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

Cc: Official National Coordinating Bodies for liaison with the IOC
Permanent Delegates/Observer Missions to UNESCO of IOC Member States
National Commissions for UNESCO of IOC Member States
IOC Officers
Permanent Observers to ICG/CARIBE-EWS
Directors of UNESCO and IOC Regional Offices in the Caribbean Region
Regional Organizations cooperating with UNESCO/IOC
Director, Pacific Tsunami Warning Center
Director, USA National Tsunami Warning Center

Subject: Invitation to the Twelfth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-XII), Punta Leona, Costa Rica, 10–12 May 2017

Established in 2005 by the IOC Assembly through Resolution XXIII-13, the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS) will hold its 12th session in Punta Leona, Costa Rica, from 10 to 12 May 2017. In this connection, I am pleased to invite you to nominate a delegation to attend ICG/CARIBE EWS-XII and to communicate the names and positions of your representatives to the IOC Secretariat, and register their details directly on the session website http://www.ioc-tsunami.org/caribexii no later than 7 April 2017. For queries about registration, please contact the ICG/CARIBE-EWS Secretariat at cartws@unesco.org.

With reference to IOC Resolution XXIII-13, 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, and

Chairperson
Prof. Peter M. HAUGAN
Director, Geophysical Institute
University of Bergen
Allegaten 70
5007 Bergen
NORWAY

Executive Secretary
Dr Vladimir RYABININ
Intergovernmental Oceanographic Commission — UNESCO
7 Place de Fontenoy
75352 Paris Cedex 07 SP FRANCE

Vice-Chairpersons
Mr Stephen P. HALL
Head, International and Strategic Partnerships Office
National Oceanography Centre
European Way
SO14 3ZH Southampton
UNITED KINGDOM

Dr Alexander POSTNOV
Deputy Director
State Oceanographic Institute
ROSHYDROMET
6, Kropotkinsky Lane
119034 Moscow
RUSSIAN FEDERATION

Mr Ariel Hernan TROISI
Head, Oceanography Department
Navy Hydrographic Service
Av. Monte de Oca 2124
C1270ABV Buenos Aires
ARGENTINA

Dr Somkiat KHOKIATTIWONG
Senior Marine Biologist
Phuket Marine Biological Center,
Dept of Marine and Coastal Resources
51 Moo 8, Sakdhidej Rd.
Wichit, Mueang District
Phuket 8300
THAILAND

Dr Ashley S. JOHNSON
Director, Oceans Research
Department of Environmental Affairs
Foretrust Building
M. Hammerschlagt Way
Foreshore
SW Cape 8000 Cape Town
SOUTH AFRICA
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 and Timetable is appended to this invitation. The working languages of the meeting will be English, French and Spanish.

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 hereafter. National reports should reach the Secretariat no later than 14 April 2017.

The venue of the meeting is Punta Leona Hotel www.hotelpuntaleona.com where a block of rooms has been pre-reserved for ICG participants. Details of the venue and information on hotel reservations as well as general information about the meeting location is attached to this invitation.

With the assurances of my highest consideration, I remain,

Yours sincerely,

[signed]

Vladimir Ryabinin
Executive Secretary

Enclosures: (4)

Provisional Agenda
Provisional Timetable
Template for national reports
Logistical Information note for national representatives
Twelfth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-XII)

Punta Leona, Costa Rica

10–12 May 2017

PROVISIONAL AGENDA

1. WELCOME AND OPENING
   1.1. MS CHRISTA VON HILLEBRANDT, ICG/CARIBE-EWS CHAIR
   1.2. WELCOME BY INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO
   1.3. HOST REPRESENTATIVE WELCOME

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

3. REPORT ON INTERSESSIONAL ACTIVITIES
   3.1. CHAIR’S REPORT
   3.2. CARIBE-EWS SECRETARIAT REPORT
   3.3. REPORT OF THE CARIBBEAN TSUNAMI INFORMATION CENTER (CTIC)
   3.4. REPORTS FROM UN AND NON-UN ORGANISATIONS
   3.5. STATUS OF OTHER ICGs
   3.6. NATIONAL PROGRESS REPORTS
   3.7. TSUNAMI SERVICES PROVIDER REPORT (PTWC)
   3.8. REPORT OF CARIBE WAVE 2017

4. WORKING GROUP PROGRESS REPORTS
   4.1. WORKING GROUP 1: MONITORING AND DETECTION SYSTEMS
   4.2. WORKING GROUP 2: HAZARD ASSESSMENT
   4.3. WORKING GROUP 3: TSUNAMI RELATED SERVICES
   4.4. WORKING GROUP 4: PREPAREDNESS, READINESS AND RESILIENCE

5. SPECIAL INVITED LECTURES: COMMUNITY-BASED TSUNAMI WARNING SYSTEM - HONORING JULIE LEONARD
   5.1. COSTA RICA PRESENTATION ON COMMUNITY PREPAREDNESS
   5.2. HONDURAS - TSUNAMI EVACUATION MAPPING AND PLANNING (TEMPP)
   5.3. HAITI AND GRENADE TSUNAMI READY PILOT
6. **POLICY MATTERS**
   6.1. EXERCISES CARIBE WAVE 2018 AND 2019
   6.2. WORLD TSUNAMI AWARENESS DAY 2017 AND 2018
   6.3. REPORT OF THE TASK TEAM ON CTIC TERMS OF REFERENCE AND BUSINESS MODEL
   6.4. REPORT OF THE TASK TEAM ON TSUNAMI RECOGNITION PROGRAMME
   6.5. REPORT OF THE TASK TEAM ON TSUNAMI PROCEDURES FOR VOLCANIC CRISES
   6.6. TERMS OF REFERENCE GROUP OF EXPERTS ON WORK AND IMPLEMENTATION PLAN TO ENHANCE THE WARNING SYSTEM BY INCLUDING OTHER COASTAL HAZARDS


8. **IMPLEMENTATION PLAN FOR 2018-2023**

9. **NEXT SESSIONS**
   9.1. CONFIRMATION OF DATE AND PLACE OF ICG/CARIBE EWS-XIII
   9.2. TARGET DATE FOR ICG/CARIBE EWS-XIV

10. **ANY OTHER BUSINESS**

11. **ADOPTION OF DECISIONS AND RECOMMENDATIONS**

12. **CLOSE OF THE SESSION**
# Twelfth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-XII)

**Punta Leona, Costa Rica, 10-12 May 2017**

<table>
<thead>
<tr>
<th>Hour</th>
<th>Wednesday 10 May</th>
<th>Thursday 11 May</th>
<th>Friday 12 May</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00 – 9.00</td>
<td>Registration, logistics</td>
<td>8.00 – 9.00</td>
<td>INTRA-SESSION-WORKING GROUPS</td>
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<tr>
<td>9.00-10.00</td>
<td><strong>1. WELCOME AND OPENING</strong></td>
<td>9.00 – 11.00</td>
<td>9.00-11:00</td>
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<td></td>
<td>UNESCO/IOC</td>
<td>4. WORKING GROUP PROGRESS REPORTS</td>
<td>5. SPECIAL INVITED LECTURES: COMMUNITY-BASED TSUNAMI WARNING SYSTEM-HONORING JULIE LEONARD</td>
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<tr>
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<td>Christa von Hillebrandt-Andrade, ICG/CARIBE EWS Chair</td>
<td>4.1 Working group 1</td>
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<td></td>
<td>Welcome Address by IOC and Host Representative</td>
<td>4.2 Working group 2</td>
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<td>4.3 Working group 3</td>
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<td>4.4 Working group 4</td>
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<tr>
<td>10.00-11.00</td>
<td><strong>COFFEE BREAK + Group Photo</strong></td>
<td>10.00-11.00</td>
<td>COFFEE BREAK</td>
</tr>
<tr>
<td>11.00-12.00</td>
<td><strong>2. ORGANIZATION OF THE SESSION</strong></td>
<td>11.00-12.00</td>
<td>REPORT INTRASESSIONAL WGs</td>
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<tr>
<td>12.00-13.00</td>
<td><strong>3. REPORTS ON INTERSESSIONAL ACTIVITIES</strong></td>
<td>11.00-12.00</td>
<td>7. PROGR. &amp; BUDGET for 2016–2017 (UPDATE)</td>
</tr>
<tr>
<td></td>
<td>3.1 Chairperson’s report</td>
<td>11.00-12.00</td>
<td>9. NEXT SESSIONS</td>
</tr>
<tr>
<td></td>
<td>3.2 CARIBE-EWS Secretariat report</td>
<td>11.00-12.00</td>
<td>9.1 Dates/ place of ICG/CARIBE EWS-XIII</td>
</tr>
<tr>
<td>13.00-14.30</td>
<td><strong>LUNCH BREAK</strong></td>
<td>13.00-14.30</td>
<td>9.2 Target dates for ICG/CARIBE EWS-XIV</td>
</tr>
<tr>
<td>14.30-16.00</td>
<td>3.3. Report of the Caribbean Tsunami Information Center (CTIC)</td>
<td>14.30-16.00</td>
<td>10. ANY OTHER BUSINESS</td>
</tr>
<tr>
<td></td>
<td>3.4 Reports from UN &amp; non UN organisations</td>
<td>14.30-16.00</td>
<td>11. ADOPTION OF DECISIONS AND RECOMMENDATIONS</td>
</tr>
<tr>
<td></td>
<td>3.5 Status of other ICGs</td>
<td>14.30-16.00</td>
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<td>16.00-16.30</td>
<td><strong>COFFEE BREAK</strong></td>
<td>16.00-16.30</td>
<td>12. CLOSE OF THE SESSION</td>
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<td>16.30-18.00</td>
<td>3.6 National Progress Reports</td>
<td>16.30-18.00</td>
<td>INVITED DINNER</td>
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<tr>
<td>18.00-19.00</td>
<td>3.7 Tsunami Services Provider Report (PTWC)</td>
<td>16.30-18.00</td>
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<tr>
<td></td>
<td>3.8 Report of CARIBE WAVE 17</td>
<td>16.30-18.00</td>
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<tr>
<td>19.00</td>
<td><strong>8. IMPLEMENTATION PLAN 2018-2023</strong></td>
<td>16.30-18.00</td>
<td></td>
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</tbody>
</table>
TEMPLATE FOR NATIONAL REPORTS

NATIONAL REPORT
Submitted by (country name)

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 threat exists, less than 1 hour travel time)

5. **Tsunami Standard Operating Procedures for a Regional Tsunami** (when a regional tsunami threat exists, 1-3 hour travel time)

6. **Tsunami Standard Operating Procedures for a Distant Tsunami** (when a distant tsunami threat exists, more than 3 hour travel time)

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 the 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 and/or US NTWC, during the intersessional period?

7. **National Sea Level Network**

Please include a table with position and description of stations/sensors, and a map,

8. **Information on Tsunami occurrences/Tsunami Exercises**

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

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

10. **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.

**NATIONAL PROGRAMMES AND ACTIVITIES INFORMATION**

11. **EXECUTIVE SUMMARY**

Brief statement of no more than one page addressing all items discussed in the Narrative section of the National Report (below)

............................................................
............................................................
............................................................
............................................................
............................................................
12. 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), tsunami exercises, as well as public education programmes or other measures taken to heighten awareness of the tsunami hazard and risk.

Date: .......................... Name: ..................................
1. VENUE

The venue will be Punta Leona Hotel [www.hotelpuntaleona.com](http://www.hotelpuntaleona.com)

Punta Leona is situated at the Central Pacific coast of Costa Rica, within a virgin forest and has access to two tranquil-water beaches: gold-sand “Mantas Beach” and white-sand “Playa Blanca”. There is free transportation within the complex (between the rooms, the meeting room and the beaches), running every 30 minutes or upon request.

The hotel offers activities like deep-sea fishing, rafting, zip-lining, swimming, sports, mountain trail hiking, butterfly farm visit, and crocodile-watching tour. Some of these activities have an extra cost.

1.1. HOTEL PRICES

**Single Occupancy All Inclusive:** USD$183.50 per person per night, for the first 4 nights.

If you want to stay more than 4 nights, the cost for the extra nights will be USD$143.50 per person per night.

The prices are a special offer for the ICG and are valid only for direct booking at the hotel and until March 15th.

**INCLUDES:**

- Accommodation in Selvamar Standard Room
- Breakfast, lunch and dinner, buffet style
- Snacks (León Marino Restaurant and Playa Blanca)
- Drinks
- High Speed LAN Internet (by LAN cable) at the hotel rooms
• Wi-fi at the meeting room
• Access to entertainment areas
• Visit to the Butterfly Garden
• Taxes

(The meal plan starts with the dinner on the first day and ends with the lunch on the last day).

STANDARD SELVAMAR ROOMS:

The rooms have two double beds, bathroom, Coffee Kit, hair dryer, mini refrigerator, telephone, cable TV, air-conditioner and safe-deposit box. The Hotel does not count on extra beds.

CHILDREN POLICIES:

Children 0 to 6 years old are free

Children 6 to 12 years old, $35,00 per child per day

Children 12 years old and older pay the adult rate.

1.2. RESERVATIONS AND INFO

Please contact Lizeth Quintana Badilla at corporativo@hotelpunteleona.com or +506 2587-1038.

Availability of the rooms cannot be assured after March 15th. No transportation will be provided between other hotels and the venue

Please do not book through the hotel website or any other booking website, as the hotel is offering a special rate for the ICG session.

2. AIRPORT

Costa Rica’s main airport is Juan Santamaría Airport, located at San Jose, code SJO. The venue is located at about 1h15min from the Airport.
2.1. TERRESTRIAL TRANSPORTATION

The organizing local institutions will provide free terrestrial transportation between SJO Airport and the venue (approx. 1h15min). Flight itinerary should be sent to silviachaconb@gmail.com and melissa.castro.quiros@una.cr before March 15th if free airport transportation is required.

Also, the Airport Taxi company is offering a discount for participants: USD$100 per trip (not per person) in a regular cab and USD$120 per trip in a minibus. The drivers speak English and accept US dollars and credit cards, and can issue a receipt. Please send an email to silviachaconb@gmail.com and melissa.castro.quiros@una.cr for booking. There is no deadline for this.

No transportation will be provided between other hotels and the airport or the venue.

3. ENTRY

Costa Rica requires an entry visa for some nationalities. Some examples are:

- Colombia
- Cuba
- Dominican Republic
- Haiti
- Jamaica
- Nicaragua

For further information please contact the Costa Rican consulate closer to you.

Costa Rican authorities demand that all travelers coming from the following countries:

- Venezuela,
- Brazil,
- Colombia,
- Republic of Guyana

have a yellow fever vaccination certificate. The vaccine should have been applied at least ten days before the trip.
4. MEDICAL INSURANCE

Please send copy of your travel medical insurance to silviachaconb@gmail.com and melissa.castro.quiros@una.cr.

5. COSTA RICA OVERVIEW

Costa Rica is a country located in Central America that has unlimited tourist potential and is ranked as one of the most visited international destinations. One of Costa Rica’s main sources of income is tourism. Costa Rica is a democratic and peaceful country, and it has not had an army since December 1949.

Although the country is small and it covers only 0.03 % of the surface of the globe, it proudly shelters a 5% of the existing biodiversity in the entire world. 25.58 % of the country is composed of conservation and natural protected territory.

Costa Rica is also an attractive country for investment and offers great potential for the establishment of important multinational companies, thanks to the outstanding academic level of its population, as well as the high standard of modern services and social and political stability.

Costa Rica is divided into seven provinces, these are: San José, Alajuela, Heredia, Cartago, Puntarenas, Guanacaste, and Limon. Each province is subdivided into regions and these are subdivided into districts.

The country has as a marine territory known as Coco’s Island. It is a world-renowned natural reserve, located 548 kilometers from Cabo Blanco in the Pacific Ocean comprised of 2,400 hectares of land and 73,100 hectares of sea.

5.1. CAPITAL

Costa Rica capital city is San José, lying in the Central Valley at about 1,000 meters over mean sea level. At the Central Valley are located also three main cities: Alajuela, Heredia and Cartago.

5.2. CURRENCY

Local currency is Colon. 1 dollar equals approximately 548 costarican colones.

5.3. LANGUAGE

Spanish is the official language. However many people speaks English.

5.4. CLIMATE
Average temperatures at the Central Valley are between 20ºC and 29ºC.

At the venue, average temperatures are between 25ºC and 32ºC, but the meeting room and the hotel rooms are air-conditioned.

6. CLOSING DINNER PARTY

We will have a dinner party on the last day of the meeting (Fri. 12th) at Playa Blanca, by the beach, at no extra cost. Transportation from and to the hotel rooms will be provided. Dressing code: casual (beach).

7. CONTACT

For further information please contact silviachaconb@gmail.com (+506-8309-6690, cellphone) or melissa.castro.quiros@una.cr

8. ORGANIZE

9. SPONSORS

Punta Leona Hotel