Subject: Logistical Arrangement between the United States National Oceanic and Atmospheric Administration (NOAA) and the United Nations Educational, Scientific and Cultural Organization (UNESCO) for the 26th session of the Meeting of Intergovernmental Coordination Group (ICG) for the Pacific Tsunami Warning System of the UNESCO Intergovernmental Oceanographic Commission (Hawaii, 22–24 April 2015)

Madam, Sir,

I have the honour to refer to the kind offer made by representatives of the Government of the United States at the 25th session of the Intergovernmental Coordination Group (ICG) for the Pacific Tsunami Warning System (ICG/PTWS) of the UNESCO Intergovernmental Oceanographic Commission, held in Russia on September 9-11, 2013.

I wish to express my warm thanks to your Government for this offer, and to confirm acceptance, pursuant to the decision of the 47th session of the IOC Executive Council, Paris, 1–4 July 2014, by which it endorsed the decisions and recommendations of the 25th session of the ICG/PTWS.

A. Nature and scope of the meeting

Pursuant to Article 6 paragraph C.10 of the IOC Statutes, the IOC Executive Council at its 39th session (2006) established, by Resolution EC – XXXIX.8, the Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System (ICG/PTWS). Its 26th session will be hosted by the National Oceanic and Atmospheric Administration (NOAA) in Honolulu, Hawaii, 22-24 April, 2015 (hereinafter referred as the "Meeting").

The purpose of the Meeting is to review progress on the Implementation Plan of the ICG/PTWS, evaluate the implementation of Enhanced NOAA Pacific Tsunami Warning Center products for PTWS, assess the results of the Pacific Wave Tsunami Exercise for 2015, and decide on recommendations to enhance tsunami preparedness in the ICG/PTWS. It will also provide an opportunity to commemorate the 50th anniversary of ICG/PTWS.

B. Participation

In conformity with Article 6 paragraph C.10 of the Statutes of the IOC and Resolution EC – XXXIX.8 of the IOC Executive Council, the following participants and observers are invited to attend the Meeting:
- Participants are representatives of the IOC Member States within and bordering the Pacific Ocean and adjacent seas.
- Observers include:
  - Representatives of other IOC Member States
  - Representatives of Member States of organizations in the United Nations system, which are not members of IOC;
  - Representatives of organizations of the United Nations system; and
  - Representatives of such other intergovernmental and nongovernmental organizations as may be invited subject to conditions specified in the applicable Rules of Procedure.

The total number of participants including representatives, observers and members of the UNESCO Secretariat is expected to be about 60 (sixty).

I have the honour to submit for your consideration the customary proposals regarding arrangements for the holding of the Meeting.

I. PLACE AND DATE OF THE MEETING
The meeting will take place from 22 to 24 April 2015 at the Royal Hawaiian Hotel in Waikiki in Honolulu, the United States of America.

II. ORGANIZATION OF THE MEETING
The responsibility for the technical and material organization of the Meeting shall be shared by the competent host authorities and UNESCO on the basis of the attached Statement of Requirements (see Annex).

However, nothing in the provisions of this letter shall prevent the two parties from mutually agreeing to make such adjustments as may be desirable to ensure the proper organization of the Meeting. All matters concerning the technical and material organization of the Meeting will be handled through the liaison officer appointed by NOAA.

III. DAMAGE AND ACCIDENTS
As long as the premises reserved for the Meeting are at the disposal of UNESCO, NOAA agrees to promptly consider and adjudicate any and all claims which may arise out of activities occurring during the course of the Meeting and to pay for any damage or injury as may be required by U.S. law. Such adjudication will be pursued under the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq. or under other applicable legal authority as may be pertinent. NOAA also agrees to consider and adjudicate any claims for damage or injury sustained by NOAA personnel in the performance of their official duties during the course of the Meeting. Such adjudication will be made pursuant to the Federal Employees Compensation Act, §§ 1801-8193, or such other legal authority as may be pertinent. To the extent within its control and legal authority, NOAA shall adopt appropriate measures to ensure the protection, particularly against fire and other risks, of the above-mentioned premises, facilities, furniture and persons. It may also claim from UNESCO compensation for any damage to persons and property caused by the fault of staff members or agents of the Organization.
If, as I hope, these proposals are acceptable to you, I should be grateful if you would sign both copies of this letter and return one to me at your earliest convenience.

Upon signature by both parties, the present letter shall, together with the Arrangement between the U.S. Permanent Delegation to UNESCO and UNESCO concerning the privileges and immunities of UNESCO in relation to the Meeting, shall constitute the Agreement between the Government of the United States and UNESCO in respect of the Meeting.

Accept, Madam, Sir, the assurances of my highest consideration.

For the United Nations, Educational, Scientific and Cultural Organization

Name: Mr. Vladimir Ryabinin
Signature
Title: IOC Executive Secretary and Assistant Director-General for IOC
Date: 01/04/2015

For the United States National Oceanic and Atmospheric Administration

Name: Mr. Michael D. Angove
Signature
Title: NOAA/NWS Tsunami Program Manager
Date: 7 April 2015
Annex

1. GENERAL MEETING DESCRIPTION
   1.1. Place of the meeting: Honolulu, Hawaii, United States
   1.2. Dates: 22-24 April 2015
   1.3. Duration: 3 days
   1.4. Approximate number of participants: 60 (Sixty) participants
   1.5. Working languages: English/Spanish
   1.6. Organization of work: Plenary sessions and half day Breakout Groups
   1.7. Statutory organs meeting: ICG/PTWS Steering Committee (1/2 day before the meeting)
   1.8. Recording: N/A
   1.9. Documents to be prepared: Before the meeting: working documents of the meeting in English only, mostly electronic documents
                                 During the meeting: Approximate 60 copies of 50 pages
                                 After the meeting: Report to be prepared by IOC

2. UNESCO INTENDS TO:
   2.1 Engage in preliminary arrangements and technical co-operation with the United States;
   2.2 Co-chair the Programme Committee with a U.S. representative and participate in the Organizing Committee;
   2.3 Propose the meeting programme, to be developed in cooperation with the United States;
   2.4 Propose speakers for the meeting, in close consultation with the United States;
   2.5 Prepare, translate and dispatch invitations to the participants;
   2.6 Draft in consultation with the United States, translate as needed and dispatch the working and information documents for the meeting;
   2.7 Liaise with other UN agencies;
   2.8 Set up and maintain within the UNESCO Internet portal a dedicated meeting webpage in English;
   2.9 Support the activities of the Rapporteur and Drafting Group of the meeting;
   2.10 Elaborate, translate, print and dispatch the Final Report of the meeting to invited participants and disseminate to other participants;
   2.11 Provide a list of Member States and Associate Members for the preparation of nameplates; and
   2.12 Advise on programmatic, technical and logistical matters.

3. THE UNITED STATES INTENDS TO:
   3.1 Co-chair the Programme Committee with a UNESCO representative;
   3.2 Actively contribute to the development of the meeting programme;
   3.3 Assist with the identification of keynote speakers;
   3.4 Chair the Organizing Committee;
   3.5 Liaise with public and private institutions to raise funds for activities in relation to the meeting; and
   3.6 Subject to available funding, make available interpretation in two working languages (English/Spanish) and local, national and international communication services for use by the UNESCO Secretariat at the venue for official purposes.
4. SECURITY
4.1 The United States intends to arrange appropriate security for the meeting.

5. PREMISES
5.1 Meeting Rooms, offices and other spaces (e.g. meeting secretariat, pressroom, interpreters’ lounge, exhibition area, cyberspace).

(a) 1 meeting room with at least 60 seats at table (all equipped with microphones, and with public address system (PA)) and 15 seats without table, and a head table (viewable to the Projector Screen) for Chair, Technical Secretary, IOC Executive Secretary, and 1 extra seat;

(b) 3 smaller meeting rooms (for the PTWS Steering Committee meeting before April 21st 2015 and for Sessional Working Groups on April 22nd 2015) with 20 seats at table, (no microphones required) available between 08h00 and 22h00;

(c) 1 office for the Secretariat accessible by the Secretariat staff between 08h00 and 22h00 between 22 and 24 April 2015 which can be combined with 1 office or workshop for the production of documents; and

(d) podium, large screens, LCD projector, nameplates as per the list provided by UNESCO.

5.2 Summary of Equipment and Supplies
   o WiFi free of charge available in the main meeting room
   o Notice Board
   o Screens for Programme and other Announcements
   o PCs with WINDOWS operating system and Office, at the Secretariat Office
   o Laser printers, 1 fax machine
   o High speed photocopy machines
   o Paper for photocopies and office supplies
   o Congress bags and badges for participants, in consultation with UNESCO.

5.3 Local staff
The United States intends to make appropriate staffing available for the meeting.

5.4 Accommodation and Transport
5.4.1 The United States intends to identify hotel accommodation options of various standards and rates, including at least one option in which UNESCO staff and the ICG/PTWS Steering Committee could be accommodated in the same hotel.

5.4.2 The United States intends to arrange appropriate reception and transport assistance, including at arrival and departure at the airport, as well as between hotels and the meeting venue.

5.5 Freight
All documents and exhibition materials imported for the purpose of the meeting are to be addressed to Brian Yanagi, Manager, International Tsunami Information Center, NOAA/National Weather Service, 1845 Wasp Blvd, Bldg 176, Honolulu, HI 96818 for facilitation of custom clearances and delivery to the meeting venue. Tel: 1-808-725-6060

5.6 Hospitality, Catering and Refreshment
The United States intends to make appropriate arrangements for hospitality, catering and refreshment for all participants, including for the meeting of the ICG/PTWS Steering Committee, the Drafting Group and local personnel, working outside meeting hours (early morning or late evening).