approved accreditation procedure and performance indicators developed for Communication Test Exercises;
- ii. Advice on the modalities of operation, interoperability, methods and standards for the development and issuance of warnings, such as methods and reporting of magnitudes, and requirements in terms of coordination and operation of NEAMTWS;
- iii. Foster and propose a technical solution for real-time data exchange among TSPs and possible new CTSPs;
- iv. Evaluate the recommendations made by the inter-ICG/TOWS Working Group on Tsunami Operation for possible implementation by ICG/NEAMTWS;
- v. Advice on arrangements for redundancy and back-up arrangements;
- vi. Support the Task Team on Documentation;
- vii. Continue the assessment of the Global Service Definition Document and investigate its adaptability by the NEAMTWS and report progress to ICG/NEAMTWS-XVIII.

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### **Terms of Reference of the ICG/NEAMTWS Task Team on Tsunami Ready**

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The Task Team on Tsunami Ready Team will:

- i. Promote the Tsunami Ready Programme in the NEAM region and encourage Member States to join the program;
- ii. Coordinate and foster cooperation among NEAM countries and other regions worldwide on the Tsunami Ready Programme in place, as well as exchange knowledge, experiences and best practices;



- iii. Provide advice on the procedures to achieve a Tsunami Ready recognition;
- iv. Adapt the standards in NEAM region according to the IOC UNESCO Tsunami Ready guidelines;
- v. Report to and have a strong interaction with the ICG/NEAMTWS/WG4.

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**Terms of Reference of the ICG/NEAMTWS Task Team on Non-Seismic Tsunamis**

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1. To explore potential approaches to assess hazard, monitor, and to warn for non-seismic tsunamis (e.g., volcanoes, landslides including earthquake-induced landslides, meteotsunamis).
2. Identify critical areas in the NEAM region which may serve as test cases to guide future risk management measures.