



**IOC Circular Letter No 2961 Rev.**  
(Available in English and French)

IOC/VR/BA/DCS/  
13 December 2023

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

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) 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)  
UNESCO Office in Cairo, Egypt

**Subject: Invitation to the Eighteenth 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-XVIII), 6–8 February 2024, UNESCO Headquarters,  
Paris, France**

On 20 October 2023, the Technical Secretary of ICG/NEAMTWS informed you by email that the CoastWAVE Project meeting and ICG/NEAMTWS-XVIII session originally scheduled on 20–23 November 2023 in Alexandria, Egypt, was postponed due to safety and security concerns in the region. The ICG/NEAMTWS Steering Committee in an ad-hoc meeting on 1 December 2023 noted that the situation had not improved and recommended to the Secretariat to host the 18<sup>th</sup> session at UNESCO Headquarters in Paris, on 5–9 February 2024. The Steering Committee is also continuing to consider Egypt's offer to host the 19<sup>th</sup> session of the ICG/NEAMTWS in Alexandria or Cairo in November 2024.

On behalf of Professor Maria Ana Baptista, Chairperson of ICG/NEAMTWS, I am pleased to invite you to designate representatives to the ICG/NEAMTWS-XVIII session. For organizational purposes, and for those who have not done so already, please provide the professional contact details of your representatives by email to Mr Denis Chang Seng, ICG/NEAMTWS Technical Secretary, at [d.chang-seng@unesco.org](mailto:d.chang-seng@unesco.org) by 15 January 2024. The contact details should contain the name,

**Chairperson**

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**Executive Secretary**

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Prof. Amr Zakaria HAMOUDA  
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(NIOF)  
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position, professional address, email contact and role in the delegation (i.e., Head of delegation, Alternate, Representative or Adviser) for each delegate. This information will serve as the basis for preparing the list of participants.

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.

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. The working language of the meeting will be English. The deadline for submitting national reports and presentations to the Technical Secretary is 25 January 2024.

The general documentation and information for the session will be posted and updated at the session [webpage](#) as they become available. Logistic details concerning suggested accommodation, airport transfers to the venue of the meeting and local information will be posted on the session webpage and shared by email with participants.

At its forthcoming session, the ICG/NEAMTWS will renew its Bureau, namely one Chairperson, and up to two Vice-chairpersons. Chairperson Professor Maria Ana Baptista (Portugal) and Vice-chairperson Professor Costas Synolakis (Greece) will have completed two successive terms (4 years in total) at the end of ICG/NEAMTWS-XVIII and are not eligible for re-election. With this letter, we are soliciting nominations for one Chairperson and two Vice-chairpersons. Elections will take place according to the procedure described in Annex 3. Le Secrétariat a commencé à recevoir les nominations sur la base de l'invitation initiale du 19 septembre. Les candidatures seront acceptées jusqu'à la fin de la journée d'ouverture de la session, c'est-à-dire le mardi 6 février 2024. Les candidatures peuvent être soumises à l'avance au Secrétariat de la COI, à l'attention de M. Denis Chang Seng, Secrétaire technique du GIC/NEAMTWS, à l'adresse suivante : [d.chang-seng@unesco.org](mailto:d.chang-seng@unesco.org).

In conjunction with the ICG/NEAMTWS session, a meeting of the countries participating in the [CoastWAVE](#) project, jointly led by the IOC and the European Commission in the framework of the Civil Protection and Humanitarian Aid Operations (ECHO) is organized on 5 February 2024 in Paris. Interested ICG/NEAMTWS delegates are welcome to join the meeting.

Please kindly allow me to reiterate the deadlines: registrations by 15 January, national reports and presentations by 25 January, and nominations for the ICG elections by 6 February 2024.

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

Yours sincerely,

*[signed]*

Vladimir Ryabinin  
Executive Secretary

Enclosures (3):    Annex 1: Provisional Agenda  
                          Annex 2: Provisional Timetable  
                          Annex 3: Election Procedures



**EIGHTEENTH 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-XVIII)**

UNESCO Headquarters, Paris, France,  
6–8 February 2024

**PROVISIONAL AGENDA**

- 1. OPENING**
- 2. ORGANIZATION OF THE SESSION**
  - 2.1 Adoption of the agenda
  - 2.2 Designation of the rapporteur
  - 2.3 Establishment of the nominations committee and chair for elections
  - 2.4 Conduct of the session, timetable and documentation
  - 2.5 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
  - 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 Preliminary Report on NEAMWave23 Exercise
  - 4.7 Reports on Ocean Decade, Ocean Decade Tsunami Programme and Research Development and Implementation Plan
  - 4.8 Reports on the World Tsunami Awareness Day (WTAD, 5 November)
- 5. PROGRAMME FOR 2024**
  - 5.1 Activities scheduled for 2024
  - 5.2 Establishment of intersessional working groups and TTs
- 6. ELECTIONS**
- 7. DATE AND PLACE FOR ICG/NEAMTWS-XIX**
- 8. ANY OTHER BUSINESS**
- 9. ADOPTION OF DECISIONS AND RECOMMENDATIONS**
- 10. CLOSING**


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**INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION of UNESCO**  
**Eighteenth 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-XVIII)**

UNESCO Headquarters, Paris, France 6–8 February 2024

**PROVISIONAL TIMETABLE**

Hour	Tuesday 6 February	Hour	Wednesday 7 February	Hour	Thursday 8 February
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
10:00-11:00	<b>1. OPENING</b> ICG/NEAMTWS Chairperson  <b>2. ORGANIZATION OF THE SESSION</b> 2.1 Adoption of the agenda 2.2 Designation of the rapporteur 2.3 Establishment of the nominations committee and chair for elections 2.4 Conduct of the session, timetable and documentation 2.5 Establishment of sessional committees and WGs				
11:00-11:30	COFFEE BREAK	11:00-11:30	COFFEE BREAK	11:00-11:30	COFFEE BREAK
11:30-12:30	<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 Reports on UNESCO/IOC Tsunami Ready Programme Implementation [Project and non-project countries]  4.6 Preliminary Report on NEAMWave23 Exercise  4.7. Reports on Ocean Decade, Ocean Decade Tsunami Programme, Research Development and Implementation Plan  4.8 Reports on World Tsunami Awareness Day (WTAD)	11:30-12:30	<b>5. PROGRAMME FOR 2024</b> 5.1 Activities scheduled for 2024 5.2 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 <a href="#">[TT on Tsunami Ready to report under agenda 4,5 and TT on Exercise to report under agenda 4.6]</a>	13:30-16:00	SESSIONAL WORKING COMMITTEES AND WORKING GROUPS	13:30-17:00	<b>6. ELECTIONS</b>  <b>7. DATE AND PLACE FOR ICG/NEAMTWS-XIX</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	3.5 Reports by the Working Groups and Task Teams (CON'T)  <b>4. IMPLEMENTATION</b>  4.1 Report on CoastWAVE Project <a href="#">[Excluding reporting on Tsunami Ready]</a>	16:30 18:00	SESSIONAL WORKING COMMITTEES AND WORKING GROUPS		

**THE EIGHTEENTH 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-XVIII)**

**Elections of the Officers of the ICG**

The Eighteenth 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-XVIII), at UNESCO Headquarters Paris, France, 6–8 February 2024, shall elect the Officers of the ICG, namely, one Chairperson and two Vice-chairpersons, for the term 2024–2025.

In establishing the ICG/NEAMTWS in 2005, IOC Resolution XXIII-14 stipulated that the ICG membership 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 current elected officers, the Chairperson and Vice-Chairperson of the ICG/NEAMTWS have completed two successive terms (4 years in total). 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. The time limit of a mandate is two years according to Article 7.2 of the IOC Statutes). The current elected Chairperson and Vice-Chairperson are the following:

- Chairperson: Professor Maria Ana Baptista, Portugal (April 2020–December 2023)
- Vice-Chairperson: Professor Costas Synolakis, Greece (April 2020–December 2023)  
Only one Vice-chair position was filled in the 2020 elections.

The current Chairperson shall declare the opening and closing of each session, direct the discussions and ensure observance of the 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 19.2).

**Nominations**

Nominations of individuals to 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/NEAMTWS-XVIII, or through the IOC Focal Point in the Member State or the Permanent Delegation to UNESCO.

Nominations shall be submitted in writing to the IOC Executive Secretary using Form A (Chairperson) or Form B (Vice-chairperson) and must reach the Executive Secretary or his representative (with copy to the ICG/NEAMTWS Technical Secretary, d.chang-seng@unesco.org) preferably by 15 January 2024, 17:00 hrs CET), and at the latest on the first day of the meeting by close of business.

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/NEAMTWS 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 (Rule 25.2), by secret ballot (IOC technical arrangements for the elections, item 2.2).

**THE EIGHTEENTH 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-XVIII)**

**Biennial Elections for Chairperson**

**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/NEAMTWS, if elected, to take an active part in the work of it.

Signature of the Nominee: .....

	<i>Secunder 1</i>	<i>Secunder 2</i>
Member State of the ICG/NEAMTWS	.....	.....
Name in capitals	.....	.....
Position	.....	.....
Signature	.....	.....

Date sent to the IOC Secretariat

Date and time received by the IOC Secretariat

.....

.....

**THE EIGHTEENTH SESSION OF THE INTERGOVERNMENTAL  
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(ICG/NEAMTWS-XVIII)**

**Biennial Elections for Chairperson**

**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/NEAMTWS and, if elected, to take an active part in the work of it.

Signature of the Nominee: .....

	<i>Secunder 1</i>	<i>Secunder 2</i>
Member State of the ICG/NEAMTWS	.....	.....
Name in capitals	.....	.....
Position	.....	.....
Signature	.....	.....

Date sent to the IOC Secretariat

Date and time received by the IOC Secretariat

.....

.....



**THE EIGHTEENTH SESSION OF THE INTERGOVERNMENTAL  
COORDINATION GROUP FOR THE TSUNAMI EARLY WARNING AND  
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**Biennial Elections for Officers**

**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]