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

ICG/CARIBE EWS Chair and Vice-Chairs

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 Third Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-III), Panama City, Panama, 12 – 14 March 2008

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 Third Session of the ICG/CARIBE EWS in Panama City, Panama, 12 to 14 March 2008, hosted by the Government of Panama. Please communicate the names and positions of your representatives to the Executive Secretary of the IOC, Mr Patricio Bernal, and register their details directly on the website at www.ioc.unesco.org/tsunami/cartws-3 no later than February 12, 2008. For queries about registration please contact the ICG/CARIBE EWS Secretariat at cartws@unesco.org.

I would like to inform you that the Third Session will elect the Officers of the CARIBE EWS, namely, one Chairperson and two Vice-chairpersons, for the next biennium, according to the attached procedure. Nominations shall be accepted until the end of the first day of proceedings at the ICG/CARIBE EWS-III. They can also be addressed in advance to ADG/IOC.

.../...
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 tentative agenda and provisional timetable is appended to this invitation. **The working languages of the meeting will be English and Spanish.**

The venue of the meeting is "Centro de Capacitación Ascanio Arosemena del Canal de Panamá". Details of the venue and information on hotel reservations as well as general information about the meeting location will be posted on the website www.ioc.unesco.org/tsunami/cartws-3 as it becomes available.

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 Ms Forest Collins at f.collins@unesco.org. Please note that these nominations must be validated through your Permanent Delegation to UNESCO, National Commission or Ministry of Foreign Affairs.

With the assurances of my highest consideration, I remain,

Sincerely Yours,

Patricio Bernal
Assistant Director-General, UNESCO
Executive Secretary, IOC

Attachments: Provisional Agenda & Timetable
Elections Procedures & Forms
## INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

Third Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-III)
Panama City, Panama, 12 – 14 March 2008

### PROVISIONAL TIMETABLE

<table>
<thead>
<tr>
<th>Wednesday 12 March</th>
<th>Thursday 13 March</th>
<th>Friday 14 March</th>
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<tbody>
<tr>
<td><strong>Hour</strong></td>
<td><strong>Hour</strong></td>
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<tr>
<td>8.00 – 9.00</td>
<td>Registration, logistic</td>
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<tr>
<td>9.00-10.30</td>
<td><strong>1. WELCOME AND OPENING</strong></td>
<td><strong>4. WORKING GROUP PROGRESS REPORTS</strong></td>
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<tr>
<td></td>
<td>Dr. Patricio Bernal, ADG/IOC</td>
<td>4.1. Working group 1 progress report</td>
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<td>Dr. Paul Sanders, Chair ICG</td>
<td>4.2. Working group 2 progress report</td>
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<td>Welcome National Authority (Panama)</td>
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<tr>
<td>INVITED LECTURES:</td>
<td><strong>-HAZUS (FEMA)</strong></td>
<td><strong>7. PROGRAMME AND BUDGET FOR 2008-2009</strong></td>
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<td><strong>-PTHA (Probabilistic Hazard Tsunami Assessment)</strong></td>
<td>8. NEXT MEETING</td>
</tr>
<tr>
<td>10:30-11.00</td>
<td><strong>COFFEE BREAK and Group Photo</strong></td>
<td>8.1. Confirmation of date and place of ICG/CARIBE EWS-IV</td>
</tr>
<tr>
<td>11.00-11.30</td>
<td><strong>COFFEE BREAK</strong></td>
<td>8.2. Target date for ICG/CARIBE EWS-V</td>
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<tr>
<td>11.30 – 13.00</td>
<td><strong>LUNCH BREAK</strong></td>
<td><strong>9. OFFICERS ELECTION</strong></td>
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<td>13.00 – 14.00</td>
<td><strong>LUNCH BREAK</strong></td>
<td><strong>10. ANY OTHER BUSINESS</strong></td>
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<td>14.00 – 16.00</td>
<td><strong>LUNCH BREAK</strong></td>
<td><strong>11. ADOPTION OF DECISIONS AND RECOMMENDATIONS</strong></td>
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<tr>
<td>16:00-16:30</td>
<td><strong>COFFEE BREAK</strong></td>
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<td>16.30 – 18.00</td>
<td><strong>6 ADOPTION OF THE CARIBE EWS IMPLEMENTATION PLAN</strong></td>
<td><strong>12. CLOSE OF THE MEETING</strong></td>
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<td><strong>DEADLINE FOR NOMINATION FOR THE ELECTION OF OFFICERS</strong></td>
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Third Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-III)

Panama City, Panama

12 – 14 March 2008

PROVISIONAL AGENDA

1. WELCOME AND OPENING OF FIRST SESSION

1.1. Dr. Patricio Bernal: Assistant Director General of UNESCO and Executive Secretary Intergovernmental Oceanographic Commission (or its representative)

1.2. Mr. Paul Sanders: ICG/CARIBE EWS Chair, Chief Executive Officer, Office of Disaster Preparedness & Management ODPM - Trinidad and Tobago.

1.3. Welcome Address by a National Authority, Panama

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. REPORTS FROM UN AND NON UN AGENCIES

3.5. STATUS OF OTHER ICGs

3.6. NATIONAL PROGRESS REPORTS

3.7. 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. POLICY MATTERS

5.1. ESTABLISHMENT OF A CARIBBEAN TSUNAMI WARNING CENTER

[Recommendation ICG/CARIBE EWS-II. 3]

5.2. ESTABLISHMENT OF A CARIBBEAN TSUNAMI INFORMATION CENTER (CTIC)

[Recommendation ICG/CARIBE EWS-II. 8]

5.3. SECRETARIAT TO ICG/CARIBE EWS

[Recommendation ICG/CARIBE EWS-II. 9]

6. ADOPTION OF THE CARIBE EWS IMPLEMENTATION PLAN

7. PROGRAMME AND BUDGET FOR 2008-2009

8. NEXT MEETING

8.1. CONFIRMATION OF DATE AND PLACE OF ICG/CARIBE EWS-IV

8.2. TARGET DATE FOR ICG/ CARIBE EWS-V

9. OFFICERS ELECTIONS

10. ANY OTHER BUSINESS

11. ADOPTION OF DECISIONS AND RECOMMENDATIONS

12. CLOSE OF THE MEETING
Elections of the Officers of the ICG

The Third Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS), Panama, 12-14 March 2008, shall elect the Officers of the ICG, namely, one Chairperson and two Vice-chairpersons, for the term 2008–2009.

The Chairperson shall declare the opening and closing of each session, direct the discussions and ensure observance of the Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. The Chairperson shall rule on points of order and, subject to these Rules, shall control the proceedings and maintain order and shall strive to work by consensus (Rule 38).

The Vice-chairpersons assist the Chairman in his/her functions and substitute him/her where necessary.

The Chairperson and the Vice-chairpersons of a Subsidiary Body shall not remain in his/her mandate more than two successive terms (as this is the limit established for an IOC Chairperson, Rule 17.2. The time limit of a mandate is two years according to Article 7.2 of the IOC Statutes).

Nominations

Nominations of individuals to either the post of Chairperson or the posts of Vice-chairpersons shall be submitted by Member States through the officially designated Head of Delegation to the ICG/CARIBE EWS-III, or through the IOC Focal Point in the Member State or the Permanent Delegation to UNESCO.

Nominations shall be submitted in writing to the Executive Secretary using Form A (Chairperson) or Form B (Vice-chairperson) and must reach the Executive Secretary or his representative on the first day of the meeting by close of business.

Each nomination shall contain a declaration from the candidate that he/she is prepared to stand for the post for which he/she has been nominated and is willing to take on the obligations that would devolve upon him/her, should he/she be elected. Each nomination shall also contain a CV with the profile of the candidate (Form C).

Each candidate must be seconded by two Member States of the ICG/CARIBE EWS other than the nominating Member State.

Elections

The IOC general practice is working and deciding by consensus (Rule 38.1).

Should voting be necessary, decisions shall be made by a simple majority of the members present and voting (Rule 43.16), by secret ballot.
Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS)

Biennial Elections for Chairperson

Form A – Chairperson

Name of Member State: .................................................................

Name of Nominee: .................................................................

I declare that I am prepared to stand for election to the post of Chairperson of the ICG/CARIBE EWS and, if elected, to take an active part in the work of it.

Signature of the Nominee: .................................................................

Seconder 1  Seconder 2

Member State of the ICG/CARIBE EWS  ....................  ....................

Name in capitals  ....................  ....................

Position  ....................  ....................

Signature  ....................  ....................

Date sent to the IOC Secretariat  ....................

Date and time received by the IOC Secretariat  ....................
**Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS)**

**Biennial Elections for Chairperson**

**Form B – Vice-chairperson**

Name of Member State: ………………………………………………………………………

Name of Nominee: ………………………………………………………………………

I declare that I am prepared to stand for election to the post of Vice-chairperson of the ICG/CARIBE EWS and, if elected, to take an active part in the work of it.

Signature of the Nominee: …………………………………………………

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<tr>
<th>Seconder 1</th>
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<tbody>
<tr>
<td>Member State of the ICG/CARIBE EWS</td>
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<tr>
<td>Name in capitals</td>
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<tr>
<td>Position</td>
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<td>Signature</td>
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Date sent to the IOC Secretariat | Date and time received by the IOC Secretariat

…………………………………… | ……………………………………………………..
Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS)

Biennial Elections for Chairperson

Form C – CV of nominee

[NAME]

Date of birth:

Languages:

Address:

Phone number:

Fax number:

Email:

CURRENT POSITION

[Please insert text]

EDUCATION

[Please insert text]

PREVIOUS PROFESSIONAL EXPERIENCE

[Please insert text]