

Update on work plans and activities of the Task Team on Documentation

TT co-chairs: Stefano Lorito (INGV), Nikos Kalligeris (NOA)

TT-DOC actions during previous inter-sessional period

Plan of action, focused on the drafting of the updated Operational Users Guide (OUG)

No	Activity	Time Frame	Target / Result Indicators	Responsible Per/ Inst	Status
1	Drafting of OUG chapters	January-October 2025	Drafting of OUG chapters	OUG drafting contributors	In progress
2	TSP/NTWC in person meeting	March 2025	Discuss operational issues to be reflected in the updated OUG	IPMA, TT-OP, TT-DOC co-chairs	Completed
3	Present progress at the Steering Committee	May 2025	Update SC members on OUG drafting progress	TT-DOC co-chairs	Completed
4	Present revised Operational Users Guide to ICG	November 2025?	Receive feedback from the ICG	TT-DOC co-chairs	To be completed

TT-Doc actions since last ICG

- Presentation of OUG drafting progress at the ICG/NEAMTWS SC meeting in Istanbul on 15-16 May 2025, organized by KOERI.
- TT-DOC co-chairs OUG drafting session in Rome in July 2025.
- Co-ordination and overview of chapters and annexes drafting by contributors.
- Inter-TSP-NTWC meeting held in Lisbon on 5-6 March 2025, organized by IPMA, TT-OP & TT-DOC:
 - Discussion on possible revisions of the NEAMTWS implemented DMs;
 - Presentation and discussion on Probabilistic Tsunami Forecasting, led by INGV.
- Inter-TSP meetings held online on 16 July and 25 September 2025 to discuss the new tsunami warning message templates using threat levels - organized by CENALT, TT-OP & TT-DOC.

Operational issues that have been discussed in inter-TSP meetings

- Reporting of sea level station names and amplitudes;
- Renewed definition of basins and service/monitoring areas;
- Revised definition of forecast points: FP definition standards, treatment of absence of official FPs for member states, maintenance/sharing of FPs among TSPs;
- Definition of coastal segments for NTWCs;
- Harmonization of Decision Matrices used for the different basins;
- Drafting of message templates for reporting TSP out of service status and errors;
- Agreed on the adoption of threat levels in NEAMTWS, taking into account draft of updated GSDD:
 - Drafting new message templates using the threat level structure – led by Hélène;
 - *Watch -> tsunami inundation threat; Advisory -> tsunami coastal marine threat;*
 - Only non-public products considered in the NEAM region.

Agreed contributions for drafting the updated OUG

Editors TT-DOC/OP/Secretariat/Chair - Alessio, Denis, Fernando, Maria Ana, Nikos, Stefano

Contributors for main document:

- Introduction: **Nikos**, Maria Ana, Stefano
- Seismic + Sea level sections: WG 2-3 – **Fernando**, Anna, Didem, Marinos
- Forecasting: WG 1 – **Stefano**, Audrey, Nikos, Mauricio
- Messages: TT-OP - **Alessio**, Fernando

Possible contributors for annexes:

- Technical Procedures (I): **Hélène**, **Marinos**, Alessandro, Didem, Fernando (or Rachid?)
- Structure and Governance (II): **Denis**, Elena, Ignacio, Maria Ana
- Legal framework (III): **Cecilia**, Denis
- Administrative procedures (IV): **Denis**, Marinos, Nikos, Stefano

+ Any other volunteers **are welcome to join the drafting efforts**

Reporting on the OUG drafting progress

A shared drive has been created for the drafting of the updated OUG chapters and annexes

My Drive > Updated_OUG_drafting ▾



▼ Insights from Gemini

Ask questions and quickly get up to speed.

◆ Explore folders with Gemini

✕ 1 selected

☰ Summarize this file



Name ↑

📁 0_Introduction ⋮

📁 1_2_Seismi_Sea_Level ⋮

📁 3_Tsunami_Forecasting ⋮

📁 4_Tsunami_Messages ⋮

📁 Annexes ⋮

📁 DecisionMatrices_AoR_A... ⋮

📁 GSDD ⋮

Reporting on the OUG drafting progress

Main document:

- Introduction: Drafted, under revision
- Seismic + Sea level sections (Ch 1-2): Drafted, under revision
- Forecasting (Ch 3): Drafted, under revision
- Messages: TT-OP (Ch 4): Drafted, under revision

Annexes:

- Technical Procedures (I): To be drafted – main issues have been discussed in inter-TSP meetings
- Structure and Governance (II): Drafted, under revision
- Legal framework (III): Drafted, pending review
- Administrative procedures (IV): Drafted, under revision

Proposed next steps for finalizing updated OUG

- Share threat level message templates with WG4 and received feedback;
- OUG contributors to draft/revise Annexes I, II and IV;
- TT-DOC co-chairs will merge the main document chapters: document harmonization, content synthesis, developmental editing;
- Specific tasks will be assigned to chapter contributors, as the main document is being processed;
- The same process will later be followed with the Annexes.

Proposed TT-DOC plan of action for upcoming inter-sessional period

No	Activity	Time Frame	Target / Result Indicators	Responsible Per/ Inst	Status
1	Draft/revise remaining Annexes	December 2025 - March 2026	Drafting/revision of OUG Annexes	OUG drafting contributors	In progress
2	Harmonization of OUG inputs and assignment of tasks	December 2025 - May 2026?	Complete/harmonized OUG draft	TT-DOC co-chairs, OUG drafting contributors	In progress
3	Present complete Operational Users Guide to SC	May 2026?	Receive feedback from the SC	TT-DOC co-chairs	To be completed
4	Review Operational Users Guide	May 2026? – August 2026	Receive feedback from reviewers	Reviewers	To be completed
5	Present revised Operational Users Guide to ICG	November 2026?	Updated OUG adoption/publication	TT-DOC co-chairs	To be completed