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| **Telecommunication Standardization Bureau** |  |
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Geneva, 10 February 2012

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| Ref:  Tel:  Fax: | **TSB Circular 254**  TSB Workshops/P.R.  +41 22 730 5866 +41 22 730 5853 | - To Administrations of Member States of the Union;  - To ITU Sector Members;  - To ITU-T Associates;  - To ITU-T Academia; |
| E-mail: | [tsbworkshops@itu.int](mailto:tsbworkshops@itu.int) | **Copy:**  - To the Chairmen and Vice-Chairmen of ITU-T Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau;  - To the Permanent Mission of Canada in Geneva |

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| Subject: | **Workshop on Emergency Alerting Policy -**  **Montreal, Canada, 1-2 May 2012** |

Dear Sir/Madam,

1 I would like to inform you that a **Workshop on** **Emergency Alerting Policy** hosted by Environment Canada, other Canadian agencies, OASIS and ITU will take place at the Hilton Montréal Bonaventure, Montreal, Canada, from 1 to 2 May 2012.

The workshop will open at 0900 hours on the first day. Participant registration will begin at 0830 hours.

2 Discussions will be held in English. Some limited interpretation facilities into French will be available. During the workshop, Environment Canada will be offering on-site audio translation services into French. To help us plan for this service, please contact the organization committee at [jane.harnad@oasis-open.org](mailto:jane.harnad@oasis-open.org) by **1 April 2012** and we will do everything to ensure all requests for this service can be accommodated.

3 Participation is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country which is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. The workshop is free of charge but no fellowships will be granted. Interested ITU members are kindly invited to consider their attendance.

4 The [Common Alerting Protocol [CAP]](http://www.oasis-open.org/committees/tc_home.php?wg_abbrev=emergency-adopt) (<http://oasis-open.org/committees/tc_home.php?wg_abbrev=emergency-adopt>) is an OASIS standard that is a simple but general format for exchanging all-hazard emergency alerts over all kinds of networks. CAP allows an alert message to be disseminated consistently and simultaneously over many different warning systems, thus increasing alerting effectiveness while simplifying the task. CAP also facilitates the detection of emerging patterns in local warnings of various kinds, such as might indicate an undetected hazard or hostile act. Furthermore, CAP provides a template for effective alerting messages based on best practices identified in academic research and real-world experience. The CAP standard works well as a simple data transfer standard. It has been adopted by the ITU-T as Recommendation [X.1303](http://www.itu.int/ITU-T/recommendations/rec.aspx?rec=X.1303) (<http://itu.int/ITU-T/recommendations/rec.aspx?rec=X.1303>), and is recommended by the World Bank and other international agencies.  
  
The technical work regarding the CAP is being done very well in other forums, as was demonstrated at the [WMO-OASIS-ITU CAP Workshop in Geneva in April 2011](http://www.wmo.int/pages/prog/www/ISS/Meetings/WIS-CAP_Geneva2011/DocPlan.html) (http://wmo.int/pages/prog/www/ISS/Meetings/WIS-CAP\_Geneva2011/DocPlan.html), but there are policy issues that make it worthwhile to organize a Workshop addressing the “business” side of public alerting. In most countries, implementing the CAP raises significant issues of organizational jurisdiction, e.g. which department or ministry is responsible for what kind of alerts; how do the agencies responsible for weather coordinate their alerts with the agencies dealing with fires or with earthquakes; what happens in more federally organized countries where varied situations exist at the central level and at the level of constituent states/regions; what role do Environmental Authorities play and is the role consistent; how are global threats managed, e.g. cyber space, solar weather situations etc?   
  
Policy issues regarding coordination between or among local, regional and global jurisdictions are increasingly relevant. Earthquakes, tsunami, tornadoes, chemical releases and infectious diseases, etc. do not respect jurisdictional boundaries. So the question has to be asked “What are the lessons that have been learnt and can we identify best practices?”

5 The target audience for this workshop are professionals responsible for developing, influencing and managing policy for alerting from public, private, academic and global institutional sectors should consider attending, including: policy-makers, CIOs, emergency managers, leaders, technical strategists working on the latest leading-edge developments, concepts, theory, and applications.

6 The goals of the workshop are as follows:

* To produce a vendor-neutral forum to identify and discuss the government policy aspects of alerting, and the challenges of emergency management; with respect to the CAP Standard that makes it possible for jurisdictions involved with these concerns, to exchange such information on the national, cross-border and global scales.
* To foster growth and open communication in a community of like minded organizations that identify to the recognized need for interoperability between systems and countries.
* To identify policy-related issues and resulting good practices that could be formalized using the OASIS processes.

7 The workshop plans to limit attendance to about 80 individuals, with priority given to individuals or groups:

* eager to participate in the workshop discussions;
* representing current implementations that have dealt with policy issues in their alerting systems;
* that are developing new systems and are wrestling with these issues;
* and/or that have alerting activities across international borders.

The organizing committee will also provide a short list of common policy issues in advance to help participants consider their positions prior to arriving.   
  
To avoid any ambiguity and misunderstanding, “government policy” in the context of this workshop is taken to mean the following: “The course of direction or action taken by Ministers and/or Senior Officials in government organizations. The policy may be embodied in constitutions, legislative acts, and judicial decisions but equally could be just a published statement on for example a public sector website. The policy will generally set the direction from a business/operational perspective and will not detail the specifics of implementation or technical solutions.”

8 A draft programme of the workshop and useful logistics information including detailed information on the meeting venue including driving directions, hotel accommodation, etc. can be found on the Oasis website: <http://events.oasis-open.org/home/cap/2012>.

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau