The meeting commenced at 10:07am with the chair welcoming the participants. Excuses were made for working group members Paul Martens Sint Marteen, Dr. Laura Kong ITIC, Stacey Selman-Edwards SRC, Andria Grosvenor CDEMA, John Kimbrough USAID, Dawn French ICG Vice Chair, St. Lucia, Dr. Lorna Inniss.

The Chair tabled the proposed agenda and requested members to indicate if they were in agreement. The agenda was as follows:

1) Detailed Review of Working Group Fact Sheet with special attention to Purposes and Functions

2) Relationship between WG IV and Caribbean Tsunami Information Centre (CTIC)
3) Draft Public Awareness and Education Strategy

4) Development of a Training Implementation Strategy and Schedule - WGIW/CTIC/WGIII

5) Identification and recommendation of a standard Community -based Recognition Program for Tsunami Preparedness for adoption by ALL MEMBER STATES.


7) Any Other Business

The Chair indicated that agenda item 6 would be the topic for discussion on the second day of the virtual meeting since the CTIC Consultant Alison Brome who was integral to this discussion, could only be available on March 27th, 2013. The participants agreed to the agenda and as such the meeting proceeded following the adopted agenda.

Under Agenda Item 1 Detailed Review of Working Group IV Fact Sheet with special attention to Purposes and Functions.

It was recommended that the working group be renamed Public Awareness, Education and Resilience.

It was further recommended that the purpose statement of the working group be aligned with the proposed new name and as such be modified to read “To advise and recommend to the ICG strategies to enhance public awareness, education and resilience capacities and to develop the necessary recommendations, tools and procedures.

It was further recommended that the functions of the working group be modified and encompass the following:

1) Identify the public awareness and education strategies and tools that the Member States can integrate into their risk reduction and emergency management programs.

2) Support the development of guidelines for preparedness, response, recovery plans for communities which should include training dissemination and evacuation procedures.
3) To closely cooperate with the Caribbean Tsunami Information Centre (CTIC) in carrying out its mandate and in the implementation of its program.

It was agreed that these recommended changes be shared with the wider Working Group IV Members and be sent to the ICG for adoption.

Under Agenda Item 2 Relationship between WG IV and Caribbean Tsunami Information Centre (CTIC)

It was hoped that the Interim Director for the CTIC would be identified and assume office by May 2013. It was noted that Barbados had agreed to host the CTIC and had already put the necessary arrangements in place to accommodate CTIC staff.

It was noted that until the Interim Director assumes office the Working Group IV would cover CTIC responsibilities.

It was further noted that as a result of the Chair Working Group IV being a member of the CTIC Board this would serve well to encourage and strengthen the relationship between the Working Group IV and the CTIC.

It was noted that the Working Group would act as in an advisory role in support of the CTIC and any public awareness, education and resilience issues while the CTIC would focus on the implementation of the region-wide (Caribbean and Adjacent Region) public awareness, education and resilience program for the benefit of the Member States.

It was further noted that once the CTIC is operational there will be opportunities for more in-depth dialogue between Working Group IV and the CTIC. The meeting agreed and as such moved on to the next agenda item.

Under Agenda Item 3 Draft Public Awareness and Education Strategy, it was noted that the Tsunami Public Awareness & Education Strategy for the Caribbean and Adjacent Regions was in draft and had been submitted by the consultant Judith Szabo. The Strategy was from extensive consultation with regional stakeholders and had been subsequently reviewed. The meeting agreed that the document should be circulated to all Member States, with only the first annex, for their review and be tabled at the upcoming ICG.

It was suggested that UNDP reinitiate contact with the consultant regarding the further review of references contained in the document. UNDP agreed but however indicated that clarification
would be sought as it related to the status of the consultant’s contract and the possible completion of this additional task.

The Chair indicated that the all three agenda items that the meeting agreed to discuss were completed. She thanked the participants of the meeting and indicated that the virtual meeting would recommence at 10:00am Eastern Caribbean Time on March 27, 2013 when it was hoped that the meeting would have increased participation by Working Group Members.

The Meeting adjourned at 12:00pm Eastern Caribbean Time.

The meeting commenced at 10:30 am Eastern Caribbean Time on March 27th, 2013 with a review of the preceding day’s discussions. All participants noted and agreed with the summary review done by the Chair. It was proposed that the outstanding agenda items be reordered and Agenda Item 6 would be discussed first followed by Agenda items 4 and 5. The Chair referred the meeting to the flyer noting that it was being proposed that the flyer would be one of the public awareness products which would be recommended for endorsement at the upcoming ICG VIII. The meeting reviewed the flyer and agreed to recirculate to WG members for review and to facilitate passage in the ICG.

The Chair then welcomed the CTIC Consultant Alison Brome and indicated that she would lead the meeting’s discussion on the brochure. Ms. Brome gave a summary of the process relating to the development of the brochure including any reviews to date and the current status. It was noted that it was hoped that during this meeting the brochure would be the subject of another review. Meeting participants reflected on the brochure and it was recommended that

1) The heading on panel 3 reflects “Caribbean and Adjacent Regions”.

2) The map contained on Panel 2 is switched to Panel 3 bearing in mind that there would need to be a replacement graphic or additional information at Panel 2. Meeting participants were further reminded that they should be cognizant of the layout and space constraints of the brochure.

3) Under the section Before a Tsunami an additional bullet point should be added stating “Follow the guidance or instructions of your local authorities”

4) Under the section Warning Information that the first paragraph needed to be simplified and instructions in terms of issuing an evacuation order or not needs to be included as well. It was also noted that in some jurisdictions, there was a separation of powers where threat levels were established at the national level and orders for evacuation would be
provided at the local level. It was further noted that given the emergency management structure of other jurisdictions, the terms national and local could be used interchangeably. The information provided in the Warning section should seek to reflect these situations.

5) Recommended that the document be edited and circulated by the consultant in Word Format.

Under the next agenda item “Development of a Training Implementation Strategy and Schedule”

It was noted that this was an activity that would require the collective input of members of working groups III and IV and the CTIC. It was recommended that the Training and Implementation schedule for the remainder of the 2013 year focus on

1) the integration of public awareness and education materials into the school curricula in the member states

2) The development and adaptation of Standard Operating Procedures (SOPs) as well as

3) Training for warning focal point and emergency services personnel in their areas of responsibility as set out by the SOPs.

It was also proposed that any public awareness materials or information for the benefit of the member states would be made available online on the CTIC Website once it was established noting the need for this website to be developed and operational as soon as the CTIC is established.

The meeting noted that the Draft Public Awareness and Education Strategy needed to be agreed upon by Member States as an important step to broad based integration of public awareness and education materials into the school curricula in the member states.

As it relates to the SOP development it was proposed that a series of 1 week training sessions be facilitated. This would focus on development, adaptation of country SOPs subject to the availability of funds. It was also proposed that there should be training for emergency managers and warning centre personnel. It was noted that an estimated US$350,000 was available for CTIC/ Public awareness and capacity building activities for the year after taking into consideration unspent resources for 2012. It was agreed that selected venues be chosen and
clusters of member states be requested to send personnel to participate in face to face training. Additionally it was also proposed that online training be also utilised as an option to advance the training especially as it related to any refresher training. It was noted that 32 countries and 16 territories would be the recipients of the training programme.

Under the penultimate agenda item Standard Community Based Recognition Programme it was noted that this was still an outstanding area that needed to be tackled. It was noted that there were many best practices throughout the member states, including the TsunamiReady program that is currently implemented internationally as a joint UNESCO/NWS pilot project and further afield which the region could potentially draw on and encapsulate into a standard recognition program. It was noted and agreed that any such recognition programme would also serve as a metric to represent levels of preparedness which would assist member states in gauging their performance measures and levels of preparedness. It was noted and agreed that any such programme should involve all sectors of society including the private sector. It was also proposed that the private sector be a possible source of funding for the Performance Based Tsunami Recognition Programme. It was proposed that a recommendation be tabled at the upcoming ICG to establish a task team to develop a strategy document or business proposal document for the recognition programme. Such a document should entail at minimum the parameters, possible metrics or performance measures, the feasibility, potential sources of funding for the programme.

In discussing the final agenda item Any Other Business

1) Mr Aliaga noted that this meeting over the two days demonstrated the utility and success of the virtual meeting option as a feasible low cost option which should be utilised more by the working groups.

2) It was also noted and agreed that the working group should facilitate more meetings and routine checks with members between ICGs in an attempt to advance the Regional Tsunami Preparedness Programme.
The Chair thanked persons for participating and agreed to forward the draft minutes of the meeting within 2 weeks to meeting participants before onward transmission to the members of Working Group IV.

The meeting adjourned at 1:00 Eastern Caribbean Time.