Host country agreement

Subject: Agreement between the Government of “Colombia” and the United Nations Educational, Scientific and Cultural Organization concerning the Eleventh session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIIBE EWS-XI) of the Intergovernmental Oceanographic Commission (IOC), Cartagena, Colombia, 5-7 April 2016

Madam, Sir,

I have the honour to refer to your letter dated 24 July 2015 by which you kindly conveyed your Government’s offer to host the above-mentioned meeting.

I wish to express my warm thanks to your Government for this offer, and to confirm acceptance, as indicated in the reply from the IOC Executive Secretary dated 6 August 2015, on behalf of the Organization.

In that regard and considering that the Republic of Colombia is part to the Convention on the Privileges and Immunities of the United Nations, adopted by the General Assembly on 13 February 1946, and the Host Country Agreement between Colombia and UNESCO regarding the establishment of the UNESCO Sub-Commission for the Caribbean and Adjacent Regions –IOCARIBE, signed in 1988, I would like, on behalf of UNESCO, to propose an agreement in the following terms

A. Nature and scope of the meeting

Under the “Regulations for the general classification of the various categories of meetings convened by UNESCO”, adopted by the General Conference at its fourteenth session and amended at its 18th, 23rd and 33rd sessions, this meeting is considered as falling within category II.

The purpose of the meeting is to review progress on the Implementation Plan of the ICG/CARIIBE EWS, evaluate the results of the CARIBE WAVE 2016 Exercise, and decide on recommendations to enhance tsunami preparedness in the Caribbean.

B. Participation

In accordance with Resolution XXIII-13 of the UNESCO’s Intergovernmental Oceanographic Commission (IOC) Assembly and the Article 6 paragraph C.10 of the Statutes of the IOC, the following participants are invited to attend the meeting:

Chief Participants: The chief participants will be representatives of the IOC Member States from the Caribbean and Adjacent Regions;

In conformity with the terms of reference of the ICG/CARIIBE (Annex 2 to Resolution XXIII-13), observers to this Meeting shall include:

- Other IOC Member States
- Organizations (including NGOs), programmes and projects, who are invited in accordance with the IOC rules of procedure;
• 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;

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

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

I. PLACE AND DATE OF THE MEETING
The meeting will take place from 5 to 7 April 2016 at the Museo Naval in Cartagena, Colombia.

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 I).

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 Colombia.

III. PRIVILEGES AND IMMUNITIES
The Government of Colombia will apply, in all matters relating to this meeting, the provisions of the Convention on the Privileges and Immunities of the United Nations adopted by the General Assembly on 13 February 1946 to which the Republic of Colombia is a party. All persons entitled to participate in the meeting should have the right of expeditious entry into and exit from Colombia. With this view, it is understood that no restrictions to the right of entering into, staying in and leaving the territory of Colombia may be put to any person entitled to participate in the meeting, irrespective of nationality.

The Government of Colombia will make the necessary arrangements to facilitate an expeditious entry, sojourn and exit from Colombia, of all persons entitled to participate in the meeting. Visas, where required, and entry permits shall be granted free of charge and as speedily as possible. Participants who do require a visa shall submit their application as early as possible.

IV. DAMAGE AND ACCIDENTS
As long as the premises reserved for the meeting are at the disposal of UNESCO, the Government of Colombia shall bear the risk of damage to the premises, facilities and furniture, and shall assume and bear all responsibility and liability for accidents that may occur to persons present therein. However, the Government of Colombia shall not bear responsibility and liability for damages caused by gross negligence or wilful misconduct of the participants. The Government of Colombia 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.
V. DISPUTE SETTLEMENT

Any dispute concerning the interpretation or implementation of this Agreement shall be settled by negotiations or in accordance with any other procedure agreed upon by the parties.

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 constitute the Agreement between the Government of Colombia and UNESCO in respect of this meeting.

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

Vladimir Ryabinin
IOC Executive Secretary

For the Government of Colombia

Signature

Maria Angela Holguín Cuéllar

Title Minister of Foreign Affairs

Date 31 March 2016
ANNEX I

THE ELEVENTH SESSION OF THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION (IOC) INTERGOVERNMENTAL COORDINATION GROUP FOR THE TSUNAMI AND OTHER COASTAL HAZARDS WARNING SYSTEM FOR THE CARIBBEAN AND ADJACENT REGIONS (ICG/CARIBE EWS-XI), CARTAGENA, COLOMBIA, 5 TO 7 APRIL 2016
STATEMENT OF REQUIREMENTS

I. BASIS FOR EVALUATION

Place of the Session : Radisson Hotel in Cartagena, Colombia
Dates : 5 to 7 April 2016
Duration : 3 Calendar days
Approx. no. of participants : 60 (including chief participants, representatives, observers and members of the Secretariat).
Working language : English/ Spanish/ French
Organization of work : Plenary sessions and working groups.
Max. no. of organs Sessions simultaneously : 3

Records : A draft report containing Action Items, as well as Resolutions and Recommendations, will be prepared by the IOC Secretariat, assisted by the Rapporteur, in English.
Documents : Approximate number of standard pages (originals) in English only: 100
Before Session : 60 copies of 100 pages of Session materials (working and information documents, action items, etc.)
During Session : 60 copies of 100 pages of Session materials
After the Session : 200 copies of 50 pages

II. RESPONSIBILITIES OF UNESCO

1. Preliminary Arrangements and technical co-operation with host authorities.
2. Preparation and dispatch of invitations and working documents.
3. Cost of sound and vision equipment for the Session.
4. Cost of travel and subsistence allowance for members of the UNESCO (IOC) Secretariat and ICG/CARIBE EWS Secretariat.
5. Dispatch of documents and related freight from UNESCO Headquarters and the ICG/CARIBE EWS Secretariat to the place of Session and return.
6. Production and distribution of the final report after the Session.

\[\text{This number includes 10-20 pages of the Draft Recommendations and 80-90 pages of national materials submitted by the participants for copying during the Session.}\]
III. FACILITIES AND SERVICES REQUIRED AT THE PLACE OF THE SESSION, TO BE PROVIDED BY THE GOVERNMENT OF COLOMBIA

1. **Premises**
   (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 room (for the CARIBE EWS Officers and for Sessional Working Groups) with 20 seats at table, (no microphones required, but audio-visual equipment required) available between 08h00 and 22h00 on 6 April 2016;
   (c) 1 office for the Secretariat accessible by the Secretariat staff between 08h00 and 22h00 between 5 and 7 April 2016;
   (d) 1 office or workshop for the production of documents;
   (e) Reception/document distribution counter.

2. **Equipment and Supplies**
   (a) Adequate furniture for the premises mentioned above (cf. III.1) including internal and external telephone connections.
   (b) Video projector (for connection to PC), overhead projector in main conference room + projection screen (appropriate size according to size of the room).
   (c) Laptop computer or PC in main conference room with software for PowerPoint presentations, with Internet connection (broadband min. 1 Mbps) and connected to video projector, and laser pointer.
   (d) Provision of wireless Internet connection for all participants in main conference room.
   (e) 1 personal computer with English keyboard and Internet connection, and 3 cables for connection of laptops to the Internet in the Secretariat room: (broadband min. 256 kbps).
   (f) 1 laser printer (personal or small office size, 20 ppm), in the Secretariat room, to be shared by 3 PCs.
   (g) 1 high-volume photocopying machine with power connections and necessary supplies (toner, paper) sufficient for approximately 3,000 copies.
   (h) 1 set of name blocks for Member States, Organizations and elected officers of the Session.2
   (i) Stationery and sundry office material.3

3. **Local Personnel**
   (a) Liaison officer to co-ordinate the services and facilities to be provided by the host authorities, in co-operation with the UNESCO (IOC) Secretariat.
   (b) Sufficient staff to provide a full range of administrative functions, including Registration, Document photocopying and distribution, Meeting Room logistics, Information Technology assistance, and designated technical operator of presentation equipment.

4. **Accommodations and Transport**
   (a) Reservation of a sufficient number of suitable hotel rooms for all participants, observers and members of the Secretariat, at their own expense.
   (b) Advance distribution of detailed information on local conditions and arrangements, including transport.

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2 UNESCO/IOC IOC Secretariat will provide a detailed list.
3 This includes: 2 flipcharts with pens, paper pads for participants with pens; equipment for poster panel exhibitions or other means for the displaying information for participant viewing, etc.