To: ICG/CARIBE EWS Tsunami Warning Focal Points (TWFP)
ICG/CARIBE EWS Tsunami National Contacts (TNC)
ICG/CARIBE EWS Chair and Vice-Chair

cc: Official National Coordinating Body for liaison with the IOC Member States
Permanent Delegates/Observer Missions to UNESCO of IOC Member States
IOC Officers
Permanent Observers to ICG/CARIBE EWS.

Subject: Invitation to the Sixth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-VI)
(Dominican Republic, Santo Domingo, from 26 to 29 April 2011)

The IOC Twenty-third Assembly decided, by Resolution XXIII-13, to create the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (CARIBE EWS) and to establish an Intergovernmental Coordination Group for CARIBE EWS (ICG/CARIBE EWS).

In this connection, I am pleased to invite you to nominate a delegation to attend the Sixth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-VI), Santo Domingo, Dominican Republic, 26–29 April 2011. Please communicate the names and positions of your representatives to the Executive Secretary of the IOC, Mrs Wendy Watson-Wright, and register their details directly on the website at http://www.ioc-unesco.org/icgcaribeews to no later than 15 March 2011. For queries about registration please contact the ICG/CARIBE EWS Secretariat at cartws@unesco.org.
I wish to remind you that IOC Resolution XXIII-13 stipulated that the membership of the ICG/CARIBE EWS should consist of:

- Member States of the IOC from the Caribbean and Adjacent Regions
- Observers from other IOC Member States
- Invited observers from other organizations (including NGOs), programmes and projects in accordance with the IOC rules and procedures.

The meeting agenda is technical in nature and delegates should be prepared to participate in the technical discussions. A copy of the provisional agenda is appended to this invitation. **The working languages of the meeting will be English, French and Spanish.**

Details of the venue and information on hotel reservations as well as general information about the meeting location will be posted at [http://www.ioc-unesco.org/icgcaribeewsvi](http://www.ioc-unesco.org/icgcaribeewsvi).

I am pleased to invite national reports, to the extent possible, as written reports. Member States may wish to include a summary of future plans as this would aid the development of the CARIBE EWS Implementation Plan. A Template for National Reports is attached to this Circular Letter. We look forward to receiving your National Report in the Secretariat no later than 15 March 2011.

Finally, I would like to remind you, if you have not already done so, to please forward contact details for your country’s designated Tsunami Warning Focal Point (TWFP) and Tsunami National Contact (TNC) as soon as possible to Mr Bernardo Aliaga (b.aliaga@unesco.org), with copy to Ms Silvia Sermeño (s.sermeno@unesco.org). Please note that these nominations must be validated through your Permanent Delegation to UNESCO, UNESCO National Commission or Ministry of Foreign Affairs.

With the assurances of my highest consideration I remain,

Yours sincerely,

[signed]

Wendy Watson-Wright
Executive Secretary, IOC
Assistant Director-General, UNESCO

Attachments: Provisional Agenda
Template for national reports
Sixth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-VI)

Dominican Republic, Santo Domingo

26–29 April

PROVISIONAL AGENDA

1. WELCOME AND OPENING
   1.1. REPRESENTATIVE OF THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO
   1.2. DR. LORNA INNISS: DEPUTY DIRECTOR, COASTAL ZONE MANAGEMENT UNIT CZMU - BARBADOS, ICG/CARIBE EWS CHAIR
   1.3. WELCOME ADDRESS BY NATIONAL AUTHORITIES

2. ORGANIZATION OF THE SESSION
   2.1 ADOPTION OF AGENDA
   2.2 DESIGNATION OF THE RAPPORTEUR
   2.3. CONDUCT OF THE SESSION, TIMETABLE AND DOCUMENTATION

3. REPORT ON INTERSESSIONAL ACTIVITIES
   3.1. IOC EXECUTIVE SECRETARY’S REPORT
   3.2. CHAIRMAN’S REPORT
   3.3. CARIBE EWS SECRETARIAT REPORT
   3.4. REPORT OF THE CARIBBEAN TSUNAMI INFORMATION CENTER (CTIC)
   3.5. REPORTS FROM UN AND NON UN ORGANISATIONS
   3.6. STATUS OF OTHER ICGs
   3.7. NATIONAL PROGRESS REPORTS
   3.8. INTERIM ADVISORY SERVICES REPORT (PTWC)

4. WORKING GROUP PROGRESS REPORTS
   4.1. WORKING GROUP 1 PROGRESS REPORT: MONITORING AND DETECTION SYSTEMS, WARNING GUIDANCE
   4.2. WORKING GROUP 2 PROGRESS REPORT: HAZARD ASSESSMENT
4.3. WORKING GROUP 3 PROGRESS REPORT: WARNING, DISSEMINATION AND COMMUNICATION

4.4. WORKING GROUP 4 PROGRESS REPORT: PREPAREDNESS, READINESS AND RESILIENCE

5. ESPECIAL INVITED LECTURES: COMMUNITY-BASED TSUNAMI WARNING SYSTEM

5.1. BRIDGETOWN, BARBADOS

5.2. MICHES, DOMINICAN REPUBLIC

6. POLICY MATTERS

6.1. ESTABLISHMENT OF A CARIBBEAN TSUNAMI WARNING CENTER

[Recommendations ICG/CARIBE EWS-II.3, II.12, III.1, IV.5 and V.2]

6.2. REPORT OF THE CARIBBEAN TSUNAMI EXERCISE (CARIBE WAVE 11)

[Recommendation ICG/CARIBE EWS-V.3]

7. UPDATES TO THE CARIBE EWS IMPLEMENTATION PLAN

8. PROGRAMME AND BUDGET FOR 2012-2013

9. NEXT MEETING

9.1. CONFIRMATION OF DATE AND PLACE OF ICG/CARIBE EWS-VII

9.2. TARGET DATE FOR ICG/CARIBE EWS-VIII

10. ANY OTHER BUSINESS

11. ADOPTION OF DECISIONS AND RECOMMENDATIONS

12. CLOSE OF THE MEETING
BASIC INFORMATION

1. **ICG/CARIBE EWS Tsunami National Contact (TNC)**

   The person designated by a Member State to an Intergovernmental Coordination Group (ICG) to represent his/her country in the coordination of international tsunami warning and mitigation activities. The person is part of the main stakeholders of the national tsunami warning and mitigation system. The person may be the Tsunami Warning Focal Point, from the national disaster management organization, from a technical or scientific institution, or from another agency with tsunami warning and mitigation responsibilities.

   Name:
   Title:
   Organization:
   Postal Address:
   E-mail Address:
   Telephone Number:
   Fax Number:
   Cellular Telephone Number:

2. **ICG/CARIBE EWS Tsunami Warning Focal Point (TWFP)**

   The 7x24 contact person, or other official point of contact or address, is available at the national level for rapidly receiving and issuing tsunami event information (such as warnings). The Tsunami Warning Focal Point either is the emergency authority (civil defense or other designated agency responsible for public safety), or has the responsibility of notifying the emergency authority of the event characteristics (earthquake and/or tsunami), in accordance with national standard operating procedures. The Tsunami Warning Focal Point receives international tsunami warnings from the PTWC, or other regional warning centres.

   Name:
   Title:
   Responsible Organization:
   Postal Address:
   E-mail Address:
   Emergency Telephone Number:
   Emergency Fax Number:
   Emergency Cellular Telephone Number:

   **National Tsunami Warning Centre (if different from the above)**
   Person in Charge:
   Title:
   Responsible Organization:
   Postal Address:
   E-mail Address:
Emergency Telephone Number:
Emergency Fax Number:
Emergency Cellular Telephone Number:

3. Tsunami Advisor(s), if applicable  
(Person, Committee or Agency managing Tsunami Mitigation in country)  
Name:
Title:
Postal Address:
E-mail Address:
Emergency Telephone Number:
Emergency Fax Number:
Emergency Cellular Telephone Number:

4. Tsunami Standard Operating Procedures for a Local Tsunami (when a local tsunami hazard exists)

5. Tsunami Standard Operating Procedures for a Distant Tsunami (when a distant tsunami hazard exists)

   For each situation, please provide the following:
   
   •  What organization identifies and characterizes tsunamigenic events?
   •  What is the threshold or criteria for declaring a potential tsunami emergency?
   •  What organization acts on the information provided by the agency responsible for characterizing the potential tsunami threat?
   •  How is the tsunami information (warning, public safety action, etc) disseminated within country? Who is it disseminated to?
   •  How is the emergency situation terminated?
   •  For Distant Tsunami Procedures: What actions were taken in response to warnings issued by PTWC, WC/ATWC, and/or JMA NWPTAC during the intersessional period?

6. National Sea Level Network
   Please include a table with position and description of stations/sensors, and a map,

7. Information on Tsunami occurrences
   Please include sea level observations, pictures, wave arrival descriptions, public, media, or other responses to warnings, lessons learned, etc.

8. Web sites (URLs) of national tsunami-related web sites

9. Summary plans of future tsunami warning and mitigation system improvements. This information will be used to aid the development of the CARIBE EWS Implementation Plan.
10. EXECUTIVE SUMMARY
Brief statement of no more than one page addressing all items discussed in the Narrative section of the National Report

11. NARRATIVE
Detailed description of innovations or modifications to National tsunami warnings procedures or operations since last National Report, tsunami research projects, tsunami mitigation activities and best practices (especially in preparedness and emergency management), as well as public education programmes or other measures taken to heighten awareness of the tsunami hazard and risk.

Date: ......................... Name: ..........................