IOC Circular Letter No. 2423
(Available in English only)

IOC/WWW/BA/ch 13 February 2012

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

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

Subject: Invitation to the Seventh Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-VII)
(Willemstad, Curacao, from 2 to 4 April 2012)

The IOC Twenty-third Assembly 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 Seventh Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-VII), Willemstad, Curacao, 2 – 4 April 2012. 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-unesco.org/icgcaribeewsvii no later than 15 March 2012. For queries about registration please contact the ICG/CARIBE EWS Secretariat at cartws@unesco.org.

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Climate Change & Coastal Disaster Research Dept.
Korea Ocean Research & Development Institute
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REPUBLIC OF KOREA

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Chef de Recherche
Head of CGILE
Ministère de l’Enseignement Supérieur et de la Recherche
University of Lomé,
B.P. 1515
Lomé 228
TOGO

.../...
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
- 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 is appended to this invitation (pages 3 and 4). 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 (pages 5 and 6). We look forward to receiving your National Report in the Secretariat no later than 15 March 2012.

I would like to inform you that the Seventh Session will elect the officers of the CARIBE-EWS, namely one Chairperson and three Vice-chairpersons, for the next biennium, according to the attached procedure (pages 7 to 10). Nominations shall be accepted until the end of the first day of proceedings at the ICG/CARIBE EWS-VII. They can be also addressed in advance to ADG/IOC.

Details of the venue and information on hotel reservations as well as general information about the meeting location is attached to this invitation (pages 11 to 14).

Finally, I would like to remind you, if you 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 Ministry of Foreign Affairs.

With the assurances of my highest consideration I remain,

Sincerely Yours,

[signed]

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

Attachments: Provisional Agenda (pages 3 and 4)
Template for national reports (pages 5 and 6)
Procedure for Elections (Page 7 to 10)
Logistical Information note for participants (pages 11 to 14)
PROVISIONAL AGENDA

1. WELCOME AND OPENING
   1.1. REPRESENTATIVE OF THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO
   1.2. DR. LORNA INNISS: DEPUTY DIRECTOR, COASTAL ZONE MANAGEMENT UNIT CZMU - BARBADOS, 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. CHAIRMAN’S REPORT
   3.3. CARIBE EWS SECRETARIAT REPORT
   3.4. REPORT OF THE CARIBBEAN TSUNAMI INFORMATION CENTER (CTIC) [Recommendation ICG/CARIBE EWS-VI.1]
   3.5. REPORTS FROM UN AND NON UN ORGANISATIONS
   3.6. STATUS OF OTHER ICGS
   3.7. NATIONAL PROGRESS REPORTS
   3.8. INTERIM ADVISORY SERVICES REPORT (PTWC)

4. WORKING GROUP PROGRESS REPORTS
   4.1. WORKING GROUP 1 PROGRESS REPORT: MONITORING AND DETECTION SYSTEMS, WARNING GUIDANCE
   4.2. WORKING GROUP 2 PROGRESS REPORT: HAZARD ASSESSMENT
   4.3. WORKING GROUP 3 PROGRESS REPORT: WARNING, DISSEMINATION AND COMMUNICATION
4.4. WORKING GROUP 4 PROGRESS REPORT: PREPAREDNESS, READINESS AND RESILIENCE

5. ESPECIAL INVITED LECTURES: COMMUNITY-BASED TSUNAMI WARNING SYSTEM

5.1. BAYAHIBE, DOMINICAN REPUBLIC

5.2. FIRST INTERNATIONAL TSUNAMIREADY® COMMUNITY: ANGUILLA (UK)

6. POLICY MATTERS

6.1. ESTABLISHMENT OF A CARIBBEAN TSUNAMI WARNING CENTER
[RECOMMENDATIONS ICG/CARIBE EWS-II.3, II.12, III.1, IV.5, V.2 AND VI.2]

6.2. SECOND CARIBBEAN TSUNAMI EXERCISE (CARIBE WAVE 13)
[ICG/CARIBE EWS-VI/3. paragraph 153]

7. UPDATES TO THE CARIBE EWS IMPLEMENTATION PLAN

8. PROGRAMME AND BUDGET FOR 2013-2014

9. NEXT MEETING

9.1. CONFIRMATION OF DATE AND PLACE OF ICG/CARIBE EWS-VIII

9.2. TARGET DATE FOR ICG/CARIBE EWS-IX

10. OFFICERS ELECTIONS

11. ANY OTHER BUSINESS

12. ADOPTION OF DECISIONS AND RECOMMENDATIONS

13. CLOSE OF THE MEETING
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:
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 Seventh Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS), Willemstad, Curacao, 2-4 April 2012, shall elect the Officers of the ICG, namely, one Chairperson and three Vice-chairpersons, for the term 2012–2013.

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 Chairman 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 his 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

……………………………………  ……………………………………………………..
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

……………………………………  ………………………………………………..
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]
ICG/CARIBE EWS VII

Seventh Meeting of the Intergovernmental Coordination Group for the Tsunami and other Coastal Hazards Warning System for the Caribbean and Adjacent Regions

Willemstad, Curaçao, 2–4 April 2012

LOGISTICAL INFORMATION NOTE FOR PARTICIPANTS
1. Date and meeting venue

The ICG/CARIBE EWS VII will be held at the Avila Beach Hotel from 2-4 April 2012.

The full address is:

Avila Beach Hotel
Penstraat 130
Willemstad, Curacao

Fax: +599-9-461-1493
Tel: +599-9-461-4377
Web-site: www.avilahotel.com

2. Accommodation

A block of rooms has been reserved for the participants attending the meeting at the Avila Beach Hotel until March 1st, 2012. After this date, reservations can still be made upon availability. Participants may make their reservations directly with the hotel using the code ICG/CARIBE EWS VII by sending an email to info@avilahotel.com. Agreed rates to attend the “ICG/CARIBE EWS VII session” are:

- Octagon Superior
  US$ 150,-

- Octagon Deluxe
  US$ 275,-

- La Belle Alliance Deluxe
  [http://www.avilahotel.com/sleep-belle-alliance](http://www.avilahotel.com/sleep-belle-alliance)
  US$ 150,-

- La Belle Alliance Suite (single bedroom)
  US$ 275,-

- La Belle Alliance Suite (double bedroom)
  US$ 400,-

All rooms are submitted to 12% service charge plus 7% government tax. Please note that these rates do not include breakfast. Breakfast is served daily at the Avila Café at US$ 17, - per person plus 12% service charge and 6% turnover tax.

3. Immigration

A valid passport and an onward or return ticket is all that is required.

4. Time

Curaçao is on Atlantic Standard Time, i.e. GMT/UTC-4

5. Languages

Dutch and Papiamento are the official languages, but multi-racial Curaçaoans also speak English, Spanish and some French.

The meeting will be held in English and simultaneous translation in Spanish and French will be provided.

6. Climate and weather in April

Curaçao is situated in the so called Southern Caribbean Dry Zone, and is characterized by its semi-arid to arid climate (BS on the classification scheme of Köppen), with a distinguishable dry (February through June), and rainy (September through January) season and sustained moderate to fresh easterlies. The climate on Curaçao sets itself apart from the climate at comparable latitudes due to the very often light, undependable nature of the rains (thunderstorms mainly occur in October, with the climatic average of this month equal to 7 days a month) and their
suppression during the high-sun (northern hemisphere summer) months, when ordinarily precipitation at these latitudes is at its maximum.

March to April temperatures in Curaçao range from an average low of 24.8°C (77 °F) to an average high of 31.1°C (88 °F). The average relative humidity will be around 76.7%, making up a heat index that will vary between 28 °C (82 °F) and 33°C (92 °F), i.e. very warm to hot. However moderate to fresh winds ranging between 11 to 22 knots will provide cooling. Furthermore March and April fall within the dry season and experience on average 3 days with rain (>1.0 mm).

7. **Water**
Water in Curaçao is distilled from the seas surrounding the island. Tap water is safe and considered the best in the Caribbean.

8. **Currency**
Prices are quoted in the national currency, the Netherlands Antillean guilder (also called the florin), abbreviated Nafl. or ANG. It is pegged to the US dollar at a stable rate of US$ 1 = Nafl. 1.77 for cash, 1.78 for traveller’s checks. Exchange rates may vary slightly at stores and hotels. European Euros are also accepted in many downtown establishments. U.S. currency is accepted everywhere, as are Travelers Checks and most major Credit Cards. Debit Cards are accepted at large shops and supermarkets. Bills of US$ 50 and US$ 100 can be hard to cash due to counterfeit concerns. There is no black market and there are no restrictions on how much money you can bring into the country. Avila Hotel guests can exchange nominal amounts of US Dollars and Euros to the local Antillean Guider currency at the Front Desk.

9. **Banking hours**
Banks are open Monday through Friday 8:00 a.m. to 3:30 p.m. The airport bank is open Monday through Saturday 8 a.m. to 8 p.m. and on Sunday from 9 a.m. to 4 p.m. Selected banks branches have ATMs that disburse US dollars. (MCB bank maintains an ATM at the Avila Hotel’s Octagon Wing). US dollars are accepted almost everywhere, traveller’s checks less so. Bills of US$ 50 and 100 can be hard to cash. International credit cards are accepted at most major commercial establishments. Debit Cards are accepted at large shops and supermarkets. The larger denominations of guilder bills (100 and 250) are hard to cash for small purchases. There are currently two versions of guilder coins in circulation.

10. **Electricity**
Electricity is 110 - 130 volts/50 cycles, similar but not identical to the US standard. Most 60 cycle electrical appliances from the United States will function properly, although appliances that have internal time mechanisms will not keep the correct time and hairdryers and curling irons may overheat if used for too long. Dual voltage appliances from Europe and South America will need an adapter plug, readily available on the island.

Please note that most guestrooms at the Avila Hotel offer only 220 volt outlets. Laptops and cell phone charges usually operate on dual voltage/cycles, requiring only the adapter plug to convert from a flat to rounded prongs.

11. **Restaurants**
Restaurants at the hotel include:
- Restaurant Belle Terrace (International)
- Blues Jazz Bar and Restaurant (International)

Those in close proximity to the hotel (walking distance- 15 minutes or less) include:
- Chop stix Sushi and Raw Bar (Japanese)
- Fishalicious (Seafood)
- Panne e Vino (Italian)
- Rozendaels (International)
- 14 –

- Mundo Bizarro (International)
- St Tropez Ocean Club (International)
- Intermezzo (International)
- Pampus (International)
- Seaside Terrace (Local)

Please note that some restaurants prohibit shorts or sandals.

12. Tipping

It is customary to tip porters Nafl. 1, - per bag, and taxi drivers 10 % of the fare. Restaurants usually add a 10% service charge to the bill so tipping is not necessary in this case; if you have a large group, or excellent service, a 5-10 % tip would be appropriate. Most hotels add a 12% service charge to the bill. 6% Government sales tax will be added to your bill.

13. Taxi Service:

Taxis are easy to recognize by their signs and the TX on their registration plates. The prices are based for 1-4 people from 6 a.m.-11 p.m. A fifth person costs 25% more. After 11 p.m. there is 25% surcharge. There are taxi stands at the airport, hotels and Sha Caprileskade in Punda. Taxi Company: Main Office: tel: 869-0747 Complaints: 869-0747

14. Departure tax

An airport tax of US$ 32, - per person for international (including Aruba) flights and flights to Curacao, or US$ 14, - per personal for inter-island flights is payable when leaving the island. (All taxes listed are for informational purposes only and subject to change).

15. Entertainment & Events

Seu harvest festival

The annual Seu harvest festival is a large cultural event, which goes back to the days of slavery. A parade is held on the second day of Easter (April 9th, 2012), which will culminate in the streets of Willemstad Otrobanda.

Weekly Activities at the Avila Hotel

**Tuesday:** BLUES Burger night
**Wednesday:** Antillean Night at Belle Terrace
**Thursday:** Live Blues and Latin Jazz Night in the BLUES
**Friday:** Happy Hour at the Schooner bar
Tapas Night in the BLUES
**Saturday:** Music in BLUES
Caribbean Grill Night at Belle Terrace
**Sunday:** Bubbles, Brunch & Beach at Belle Terrace

16. Important Phone numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone number</th>
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</thead>
<tbody>
<tr>
<td>Police</td>
<td>911</td>
</tr>
<tr>
<td>Fire department</td>
<td>911</td>
</tr>
<tr>
<td>Ambulance</td>
<td>912</td>
</tr>
<tr>
<td>St. Elisabeth Hospital</td>
<td>(599-9) 462-5100</td>
</tr>
<tr>
<td>Meteorological Department</td>
<td>(599-9) 839-3366</td>
</tr>
<tr>
<td>Curaçao</td>
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</tbody>
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