



**UNESCO-IOC Training Workshop on
Tsunami Evacuation Maps, Plans, and Procedures and the UNESCO-IOC Tsunami
Ready Recognition Programme
for the Indian Ocean Member States
15-23 April 2025**

Venue: International Training Centre for Operational Oceanography
(ITCOOcean)
UNESCO Category2Centre
Indian National Centre for Ocean Information Services (INCOIS)
Hyderabad, India

Information for Participants

1. Background

At the UNESCO-IOC 2nd Global Tsunami Symposium on commemorating the 20th year of the 2004 Indian Ocean Tsunami, it was agreed that the Indian Ocean is much safer against the threat of tsunamis than it was in 2004. The symposium came up with the statement “Global Tsunami Warning and Mitigation: Building Sustainability for the next decade through Transformation and Innovation”, following which UNESCO and its partners called on States and civil society to drastically step up their investments and efforts to strengthen Tsunami Early Warning Systems and achieve 100% of Tsunami Ready Communities across the world by 2030.

In line with these priorities, the Intergovernmental Coordination Group for the Indian Ocean Tsunami Warning and Mitigation System (ICG/IOTWMS) at its 14th session in Jakarta, in November 2024, agreed for the UNESCO-IOC Indian Ocean Tsunami Information Centre (IOTIC) and the IOTWMS Secretariat to conduct the Tsunami Evacuation Plans, Maps, and Procedures (TEMPPP) training workshop in 2025.

This training workshop will be hosted in Hyderabad from 15-23 April 2025 by the Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences (MoES), Govt. of India.

The objectives of the training workshop include:

- Strengthening capacities of IOTWMS Member States to develop Tsunami Evacuation Maps, Plans, and Procedures
- Strengthening capacities of IOTWMS Member States to implement UNESCO-IOC Tsunami Ready Recognition Programme
- Sharing lessons learned from the UNESCAP Phase-2c Project on “Strengthening tsunami early warning in the North-West Indian Ocean through regional cooperation”.

The schedule of the training is shown below:

	Paralel Sessions			Joint Session							
Monday 14 April 25	Day 1 Tuesday 15 April 25	Day 2 Wednesday 16 April 25	Day 3 Thursday 17 April 25	Day 4 Friday 18 April 25	Day 5 Saturday 19 April 25	Day 6 Sunday 20 April 25	Day 7 Monday 21 April 25	Day 8 Tuesday 22 April 25	Day 9 Wednesday 23 April 25	Thursday 24 April 25	
Arrival of All Participants	1	2	3	4	5	Free Day	6	7	8	Departure of all Participants	
	Join Opening										
	TIMM (Day 1)										
	1	2	3								
	TRRP (Day 1)	TRRP (Day 2)	TRRP (Day 3)								

TIMM: Tsunami Inundation Modeling and Mapping
 TRRP: Tsunami Ready Recognition Programme
 TEMPP: Tsunami Evacuation Map, Plans, and Procedures

The detailed agenda is contained in Annex 1

The list of participants for the TIMM-TEMPP and TRRP-TEMP sessions is contained in Annex 2.

For more information on the event, please visit: <https://oceanexpert.net/event/4662>.

2. Venue of the Training and Guest Houses

Indian National Centre for Ocean Information Services
 (INCOIS)
 Ministry of Earth Sciences, Govt of India
 "Ocean Valley"
 Pragathi Nagar (BO), Nizampet (SO)

Hyderabad 500 090
 Talangana, India
 Telephone: +91-40-23886000 / 23895000
 Website: www.incois.gov.in
 Location: <https://maps.app.goo.gl/yZDQRjV6gtYQcQQF6>

3. Invitations

All participants will receive official invitation letters from INCOIS. The INCOIS invitation letter is required for your visa application. Invitations letters from the ICG/IOTWMS Secretariat will also be provided.

Should you require additional information for your visa, please contact the INCOIS focal point listed in section 17.

4. Air Tickets

Funded participants will be provided with an economy air ticket by UNESCO Jakarta with the shortest and most economical route. If you have not already provided a copy of the information pages of your passport (more than 6 months validity) to the organisers, please do so immediately as this is required for the flight booking. The e-ticket will be sent to you by email in due time.

Should you require additional information on flight bookings, please contact the UNESCO Jakarta / IOTIC focal points listed in section 17.

5. Accommodation Arrangements

Multiple options are being provided for the convenience of the participants, that include INCOIS on-campus Guest Houses and a couple of recommended Hotels for participants to choose.

5.1 INCOIS Guest House

All IOC-funded participants are invited to stay at the INCOIS on-campus guest houses on a single occupancy basis, at no cost. Further information related to the guest house facilities is available as Annex 3 to this document.

5.2 Hotels

If you prefer not to stay in the guesthouse, you may stay in one of the following hotels on a self-funded basis. Participants choosing to stay in a recommended hotel are requested to make their own reservation and provide the details to the INCOIS contact point listed in section 17.

Hotel Lemon Tree Premier

Plot No. 2, Survey No.64, Hitech City

Madhapur, Hyderabad – 500081

Phone: +91 40 44212121

Mobile: +91-8008204025 (Mr. Raghav Reddy)

Email: hi.hy@lemontreehotels.com ; cdos.hy@lemontreehotels.com

Website: <https://www.lemontreehotels.com/lemon-tree-premier/hyderabad/hotel-hyderabad>

The approximate nightly rate for hotel accommodation is Rs.7750 (i.e, Approximately USD 89) + taxes (12%) including buffet breakfast and dinner.

Hotel Red Fox

Plot No. 2, Survey No.64, Hitech City
Madhapur, Hyderabad – 500081

Phone: +91 40 [44484848](tel:44484848)

Mobile: +91-8008204025 (Mr. Raghav Reddy)

Email: contactus.hy@lemontreehotels.com ; cdos.hy@lemontreehotels.com

Website: <https://www.lemontreehotels.com/red-fox-hotel/hyderabad/hotels-hyderabad>

The approximate nightly rate for hotel accommodation is Rs.6850 (approximately USD 79) + taxes (12%) including buffet breakfast and dinner.

Hotel Lemonridge – KPHB

37 & 46 HIG-10, VI Phase, KPHB Colony,
Hyderabad – 500072

Phone: +91 81211 81800

Mobile: +91- 8121027339 (Mr Mohammed Abdul Rahman)

Email: Kphb@lemonridgehotels.com

Website: <https://www.lemonridgehotels.com/kphb/>

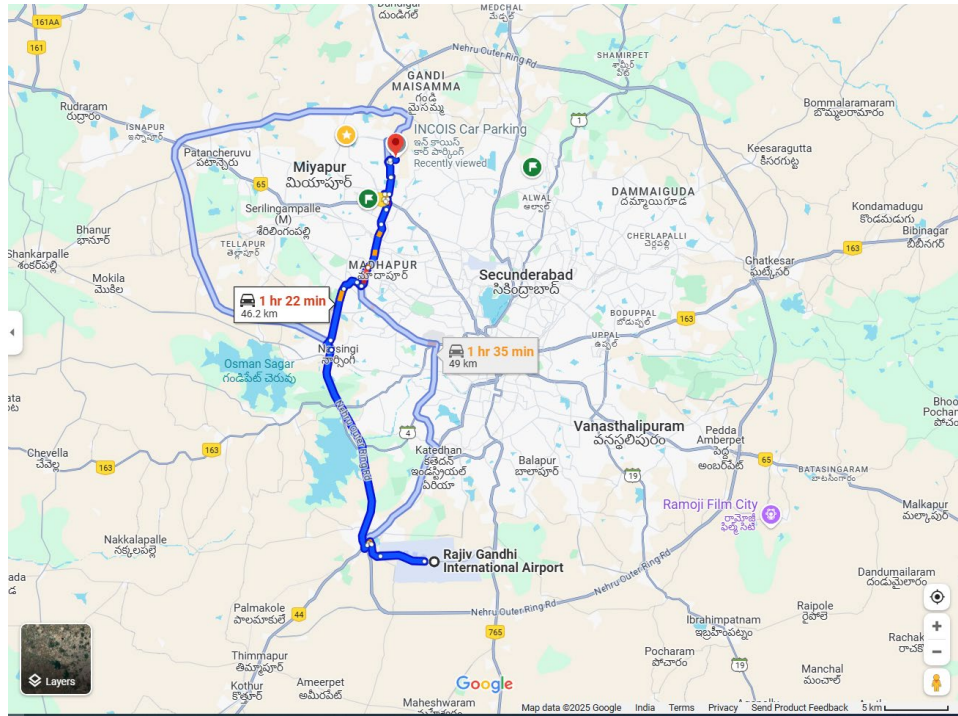
The approximate nightly for hotel accommodation is Rs.4000 (approximately USD 46) + taxes (12%) including buffet breakfast and dinner.

6. Local Transport

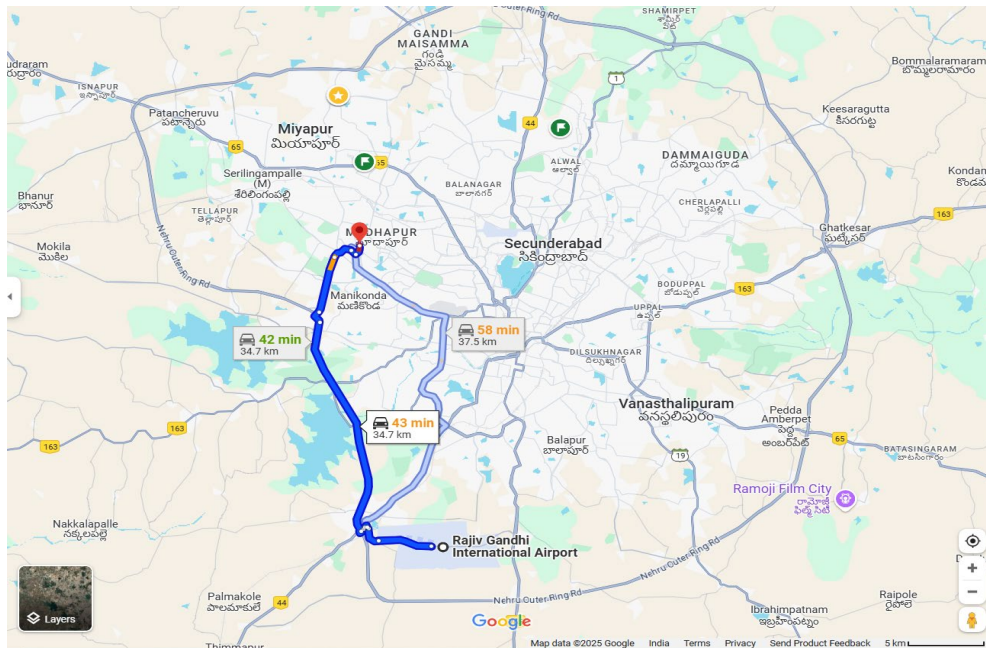
6.1 Airport to Hotel

INCOIS staff will meet participants at the airport to facilitate transport arrangements to the accommodation (INCOIS guesthouses and hotels).

In case of any difficulty in finding INCOIS staff on arrival, please use any authorized Taxi service such as MERU, SKYCABS, OLA, Uber, OHM for transportation from Airport to your place of stay. The approximate fare between the airport and hotel may vary from US\$10 to US\$20 depending on the time and type of vehicle chosen. The approximate fare to INCOIS is US\$20 to US\$30. INCOIS will reimburse this cost to the participant.



Airport to INCOIS Route Map



Airport to Hotel Lemon Tree Premier, Hitec City Route Map

6.2 Hotel to Meeting Rooms

Participants staying in the INCOIS guest houses can walk down to the training facility. For participants staying in the recommended hotels to and from transport will be provided to the training venue on all the days. The commute time from the recommended hotels to the

training facility is expected to be about 45 minutes. Please board the INCOIS car / bus outside of the hotel lobby at 08:30 am each day.

7. Meals

Lunches and morning/afternoon snacks during the training workshop will be provided by INCOIS for all participants and facilitators at no cost.

For participants staying at the INCOIS guest house, daily buffet breakfasts and dinners will also be provided at no cost.

INCOIS will also host a dinner on one of the days to all participants.

8. Reduced Daily Subsistence Allowance (RDSA)

All participants eligible for funding support will receive a RDSA of US \$16 for incidentals each day they are in Hyderabad, which will depend on their flight schedule. Payment will be made into the nominated bank account/given to participants at the event.

IMPORTANT NOTE

Please keep your flight boarding passes and submit to IOTIC at the workshop.

9. Visa Requirements

All visitors to India must have a passport that is valid for 6 months and a visa. For the workshops and meetings, participants must apply for a Conference or Business visa for India. Please note that Tourist visas are not eligible to enter India for this purpose. Visas can be applied for in person or by post at the High Commission or embassy of India based in the country from where you intend to depart for India or at a nearby country. For a list of Indian missions abroad, please visit the website:

<http://www.mea.gov.in/indian-missions-abroad-new.html>

It is also possible to apply for an e-visa online at <https://indianvisaonline.gov.in/>; <https://indianvisaonline.gov.in/evisa/tvoa.html>

INCOIS will provide an invitation letter to all the participants along with the approval sought from India's Ministry of External Affairs, which must accompany the visa application. The reference/emergency contact in India for your visa application is M. Nagaraja Kumar (refer to Section 17).

10. Medical and Travel Insurance

Participants are responsible for monitoring the applicable health and travel requirements related to travel to Hyderabad, India. Participants are required to obtain their own travel insurance for the period of the training workshop. Refer to the relevant national or international health insurance providers to get your travel insurance.

Please send UNESCO Jakarta proof of travel insurance by Monday, 18 March 2025 for issuing air tickets.

11. Prerequisite Training Courses

As a prerequisite for the Hyderabad training, all participants are requested to complete the following self-paced courses from Ocean Teacher Global Academy.

- UNESCO-IOC Tsunami Awareness: <https://oceanexpert.org/event/4369>
- UNESCO-IOC Tsunami Ready: <https://oceanexpert.org/event/4610>

The courses should be completed in this order before you join the training. Each course will take around 6 hours to complete. Further information related to the courses is available as an [Annex 4](#) to this document.

Please send your courses certificates to IOTIC@unesco.org before the TEMPP Training Starts by 15 April 2025

12. Laptops and Local Datasets

Participants will be primarily using Microsoft Office, QGIS and an internet browser-based COMMIT software during the training. Participants are advised to bring their own laptops with a licensed Microsoft Windows Operating System, MS Office suite and anti-virus software. The trainers will support with installation of QGIS (version 3.40 Long Term Release) and any other specialised software required during the training. The system requirements for QGIS are given below.

System Components	Minimum	Recommended
Processor - CPU	Core i3 2.7 Ghz	Core i7 3.5 Ghz
Memory RAM	2 Gb	8 Gb or More
Hard Disk	500 Gb SATA	SSD de 128 Gb or 500 Gb SATA
Graphic Card	1 Gb RAM	2 Gb RAM (NVIDIA GeForce)
Operating System	Windows 7-10, MacOS, Linux, BSD, and (Various Android Apps) for mobile and Tablets	Windows 7-10, MacOS, Linux, BSD, and (Various Android Apps) for mobile and Tablets

Participants are also advised to bring along high-resolution bathymetry and topography data as well as other geo-spatial datasets related to their coastal area for use during the training. These datasets will be extremely important to develop customized inundation and evacuation maps for the coastal area to implement the Tsunami Ready Recognition Programme.

For any further clarification related to hardware, software and data, please send an email to the relevant contacts in section 17.

13. Time

The time in Hyderabad, India is 5 hours 30 minutes ahead of UTC.

14. Weather

Hyderabad has a tropical climate with the monsoon season from June to October and the dry season from November to May. In April, the average daily temperature range is between 25°C (night) and 39°C (day). It is the dry season.

15. Money Matters

The currency used in India is the Indian Rupee (INR). One US dollar is approximately 87.47 Indian Rupee (UN exchange rate for 1 March 2025). You can find a money changer in the Airport as soon as you clear the immigration. There are also money changers in the city, in the hotels, malls, and Banks. Most shops accept credit card (Visa). Automatic Teller

Machines (ATMs) are also available in malls and banks; please note that the ATM only accepts cards with a Visa or Master Logo.

16. Places of Interest

Hyderabad is the third largest metropolitan city in India and is the capital of Telangana state. Hyderabad was established by Mohammad Quli Qutub Shah, the fifth ruler of Qutub Shahi Dynasty in the year 1591. The city is famous for its riches, beautiful palaces, and of course its pearls and diamonds, during the reign of the 'Nizams' who ruled for over 200 years. Hyderabad has a wide collection of tourist attractions and activities; explore the historic monuments and museums, relax at the serene lakes and parks, relish the scrumptious cuisine, and enjoy the shopping experience. Hyderabad tapers a mesmerizing vista of the past, with a blend of rich, cultural, and historical custom traversing over 400 vibrant years. Charminar is the most important landmark in the city of Hyderabad. The monument was erected when Quli Qutb Shah shifted his capital from Golconda to Hyderabad. The monument got its name from its structure as it consists of four minarets. The other points of interest are Golconda Fort, Hussain Sagar Lake, Public Garden, Birla Mandir, Falaknuma Palace, Mecca Masjid, Chow-Mahalla Palace, Nehru Zoological Park, Sanghi Temple, Shilparamam, Osmania University, NTR Garden, Hyderabad Botanical Garden, Paigah Tombs, Ramoji Film City. For further details about the places that can be explored, please visit <https://www.hyderabadtourism.in/>.

INCOIS will organize a field trip on 20 April 2025 (Sunday) to some of the above tourist destinations.

17. Contact Details

Indian National Centre for Ocean Information Services (INCOIS)

- Mr. M. Nagaraja Kumar: email raja@incois.gov.in; Mobile No. +91-8885566620, ***May provide as reference/emergency contact in India for visa application.***
- Dr. B. Ajay Kumar: email ajay@incois.gov.in; Mobile No. +91-9030175452

ICG/IOTWMS Secretariat

- Dr Srinivasa Kumar Tummala: sk.tummala@unesco.org
- Ms Nora Gale : n.gale@unesco.org

UNESCO-IOC IOTIC and UNESCO Jakarta

- Mr Ardito Kodijat: a.kodijat@unesco.org Mobile No. +62 816971196
- Ms Dinanti Erawati (Era): d.erawati@unesco.org

For specific enquiries please contact:

Enquiry	Contact	Email(s)
Training programme information	UNESCO-IOC IOTIC	iotic@unesco.org a.kodijat@unesco.org
Meeting Information & ICG/IOTWMS Invitation	ICG/IOTWMS Secretariat	iotwms@unesco.org
INCOIS Invitation & Visa Information	INCOIS	raja@incois.gov.in ajay@incois.gov.in
Hardware, Software and Data	INCOIS	padmanabham@incois.gov.in mahendra@incois.gov.in
Flight reservations (Funded participants)	UNESCO Jakarta / IOTIC	a.kodijat@unesco.org d.erawati@unesco.org