

IOC Circular Letter No 3034
(Available in English, French and Spanish)

IOC/VH/ON/ah
28 March 2025

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

C.c. : Official National Coordinating Bodies for liaison with IOC
Permanent Delegates/Observer Missions to UNESCO and
National Commissions for UNESCO of IOC ICG/CARIBE-EWS
Directors of UNESCO and IOC Regional Offices in the Caribbean
Permanent Observers to ICG/CARIBE-EWS
Regional Organizations cooperating with UNESCO-IOC
Director, Pacific Tsunami Warning Center (PTWC)
Director, International Tsunami Information Center (ITIC)
Director Central America Tsunami Advisory Center (CATAC)

**Subject: Eighteenth Session of the IOC Intergovernmental Coordination Group
for the Tsunami and Other Coastal Hazards Warning System for the
Caribbean and Adjacent Regions (ICG/CARIBE-EWS-XVIII)
(5–7 & 9 May 2025, online)**

For reasons beyond our control that ultimately prevented the in-person session from taking place as planned, Mr Gérard Métayer, Chair of the ICG/CARIBE-EWS, and the Vice-Chairs of the ICG/CARIBE-EWS, have decided to hold the 18th session of the ICG/CARIBE-EWS online exceptionally from 5 to 7 and 9 May 2025, in order to report to the IOC Assembly at the end of June at UNESCO headquarters (June 25–July 3, 2025).

Accordingly, I am pleased to invite you to designate representatives to this online session by communicating their names, positions and contact details to the ICG/CARIBE-EWS Technical Secretary, Dr Öcal Necmioğlu (o.necmioğlu@unesco.org), cc Ms Hyeonjeong Jeong, h.jeong@unesco.org no later than 18 April 2025. The links for this online session will be circulated to the registered participants on 28 April 2025.

With reference to IOC Resolution XXIII-13 that established ICG/CARIBE-EWS in 2005, the membership of the ICG/CARIBE-EWS consists of:

- Member States of the IOC from the Caribbean and Adjacent Regions

Chairperson

Yutaka MICHIDA, Prof.
Special Presidential Envoy
for UN Ocean Decade
The University of Tokyo (Atmosphere
and Ocean Research Institute)
Kashiwanoha 5-1-5
2778564 Kashiwa
JAPAN

Vice-Chairpersons

Dr Marie-Alexandrine SICRE
Directrice de Recherche
Centre national de la recherche scientifique
(CNRS)
3 rue Michel Ange
75016 Paris
FRANCE

Dr Nikolay VALCHEV
Director
Institute of Oceanology
Bulgarian Academy of Sciences
40 Parvi May Str.
9000 Varna
BULGARIA

Mr Juan Camilo FORERO HAUZEUR
Executive Secretary
Colombian Ocean Commission (COO)
Avenida Ciudad de Cali No. 51 – 66
Edificio WBC, Oficina 306
111071 Bogotá, D.C.
COLOMBIA

Prof. Amr Zakaria HAMOUDA
President of Marine Hazards Mitigation Center
(MHMC)
National Institute of
Oceanography and Fisheries (NIOF)
Qaitbay, Al-Anfوشي
Alexandria
EGYPT

Executive Secretary

Mr Vidar HELGESEN
Intergovernmental Oceanographic
Commission — UNESCO
7 Place de Fontenoy
75352 Paris Cedex 07 SP
FRANCE

- Observers from other IOC Member States, and
- Invited observers from other organizations (including NGOs), programmes and projects in accordance with the IOC Rules of Procedure

The meeting agenda is technical in nature and delegates should be prepared to participate in the technical discussions. I would also like to remind Member States of the importance of gender balance in our meetings. A copy of the provisional agenda is appended to this letter as Annex 1. The working language of the session is English with passive simultaneous interpretation in French and Spanish. The links for this online session will be provided to your representatives on Monday 28 April 2025, by e-mail.

The deadline for submitting national reports to the ICG/CARIBE-EWS Technical Secretary, Dr Öcal Necmioğlu (o.necmioğlu@unesco.org), preferably in writing, is 18 April 2025 at the latest. A template for national reports is attached hereafter as Annex 3. In this national report, please also specify how national plans and efforts towards improving tsunami resilience will contribute to the objectives of the [UN Ocean Decade Tsunami Programme](#).

At this session, heads of delegations are kindly invited to declare their availability to host the 19th session of the ICG/CARIBE-EWS, scheduled for 2026.

Considering the upcoming elections of the ICG/CARIBE-EWS, and taking into account the IOC Rules of Procedure and its [Guidelines on the working methods for online sessions](#), we invite nominations for the positions of one Chair and three Vice-Chairs, bearing in mind that the current Officers may all stand for re-election. Given that the elections cannot be held online, we call on the ICG Member States to begin discussions so that there are as many candidates as there are positions to be filled. Otherwise, the permanent delegations of the countries represented online will be called upon to vote in the offices of the IOC Secretariat at UNESCO Headquarters in Paris (Office 4.04) from 2 p.m. to 4 p.m. CET on 9 May 2025. Representatives of the Nominations Committee appointed at the start of the ICG session will ensure that the elections run according to the [technical arrangements for the elections](#), with the assistance of the Secretariat. The Chair of the Nominations Committee will announce the results of the vote under item 9.

Candidatures should be sent to the ICG/CARIBE-EWS Technical Secretary, Dr Öcal Necmioğlu (o.necmioğlu@unesco.org) until the second day of the ICG session, i.e. at 20:00 UTC on 6 May 2025, using the nomination forms attached hereafter. Member States will be informed on 7 May 2025 about the nominations received.

Member States' contributions and commitment in the intergovernmental work are also essential to sustain and further develop the Tsunami and Other Coastal Hazards Warning System with the ultimate goal of saving lives across the Caribbean and its Adjacent regions and ensuring that no one is left behind.

With the assurances of my highest consideration, I remain,

Yours sincerely,

[signature]

Vidar Helgesen
Executive Secretary

Enclosures (4): Annex 1: Provisional Agenda and Timetable
Annex 2: Election Procedure and Nomination Forms
Annex 3: Template for National Reports

Eighteenth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE-EWS XVIII)

online

5–7 & 9 May 2025

16:00–19:15 UTC

PROVISIONAL AGENDA

1. WELCOME AND OPENING

1.1. ICG/CARIBE-EWS CHAIR

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. ICG/CARIBE-EWS CHAIR'S REPORT

3.2. ICG/CARIBE-EWS SECRETARIAT REPORT

3.3. REPORT OF THE CARIBBEAN TSUNAMI INFORMATION CENTER (CTIC)

3.4. REPORT OF THE INTERNATIONAL TSUNAMI INFORMATION CENTER - CARIBBEAN OFFICE (ITIC-CAR)

3.5. REPORTS FROM UN AND NON-UN ORGANISATIONS

3.5.1. IOCARIBE

3.5.2. UNDRR

3.5.3. WMO

3.5.4. NCEI/WDS

3.5.5. PRSN

3.5.6. SMART CABLE

3.6. STATUS OF OTHER ICGS

3.6.1. ICG/IOTWMS

3.6.2. ICG/NEAMTWS

3.6.3. ICG/PTWS

3.7. TSUNAMI SERVICES PROVIDER REPORT (PTWC)

3.8. CATAC REPORT

3.9. NATIONAL PROGRESS REPORTS

3.10. REPORT OF CARIBE WAVE 2025

3.11. TSUNAMI READY RECOGNITION PROGRAMME

4. WORKING GROUP PROGRESS REPORTS

- 4.1. WORKING GROUP 1: RISK KNOWLEDGE
- 4.2. WORKING GROUP 2: TSUNAMI DETECTION, ANALYSIS AND FORECASTING
- 4.3. WORKING GROUP 3: TSUNAMI WARNING DISSEMINATION AND COMMUNICATION
- 4.4. WORKING GROUP 4: PREPAREDNESS AND RESPONSE CAPABILITIES

5. POLICY MATTERS

- 5.1. REVIEW OF TOWS-WG-XVIII RECOMMENDATIONS
- 5.2. EXERCISE CARIBE WAVE 2026
- 5.3. CENTRAL AMERICA TSUNAMI ADVISORY CENTER (CATAC)
- 5.4. UN OCEAN DECADE TSUNAMI PROGRAMME (ODTP)

6. PROGRAMME AND BUDGET FOR 2025–2026

7. NEXT SESSIONS

- 7.1. CONFIRMATION OF DATE AND PLACE OF ICG/CARIBE-EWS XIX
- 7.2. TARGET DATE AND VENUE FOR ICG/CARIBE-EWS XX

8. ANY OTHER BUSINESS

9. ELECTIONS

10. ADOPTION OF DECISIONS AND RECOMMENDATIONS

11. CLOSE OF THE SESSION

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION of UNESCO
Eighteenth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System
for the Caribbean and Adjacent Regions (ICG/CARIBE-EWS XVIII)

Online, 5–7 & 9 May 2025

16:00 – 19:15 UTC
(with short break during 17:30 – 17:45 UTC)
(06:00–09:15 HST, 10:00–13:15 CST, 12:00–15:15 AST, 18:00–21:15 CET)

PROVISIONAL TIMETABLE

(All times are shown in UTC)

Hour (UTC)	Monday 5 May 2025	Tuesday 6 May 2025	Wednesday 7 May 2025	Friday 9 May 2025
16:00–19:15*	<p>1. WELCOME AND OPENING 1.1. ICG/CARIBE-EWS Chair (5 min)</p> <p>2. ORGANIZATION OF THE SESSION (16:05) 2.1. Adoption of the Agenda (5 min) 2.2. Designation of the Rapporteur(s) (5 min) 2.3. Conduct of the Session, Timetable and Documentation (5 min)</p> <p>3. REPORTS ON INTERSESSIONAL ACTIVITIES (16:20) 3.1. Chair's Report (10 mins) 3.2. CARIBE-EWS Secretariat Report (10 min) 3.3. Report of CTIC (20 mins) 3.4 Report of the International Tsunami Information Center - Caribbean Office (ITIC-CAR) (20 min) 3.5. Reports from UN and non-UN organizations 3.5.1 IOCARIBE (15 mins) 3.5.2 UNDRR (15 min) 3.5.3 WMO (15 min) 3.5.4 NCEI/WDS (15 min) 3.5.5 PRSN (15 min) 3.5.6 SMART Cable (15 min)</p>	<p>3. REPORTS ON INTERSESSIONAL ACTIVITIES (continued) 3.6. Status of other ICGs 3.6.1 ICG/IOTWMS (10 min) 3.6.2 ICG/NEAMTWS (10 mins) 3.6.3 ICG/PTWS (10 min) 3.7. Tsunami Services Provider Report (PTWC) (20 min) 3.8. CATAC Report (20 min) 3.9. National Progress Reports (60 mins) 3.10 Report of CARIBE WAVE 25 (20 min) 3.11 Tsunami Ready Recognition Programme (20 min) 3.11.1 2nd ICG/CARIBE-EWS Tsunami Ready Summit (10 min)</p>	<p>4. WORKING GROUP PROGRESS REPORTS 4.1. Working Group 1 (20 mins) 4.2. Working Group 2 (20 mins) 4.3. Working Group 3 (20 mins) 4.4. Working Group 4 (20 mins)</p> <p>5. POLICY MATTERS (17:20) 5.1. Review of TOWS-WG-XVIII Recommendations (20 min) 5.2 Exercise CARIBE Wave 2026 (20 mins) 5.3. CATAC (30 min) 5.4. UN Ocean Decade Tsunami Program (20 min)</p> <p>6. PROGRAMME AND BUDGET FOR 2025–2026 (18:50)</p>	<p>7. NEXT SESSIONS 7.1. Confirmation of Date and Place of ICG/CARIBE-EWS XIX (10 min) 7.2. Target Date and Venue for ICG/CARIBE-EWS XX (10 min)</p> <p>8. ANY OTHER BUSINESS (16:20)</p> <p>9. ELECTIONS (16:30)</p> <p>10. ADOPTION OF DECISIONS AND RECOMMENDATIONS (16:45)</p> <p>11. CLOSE OF THE SESSION (18:45)</p>

(with a short break during 17:30 – 17:45 UTC)

Elections of the Officers of the ICG

The Officers of the ICG/CARIBE-EWS, namely one Chairperson and three Vice-chairpersons are elected at each session of the ICG for a mandate of two years.

The Chairperson shall declare the opening and closing of each session, direct the discussions and ensure observance of the [Rules of Procedure](#) of IOC, 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, maintain order and strive to work by consensus (Rule 19.2).

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

The Chairperson and the Vice-chairpersons of a subsidiary body shall not remain in his/her mandate more than two successive terms (Rule 6 and Art. 7.2 of the [IOC Statutes](#)).

Nominations

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

Nominations shall be submitted in writing to the IOC Executive Secretary using **Form A** (Chairperson) or **Form B** (Vice-chairperson) and must reach the Executive Secretary or his representative on the second 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 19.2).

Should voting be necessary, decisions shall be made by a simple majority of the valid votes cast (Technical arrangements 2.20(iv)), by secret ballot.

Current List of ICG/CARIBE-EWS Officers and completed mandates

The current Officers of the ICG/CARIBE-EWS below are eligible for one additional period:

Chair:	Mr Gérard Métayer (Haiti) – elected in April 2023 (1 st term)
Vice-Chair:	Ms Regina Browne (USA) – elected in April 2023 (1 st term)
Vice-Chair:	Mr Anthony Murillo Gutiérrez (Costa Rica) – elected April 2023 (1 st term)
Vice-Chair:	Ms Marie-Noëlle Raveau (France) – elected in April 2023 (1 st term)

**Intergovernmental Coordination Group for the Pacific Tsunami Warning
and Mitigation System (ICG/CARIBE-EWS)**

Biennial Elections

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:

	<i>Seconder 1</i>	<i>Seconder 2</i>
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
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Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System (ICG/CARIBE-EWS)

Biennial Elections

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:

Second 1

Second 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

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Intergovernmental Coordination Group for the Pacific Tsunami Warning and Mitigation System (ICG/CARIBE-EWS)

Biennial Elections

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]

National Reports will be posted to the ICG/CARIBE-EWS session website.

NATIONAL REPORT
Submitted by
TNC of [MEMBER STATE]
[Title, Name, Organization]

BASIC INFORMATION

1. **Tsunami Standard Operating Procedures for a Local Tsunami (when a local tsunami hazard exists)**
2. **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 tsunami bulletins issued by PTWC, NWPTAC, and/or SCSTAC during the intersessional period?
3. **National Sea Level Network**
Please include a table with position and description of stations/sensors, and a map.
4. **Information on Tsunami occurrences**
Please include sea level observations, pictures, wave arrival descriptions, public, media, or other responses to warnings, lessons learned, etc.
5. **Web sites (URLs) of national tsunami-related web sites**
6. **Summary plans of future tsunami warning and mitigation system improvements.**

NATIONAL PROGRAMMES AND ACTIVITIES INFORMATION

7. EXECUTIVE SUMMARY

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

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8. 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: