



INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
COMMISSION Océanographique Intergouvernementale
COMISIÓN OCEANOGRÁFICA INTERGUBERNAMENTAL
МЕЖПРАВИТЕЛЬСТВЕННАЯ ОКЕАНОГРАФИЧЕСКАЯ КОМИССИЯ
اللجنة الدولية الحكومية لعلوم المحيطات
政府间海洋学委员会

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IOC Circular Letter No. 2505
(Available in English, French, Spanish)

IOC/MWW/TA/BA/ba
16 January 2014

To : ICG/CARIBE EWS Tsunami Warning Focal Points (TWFP)
ICG/CARIBE EWS Tsunami National Contacts (TNC)
ICG/CARIBE EWS Chair and Vice-Chairs

cc: Official National Coordinating Body for liaison with the IOC Member States
Permanent Delegates/Observer Missions to UNESCO of IOC Member States
IOC Officers
Permanent Observers to ICG/CARIBE EWS
Director PTWC
Director US NTWC
UNESCO Offices in La Habana, Kingston, San José and Guatemala

Subject: Invitation to 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-IX), St Thomas, United States Virgin Islands, 13–15 May 2014

The IOC Assembly at its Twenty-third Session decided, by Resolution XXIII-13, to create the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (CARIBE-EWS) and to establish an Intergovernmental Coordination Group for CARIBE-EWS (ICG/CARIBE EWS). In this connection, I am pleased to invite you to nominate a delegation to attend 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-IX), St Thomas, United States Virgin Islands, 13–15 May 2014**. Please communicate the names and positions of your representatives to the Executive Secretary of the IOC, Ms Wendy Watson-Wright, **and register their details directly on the website at <http://www.ioc-tsunami.org/icgcaribeewsix> no later than 13 March 2014**. For queries about registration please contact the ICG/CARIBE-EWS Secretariat at cartws@unesco.org.

I wish to remind you that IOC Resolution XXIII-13 stipulated that the membership of the ICG/CARIBE-EWS should consist of:

- Member States of the IOC from the Caribbean and Adjacent Regions
- Observers from other IOC Member States

Chairperson

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Prof. Adoté Blim BLIVI
Chef de Recherche
Head of CGILE
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University of Lomé,
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TOGO

- Invited observers from other organizations (including NGOs), programmes and projects in accordance with the IOC rules and procedures.

The meeting agenda is technical in nature and delegates should be prepared to participate in the technical discussions. A copy of the Provisional Agenda and Timetable is appended to this invitation. **The working languages of the meeting will be English, French and Spanish.**

I am pleased to invite national reports, to the extent possible, as written reports. Member States may wish to include a summary of future plans as this would aid the development of the CARIBE-EWS Implementation Plan. A Template for National Reports is attached to this Circular Letter. National Reports should reach the Secretariat no later than 13 April 2014.

I would like to inform you that the ICG/CARIBE EWS at its Ninth Session will elect the officers of the CARIBE-EWS, namely one Chairperson and three Vice-chairpersons, for the next biennium, according to the procedure attached. Nominations will be accepted until the end of the opening day of the session, Tuesday 13 May. They can be also addressed in advance to the IOC Secretariat.

Details of the venue and information on hotel reservations as well as general information about the meeting location are attached to this invitation. Given that the US Virgin Islands is a Territory of the U.S.A., all non US citizens are invited to verify visa guidance included in the Logistical Information Note.

Finally, I would like to remind Member States, which have not already done so, to please forward contact details for your country's designated Tsunami Warning Focal Point (TWFP) and Tsunami National Contact (TNC) as soon as possible to Mr Bernardo Aliaga (b.aliaga@unesco.org), with copy to Ms Silvia Sermeño (s.sermeno@unesco.org). Please note that these nominations must be validated through your Permanent Delegation to UNESCO, UNESCO National Commission or the Ministry of Foreign Affairs.

With the assurances of my highest consideration, I remain,

Yours sincerely,

[signed]

Wendy Watson-Wright
Assistant Director-General, UNESCO
Executive Secretary, IOC

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	1. WELCOME AND OPENING UNESCO/IOC Christa von Hillebrandt-Andrade, ICG/CARIBE EWS Chair Welcome Address by National authorities	9.00 – 11.00	4. WORKING GROUP PROGRESS REPORTS 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	REPORT INTRASESSIONAL WGs
					7. PROGR. & BUDGET for 2014–2015 (UPDATE) 8. NEXT SESSIONS 8.1 Dates/ place of ICG/CARIBE EWS-X 8.2 Target dates for ICG/CARIBE EWS-XI
10:00-11.00	COFFEE BREAK + Group Photo	10:30 11.00	COFFEE BREAK	10:30 11.00	COFFEE BREAK
11.00 13.00	2. ORGANIZATION OF THE SESSION 2.1 Adoption of the Agenda 2.2 Designation of the Rapporteur(s) 2.3 Conduct of Session, Timetable and Documentation 3. REPORTS ON INTERSESSIONAL ACTIVITIES 3.1 IOC Executive Secretary's report 3.2 Chairperson's report 3.3 CARIBE-EWS Secretariat report	11.00 13.00	6. POLICY MATTERS 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	9. OFFICERS ELECTION 10. ANY OTHER BUSINESS 11. ADOPTION OF DECISIONS AND RECOMMENDATIONS
13.00 - 14.30	LUNCH BREAK	13.00 14.30	LUNCH BREAK	13.00 14.30	LUNCH BREAK
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	11. ADOPTION OF DECISIONS AND RECOMMENDATIONS (continued)
16:00-16:30	COFFEE BREAK	16.00 6.30	COFFEE BREAK	16.00 16.30	COFFEE BREAK
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	5. SPECIAL INVITED LECTURES: COMMUNITY-BASED TSUNAMI WARNING SYSTEM	16.30 18.00	12. CLOSE OF THE SESSION
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]