The Assistant Deputy Director-General for External Relations and Public Information a.i.

H. E. Mr. Lionel Strenghart Veer
Ambassador
Permanent Delegation of the Kingdom of the Netherlands to UNESCO
7, rue Eblé
75007 Paris

20 March 2018

Ref: IOC/VR/18.075/BA/1c

Subject: Agreement between the United Nations Educational, Scientific and Cultural Organization and the Kingdom of the Netherlands on behalf on Curaçao, concerning the Thirteenth session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions

Dear Ambassador,

I wish to refer to the kind offer of Government of Curaçao, made through its representative at the eleventh session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-XI), which took place in Cartagena (Colombia), to host the thirteenth's session of the Intergovernmental Oceanographic Commission's (IOC) ICG/CARIBE EWS-XIII (hereunder referred to as the "Meeting"). Allow me to take this opportunity to reiterate my sincere thanks to the Government of Curaçao for this generous offer, which I am pleased to accept on behalf of UNESCO.

Whereas the IOC has been identified as one of the means through which UNESCO will mobilize science knowledge and policy for sustainable development in the Medium Term Strategy for 2018-2019 (39 C/5) approved by the 39th General Conference of UNESCO,

Whereas the ICG/CARIBE EWS is a subsidiary body established by the IOC Assembly at its 23rd session (2005) (Resolution XXIII.13),

With the present letter, I wish to obtain your Government’s acceptance of the following:

ARTICLE I
Purpose

The main purpose of the present Agreement is to establish the terms of cooperation between UNESCO and the Kingdom of the Netherlands, on behalf of Curaçao, (hereinafter jointly referred to as: "the Parties") concerning the arrangements to be made for the Meeting.
ARTICLE II
Date and Place of the Meeting

The Meeting shall be held in Willemstad (Curaçao) under the auspices of the Meteorological Department of Curaçao, from 24 to 27 April 2018.

ARTICLE III
Principles

The Parties, entering into this Agreement following principles that are founded in respect, mutual goodwill, accord each other all reasonable cooperation and assistance as may be expected between institutions committed to the highest standards of scientific research.

ARTICLE IV
Participation

1. In conformity with the terms of reference of the ICG/CARIBE (Annex 2 to Resolution XXIII-13), the chief participants of this Meeting shall be representatives of IOC Member States from the Caribbean and Adjacent Regions.

2. In conformity with the terms of reference of the ICG/CARIBE (Annex 2 to Resolution XXIII-13), observers to this Meeting shall include:
   a. Other IOC Member States
   b. Organizations (including NGOs), programmes and projects, who are invited in accordance with the IOC rules of procedure.

3. In addition, in conformity with Article 6, paragraph C.10, of the Statutes of the IOC, the following persons shall be invited to participate, without the right to vote:
   
   • 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;

4. UNESCO will duly provide to the designated authorities the names of the participants who have accepted the invitation.

4. The IOC Executive Secretary shall designate the officials of UNESCO assigned to attend the Meeting for the purpose of servicing it. Those officials as well as the IOC Executive Secretary are hereinafter referred to as "the Secretariat".

ARTICLE V
Organization of the Meeting

1. The Government of Curaçao shall bear the expenses related to the provision of materials and facilities for the holding of this Meeting on the basis of the attached Statement of Requirements.

2. The premises shall remain at the disposal of UNESCO 24 hours a day from one day prior to the Meeting until a maximum of one day after its close.
3. The Government of Curaçao shall bear the cost of all necessary utility services, including local telephone communications of the Secretariat, as well as its communications by telex or telephone when such communications are authorized by or on behalf of the representative of the IOC Executive Secretary at the Meeting.

4. The Parties mutually agree to make necessary adjustments to ensure the proper organization of the Meeting as detailed in the attached Statement of Requirements.

ARTICLE VI
Accommodation

The Government of Curaçao shall ensure that adequate accommodation in hotels or residences is available at reasonable commercial rates for persons participating in or attending the Meeting, as well as for the Secretariat.

ARTICLE VII
Medical Assistance

1. In the event of emergencies, necessary first aid shall be provided by the Government of Curaçao, within the conference area.

2. For emergencies, the Government of Curaçao shall assist with immediate transportation and admission to a hospital.

3. The costs of items set out in paragraphs 1 and 2 of this Article, as well as the medical insurance, will be at one's own expense.

ARTICLE VIII
Transport

1. The Government of Curaçao shall ensure the availability of transport between the international airport, the principal hotels and the conference area.

2. The Government of Curaçao shall provide an adequate number of cars with drivers for official use by the Secretariat, as well as such other local transportation as is required by the Secretariat in connection with the Meeting, if needed.

ARTICLE IX
Security Protection

The Government of Curaçao shall be responsible for providing at its expense, such protection and security as may be required to ensure the efficient functioning of all pre-session meetings, meetings and sessions of the main conferences and any other meetings linked to the event, in a calm and serene ambiance and without interference of any kind.

Such service shall be under the direct supervision and control of a senior officer to be designated by the Government of Curaçao. He/she shall work in close coordination and cooperation, including at distance, with the senior security
liaison officer and Event Security Coordinator (ESC) appointed by UNESCO for this purpose, so as to ensure a proper atmosphere of security and tranquility. The security officials Mr. Richard Blewitt, Resident Coordinator (UNDP), Port-of-Spain, Trinidad and Tobago (richard.blewitt@one.un.org), and Ms. Corinne Heraud, Security Advisor (DSS), Port-of-Spain, Trinidad and Tobago (corinne.heraud@undss.org), have been assigned to act as points of contact and are UNESCO’s event security coordinators for this activity. On the Host Country side, Mr. Haiime Pieter (pieter@meteo.cz), Head Technical Department of Meteorological Department of Curacao, will act as the designated Senior Security Officer (SSO) for the Government of Curacao.

In accordance with the UNDSS Framework for Accountability, the UN Designated Official for Curacao is responsible for the security of United Nations personnel, premises, and assets throughout the country and must be kept informed throughout the process. The name of the responsible officers for security shall be communicated to UNDSS by respectively the host country and UNESCO, not later than a month before the event.

Security within and outside the Conference Premises shall be the responsibility of the host country, in close coordination and collaboration with UNESCO.

**ARTICLE X**

Local Personnel

1. The Government of Curacao shall appoint a liaison officer who shall be responsible, in consultation with UNESCO, for making and carrying out the administrative and personnel arrangements for the Meeting as required under this Agreement.

2. The Government of Curacao, shall recruit and provide an adequate number of local staff such as translators, clerks, personnel for the reproduction and distribution of documents, sound operators, ushers, messengers, cleaners and other workmen required for the proper functioning of the Meeting as stated in the attached Statement of Requirements.

**ARTICLE XI**

Damage and Accidents

1. The Government of Curacao shall be responsible for dealing with any action, claim or other demand against UNESCO or its officials and arising out of:

   (a) Injury to persons, accidents, damage to or loss of property in the premises referred to in Article V that are provided by, or are under the control of, the Government of Curacao;

   (b) Injury to persons or damage to or loss of property caused by, or incurred in using, the transport services referred to in Article VIII that are provided by, or are under the control of, the Government of Curacao;

   (c) The employment for the Meeting of the personnel provided by the Government of Curacao under Article X.
2. The Government of Curaçao shall indemnify and hold harmless UNESCO in respect of any such action, claim or other demand and shall bear the risk of damage to the premises, facilities and furniture.

3. The competent authorities of the Government of Curaçao shall adopt at its own expense appropriate measures to ensure the protection, particularly against fire and other risks, of the above-mentioned premises, facilities, furniture and persons.

4. The necessary insurance fee of participants should be paid by themselves.

ARTICLE XII
Privileges and Immunities

The Government of Curaçao shall apply, in all matters relating to this meeting, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies. In particular, the Government shall ensure that no restriction is placed upon the entry into, sojourn in, and departure from Curaçao of all persons, of whatever nationality, entitled to attend the meeting by virtue of a decision of the appropriate authorities of UNESCO and in accordance with the Organization's relevant rules and regulations, provided that the general conditions governing entry are fulfilled.

ARTICLE XIII
Visas

The Kingdom of the Netherlands, through its Ministry of Foreign Affairs, shall facilitate the participants to participate in the Meeting to obtain the visas in time. Notwithstanding the provision of Article XII above, the Kingdom of the Netherlands, however, reserves the right to deny, irrespective of nationality, visas to individual participants for national security reasons and participants listed on the UN-sanction lists.

ARTICLE XIV
Settlement of Disputes

1. The Parties will negotiate and cooperate with each other in good faith to resolve any disputes or conflicts that arise in connection with this Agreement.

2. Any dispute not settled by negotiation or other agreed mode of settlement shall be submitted for final decision, at the request of either Party, to a tribunal of three arbitrators, one to be named by UNESCO, one to be named by the Kingdom of the Netherlands and the third, who shall be the chairperson, to be chosen by the first two arbitrators. If either Party fails to appoint an arbitrator within 60 days of the appointment by the other Party, or if these two arbitrators should fail to consent on the third arbitrator within 60 days of their appointment or nomination of the second one of them, appoint the chairperson, the President of the International Court of Justice may make any necessary appointments at the request of either Party.
ARTICLE XV
Final Provision

This Agreement and its Annex may be amended by mutual written consent by
UNESCO and the Kingdom of the Netherlands, on behalf of the Government of
Curaçao.

I further propose that upon receipt of your Government's confirmation in
writing of the above, that this exchange of letters shall constitute an Agreement
between the Kingdom of the Netherlands, on behalf of Curaçao, and UNESCO
regarding the hosting of the Meeting, which shall enter into force on the date of
your reply and shall remain in force for the duration of the Meeting and for such
additional period as is necessary for its preparation and winding up, the total
duration of this Agreement, however, is not to exceed one year.

Yours sincerely,

[Signature]

Mr. Nicolas Kassianides
Assistant Director-General for
External Relations and Public
Information a.i
UNESCO

Date: 20/03/2019

For the Kingdom of the Netherlands
on behalf of Curaçao
H. E. Mr. Lionel Strenghart Veer
Ambassador
Permanent Delegation of the
Kingdom of the Netherlands to UNESCO

Date: _____________________
ANNEX I

THE THIRTEENTH 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-XIII), WILLEMSTAD, CURAÇAO, 24 TO 27 APRIL 2018

STATEMENT OF REQUIREMENTS

I. BASIS FOR EVALUATION

Place of the Meeting : Santa Barbara Beach & Golf Resort, Curaçao

Dates : 24 to 27 April 2018

Duration : 4 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 Meeting : 60 copies of 50 pages of Meeting materials (working and information documents, action items, etc.)

During Meeting : 60 copies of 50 pages of Meeting materials¹

¹ 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.
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 Meeting.
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 Meeting and return.
6. Production and distribution of the final report after the Meeting.

III. FACILITIES AND SERVICES REQUIRED AT THE PLACE OF THE MEETING, TO BE PROVIDED BY THE GOVERNMENT OF CURAÇAO

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 rooms (for the CARIBE EWS Officers and for Sessional Working Groups) with 20 seats at table, (no microphones required) available between 08h00 and 22h00 between on 26 April 2018;
   (c) 1 office for the Secretariat accessible by the Secretariat staff between 08h00 and 22h00 between 24 and 27 April 2018;
   (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);
   (b) internal and external telephone connections;
   (c) Video projector (for connection to PC), overhead projector in main conference room + projection screen (appropriate size according to size of the room);
   (d) Laptop computer or PC in main conference room with software for PowerPoint presentations, with Internet connection (broadband min. 100 mbps) and connected to video projector, and laser pointer;
   (e) Provision of wireless Internet connection for all participants in main conference room;
   (f) 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. 100 mbps);
   (g) 1 fax machine (in Secretariat room) connected to telephone line with international access;
   (h) 1 laser printer (personal or small office size, 20 ppm), in the Secretariat room, to be shared by 3 PCs;
   (i) 1 high-volume photocopying machine with power connections and necessary supplies (toner, paper) sufficient for approximately 3,000 copies;
   (j) 1 set of name blocks for Member States, Organizations and elected officers of the Meeting;²
   (k) Stationery and sundry office material.³

² UNESCO/IOC ICG 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.
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.

**IV. IV. SECURITY PROTECTION, TO BE PROVIDED BY THE GOVERNMENT OF CURAÇAO**

The Government of Curaçao shall be responsible for providing at its expense, such protection and security as may be required to ensure the efficient functioning of all pre-session meetings, meetings and sessions of the main conferences and any other meetings linked to the event, in a calm and serene ambiance and without interference of any kind.

Such service shall be under the direct supervision and control of a senior officer to be designated by the Government of Curaçao. He/she shall work in close coordination and cooperation, including at distance, with the senior security liaison officer and Event Security Coordinator (ESC) appointed by UNESCO for this purpose, so as to ensure a proper atmosphere of security and tranquility. The security officials Mr. Richard Blewitt, Resident Coordinator (UNDP), Port-of-Spain, Trinidad and Tobago (richard.blewitt@one.un.org), and Ms. Corinne Heraud, Security Advisor (DSS), Port-of-Spain, Trinidad and Tobago (corinne.heraud@undss.org), have been assigned to act as points of contact and are UNESCO's event security coordinators for this activity. On the Host Country side, Mr. Haime Pieter (pieter@meteo.cw), Head Technical Department of Meteorological Department of Curaçao, will act as the designated Senior Security Officer (SSO) for the Government of Curaçao.

In accordance with the UNDSS Framework for Accountability, the UN Designated Official for Curaçao is responsible for the security of United Nations personnel, premises, and assets throughout the country and must be kept informed throughout the process. The name of the responsible officers for security shall be communicated to UNDSS by respectively the host country and UNESCO, not later than a month before the event.

Security within and outside the Conference Premises shall be the responsibility of the host country, in close coordination and collaboration with UNESCO.
Mr. Nicolas Kassianides  
Assistant Director-General for External Relations  
And Public Information a.i.  
7, place de Fontenoy  
75007 Paris

Date: 27 March 2018  
Object: Host Agreement regarding 13th Session of the Intergovernmental Oceanographic Commission (IOC) ICG/CARIBE EWS-XIII, Willemstad, Curaçao 24 to 27 April 2018

Dear Assistant Director-General for External Relations and Public Information a.i.,

I have the honour to refer to your letter reference IOC/VR/18.075/BA/1c of 20 March 2018, relating to an Agreement to be concluded between the Kingdom of the Netherlands, in respect of the of Curaçao, and the United Nations Educational, Scientific and Cultural Organization (UNESCO) concerning the thirteenth’s session of the Intergovernmental Oceanographic Commission (IOC) ICG/CARIBE EWS-XIII (hereafter: “Meeting”), which is scheduled to be held in Willemstad, Curaçao, from 24 to 27 April 2018, which letter reads as follows:

“Dear Ambassador,

I wish to refer to the kind offer of Government of Curaçao, made through its representative at the eleventh session of the Intergovernmental Coordination Group for the Tsunami and Other Costal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-XI), which took place in Cartagena (Colombia), to host the thirteenth’s session of the Intergovernmental Oceanographic Commission’s (IOC) ICG/CARIBE EWS-XIII (hereunder referred to as the “Meeting”). Allow me to take this opportunity to reiterate my sincere thanks to the Government of Curaçao for this generous offer, which I am pleased to accept on behalf of UNESCO.

Whereas the IOC has been identified as one of the means through which UNESCO will mobilize science knowledge and policy for sustainable development in the Medium Term Strategy for 2018-2019 (39 C/5) approved by the 39th General Conference of UNESCO,

Whereas the ICG/CARIBE EWS is a subsidiary body established by the IOC Assembly at its 23rd session (2005) (Resolution XXIII.13),

With the present letter, I wish to obtain your Government’s acceptance of the following:
ARTICLE I
Purpose

The main purpose of the present Agreement is to establish the terms of cooperation between UNESCO and the Kingdom of the Netherlands, on behalf of Curaçao, (hereinafter jointly referred to as: “the Parties”) concerning the arrangements to be made for the Meeting.

ARTICLE II
Date and Place of the Meeting

The Meeting shall be held in Willemstad (Curaçao) under the auspices of the Meteorological Department of Curaçao, from 24 to 27 April 2018.

ARTICLE III
Principles

The Parties, entering into this Agreement following principles that are founded in respect, mutual goodwill, accord each other all reasonable cooperation and assistance as may be expected between institutions committed to the highest standards of scientific research.

ARTICLE IV
Participation

1. In conformity with the terms of reference of the ICG/CARIBE (Annex 2 to Resolution XXIII-13), the chief participants of this Meeting shall be representatives of IOC Member States from the Caribbean and Adjacent Regions.

2. In conformity with the terms of reference of the ICG/CARIBE (Annex 2 to Resolution XXIII-13), observers to this Meeting shall include:
   a. Other IOC Member States
   b. Organizations (including NGOs), programmes and projects, who are invited in accordance with the IOC rules of procedure.

3. In addition, in conformity with Article 6, paragraph C.10, of the Statutes of the IOC, the following persons shall be invited to participate, without the right to vote:

   • 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;

4. UNESCO will duly provide to the designated authorities the names of the participants who have accepted the invitation.

4. The IOC Executive Secretary shall designate the officials of UNESCO assigned to attend the Meeting for the purpose of servicing it. Those officials as well as the IOC Executive Secretary are hereinafter referred to as “the Secretariat”.

ARTICLE V
Organization of the Meeting

1. The Government of Curaçao shall bear the expenses related to the provision of materials and facilities for the holding of this Meeting on the basis of the attached Statement of Requirements.
2. The premises shall remain at the disposal of UNESCO 24 hours a day from one day prior to the Meeting until a maximum of one day after its close.
3. The Government of Curaçao, shall bear the cost of all necessary utility services, including local telephone communications of the Secretariat, as well as its communications by telex or telephone when such communications are authorized by or on behalf of the representative of the IOC Executive Secretary at the Meeting.
4. The Parties mutually agree to make necessary adjustments to ensure the proper organization of the Meeting as detailed in the attached Statement of Requirements

ARTICLE VI
Accommodation

The Government of Curaçao, shall ensure that adequate accommodation in hotels or residences is available at reasonable commercial rates for persons participating in or attending the Meeting, as well as for the Secretariat.

ARTICLE VII
Medical Assistance

1. In the event of emergencies, necessary first aid shall be provided by the Government of Curaçao, within the conference area.
2. For emergencies, the Government of Curaçao, shall assist with immediate transportation and admission to a hospital.
3. The costs of items set out in paragraphs 1 and 2 of this Article, as well as the medical insurance, will be at one’s own expense.

ARTICLE VIII
Transport

1. The Government of Curaçao, shall ensure the availability of transport between the international airport, the principal hotels and the conference area.
2. The Government of Curaçao, shall provide an adequate number of cars with drivers for official use by the Secretariat, as well as such other local transportation as is required by the Secretariat in connection with the Meeting, if needed.

ARTICLE IX
Security Protection

The Government of Curaçao shall be responsible for providing at its expense, such protection and security as may be required to ensure the efficient functioning of all pre-session meetings, meetings and sessions of the main
conferences and any other meetings linked to the event, in a calm and serene ambience and without interference of any kind. Such service shall be under the direct supervision and control of a senior officer to be designated by the Government of Curaçao. He/she shall work in close coordination and cooperation, including at distance, with the senior security liaison officer and Event Security Coordinator (ESC) appointed by UNESCO for this purpose, so as to ensure a proper atmosphere of security and tranquillity. The security officials Mr. Richard Blewitt, Resident Coordinador (UNDP), Port-of-Spain, Trinidad and Tobago (richard.blewitt@one.un.org), and Ms. Corinne Heraud, Security Advisor (DSS), Port-of-Spain, Trinidad and Tobago (corinne.heraud@undss.org), have been assigned to act as points of contact and are UNESCO’s event security coordinators for this activity. On the Host Country side, Mr. Haime Pieter (pieter@meteo.cw), Head Technical Department of Meteorological Department of Curaçao, will act as its designated Senior Security Officer (SSO) for the Government of Curaçao.

In accordance with the UNDSS Framework for Accountability, the UN Designated Official for Curaçao is responsible for the security of United Nations personnel, premises, and assets throughout the country and must be kept informed throughout the process. The name of the responsible officers for security shall be communicated to UNDSS by respectively the host country and UNESCO, not later than a month before the event. Security within and outside the Conference Premises shall be the responsibility of the host country, in close coordination and collaboration with UNESCO.

ARTICLE X
Local Personnel

1. The Government of Curaçao, shall appoint a liaison officer who shall be responsible, in consultation with UNESCO, for making and carrying out the administrative and personnel arrangements for the Meeting as required under this Agreement.

2. The Government of Curaçao, shall recruit and provide an adequate number of local staff such as translators, clerks, personnel for the reproduction and distribution of documents, sound operators, ushers, messengers, cleaners and other workmen required for the proper functioning of the Meeting as stated in the attached Statement of Requirements.

ARTICLE XI
Damage and Accidents

1. The Government of Curaçao, shall be responsible for dealing with any action, claim or other demand against UNESCO or its officials and arising out of:

(a) Injury to persons, accidents, damage to or loss of property in the premises referred to in Article V that are provided by, or are under the control of, the Government of Curaçao;

(b) Injury to persons or damage to or loss of property caused by, or incurred in using, the transport services referred to in Article VIII that are provided by, or are under the control of, the Government of Curaçao;
(c) The employment for the Meeting of the personnel provided by the Government of Curaçao under Article X.

2. The Government of Curaçao, shall indemnify and hold harmless UNESCO in respect of any such action, claim or other demand and shall bear the risk of damage to the premises, facilities and furniture.

3. The competent authorities of the Government of Curaçao, shall adopt at its own expense appropriate measures to ensure the protection, particularly against fire and other risks, of the above-mentioned premises, facilities, furniture and persons.

4. The necessary insurance fee of participants should be paid by themselves.

ARTICLE XII
Privileges and Immunities

The Government of Curaçao shall apply, in all matters relating to this meeting, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies. In particular, the Government shall ensure that no restriction is placed upon the entry into, sojourn in, and departure from Curaçao of all persons, of whatever nationality, entitled to attend the meeting by virtue of a decision of the appropriate authorities of UNESCO and in accordance with the Organization's relevant rules and regulations, provided that the general conditions governing entry are fulfilled.

ARTICLE XIII
Visas

The Kingdom of the Netherlands, through its Ministry of Foreign Affairs, shall facilitate the participants to participate in the Meeting to obtain the visas in time. Notwithstanding the provision of Article XII above, the Kingdom of the Netherlands, however, reserves the right to deny, irrespective of nationality, visas to individual participants for national security reasons and participants listed on the UN-sanction lists.

ARTICLE XIV
Settlement of Disputes

1. The Parties will negotiate and cooperate with each other in good faith to resolve any disputes or conflicts that arise in connection with this Agreement.

2. Any dispute not settled by negotiation or other agreed mode of settlement shall be submitted for final decision, at the request of either Party, to a tribunal of three arbitrators, one to be named by UNESCO, one to be named by the Kingdom of the Netherlands and the third, who shall be the chairperson, to be chosen by the first two arbitrators. If either Party fails to appoint an arbitrator within 60 days of the appointment by the other Party, or if these two arbitrators should fail to consent on the third arbitrator within 60 days of their appointment or nomination of the second one of them, appoint the chairperson, the President of the International
Court of Justice may make any necessary appointments at the request of either Party.

**ARTICLE XV**

**Final Provision**

This Agreement and its Annex may be amended by mutual written consent by UNESCO and the Kingdom of the Netherlands, on behalf of the Government of Curaçao.

I further propose that upon receipt of your Government’s confirmation in writing of the above, that this exchange of letters shall constitute an Agreement between the Kingdom of the Netherlands, on behalf of Curaçao, and UNESCO regarding the hosting of the Meeting, which shall enter into force on the date of your reply and shall remain in force for the duration of the Meeting and for such additional period as is necessary for its preparation and winding up, the total duration of this Agreement, however, is not to exceed one year.

Please accept, Excellency, the assurances of my highest consideration.

Yours sincerely,

Mr. Nicolas Kassianides  
Assistant Director-General for External Relations and Public Information a.i  
UNESCO
ANNEX I

THE THIRTEENTH 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-XIII), WILLEMSTAD, CURAÇAO, 24 TO 27 APRIL 2018

STATEMENT OF REQUIREMENTS

I. Basis for evaluation

Place of the Meeting : Santa Barbara Beach & Golf Resort, Curaçao

Dates : 24 to 27 April 2018

Duration : 4 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 Meeting : 60 copies of 50 pages of Meeting materials (working and information documents, action items, etc.)

During Meeting : 60 copies of 50 pages of Meeting materials¹

II. Responsibilities of UNESCO

1. Preliminary Arrangements and technical co-operation with host authorities.
2. Preparation and dispatch of invitations and working documents.

¹This 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.
3. Cost of sound and vision equipment for the Meeting.
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 Meeting and return.
6. Production and distribution of the final report after the Meeting.

III. Facilities and services required at the place of the meeting, to be
provided by the Government of Curacao

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 rooms (for the CARIBE EWS Officers and for Sessional
    Working Groups) with 20 seats at table, (no microphones required) available
    between 08h00 and 22h00 between on 26 April 2018;
(c) 1 office for the Secretariat accessible by the Secretariat staff between 08h00
    and 22h00 between 24 and 27 April 2018;
(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);
(b) internal and external telephone connections;
(c) Video projector (for connection to PC), overhead projector in main
    conference room + projection screen (appropriate size according to size of
    the room);
(d) Laptop computer or PC in main conference room with software for
    PowerPoint presentations, with Internet connection (broadband min. 100
    mbps) and connected to video projector, and laser pointer;
(e) Provision of wireless Internet connection for all participants in main
    conference room;
(f) 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. 100 mbps);
(g) 1 fax machine (in Secretariat room) connected to telephone line with
    international access;
(h) 1 laser printer (personal or small office size, 20 ppm), in the Secretariat
    room, to be shared by 3 PCs;
(i) 1 high-volume photocopying machine with power connections and
    necessary supplies (toner, paper) sufficient for approximately 3,000 copies;
(j) 1 set of name blocks for Member States, Organizations and elected officers
    of the Meeting;2
(k) Stationery and sundry office material.3

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2 UNESCO/IOC ICG 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.
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.

**IV. IV. Security protection, to be provided by the Government of Curaçao**

The Government of Curaçao shall be responsible for providing at its expense, such protection and security as may be required to ensure the efficient functioning of all pre-session meetings, meetings and sessions of the main conferences and any other meetings linked to the event, in a calm and serene ambiance and without interference of any kind.

Such service shall be under the direct supervision and control of a senior officer to be designated by the Government of Curaçao. He/she shall work in close coordination and cooperation, including at distance, with the senior security liaison officer and Event Security Coordinator (ESC) appointed by UNESCO for this purpose, so as to ensure a proper atmosphere of security and tranquility. The security officials Mr. Richard Blewitt, Resident Coordinador (UNDP), Port-of-Spain, Trinidad and Tobago (richard.blewitt@one.un.org), and Ms. Corinne Heraud, Security Advisor (DSS), Port-of-Spain, Trinidad and Tobago (corinne.heraud@undss.org), have been assigned to act as points of contact and are UNESCO’s event security coordinators for this activity. On the Host Country side, Mr. Haime Pieter (pieter@meteo.cw), Head Technical Department of Meteorological Department of Curaçao, will act as its designated Senior Security Officer (SSO) for the Government of Curaçao.

In accordance with the UNDSS Framework for Accountability, the UN Designated Official for Curaçao is responsible for the security of United Nations personnel, premises, and assets throughout the country and must be kept informed throughout the process. The name of the responsible officers for security shall be communicated to UNDSS by respectively the host country and UNESCO, not later than a month before the event.

Security within and outside the Conference Premises shall be the responsibility of the host country, in close coordination and collaboration with UNESCO.”

I am authorized by the Kingdom of the Netherlands, on behalf of Curaçao, to state that it agrees to the proposals formulated in your letter of 20 March 2018, regarding the organization of the Meeting. Furthermore, I am authorized to state
that the Kingdom of the Netherlands, on behalf of Curaçao, considers your letter and this reply as together constituting an Agreement between the Kingdom of the Netherlands, on behalf of Curaçao, and UNESCO in respect of the Meeting.

The Agreement shall enter into force on the date of this reply and shall remain in force for the duration of the Meeting and for such additional period as is necessary for its preparation and winding up, the total duration of this Agreement, however, is not to exceed one year.

Please accept, Excellency, the assurances of my highest consideration.

Yours sincerely,

[Signature]

Mr Lionel Veer
Ambassador
Permanent Delegate of the Kingdom of the Netherlands to UNESCO