# *Annex 2 to IOC Circular Letter, 3019 English only*

**Elections of the Officers of the ICG**

The Officers of the ICG/PTWS, namely one Chairperson and two Vice-chairpersons are elected at each session of the ICG for a mandate of two years.

The Chairperson shall declare the opening and closing of each session, direct the discussions and ensure observance of the [Rules of Procedure](https://oceanexpert.org/document/1731) of IOC, 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, maintain order and strive to work by consensus (Rule 19.2).

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

The Chairperson and the Vice-chairpersons of a subsidiary body shall not remain in his/her mandate more than two successive terms (Rule 6 and Art. 7.2 of the [IOC Statutes](https://oceanexpert.org/document/1730)).

**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/PTWS session or the IOC Focal Point in the Member State or through 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 on the second 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/PTWS 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 valid votes cast (Technical arrangements 2.20(iv)), by secret ballot.

**Current List of ICG/PTWS Officers and completed mandates**

Chair: Mr Yuji Nishimae (Japan) – elected in December 2021 (2nd term)

Vice-Chair: Dr Dakui Wang (China) – elected in September 2023 (1st term)

Vice-Chair: Dr Wilfried Strauch (Nicaragua) – elected December 2021 (2nd term)

Vice-Chair: Mr ‘Ofa Fa’anunu (Tonga) – elected in September 2023 (1st term)

**Intergovernmental Coordination Group for the Pacific Tsunami Warning
and Mitigation System (ICG/PTWS)**

**Biennial Elections**

**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/PTWS 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/PTWS ………………. …………………

Name in capitals ………………. …………………

Position ………………. …………………

Signature ………………. …………………

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

…………………………………… ……………………………………………………..

**Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System (ICG/PTWS)**

**Biennial Elections**

**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/PTWS 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/PTWS ………………. …………………

Name in capitals ………………. …………………

Position ………………. …………………

Signature ………………. …………………

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

…………………………………… ……………………………………………………..

**Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System (ICG/PTWS)**

**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]

# *Annex 3 to IOC Circular Letter, 3019 English only*

National Reports will be posted to the ICG/PTWS-XXXI website without TWFP contact details

**NATIONAL REPORT**

**Submitted by [country name]**

**BASIC INFORMATION**

*(FILL IN SECTIONS 1-3 ONLY IF THERE IS A NEED TO COMMUNICATE OFFICIAL UPDATES.)*

1. **ICG/PTWS Tsunami National Contact (TNC)**

 *The person designated by a Member State to an Intergovernmental Coordination Group (ICG) to represent his/her country in the coordination of international tsunami warning and mitigation activities. The person is part of the main stakeholders of the national tsunami warning and mitigation system. The person may be the Tsunami Warning Focal Point, from the national disaster management organization, from a technical or scientific institution, or from another agency with tsunami warning and mitigation responsibilities.*

Name:

Title:
Organization:
Postal Address:
E-mail Address:
Telephone Number:
Fax Number:
Cellular Telephone Number:

**2. ICG/PTWS Tsunami Warning Focal Point (TWFP)**

 *A 24 x 7 point of contact (office, operational unit or position, not a person) officially designated by the NTWC or the government to receive and disseminate tsunami information from an ICG Tsunami Service Provider according to established National Standard Operating Procedures. The TWFP may or not be the NTWC.*

TWFP Agency name:

*(if different from NTWC agency)*

TWFP Agency Contact or Officer in Charge *(if different from NTWC Agency):*

 Name:

 Position:

 Telephone Number:

 Email Address:

 Postal Address:

**TWFP 24x7 point of contact** (office, operational unit or position***,* not a person**):

 Name of office, operational unit or position:

 E-mail Address:

 Telephone Number:

 Cellular phone number:

 Fax:

**National Tsunami Warning Centre (if different from the above)**

*A centre officially designated by the government to monitor and issue tsunami warnings and other related statements within their country according to established National Standard Operating Procedures*

NTWC Agency Name:

NTWC Agency Contact or Officer in Charge (person):

 Name:

 Position:

 Telephone Number:

 Email address:

 Postal Address:

**3. Tsunami Advisor(s), if applicable**

*(Person, Committee or Agency managing Tsunami Mitigation in country)*

Name:

Title:

Postal Address:

E-mail Address:

Emergency Telephone Number:

Emergency Fax Number:

Emergency Cellular Telephone Number:

**4. Tsunami Standard Operating Procedures for a Local Tsunami
(when a local tsunami hazard exists)**

**5. Tsunami Standard Operating Procedures for a Distant Tsunami
(when a distant tsunami hazard exists)**

*For each situation, please provide the following:*

* *What organization identifies and characterizes tsunamigenic events?*
* *What is the threshold or criteria for declaring a potential tsunami emergency?*
* *What organization acts on the information provided by the agency responsible for characterizing the potential tsunami threat?*
* *How is the tsunami information (warning, public safety action, etc) disseminated within country? Who is it disseminated to?*
* *How is the emergency situation terminated?*
* *For Distant Tsunami Procedures:*

*What actions were taken in response to tsunami bulletins issued by PTWC, NWPTAC, and/or SCSTAC during the intersessional period?*

**6. National Sea Level Network**

*Please include a table with position and description of stations/sensors, and a map.*

1. **Information on Tsunami occurrences**

*Please include sea level observations, pictures, wave arrival descriptions, public, media, or other responses to warnings, lessons learned, etc.*

1. **Web sites (URLs) of national tsunami-related web sites**
2. **Summary plans of future tsunami warning and mitigation system improvements.**

**NATIONAL PROGRAMMES AND ACTIVITIES INFORMATION**

**10. EXECUTIVE SUMMARY**

*Please provide a brief statement of no more than one page addressing all items discussed in the Narrative section of the National Report (below)*
…………………………………………………………………………………………………………………

**11. NARRATIVE**

*Detailed description of innovations or modifications to National tsunami warnings procedures or operations since last National Report, tsunami research projects, tsunami mitigation activities and best practices (especially in preparedness and emergency management), tsunami exercises, as well as public education programmes or other measures taken to heighten awareness of the tsunami hazard and risk.*

…………………………………………………………………………………………………………………

Date: ………………………….. Name: …………………………..