

IOC Circular Letter No 3007
(Available in English only)

IOC/VH/BA/ah
27 September 2024

To : ICG/IOTWMS Tsunami National Contacts
ICG/IOTWMS Tsunami Warning Focal Points
ICG/IOTWMS National Tsunami Warning Centres
ICG/IOTWMS Chair and Vice Chairs
ICG/IOTWMS Working Group Chairs and Vice Chairs
Observers to ICG/IOTWMS

C.c. : Official National Coordinating Bodies for liaison with the IOC
Permanent Delegates/Observer Missions to UNESCO, and
National Commissions for UNESCO in ICG/IOTWMS Member States
UNESCO Offices in Doha, Islamabad, Jakarta, New Delhi and Tehran
Chairs of IOCAFRICA and IOCINDIO
Organizations working with the IOC
IOC Officers

Subject: Fourteenth Session of the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWMS-XIV), Jakarta, Indonesia, 16–19 November 2024

On behalf of Professor Dwikorita Karnawat, Chairperson of ICG/IOTWMS-XIV, I am pleased to invite you to the 14th Session of the ICG to be held in Jakarta from 16 to 19 November 2024, at the kind invitation of the Indonesian Government. The session will be organized as a hybrid meeting every day from 9:00-17:00 local time (02:00 to 10:00 UTC), allowing both in-person and online participation. The plenary session will be held in English only and will be preceded by the 2nd UNESCO-IOC World Tsunami Symposium “Two decades after the 2004 Indian Ocean tsunami: Reflections and perspectives”, to be held in Banda Aceh from 11 to 14 November. All ICG session participants are cordially invited to this commemorative symposium (for more information see <https://globalsunamisymposium.bmkg.go.id>).

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

According to IOC Resolution XXIII-12 that established the ICG in 2005, membership of the ICG/IOTWMS should consist of:

- Member States of the IOC within and bordering the Indian Ocean;

Chairperson

Yutaka MICHIDA, Prof.
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The University of Tokyo (Atmosphere
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Prof. Amr Zakaria HAMOUDA
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National Institute of
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(NIOF)
Qaitbay, Al-Anfoshi
Alexandria
EGYPT

- Observers from other IOC Member States;
- Invited observers from organizations (including NGOs), programmes and projects in accordance with the IOC Rules of Procedure.

The meeting agenda is technical in nature and delegates should be prepared to participate in the technical discussions. A copy of the provisional agenda and timetable is appended to this invitation.

The ICG at its 14th session will elect one Chairperson and two Vice-Chairpersons for the intersessional period of two years, according to the attached procedure and forms (Annex 3). Nominations shall be accepted up to the end of the third day of the ICG/IOTWMS session, i.e. 18 November 2024 but should preferably be addressed in advance to the Secretariat. Only Heads of Delegation or alternate present at the session will be allowed to vote in the event of a formal election. According to the Rules of Procedure, the Officers of an IOC subsidiary body shall not remain in his/her mandate more than two successive terms (four years). The current Officers of the ICG/IOTWMS are:

- Chair: Dwikorita Karnawati (Indonesia) – Elected in 2019 (2nd term)
- Vice-Chair: Pattabhi Rama Rao Eluri (India) – Elected in 2019 (2nd term)
- Vice-Chair: Yuelong Miao (Australia) – Elected in 2022 (1st term)

I would like to advise you that under Agenda Item 12 – Programme and Budget, the ICG will discuss the important issue of funding for the long-term sustainability of the IOTWMS. In this context, Member States are invited to consider making contributions to the IOC Special Account set up mainly to support capacity building and training needs of IOTWMS Member States. Please contact the Secretariat for further details.

General information including the meeting venue and local logistics for ICG/IOTWMS-XIV will be made available online at <https://oceanexpert.org/event/4574>.

You are kindly invited to communicate the names and positions of your representatives to the Secretariat (Assistant Programme Specialist, n.gale@unesco.org with a copy to Mr Bernardo Aliaga, Head of the ICG/IOTWMS Secretariat, b.aliaga@unesco.org) no later than 18 October 2024. Among them, the Head of Delegation and alternate if any must be clearly signified to the Secretariat as the Head of Delegation and alternate are the only persons authorized to vote in the elections of ICG Officers (see more information in appendix). The contact details of all delegates must be registered in the Oceanexpert database: <https://oceanexpert.org/register>. You will be asked to create an OceanExpert account if your name is not already registered.

With the assurances of my highest consideration, I remain,

Yours sincerely,

[signature]

Vidar Helgesen
Executive Secretary

Enclosures (3): 1/ Provisional Agenda
2/ Provisional Timetable
3/ Elections Procedures and Forms

1/ Provisional Agenda

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

**Fourteenth Session of the Intergovernmental Coordination Group for the Indian Ocean
Tsunami Warning and Mitigation System (ICG/IOTWMS-XIV)**

Jakarta, Indonesia

16–19 November 2024

PROVISIONAL AGENDA

- 1. OPENING**
- 2. ORGANISATION OF THE SESSION**
 - 2.1 ADOPTION OF AGENDA
 - 2.2 DESIGNATION OF RAPPORTEUR
 - 2.3 CONDUCT OF THE SESSION
 - 2.4 ESTABLISHMENT OF SESSIONAL COMMITTEES
- 3. REPORTS ON INTERSESSIONAL ACTIVITIES**
 - 3.1 ICG CHAIR'S REPORT
 - 3.2 IOC SECRETARIAT REPORT
 - 3.3 INDIAN OCEAN TSUNAMI INFORMATION CENTRE REPORT
 - 3.4 TOWS WORKING GROUP REPORT
 - 3.5 UPDATE ON UN OCEAN DECADE
 - 3.6 STATUS OF PROGRESS IN OTHER ICGS
 - 3.7 REPORTS FROM UN AND NON-UN ORGANISATIONS
 - 3.8 UNESCAP NWIO PROJECT STATUS REPORT
- 4. REPORTS ON EARTHQUAKE AND TSUNAMI EVENTS DURING INTERSESSIONAL PERIOD**
- 5. IOTWMS TSUNAMI SERVICE PROVIDER (IOTWMS-TSP) REPORTS**
 - 5.1 TSP AUSTRALIA
 - 5.2 TSP INDIA
 - 5.3 TSP INDONESIA
- 6. SPECIAL SESSION ON OUTCOMES FROM 2ND UNESCO-IOC GLOBAL TSUNAMI SYMPOSIUM: REPORT, OUTCOMES, ACTION PLAN**
- 7. TASK TEAM REPORT**
 - 7.1 INDIAN OCEAN WAVE 2023 (IOWAVE23)

8. WORKING GROUP PROGRESS REPORTS

- 8.1 WORKING GROUP 1 ON TSUNAMI RISK, COMMUNITY AWARENESS AND PREPAREDNESS
- 8.2 WORKING GROUP 2 ON TSUNAMI DETECTION, WARNING AND DISSEMINATION
- 8.3 WORKING GROUP 3 ON TSUNAMI READY IMPLEMENTATION
- 8.4 SUBREGIONAL WORKING GROUP FOR THE NORTH-WEST INDIAN OCEAN

9. POLICY MATTERS

- 9.1 CAPACITY ASSESSMENT OF TSUNAMI PREPAREDNESS IN THE INDIAN OCEAN
- 9.2 UN OCEAN DECADE TSUNAMI PROGRAMME (ODTP).
- 9.3 EXERCISE INDIAN OCEAN WAVE 2025 (IOWAVE25)
- 9.4 IOTWMS GOVERNANCE AND STRUCTURE
- 9.5 TSUNAMI READY FOR CRITICAL INFRASTRUCTURE
- 9.6 PILOTING THE IMPLEMENTATION OF ISO-22328 GUIDELINES FOR THE IMPLEMENTATION OF A COMMUNITY-BASED TSUNAMI EARLY WARNING SYSTEM

10. IOTWMS DOCUMENTATION

- 10.1 IOTWMS STATUS REPORT
- 10.2 IOTWMS MEDIUM TERM STRATEGY
- 10.3 UPDATE TO THE DEFINITION OF SERVICES PROVIDED BY THE IOTWMS TSUNAMI SERVICE PROVIDERS
- 10.4 UPDATE TO THE NATIONAL TSUNAMI WARNING CENTRE USER'S GUIDE

11. REPORTS FROM SESSIONAL COMMITTEES

12. PROGRAMME AND BUDGET

13. ELECTION OF OFFICERS

14. WORKING GROUP AND TASK TEAM MEMBERSHIP

15. NEXT SESSION

- 15.1 CONFIRMATION OF DATE AND VENUE FOR ICG/IOTWMS-XV
- 15.2 TARGET DATE AND VENUE FOR ICG/IOTWMS-XVI

16. OTHER BUSINESS

17. ADOPTION OF DECISIONS AND RECOMMENDATIONS

18. CLOSURE

2/ Provisional Timetable

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

**Fourteenth Session of the Intergovernmental Coordination Group for the Indian Ocean
Tsunami Warning and Mitigation System (ICG/IOTWMS-XIV)**

Jakarta, Indonesia

16–19 November 2024

PROVISIONAL TIMETABLE

TIME GMT+7	Saturday 16 November 2024	Sunday 17 November 2024	Monday 18 November 2024	Tuesday 19 November 2024
09:00- 10:30	Field Trip to the STMKG (BMKG Academy)	1. Opening 2. Organisation of the Session 2.1 Adoption of Agenda 2.2 Designation of Rapporteur 2.3 Conduct of the Session 2.4 Establishment of Sessional Committees	6. Special Session on Outcomes from the 2nd UNESCO-IOC Global Tsunami Symposium: Report, Outcomes, Action Plan 7. Task Team Report 7.1. Exercise Indian Ocean Wave 2023	10. IOTWMS Documentation 10.1. Status Report 10.2. Medium Term Strategy 10.3. Update to the Definition of Services Provided by the IOTWMS Tsunami Service Providers 10.4. Update to the National Tsunami Warning Centre User's Guide
10:30- 11:00	Break	Break	Break	Break
11:00- 12:30	Field Trip to the BNPB Operational Room	3. Reports on Intersessional Activities 3.1 ICG Chair's Report 3.2 IOC Secretariat Report 3.3 Report of the Indian Ocean Tsunami Information Center (IOTIC) 3.4 TOWS-WG Report	8. Working Group Reports 8.1 Working Group 1 on Tsunami Risk, Community Awareness and Preparedness 8.2 Working Group 2 on Tsunami Detection, Warning and Dissemination 8.3 Working Group 3 on Tsunami Ready Implementation 8.4 Subregional Working Group for the North-West Indian Ocean	11. Reports from Sessional Committees 12. Programme and Budget 13. Election of Officers 14. Working Groups and Task Team Membership

TIME GMT+7	Saturday 16 November 2024	Sunday 17 November 2024	Monday 18 November 2024	Tuesday 19 November 2024
12:30- 13:30	Lunch	Lunch	Lunch	Lunch
13:30- 15:00	Field Trip to the BNPB Operational Room (continued)	3. Reports on Intersessional Activities (continued) 3.5 Update on UN Decade 3.6 Status of Progress in Other ICGs 3.7 UN and Non-UN Organisations 3.8 UNESCAP NWIO Project Status Report	9. Policy Matters 9.1. Capacity Assessment of Tsunami Preparedness in the Indian Ocean: Review and Action Plan 9.2. 5UN Ocean Decade Tsunami Programme 9.3. Exercise Indian Ocean Wave 2025 9.4. IOTWMS Governance and Structure	15. Next Session 15.1 Confirmation of Date and Venue for ICG/IOTWMS-XV 15.2 Target Date and Venue for ICG/IOTWMS-XVI 16. Other Business 17. Adoption of Decisions and Recommendations
15:00- 15:30		Break	Break	Break
15:30- 17:00		4. Report on Earthquake and Tsunami Events During Intersessional Period 5. IOTWMS Tsunami Service Provider Reports 5.1. TSP Australia 5.2. TSP India 5.3. TSP Indonesia	9. Policy Matters (continued) 9.5. Tsunami Ready for Critical Facilities 9.6. Piloting the implementation of ISO-22328 Guidelines for the implementation of a community- based early warning system for tsunamis	17. Adoption of Decisions and Recommendations (continued) 18. Closure

Election of the Officers of the ICG/IOTWMS

The Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System at its Fourteenth Session in Jakarta, Indonesia, 16–19 November 2024, shall elect one Chairperson and two Vice-Chairpersons, for a two-year term commencing 20 November 2024.

The Chairperson shall declare the opening and closing of each session, direct the discussions and ensure observance of the IOC [Rules of Procedure](#), accord the right to speak, put questions to the vote and announce decisions. The Chairperson shall rule on points of order and, subject to these Rules, shall control the proceedings and maintain order and shall strive to work by consensus (Rule 19).

The Vice-chairpersons assist the Chairperson in his/her functions and substitute for him/her where necessary.

The Chairperson and the Vice-chairpersons of a Subsidiary Body shall not remain in his/her mandate more than two successive terms (as this is the limit established for an IOC Chairperson, Rule 6) where a term is defined as two years (according to Article 7.A2 of the IOC Statutes).

Nominations

Nominations of individuals to the either the post of Chairperson or the posts of Vice-chairpersons shall be submitted by Member States through the officially designated Head of Delegation to the ICG/IOTWMS-XIV, or through the IOC Focal Point in the Member State or the Permanent Delegation 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 or his representative by the close of business on the third day of the meeting (*18 November 2024 for this session*).

Each nomination shall contain a declaration from the candidate that he/she is prepared to stand for the post for which he/she 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/IOTWMS other than the nominating Member State.

Elections

The IOC general practice is working and deciding by consensus (Rule 19.2).

Should voting be necessary, decisions shall be made by a simple majority of the members present and voting by secret ballot (Rule 25.1).

For this hybrid session, Member States are encouraged to be represented in person at the ICG session by a designated Head of Delegation or alternate who will be the only person authorized to vote in the elections of ICG Officers.

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

Biennial Elections for Chairperson and Vice Chairpersons

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/IOTWMS 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/IOTWMS

Name in capitals

Position

Signature

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

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

Biennial Elections for Vice-Chairpersons

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/IOTWMS 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/IOTWMS

Name in capitals

Position

Signature

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

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

Biennial Elections

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]