The Assistant Director-General
for Priority Africa and External Relations

MSc Carlos Manuel Rodriguez Echardi.
Minister of Environment and Energy
San José
Republic of Costa Rica

04 March 2019

Ref: IOC/VR/19.091/BA/KY/lc

Subject: Agreement between the Government of “Costa Rica” and the
United Nations Educational, Scientific and Cultural Organization
concerning the Fourteenth session of the Intergovernmental
Coordination Group for the Tsunami and Other Coastal Hazards
Warning System for the Caribbean and Adjacent Regions
(ICG/CARIBE EWS-XIV) of the Intergovernmental Oceanographic
Commission (IOC), Puntarenas, Costa Rica, 8-11 April 2019

Dear Minister,

I have the honour to refer to the Ministry of Environment and Energy of Costa
Rica Note Ref. DM-0021-2019 dated 15 January 2019 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 23 January 2019, on behalf of the Organization.

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

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, 25th, 33rd and 37th sessions, this
meeting is considered as falling within category II”.

The purpose of the meeting is to review progress against the Implementation
Plan of the ICG/CARIBE EWS, evaluate the results of the Caribe Wave 2019
Exercise, and decide on recommendations to enhance tsunami preparedness in
the Caribbean including on volcano-originated tsunamis.
B. Participation

In accordance to the terms of reference of the ICG/CARIBE (Annex 2 to Resolution XXIII-13),

a. Chief participants of this meeting shall be representatives of IOC Member States from the Caribbean and Adjacent Regions.

b. Observers to this Meeting shall include:
   i. Other IOC Member States
   ii. Organizations (including NGOs), programmes and projects, who are invited in accordance with the IOC rules of procedure.

c. 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:
   i. Representatives of Member States of organizations in the United Nations system, which are not members of IOC;
   ii. Representatives of organizations of the United Nations system;

d. The total number of participants including representatives, observers and members of the UNESCO Secretariat is expected to be about 40 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 8 to 11 April 2019 at the Punta Leona Hotel, Puntarenas, Costa Rica.

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 Costa Rica.

III. SECURITY

The Government of Costa Rica 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 Costa Rica. 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 Ms. Alice Shackelford, Designated Official Representative (UNDP), San Jose, Costa Rica, and Mr. Marvin Ricardo Cartín Cubero Local Security Assistant, Costa Rica, 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. Carlos Mario Orrego Vasquez, Water and Oceans Advisor, Vice-Ministry of Water and Oceans, Ministry of Environment and Energy, will act as the designated for the Government of Costa Rica (email: corrego@minas.go.cr) and Cellular (506) 7110 2936.

In accordance with the UNDSS Framework for Accountability, the UN Designated Official for Costa Rica 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.

IV. PRIVILEGES AND IMMUNITIES

The Government of Costa Rica will apply, in all matters relating to this meeting, the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations, as well as Annex IV thereto relating to UNESCO. All persons entitled to participate in the meeting should have the right of expeditious entry into and exit from Costa Rica. With this view, it is understood that no restrictions to the right of entering into, staying in and leaving the territory of Costa Rica may be put to any person entitled to participate in the meeting, irrespective of nationality.

V. DAMAGE AND ACCIDENTS

As long as the premises reserved for the meeting are at the disposal of UNESCO, the Government of Costa Rica 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 Costa Rica shall not bear responsibility and liability for damages caused by gross negligence or wilful misconduct of the participants. The Government of Costa Rica 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.

VI. 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 Costa Rica and UNESCO in respect of this meeting.
Accept, dear Minister, the assurance of my highest consideration

Firmin Edouard Matoko
Assistant Director-General
for Priority Africa and External Relations
UNESCO

Date: ____________

For the Government of Costa Rica
MSc Carlos Manuel Rodríguez Echandi
Minister of Environment and Energy
San José
Republic of Costa Rica

Date: 8-3-19
ANNEX I

THE FOURTEENTH 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-XIV), PUNTARENAS, COSTA RICA, 8-11 April 2019

STATEMENT OF REQUIREMENTS

1. BASIS FOR EVALUATION

1.1 Place of the Session: Punta Leona Hotel, Costa Rica
1.2 Dates: 8 to 11 April 2019
1.3 Duration: 4 Calendar days
1.4 Approx. no. of participants: 40 (including chief participants, representatives, observers and members of the Secretariat).
1.5 Working Language: English/ Spanish/ French
1.6 Organization of work: Plenary sessions and working groups.
1.7 Max. no. of organs sessions simultaneously: 3
1.8 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
1.9 Documents: Approximate number of standard pages (originals) in English only: 100
1.10 Before Session: 60 copies of 100 pages of Session materials (working and information documents, action items, etc.)
1.11 During Session: 60 copies of 100 pages of Session materials
1.12 After the Session: 200 copies of 50 pages

2. RESPONSIBILITIES OF UNESCO

2.1 Preliminary Arrangements and technical co-operation with host authorities.
2.2 Preparation and dispatch of invitations and working documents.
2.3 Cost of sound and vision equipment for the Session.
2.4 Cost of travel and subsistence allowance for members of the UNESCO (IOC) Secretariat and ICG/CARIBE EWS Secretariat.
2.5 Dispatch of documents and related freight from UNESCO Headquarters and the ICG CARIBE EWS
2.6 Secretariat to the place of Session and return.
2.7 Production and distribution of the final report after the Session.

3. FACILITIES AND SERVICES REQUIRED AT THE PLACE OF THE SESSION, TO BE PROVIDED BY THE GOVERNMENT OF COSTA RICA

3.1 Security

The Government of Costa Rica shall be responsible for providing at its expense, such protection and security as may be required to ensure the efficient functioning

---

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.
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 Costa Rica. 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 officers Ms. Alice Shackelford, Designated Official Representative (UNDP), San Jose, Costa Rica, and Mr. Marvin Ricardo Cortin Cubero Local Security Assistant, Costa Rica, 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. Carlos Mario Orrego Vasquez, Water and Oceans Advisor, Vice-Ministry of Water and Oceans, Ministry of Environment and Energy, will act as the designated for the Government of Costa Rica (email: corrego@minae.go.cr and Cellular (506) 7110 2936.

In accordance with the UNDSS Framework for Accountability, the UN Designated Official for Costa Rica 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.

3.2 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 ICG/CARIBE EWS Officers and for Sessional Working Groups) with 20 seats at table, (no microphones required, but audiovisual equipment required) available between 08h00 and 22h00 on 04 April 2019;
(c) 1 office for the Secretariat accessible by the Secretariat staff between 08h00 and 22h00 between 02 and 05 April 2019;
(d) 1 office or workshop for the production of documents;
(e) Reception/document distribution counter.

3.3 Equipment and Supplies

Adequate furniture for the premises mentioned above (cf. 3.2) including:
(a) 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.\(^3\)

3.4 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.

3.5 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.

3.6 Visas and Customs

The government of Costa Rica will facilitate the application and granting of visas free of charge for meeting participants and UNESCO Secretariat, as well as the entry of working documents and materials related to the meeting (including for the exhibition) through the customs.

\(^2\) 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.