Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System

Steering Group Meeting
Jakarta, Indonesia
2 December 2011

FINAL REPORT

Participants
Mr. Rick Bailey, Chair of ICG/IOTWS
Dr. Srinivas Kumar, Vice Chair of ICG/IOTWS
Dr. Prih Harjadi, Vice Chair of ICG/IOTWS
Prof. Sam Hettiarchchi, Chair of WG1
Dr. Satheesh Shenoi, Chair of WG2
Mr. Chris Ryan, Vice Chair of WG2
Dr. Mark Leonard, Vice Chair of WG2
Ms. Irina Rafliana, Chair of WG3

Secretariat
Mr. Tony Elliott, Head of ICG/IOTWS Secretariat
Dr. Jane Cunneen, Programme Specialist, ICG/IOTWS Secretariat

Observers
Dr. Karyono, BMKG
Dr. Wandono, BMKG
Mr. Ardito Kodijat, UNESCO Jakarta
Dr. Fauzi, UNESCO Oman

1 WELCOME ADDRESS
Mr. Rick Bailey, Chair of the ICG/IOTWS, welcomed the members of the Steering Group and thanked Indonesia for hosting the meeting. He invited the participants to comment on any matters arising from the report of the previous meeting. No comments were received.

2 CHAIR REPORT
Mr. Rick Bailey, Chair of ICG/IOTWS noted that the ICG/IOTWS has reached a major milestone for the IOTWS development with the operational implementation of the system of Regional Tsunami Service Providers (RTSP) replacing the Interim Advisory System (IAS). The new challenge is to sustain and keep improving the operational system. He noted that it is necessary to think of the IOTWS Medium-Term Strategy and the 5 year forward plan, rather than looking just one or two years ahead. The ICG needs to continually review the strategy and not get caught up in the day-to-day challenges of building and implementing the system.

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He noted that the Steering Group should learn from the results of the IOWave11 Exercise and work towards improving the system within an agreed timetable. It is vital to continue and enhance the performance monitoring of the RTSPs and the state of community preparedness around the Indian Ocean.

The Chair stressed the need for the Communication and Outreach Plan for the IOTWS to be developed by the Steering Group. This is critical to developing individual strategies for the ICG to communicate status of IOTWS, products and services, debriefs following major events, exercises, identifying and managing stakeholder expectations, etc. For example, a major issue is the lack of an extensive communication strategy for advising users and stakeholders (including media) on the implementation of the new RTSP service and changes to products available, including how to best utilise the new capabilities. This is not achieved through a single media release.

The Chair stressed it is also now vital that we significantly update and the IOTWS Implementation Plan to meet the needs of the IOTWS and acknowledge the existence of the new service. Also required is development of IOTWS Users Guide.

The Chair also acknowledged the potential major benefits to the IOTWS of resourcing an extended role for JTIC to cover the entire Indian Ocean. A central resource for supporting communication and education tools is crucial for successful operation of the tsunami warning system and appropriate community resilience and response.

Underpinning all the work of the ICG is the need to identify the resources required and funding opportunities. The ICG and Steering Group need to work together with the Secretariat to identify and source the necessary resources. UNESCO-IOC is facing major budget challenges, so there is a need to look for better ways to do things, new opportunities and potential to utilize resources. Although the ICG/IOTWS Secretariat is mainly supported by extra-budgetary funds totalling AUD$460K/year, which are provided by Australia specifically for the ICG/IOTWS, further resources are required to underpin the various work plans of the ICG. The Steering Group and Members of the ICG need to be more proactive before ICG meetings and have proposals submitted to the ICG At least 20 days before the scheduled meetings, so that Member States can see where the needs are and what the priorities are. This will allow Member States to arrive at the ICG meetings with a national position on the items to be decided and discussed, and potentially with offers of further extra-budgetary funds.

Several of the Steering Group members commented on the problems involved with guaranteeing attendance of formally nominated Working Group members at Intersessional Meetings due to funding and availability of appropriate experts pressures. In many cases, the non-members or observers are more active than the nominated members, making it difficult to move forward with the actions of the Working Groups.

Mr. Tony Elliott acknowledged the problem and encouraged the WG Chairs to communicate with their members and encourage them to participate, both intersessionally and also at WG and ICG meetings. If there are active participants in a working group who are from IOTWS member states, the WG Chair can ask the TNC of that member state to officially nominate them to the ICG/IOTWS Secretariat and thus ensure their membership. WG Chairs should also keep a list of the active observer members of the group, so as to ensure transparency and ensure decisions and reports from the WGs reflect those of the formal members.
Mr Tony Elliott also noted the secretariat role for RIMES is now with Mongolia, although Maldives remains the RIMES contact for ICG/IOTWS.

3 SECRETARIAT REPORT

Mr. Tony Elliott, Head of ICG/IOTWS Secretariat, presented a review of the activities of the Secretariat since the last meeting in March 2011. There have been several training activities:

- Inundation modeling training course in Tanzania
- TOWS WG meeting in Paris
- 8th session of the ICG in Melbourne (May 3-6)
- PTWS meeting in Beijing
- IOC Assembly in Paris in June. Strong tsunami resolution passed.
- Regional SOP workshop in Jakarta in September, with NTWC training. Big success, 18 people funded through IOC. Support from UNDP.
- IOWave 11 Exercise.
- Intersessional meetings in Jakarta, November 2011
- Inter Agency Task Force for UNESCAP, Advisory Council meetings in Bangkok.
- Assessment and Awareness of Makran Tsunami Hazards – UNESCAP. Banda Aceh workshop, local organization from TDMRC. Pakistani participants also attended UNESCO workshop on awareness and preparedness and educational materials.

The ICG/IOTWS Secretariat has 1 full time staff member (Head of Secretariat) and one half time staff member (Programme Specialist). These staff members are part of the IOC Tsunami Unit, with headquarters in Paris. The current acting Head of the Tsunami Unit is Thorkild Arup. There have been several staff changes in the past year, including the addition of Dr Fauzi, formerly of BMKG in Indonesia, as the new Programme Officer for the Oman project.

Mr Elliott informed the group that UNESCO is currently experiencing a significant funding shortfall due to the withholding of financial contributions by the USA. The immediate shortfall for this year is $65 million and for the next biennium the projected shortfall is $143 million. This will have an immediate impact on all UNESCO programmes including IOC. The exact outcomes are not yet clear. UNESCO management is trying to retain staff, so most cuts are from programme funds. For IOC, the Regular Programme budget cuts will mean about 70% cut for programme budget if all staff are to be retained.

UNESCO has launched an appeal for extrabudgetary donations from member states and also from the public. There have already been some substantial contributions.

Funding for the ICG/IOTWS Secretariat is not directly affected; however the size of the shortfall is bound to have repercussions and there are funding restrictions. The main activity for 1st quarter 2012 is the Japan symposium in February. IOC now has a shortfall in the funding but is trying to fill that gap by asking for contributions. There is a plan to hold inter-ICG Task Team meetings following the Japan symposium.

4 WORKING GROUP AND RTSP TASK TEAM REPORTS

4.1 WG1 Report

Prof. Sam Hettiarachchi, Chair of WG1 presented a report on the group’s activities.
The group plans to act on the following issues:

1. Revision of the Tsunami Risk Assessment Guidelines to include marine related hazards, hazard mitigation in risk management and risk related to early warning systems. WG1 is planning to submit a joint proposal to UNESCAP with WG3, one aspect of which will be the revision of the guidelines.

2. Tsunami Risk Assessment training workshops to be held jointly by WG1 and WG3 – regional workshop on training the trainer.

3. Tsunami Risk Assessment Case Studies. Two Case Studies have already been promised and the WG is looking for at least three more. Case Studies will be added to the revised RA guidelines.

Prof. Hettiarachchi noted that tsunami risk assessment is being conducted not just by those Member States and organizations involved with the IOTWS, and it was important for the Working Group to recognize this and make linkages where possible.

He provided a short summary of his proposed attendance at the DAVOS risk forum and noted that he had been approached with a request for IOTWS to become a partner in the forum. There are no financial implications and the next meeting in Aug 2012.

The ICG Chair, Mr Rick Bailey, thanked Prof. Hettiarachchi for his presentation and asked him to send information on the next DAVOS Risk Forum Meeting to the Chair and Secretariat and to prepare a document outlining the benefits of IOC becoming a partner to the DAVOS Risk Forum, which would then be forwarded to the relevant person in IOC to take up. He also suggested that documents relevant to the WG be posted on the IOTWS website.

The ICG Chair also stressed the importance of communicating the different issues associated with risk assessment at different levels (government, planning, media, etc) in developing the overall IOTWS Communication and Outreach Plan. Similarly the Communications and Outreach Plan must delivery individually targeted, key messages to the range of stakeholders on tsunami detection, warning and dissemination provided by the IOTWS.

Mr. Tony Elliott noted that the Working Groups cannot submit proposals to UNESCAP on their own and it would need to be submitted through IOC. He asked that the proposal to UNESCAP be submitted to the Secretariat before Christmas to allow for the formal approvals process through IOC. He also noted that there are issues with the restriction by UNESCAP of 4% overheads, whereas the usual amount for IOC projects is 13%, so the IOC will be required to get special permission from the UNESCO Director General.

**ACTION:** Chair of WG1 to send information on the next DAVOS Risk Forum Meeting to the Chair and Secretariat and to prepare a document outlining benefits of IOC becoming a partner to the DAVOS Risk Forum, which will be forwarded to IOC to consider.

**ACTION:** WG 1 and WG3 to prepare UNESCAP funding proposal, in consultation with WG2 and ICG Chair, as soon as possible to update Risk Assessment Guidelines to include case studies and risks associated with threats only affecting the marine environment, and for delivering a “Train-the-Trainer Regional Workshop on Developing National Risk Assessments”

**ACTION:** Secretariat to investigate potential issues for IOC in providing project management support for UNESCAP proposals only providing 4% overheads. WGs should have a backup
plan for an alternative project manager in case IOC is unable to do so. Secretariat to report back to the Steering Group on this matter.

4.2 WG3 Report
The Chair of WG3, Ms Irina Rafliana, presented an update on WG3 activities. WG3 held an intersessional meeting on 30 Nov-1 Dec. Challenges identified include lack of formal representation from Member States, need for more participation from Disaster Management Organisations (DMOs), longer term capacity building, related platforms and other events and the need to revisit and update the current status of Member States (from risk assessment to response and preparedness).

It has been suggested that a stock-take, capacity/capability assessment survey could be undertaken and fine tuned with the IOTWS Medium-Term Strategy. A similar survey was developed during the regional workshop on educational material in Jakarta in July 2011. Some countries took copies home, but a formal process with TNCs has not been followed up.

The ICG Chair, Mr Rick Bailey, stressed the need to utilise, build on, and benchmark against previous surveys, including and most importantly the extensive capacity assessment undertaken by the IOC soon after the 2004 event.

**ACTION:** National stock-take survey form, based on previous surveys, to be prepared by WG3 and distributed to all IOTWS Member States by the Secretariat through the TNC with copy to relevant contacts. The results will be posted on the IOTWS website by the Secretariat.

Issues arising from the IOWave11 exercise included the need to develop a generic guide for community preparedness in the Indian Ocean context, along with suggestions on how countries can adapt the guide. There was a lack of time for preparation for the exercise and it was suggested that in future exercises at least six months of notice is given. There was a lack of participation at the National DMO level, so there is a need to encourage NDMOs to participate in future. Future exercises should use a new or different scenario.

The Working Group is planning to submit a proposal to the UNESCAP Trust Fund on Tsunami, Disaster and Climate Preparedness, jointly with WG1. The title of the proposal is Enhancing Risk Assessment Guidelines, Risk Assessment Training, which includes Understanding the Use of Risk Products for Policy Makers/Disaster Managers.

The WG has recommended continuing the compilation document of good practices in warning dissemination. A small editorial team led by Harald Span is planning to have a draft of the document ready before the ICG/IOTWS-IX meeting. The target audience is professional officials and related organizations and civil societies involved in the Tsunami Warning System and Disaster Management.

**ACTION:** WG3 to prepare the compilation document of Good Practices in Warning Dissemination in consultation with WG1 and WG2 before next ICG Meeting.

WG3 has also identified a need for a media workshop and training in warning dissemination – responding to the demand from Maldives, Thailand and India from the NTWC/DMO SOP training workshop in September 2011. Collaboration is proposed with WG2, with media involvement recommended in proposed annual NTWC/DMO training workshops.
The Steering Group discussed some of the issues facing media training, particularly as there is a disconnect between international and national media in some places. They suggested that it may be best to develop some generic guidelines for NTWCs to deal with media.

**ACTION:** Mr Rick Bailey and Ms Irina Rafliana to work together on an information poster (1-2 pages) on RTSP and NTWC contacts for mail out to media, to be coordinated with the release of the public RTSP website (mid 2012).

**ACTION:** Chairs WG2 and WG3 to draft guidelines to help NTWCs deal with media.

The potential role for JTIC with a mandate to cover the entire Indian Ocean was discussed by the Steering Group. If additional funding could be found for such a role, JTIC would help provide a coordinated information service (NB not warning distribution though) for the Indian Ocean, coordinated with and utilising resources from other TICs around the globe. It could provide wider support for capacity building, practical outreach, development of regional partnerships, and coordination of post-event survey teams.

4.3 **WG2 Report**

The Chair of WG2, Dr Satheesh Shenoi, presented an update on the activities of the group. He provided an overview of the activities since the last SG meeting and the ICG in May 2011. There have been 2 communications tests, the NTWC training workshop, IOWave11 and the start of the RTSP operational service.

Dr Shenoi summarized the outcomes, actions and decisions of the intersessional meeting on 1 December:

1) **Election of third Vice Chair.**

   Following the decision of the ICG/IOTWS at its 8th Session in Melbourne in May 2011, the Working Group elected Dr Mark Leonard (Australia) as third vice-chair with responsibility for seismology.

2) **Decisions on Shadow mode for Interim Advisory Service**

   The group decided that the IAS should continue to send email and fax bulletins to the IOTWS contact database only. The IAS would be requested to stop issuing bulletins for Indian Ocean events by GTS, and to stop issuing public bulletins to other email addresses, media etc.

3) **Recommendations regarding IOC Website:**

   The group noted that bulletins from PTWC and JMA were currently publicly available on the IOC website for registered users. Recognising that this was potentially in conflict with ICG/IOTWS policy, the group decided to make the following recommendation to the ICG:

   - Request JMA to cease sending email copies of bulletins for Indian Ocean events to IOC website
   - Request PTWC to cease sending bulletins for Indian Ocean events to the IOC website but may continue to send bulletins for all other non-Indian Ocean events
   - RTSPs to send their public bulletins for Indian Ocean events to IOC website
   - IOC UNESCO to amend website to reflect this change of service.
   - IOC UNESCO to send email to all registered users of the website to inform them of this change of service
4) The Working Group reviewed the shortcomings identified in the Communications Tests and the IOWave11 exercise and decided on the following actions:
   - Secretariat to follow up with WMO on GTS issues
   - Each RTSP should utilize the results of the tests and exercise and attempt to correct communications problems before the first communications test of 2012.
   - Secretariat to update generic database of email, fax and SMS, country by country
   - Secretariat to contact countries identified in communications tests and IOWave11 with communications problems to update contact details
   - Vice-chair of RTT (Peter Coburn) to develop a running log of communications problems and corrective actions undertaken.

   Working Group 2 will review the performance of the RTSPs based on the parameters discussed and finalized in the RTT meeting on 30 Nov 2011 and prepare a report two months before the ICG/IOTWS-IX meeting.

6) Seismic and Sea Level networks
   Mark Leonard will review the database of seismic stations and provide a high level summary and more detailed information on latency etc. He will also conduct an analysis of RTSP solutions for a set of large earthquakes.

   The group decided that the RTSPs should provide sea level data on their websites, with 24/7 support. GLOSS will be requested to monitor sea level data quality and latency. The group further recommended that training in sea level data interpretation should be included as part of the annual NTWC training programme.

   To facilitate the implementation plan and to maintain an inventory of available resources, the group recommended that Member States should be requested to include tables of seismic and sea level stations in their national reports to the ICG.

7) The Working Group agreed to update the IOTWS Implementation Plan before the next Steering Group meeting in 2012.

   The Steering Group noted the need for an overall User Guide to be prepared/finalised urgently for the IOTWS and RTSP service.

**ACTION:** WG2 to complete RTSP User Guide

Regarding the follow up of GTS communications issues, Chris Ryan offered that RTSP Australia could take the lead on this as it has very good connections with the relevant people at WMO. The Secretariat will write to WMO to inform them of this arrangement and ask them to liaise directly with RTSP Australia on this issue

**ACTION:** Secretariat to contact WMO regarding the GTS issues and refer WMO to Australia to discuss follow up.

**ACTION:** WG2 and each RTSP to utilise the results of the communication tests and actions arising from the IOWave11 exercise to attempt to correct issues before the first communications test of 2012.
The Steering Group discussed the need for giving sufficient (at least 90 days) formal notification to the NTWCs of the change of GTS service. The ICG Chair, Mr Rick Bailey, stressed it was important to ensure those countries still relying primarily on the IAS during the parallel mode should not be disadvantaged. The Steering Group agreed that the IAS should be requested to contact the NTWCs informing them of the change of service and requesting their acknowledgement and feedback from the NTWCs. In this way, any potential problems for individual countries will be identified and can be addressed.

**ACTION:** Secretariat to write to the Interim Advisory Service (IAS) regarding the change to GTS transmission of bulletins, and will ask the IAS to contact the NTWCs regarding the change and ask for feedback. At least 90 days formal notification to be provided to NTWCs before any changes made.

### 4.4 RTSP Task Team Report

The Chair of the RTT, Dr Srinivas Kumar, presented the RTT report. He outlined the criteria for RTSP services and reviewed the outcomes of the RTT intersessional meeting which was held on 30 Nov 2011. He noted that RTSPs India and Australia had agreed to share their Makran source data with RTSP Indonesia, so that RTSP Indonesia could model this subduction zone. The RTT had reviewed the bulletins issued after IOWave11 and had noted differences in the products. As a result, all RTSPs had agreed to implement revised criteria. With regard to geographic coverage, the RTT had noted that the Banda Sea and Java Sea regions of Indonesia were not covered by any regional warning centre. Indonesia requested the RTSPs to provide backup for these regions and the other RTSPs would investigate the modeling requirements involved in providing this backup service.

Dr Kumar reported on the status of NTWC reporting and informed the group that the NTWCs are completing a form on the RTSP Australia website, which is then copied to all RTSPs. RTSP India has developed a program to collate and publish this information on the INCOIS website, and this is now operational.

Reporting of wave heights and travel times is a problem in all TWS, as there are differences in the way each centre derives and reports these parameters from their models. The RTT decided to prepare a white paper on this issue and also to take it up with the Inter ICG Task Team 3 of the TOWS-WG.

The RTT has reviewed the Performance Indicators for RTSP Service Levels 1 and 2 and Dr Kumar provided a summary of the revised indicators. He also outlined the procedures the RTSPs had agreed for monitoring of the performance indicators. Each RTSP will self-analyse their performance and peer review will be achieved through publication on a website being constructed by RTSP Indonesia.

The mechanism for acceptance as an RTSP was discussed and the RTT has recommended criteria that potential RTSPs would have to meet before acceptance. According to these criteria, RIMES is not yet an RTSP and needs to comply with bulletin formats and to exchange bulletins with other RTSPs.

The RTT had also agreed on the need for conducting annual NTWC training workshops, subject to availability of funding, and on the need to revise the Implementation Plan incorporating revised criteria, performance indicators, monitoring mechanisms etc.
ACTION: WG2 and WG3 to organise annual joint NTWC/DMO/Media training workshops, subject to availability of funding

ACTION: RTT to prepare a RTSP Chapter for the IOTWS Implementation Plan by incorporating revised criteria for being RTSPs, Performance Indicators and Performance Monitoring procedures.

ACTION: Review of RTSP Performance Indicators to continue with revised ones to be presented for consideration at the next SG meeting.

5 IOWAVE11 REVIEW AND LESSONS LEARNT

A preliminary draft of the IOWave 11 Report has been compiled by the Secretariat but there is more work to be done to prepare a final report. There were some weaknesses identified in the evaluation form, which should be revised prior to the next IOWave exercise.

It was agreed that the Secretariat will complete the data compilation and send it to the IOWave Task Team to finish and finalise the report, in consultation with the WG Chairs. The report will be completed by May 2012.

ACTION: Working Group Chairs to provide feedback on the IOWave 11 evaluation form to the IOWave 11 Task Team by end January 2012. Feedback will be ready for the inter-ICG meeting in February 2012.

ACTION: Secretariat to complete the IOWave11 data compilation and send it to the IOWave Task Team to finish and finalise the report, in consultation with the WG Chairs. The report to be completed by May 2012

6 IAS TO RTSP TRANSITION

The Steering Group discussed terminology associated with the transition and agreed that the term “Shadow Mode” would be revised to “Parallel Mode”.

Mr Elliott raised the subject of out of region events and it was agreed that Working Group 2 would review and provide policy advice on this.

Mr Elliott also raised the issue of public bulletin availability on the IOC website, which allows anyone to sign up to receive warnings from PTWC and JMA. There are about 20,000 subscribers to this service and it will be very difficult for IOC UNESCO to stop it as this would go against UNESCO policy regarding freedom of information. WG2 had discussed a solution at its intersessional meeting, as previously reported by Dr Shenoi, which, Mr Elliott then summarized. For events outside the Indian Ocean, PTWC or JMA may continue to send information to the IOC website. For Indian Ocean events, the IOC will request JMA to stop sending bulletins to the website. The IOC will also request PTWC not to send any information for the Indian Ocean to the website. Public bulletins from the RTSPs will be sent to the website. The website will need to be updated to reflect this change, and the subscribers will need to be sent an email informing them of the change.

In discussion, it was clarified that all public bulletin information should go to the website, not just the earthquake parameters.
The Steering Group agreed to this approach and requested the Secretariat to action it.

**ACTION:** Secretariat to arrange the necessary changes to IOC website regarding removing PTWC, NWPTAC and JMA bulletins for Indian Ocean and replacing with RTSP public bulletins.

7 **PERFORMANCE MONITORING**

Mr Bailey summarized the great value and operational requirements for performance monitoring for the RTSPs, for the IOWave11 exercise, and the surveys of Member State preparedness status, and that this now needs to be reflected in the implementation plan.

8 **MEDIUM TERM STRATEGY AND OUTREACH PLAN**

Mr Bailey introduced this agenda item and noted that it was perhaps too soon to review the Medium Term Strategy as it had only been adopted by the ICG/IOTWS in May 2011. He felt that all the strategies were still relevant and that no major changes were required at this time.

The Steering Group agreed that the current format of IOTWS Medium Term Strategy (MTS) is sufficient and there is no need for major revision at this stage. The MTS will be reviewed before the ICG/IOTWS-IX meeting.

**ACTION:** WG Chairs to revisit the Medium Term Strategy and make available to members. Secretariat to put a final copy on the IOTWS website.

Mr Bailey noted that it is difficult to find and access key IOTWS Documents on the current website. The Steering Group agreed that all IOTWS Documents should be made available and will be sorted by three pillars (WGs) plus key planning documents.

**ACTION:** ICG/IOTWS Secretariat to put all relevant IOTWS documents on the IOTWS website. The IOTWS Documents will be sorted by three pillars (WGs) plus key planning documents.

The Chair of WG3, Ms Irina Rafliana, noted that it was necessary to measure knowledge and awareness of related clients and stakeholders. There is an over-arching issue between the three pillars of the ICG/IOTWS. The ICG needs to implement some outreach initiatives and be involved in DRR forums or perhaps hold a symposium.

Mr Bailey noted that a communications plan will cut across the three pillars and it is necessary for the ICG to engage wherever it can in symposiums and other gatherings. To take advantage of this, it is important to know in advance and share the information. The communication plan needs to identify the target audience, the stakeholders, the opportunities for engaging with these stakeholders etc. This is a long-term issue that is should be planned several years ahead. There are limited funds and opportunities so it will be necessary to prioritise the key messages. He suggested that it would be good to have a summary document about what the IOTWS is and what it has achieved. It needs to be targeted towards particular stakeholders because the information will differ slightly.

The Steering Group discussed the potential difficulties in communicating effectively to people from different target audiences, and agreed on the need to emphasise not only what the
IOTWS can do but also its limitations. The document should not be too complex or scientific so as to be available to a wider audience. It should be able to answer basic questions about what is the IOTWS and how does it operate. Existing documentation such as the Tsunami Teacher DVD can provide a starting point for gathering the material.

**ACTION:** Mr Rick Bailey to draft a communications plan and circulate to the Steering Group.

**ACTION:** Mr Rick Bailey to draft an IOTWS status document (to be part of the Outreach Plan).

## 9 IMPLEMENTATION PLAN REVIEW

The Steering Group discussed the need to completely revise and update the Implementation plan.

**ACTION:** WG Chairs to review the Implementation Plan and provide feedback on structure and information required in the document including detail of what has been implemented and what remains to be implemented. Feedback to be provided at least one month before next Steering Group meeting.

## 10 OTHER BUSINESS

**JTIC**

The potential role for JTIC with a mandate to cover the entire Indian Ocean was discussed by the Steering Group. If additional funding could be found for such a role, JTIC would help provide a coordinated information service for the Indian Ocean, coordinated with and utilising resources from other TICs around the globe. It could provide wider support for capacity building, practical outreach, development of regional partnerships, and coordination of post-event survey teams.

**ACTION:** Steering Group to work on a plan for JTIC with proposals that can be viewed by donors, with the Secretariat to work with Ardito Kodijat and the UNESCO Jakarta office to see how it can be implemented. The plan will be submitted in advance to the ICG/IOTWS-IX meeting.

## 11 NEXT STEERING GROUP AND ICG MEETINGS

Oman plans to host the ICG/IOTWS-IX meeting in early 2013 in conjunction with a symposium on tsunami. The Omani government has committed to holding the meeting at any date the ICG decides. The symposium was initially planned to be back to back with the ICG meeting but if the Oman EWS is not completed in time then it may be delayed to mid 2013.

For the Symposium, the Steering Group members will be invited as part of the scientific committee. The symposium is focusing on the Makran region only.

The Steering Group agreed that an ICG meeting in late 2012, perhaps in the second half of November, was preferable to waiting until mid 2013.

**ACTION:** Secretariat to write to Oman regarding the date of the next ICG.
The Steering Group agreed to meet next in September 2012, with one or two teleconference meetings before then.

12 SUMMARY OF ACTIONS

ACTION 1: Chair of WG1 to send information on the next DAVOS Risk Forum Meeting to the Chair and Secretariat and to prepare a document outlining benefits of IOC becoming a partner to the DAVOS Risk Forum, which will be forwarded to IOC to consider.

ACTION 2: WG 1 and WG3 to prepare UNESCAP funding proposal, in consultation with WG2 and ICG Chair, as soon as possible to update Risk Assessment Guidelines to include case studies and risks associated with threats only affecting the marine environment, and for delivering a “Train-the-Trainer Regional Workshop on Developing National Risk Assessments”

ACTION 3: Secretariat to investigate potential issues for IOC in providing project management support for UNESCAP proposals only providing 4% overheads. WGs should have a backup plan for an alternative project manager in case IOC is unable to do so. Secretariat to report back to the Steering Group on this matter

ACTION 4: National stock-take survey form, based on previous surveys, to be prepared by WG3 and distributed to all IOTWS Member States by the Secretariat through the TNC with copy to relevant contacts. The results will be posted on the IOTWS website by the Secretariat.

ACTION 5: WG3 to prepare the compilation document of Good Practices in Warning Dissemination in consultation with WG1 and WG2 before next ICG Meeting

ACTION 6: Mr Rick Bailey and Ms Irina Rafliana to work together on an information poster (1-2 pages) on RTSP and NTWC contacts for mail out to media, to be coordinated with the release of the public RTSP website (mid 2012).

ACTION 7: Chairs WG2 and WG3 to draft guidelines to help NTWCs deal with media

ACTION 8: WG2 to complete RTSP User Guide

ACTION 9: Secretariat to contact WMO regarding the GTS issues and refer WMO to Australia to discuss follow up.

ACTION 10: WG2 and each RTSP to utilise the results of the communication tests and actions arising from the IOWave11 exercise to attempt to correct issues before the first communications test of 2012

ACTION 11: Secretariat to write to the Interim Advisory Service (IAS) regarding the change to GTS transmission of bulletins, and will ask the IAS to contact the NTWCs regarding the change and ask for feedback. At least 90 days formal notification to be provided to NTWCs before any changes made.

ACTION 12: WG2 and WG3 to organise annual joint NTWC/DMO/Media training workshops, subject to availability of funding
ACTION 13: RTT to prepare a RTSP Chapter for the IOTWS Implementation Plan by incorporating revised criteria for being RTSPs, Performance Indicators and Performance Monitoring procedures.

ACTION 14: Review of RTSP Performance Indicators to continue with revised ones to be presented for consideration at the next SG meeting

ACTION 15: Working Group Chairs to provide feedback on the IOWave 11 evaluation form to the IOWave 11 Task Team by end January 2012. Feedback will be ready for the inter-ICG meeting in February 2012.

ACTION 16: Secretariat to complete the IOWave11 data compilation and send it to the IOWave Task Team to finish and finalise the report, in consultation with the WG Chairs. The report to be completed by May 2012

ACTION 17: Secretariat to arrange the necessary changes to IOC website regarding removing PTWC, NWPTAC and JMA bulletins for Indian Ocean and replacing with RTSP public bulletins.

ACTION 18: WG Chairs to revisit the Medium Term Strategy and make available to members. Secretariat to put a final copy on the IOTWS website.

ACTION 19: ICG/IOTWS Secretariat to put all relevant IOTWS documents on the IOTWS website. The IOTWS Documents will be sorted by three pillars (WGs) plus key planning documents.

ACTION 20: Mr Rick Bailey to draft a communications plan and circulate to the Steering Group.

ACTION 21: Mr Rick Bailey to draft an IOTWS status document (to be part of the Outreach Plan).

ACTION 22: WG Chairs to review the Implementation Plan and provide feedback on structure and information required in the document including detail of what has been implemented and what remains to be implemented. Feedback to be provided at least one month before next Steering Group meeting

ACTION 23: Steering Group to work on a plan for JTIC with proposals that can be viewed by donors, with the Secretariat to work with Ardito Kodijat and the UNESCO Jakarta office to see how it can be implemented. The plan will be submitted in advance to the ICG/IOTWS-IX meeting.

ACTION 24: Secretariat to write to Oman regarding the date of the next ICG.

13 Close of Meeting
The meeting closed at 5:50pm.