

Enclosures: (5)

Provisional Agenda

Provisional Timetable

Template for national reports

Procedure for Elections

Logistical Information note for participants

**Ninth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-IX)**

St Thomas, United States Virgin Islands

13-15 May 2014

**PROVISIONAL AGENDA**

**1. WELCOME AND OPENING**

- 1.1. REPRESENTATIVE OF THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO
- 1.2. CHRISTA VON HILLEBRANDT, ICG/CARIBE-EWS CHAIR
- 1.3. WELCOME ADDRESS BY NATIONAL AUTHORITIES

**2. ORGANIZATION OF THE SESSION**

- 2.1. ADOPTION OF AGENDA
- 2.2. DESIGNATION OF THE RAPPORTEUR
- 2.3. CONDUCT OF THE SESSION, TIMETABLE AND DOCUMENTATION

**3. REPORT ON INTERSESSIONAL ACTIVITIES**

- 3.1. IOC EXECUTIVE SECRETARY'S REPORT
- 3.2. CHAIR'S REPORT
- 3.3. CARIBE EWS SECRETARIAT REPORT
- 3.4. REPORT OF THE CARIBBEAN TSUNAMI INFORMATION CENTER (CTIC)
- 3.5. REPORTS FROM UN AND NON-UN ORGANISATIONS
  - 3.5.1. UNDP
  - 3.5.2. CDEMA
  - 3.5.3. CEPREDENAC
  - 3.5.4. UWI SEISMIC RESEARCH CENTER
  - 3.5.5. PRSN
- 3.6. STATUS OF OTHER ICGs
- 3.7. NATIONAL PROGRESS REPORTS
- 3.8. INTERIM ADVISORY SERVICES REPORT (PTWC)
- 3.9. REPORT OF CARIBE WAVE 2014

**4. WORKING GROUP PROGRESS REPORTS**

- 4.1. WORKING GROUP 1: MONITORING AND DETECTION SYSTEMS, WARNING GUIDANCE
- 4.2. WORKING GROUP 2: HAZARD ASSESSMENT
- 4.3. WORKING GROUP 4: PREPAREDNESS, READINESS AND RESILIENCE
- 4.4. TASK TEAM ON WARNING COMMUNICATION AND DISSEMINATION

- 5. SPECIAL INVITED LECTURES: COMMUNITY-BASED TSUNAMI WARNING SYSTEM**
  - 5.1. US VIRGIN ISLANDS TSUNAMI READY PROGRAM
  - 5.2. BRITISH VIRGIN ISLANDS TSUNAMI READY PROGRAM
- 6. POLICY MATTERS**
  - 6.1. ESTABLISHMENT OF A CARIBBEAN TSUNAMI WARNING CENTER
  - 6.2. EXERCISE CARIBE WAVE 2015
  - 6.3. PTWC NEW PRODUCTS FOR CARIBE EWS
  - 6.4. UPDATES TO THE CARIBE-EWS IMPLEMENTATION PLAN
- 7. PROGRAMME AND BUDGET FOR 2014–2015 (UPDATE)**
- 8. NEXT SESSIONS**
  - 8.1. CONFIRMATION OF DATE AND PLACE OF ICG/CARIBE EWS-X
  - 8.2. TARGET DATE FOR ICG/CARIBE EWS-EWS XI
- 9. OFFICERS ELECTION**
- 10. ANY OTHER BUSINESS**
- 11. ADOPTION OF DECISIONS AND RECOMMENDATIONS**
- 12. CLOSE OF THE SESSION**

**INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION**  
(of UNESCO)

**Ninth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions  
(ICG/CARIBE EWS-IX)**

St Thomas, United States Virgin Islands, 13-15 May 2014

**PROVISIONAL TIMETABLE**

Hour	Tuesday 13 May	Hour	Wednesday 14 May	Hour	Thursday 15 May
8.00 – 9.00	Registration, logistics	8.00 – 9.00	INTRA-SESSION-WORKING GROUPS		
9.00-10.00	<b>1. WELCOME AND OPENING</b> UNESCO/IOC Christa von Hillebrandt-Andrade, ICG/CARIBE EWS Chair Welcome Address by National authorities	9.00 – 11.00	<b>4. WORKING GROUP PROGRESS REPORTS</b> 4.1 Working group 1 4.2 Working group 2 4.3 Working group 3 4.4 Task Team Warning Communication & Dissemination	9.00-11.00	<b>REPORT INTRASESSIONAL WGs</b>
					<b>7. PROGR. &amp; BUDGET for 2014–2015 (UPDATE)</b> <b>8. NEXT SESSIONS</b> 8.1 Dates/ place of ICG/CARIBE EWS-X 8.2 Target dates for ICG/CARIBE EWS-XI
10:00-11.00	<b>COFFEE BREAK + Group Photo</b>	10:30 11.00	<b>COFFEE BREAK</b>	10:30 11.00	<b>COFFEE BREAK</b>
11.00 13.00	<b>2. ORGANIZATION OF THE SESSION</b> 2.1 Adoption of the Agenda 2.2 Designation of the Rapporteur(s) 2.3 Conduct of Session, Timetable and Documentation <b>3. REPORTS ON INTERSESSIONAL ACTIVITIES</b> 3.1 IOC Executive Secretary's report 3.2 Chairperson's report 3.3 CARIBE-EWS Secretariat report	11.00 13.00	<b>6. POLICY MATTERS</b> 6.1 Establishment of a Caribbean Tsunami Warning Center (CTWC) 6.2 Exercise CARIBE WAVE 15 6.3 PTWS New products for CARIBE EWS 6.4 Updates to the CARIBE-EWS Implementation Plan	11.00 13.00	<b>9. OFFICERS ELECTION</b> <b>10. ANY OTHER BUSINESS</b>  <b>11. ADOPTION OF DECISIONS AND RECOMMENDATIONS</b>
13.00 - 14.30	<b>LUNCH BREAK</b>	13.00 14.30	<b>LUNCH BREAK</b>	13.00 14.30	<b>LUNCH BREAK</b>
14.30 16.00	3.4. Report of the Caribbean Tsunami Information Center (CTIC) 3.5 Reports from UN & non UN organisations 3.6 Status of other ICGs	14.30 16.00	INTRA-SESSION-WORKING GROUPS	14.30 16.00	<b>11. ADOPTION OF DECISIONS AND RECOMMENDATIONS (continued)</b>
16:00-16:30	<b>COFFEE BREAK</b>	16.00 6.30	<b>COFFEE BREAK</b>	16.00 16.30	<b>COFFEE BREAK</b>
16.30 – 18.00	3.7 National Progress Reports 3.8 Interim Advisory Services Report (PTWC) 3.9 Report of CARIBE WAVE 14	18.00	<b>5. SPECIAL INVITED LECTURES: COMMUNITY-BASED TSUNAMI WARNING SYSTEM</b>	16.30 18.00	<b>12. CLOSE OF THE SESSION</b>
19.30	Welcome Dinner				

TEMPLATE FOR NATIONAL REPORTS

National Reports will be posted to the ICG/CARIBE EWS XI web site without TWFP contact details

**NATIONAL REPORT  
Submitted by (country name)**

**BASIC INFORMATION**

**1. ICG/CARIBE EWS 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/CARIBE EWS Tsunami Warning Focal Point (TWFP)**

*The 7x24 contact person, or other official point of contact or address, is available at the national level for rapidly receiving and issuing tsunami event information (such as warnings). The Tsunami Warning Focal Point either is the emergency authority (civil defense or other designated agency responsible for public safety), or has the responsibility of notifying the emergency authority of the event characteristics (earthquake and/or tsunami), in accordance with national standard operating procedures. The Tsunami Warning Focal Point receives international tsunami warnings from the PTWC, or other regional warning centres.*

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

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

Person in Charge:  
Title:  
Responsible Organization:  
Postal Address:  
E-mail Address:  
Emergency Telephone Number:  
Emergency Fax Number:  
Emergency Cellular Telephone Number:

**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 warnings issued by PTWC, WC/ATWC, and/or JMA NWPTAC during the intersessional period?*

**6. National Sea Level Network**

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

**7. Information on Tsunami occurrences**

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

**8. Web sites (URLs) of national tsunami-related web sites**

**9. Summary plans of future tsunami warning and mitigation system improvements.**

*This information will be used to aid the development of the CARIBE EWS Implementation Plan.*

**NATIONAL PROGRAMMES AND ACTIVITIES INFORMATION**

**10. EXECUTIVE SUMMARY**

*Brief statement of no more than one page addressing all items discussed in the Narrative section of the National Report*

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**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), as well as public education programmes or other measures taken to heighten awareness of the tsunami hazard and risk.*

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Date: ..... Name: .....

## **Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS)**

### **Elections of the Officers of the ICG**

The ninth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS), St Thomas, US Virgin Islands, 13-15 May 2014, shall elect the Officers of the ICG, namely, one Chairperson and three Vice-chairpersons, for the term 2014-2015.

The 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 38).

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

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 17.2. The time limit of a mandate is two years according to Article 7.2 of the IOC Statutes).

### **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/CARIBE EWS-VII, or through the IOC Focal Point in the Member State or the Permanent Delegation to UNESCO.

Nominations shall be submitted in writing to the Executive Secretary using **Form A** (Chairperson) or **Form B** (Vice-chairperson) and must reach the Executive Secretary or her representative 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 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/CARIBE EWS other than the nominating Member State.

### **Elections**

The IOC general practice is working and deciding by consensus (Rule 38.2).

Should voting be necessary, decisions shall be made by a simple majority of the members present and voting (Rule 43.2), by secret ballot.

**Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS)**

**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/CARIBE EWS 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/CARIBE EWS      .....

Name in capitals      .....

Position      .....

Signature      .....

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

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**Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS)**

**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/CARIBE EWS 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/CARIBE EWS .....

Name in capitals .....

Position .....

Signature .....

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

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**Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS)**

**Biennial Elections for Chairperson**

**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]