



IOC Circular Letter No 3037

(Available in English, French and Spanish)

IOC/VH/LI/PW

1 April 2025

To : Official National Coordinating Bodies for liaison with IOCARIBE
UN and Regional Organizations Co-operating with IOCARIBE

C.c. : Officers of IOC and Major IOC Subsidiary Bodies (Scientific, Technical and Regional)
Other 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

Subject: Eighteenth Intergovernmental Session of the IOC Sub-Commission for the Caribbean and Adjacent Regions (SC-IOCARIBE-XVIII, hybrid), 23–25 April 2025 and Technical Science Meeting (22 April 2025, hybrid) Brasilia, Brazil

On behalf of Mr Marck Oduber, IOCARIBE Chairperson, I am pleased to invite you to participate in the eighteenth intergovernmental session of the IOC Sub-Commission for the Caribbean and Adjacent Regions (SC-IOCARIBE-XVIII), and the preceding Technical Science Meeting, both of which will be generously hosted by the Government of Brazil from 22 to 25 April 2025 at the UNESCO Office in Brasilia, Brazil. The meeting will exceptionally be held in hybrid format to allow for greater participation, at the express request of the Bureau of the Sub-Commission, which would like the IOCARIBE session to take place before the IOC Assembly session at the end of June, despite the difficulties encountered in organizing it. In this regard, we are grateful to you for being represented at this session despite the late sending of this invitation. The links for this online session will be provided to your representatives on Monday 15 April 2025 by e-mail.

The agenda for the session attached hereafter focuses on the key issues that require attention, guidance, and collective actions of IOC Member States in the region. It includes a review of the progress made by the Sub-commission and its subsidiary bodies since its last session in 2023. The session is also an opportunity to assess the latest developments of the United Nations Decade of Ocean Science for Sustainable Development (2021–2030) in the region and the implementation of recommendations contained in the document [Building a Roadmap for the implementation of the Ocean Decade in the Tropical Americas and Caribbean \(TAC\) Region](#), launched at the CILAC Forum held in San Andres, Colombia (2–4 December 2024). The session will also formulate the work plan and budget of IOCARIBE for the 2026–2027 biennium and proceed with the election of the Sub-Commission Officers for the next intersessional period.

Chairperson

Dr Yutaka MICHIDA
Professor
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Dr Marie-Alexandrine SICRE
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Director
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Executive Secretary

Mr Vidar HELGESEN
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Considering that IOCARIBE is intergovernmental in nature, the session is primarily open to Member States from the region. Interested countries and regional partner organizations are welcome as Observers. Member States are expected to: (i) nominate their national delegations to the session, taking into account its scientific and technical character; and (ii) propose national commitments for IOC programmes in the region and ensure that adequate resources and means are available to effectively implement the decisions of the IOCARIBE Sub-Commission.

IOCARIBE Member States and Observers are invited to communicate to Ms Lorna Inniss, Head of the IOCARIBE Secretariat at iocaribe@unesco.org the composition of their delegation (i.e. Head of Delegation and representatives) by 7 April 2025. In addition, all participants to the session must register individually on the dedicated online registration platform found in the Ocean expert webpages ([SC-IOCARIBE-XVIII](#)). All SC-IOCARIBE-XVIII participants are invited to register in the same way for the Technical Science Meeting ([Technical Science Meeting](#)), which will be held at the same venue the day before the session opens. The programme of the science meeting 'A Warming Ocean in the Caribbean Region and its various impacts' is available on the same webpage.

The Provisional Agenda (document [IOC/SC-IOCARIBE-XVIII/2.1](#)) and Timetable (document [IOC/SC-IOCARIBE-XVIII/2.4.2](#)) for the session are enclosed hereafter. Further information and documentation for the session are made available on the [SC-IOCARIBE-XVIII](#) webpage.

At this session, the Sub-commission will elect its Officers, namely one Chairperson, and three Vice-Chairpersons. Nominations must reach the Secretariat before 23 April 2025 at 18:00 hours (COT), using the nomination forms in attachments. Nominations can be sent in advance to the IOCARIBE Secretariat, c/o Ms Lorna Inniss, at iocaribe@unesco.org.

Yours sincerely,

[signature]

Vidar Helgesen
Executive Secretary

Enclosures (3): Provisional Agenda
 Provisional Timetable
 Information on IOCARIBE elections and nomination forms

1/ IOCARIBE-XVIII Provisional Agenda (IOC/SC-IOCARIBE-XVIII/2.1)

Restricted Distribution

IOC/SC-IOCARIBE-XVIII/2.1
Brasilia, 21 March 2025
Original: English



**INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(Of UNESCO)
EIGHTEENTH INTERGOVERNMENTAL SESSION
OF THE UNESCO-IOC SUB-COMMISSION FOR THE CARIBBEAN
AND ADJACENT REGIONS (IOCARIBE-XVIII)
(Brasilia, 23–25 April 2025)**

PROVISIONAL AGENDA

- 1. OPENING**
- 2. ORGANIZATION OF THE SESSION**
 - 2.1. ADOPTION OF THE AGENDA
 - 2.2. DESIGNATION OF THE RAPPORTEUR FOR THE SESSION
 - 2.3. ESTABLISHMENT OF SESSIONAL COMMITTEES AND WORKING GROUPS
 - 2.4. INTRODUCTION OF DOCUMENTATION AND TIMETABLE
- 3. IOCARIBE MATTERS AND REPORTS**
 - 3.1. STATEMENT OF THE CHAIRPERSON
 - 3.2. IOCARIBE SECRETARY'S REPORT ON THE WORK ACCOMPLISHED SINCE SEVENTEENTH SESSION AND BUDGET IMPLEMENTATION
- 4. STRATEGIC DEVELOPMENT**
 - 4.1. SESSION ON IOC AND THE FUTURE OF THE OCEAN
 - 4.2. IOC MEDIUM TERM STRATEGY 2022–2029
 - 4.3. DRAFT STRATEGY ON SUSTAINABLE OCEAN PLANNING AND MANAGEMENT
 - 4.4. DRAFT IMPLEMENTATION PLAN FOR IOC CAPACITY DEVELOPMENT STRATEGY
- 5. IOCARIBE CONTRIBUTION TO UN DECADE OF OCEAN SCIENCE FOR SUSTAINABLE DEVELOPMENT (2021–2030)**
 - 5.1. UN OCEAN DECADE: GLOBAL UPDATE
 - 5.2. UN OCEAN DECADE REGIONAL IMPLEMENTATION
 - 5.2.1. Task Force for the TAC Region
 - 5.2.2. Roadmap for implementation in the Tropical Americas and Caribbean Region
 - 5.2.3. UN Ocean Decade Coordination Office for the Task Force for the TAC Region update

6. REVIEW OF REGIONAL PROGRAMMES, PROJECTS, WORKING GROUPS AND FUTURE DIRECTIONS

6.1. OCEAN RESEARCH

6.1.1. Harmful algal blooms (HAB/ANCA)

6.1.1. Ocean acidification

6.2. OBSERVATIONS, SERVICES, DATA AND INFORMATION, AND EARLY WARNING SYSTEMS

6.2.1. IOCARIBE GOOS

6.2.2. International Oceanographic Data and Information Exchange (IODE)

6.2.3. ICG CARIBE EWS

6.3. CAPACITY DEVELOPMENT AND GOVERNANCE

6.3.1. PROCARIBE+ and the Regional Ocean Coordination Mechanism (OCM)

6.3.2. Marine Spatial Planning

6.3.3. Sargassum

6.3.4. Deep Sea and Areas Beyond National Jurisdiction (ABNJ)

7. INSTITUTIONAL FRAMEWORK

7.1. STATUS OF COOPERATION WITH OTHER ORGANIZATIONS

7.1.1. Agreement with the Georgia Aquarium

7.1.2. MoU with GEO Blue Planet

7.1.3. MoU with One Ocean Hub

8. ADMINISTRATION AND MANAGEMENT

8.1. REPORT BY IOC ON THE PROGRAMME AND BUDGET FOR NEW BIENNIUM (2026–2027)

8.2. ELECTIONS OF THE BOARD OF OFFICERS OF THE SUB-COMMISSION

8.2.1. Election of the Chairperson of the Sub-Commission

8.2.2. Election of the Vice-Chairpersons of the Sub-Commission

8.3. DATES AND PLACE OF THE NINETEENTH SESSION OF THE SUB-COMMISSION

9. OTHER MATTERS

10. ADOPTION OF DECISIONS AND RECOMMENDATIONS

11. CLOSURE

PROVISIONAL TIMETABLE

TUESDAY, APRIL 22	WEDNESDAY, APRIL 23	THURSDAY, APRIL 24	FRIDAY, APRIL 25
REGISTRATION	REGISTRATION	FINANCIAL COMMITTEE MEETING (BUDGET & PROGRAMME)	RECOMMENDATIONS COMMITTEE MEETING
TECHNICAL SCIENCE MEETING	1. OPENING 2. ORGANIZATION OF THE SESSION 2.1. ADOPTION OF THE AGENDA 2.2. DESIGNATION OF THE RAPPORTEUR FOR THE SESSION 2.3. ESTABLISHMENT OF SESSIONAL COMMITTEES AND WORKING GROUPS 2.4. INTRODUCTION OF DOCUMENTATION AND TIMETABLE 3. IOCARIBE MATTERS AND REPORTS 3.1. STATEMENT OF THE CHAIRPERSON 3.2. IOCARIBE SECRETARY'S REPORT ON THE WORK ACCOMPLISHED SINCE SEVENTEENTH SESSION AND BUDGET IMPLEMENTATION	6. REVIEW OF REGIONAL PROGRAMMES, PROJECTS, WORKING GROUPS AND FUTURE DIRECTIONS 6.1. OCEAN RESEARCH 6.1.1. Harmful algal blooms (HAB/ANCA) 6.1.2. Ocean acidification 6.2. OBSERVATIONS, SERVICES, DATA AND INFORMATION, AND EARLY WARNING SYSTEMS 6.2.1. IOCARIBE GOOS	8. ADMINISTRATION AND MANAGEMENT 8.1. REPORT BY IOC ON THE PROGRAMME AND BUDGET FOR NEW BIENNIUM (2026-2027) 8.2. ELECTIONS OF THE BOARD OF OFFICERS OF THE SUB-COMMISSION 8.2.1. Election of the Chairperson of the Sub-Commission 8.2.2. Election of the Vice-Chairpersons of the Sub-Commission 8.3. DATES AND PLACE OF THE NINETEENTH SESSION OF THE SUB-COMMISSION
COFFEE BREAK	COFFEE BREAK / GROUP PHOTO	COFFEE BREAK	COFFEE BREAK
TECHNICAL SCIENCE MEETING	4. STRATEGIC DEVELOPMENT 4.1. SESSION ON IOC AND THE FUTURE OF THE OCEAN	6.2.2. International Oceanographic Data and Information Exchange (IODE) 6.2.3. ICG CARIBE EWS 6.3. CAPACITY DEVELOPMENT AND GOVERNANCE 6.3.1. PROCARIBE+ and the Regional Ocean Coordination Mechanism (OCM)	9. OTHER MATTERS 10. ADOPTION OF DECISIONS AND RECOMMENDATIONS
LUNCH	LUNCH	LUNCH	LUNCH
TECHNICAL SCIENCE MEETING	4.2. IOC MEDIUM TERM STRATEGY 2022–2029 4.3. DRAFT STRATEGY ON SUSTAINABLE OCEAN PLANNING AND MANAGEMENT 4.4. DRAFT IMPLEMENTATION PLAN FOR IOC CAPACITY DEVELOPMENT STRATEGY 5. IOCARIBE CONTRIBUTION TO UN DECADE OF OCEAN SCIENCE FOR SUSTAINABLE DEVELOPMENT (2021–2030) 5.1. UN OCEAN DECADE: GLOBAL UPDATE	6.3.2. Marine Spatial Planning 6.3.3. Sargassum 6.3.4. Deep Sea and Areas Beyond National Jurisdiction (ABNJ) 7. INSTITUTIONAL FRAMEWORK 7.1. STATUS OF COOPERATION WITH OTHER ORGANIZATIONS 7.1.1. Agreement with the Georgia Aquarium	10. ADOPTION OF DECISIONS AND RECOMMENDATIONS 11. CLOSURE
COFFEE BREAK	COFFEE BREAK	COFFEE BREAK	COFFEE BREAK
BOARD OF OFFICERS PREPARATORY MEETING	5.2. UN OCEAN DECADE REGIONAL IMPLEMENTATION 5.2.1. Task Force for the TAC Region 5.2.2. Roadmap for implementation in the Tropical Americas and Caribbean Region 5.2.3. UN Ocean Decade Coordination Office for the Task Force for the TAC Region update	7.1.2. MoU with GEO Blue Planet 7.1.3. MoU with One Ocean Hub	
	CLOSING NOMINATIONS FOR OFFICERS	PREPARATION OF DECISIONS & RECOMMENDATIONS	

3/ ELECTIONS FOR THE MEMBERS OF THE IOCARIBE BOARD OF OFFICERS

At its Eighteenth Intergovernmental Session, the IOC Sub-Commission for the Caribbean and Adjacent Regions (SC-IOCARIBE-XVIII, April 23–25, 2025), shall elect the Members of the IOCARIBE Board of Officers, namely, one Chairperson and three Vice-chairpersons, for the term 2025–2027.

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.

The Vice-chairpersons assist the Chairperson in his/her functions and substitute him/her where and when 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). The mandate of an Officer shall commence at the end of the IOCARIBE session during which the Officer has been elected and expire at the end of the next IOCARIBE session (usually two years in accordance with Article 7.A2 of the IOC Statutes).

Current composition of the IOCARIBE Board of Officers

Chairperson:	Mr. Marck Oduber (Aruba) <i>(candidate for re-election)</i>	1st term
Vice-chairpersons:	Mr. John V. Cortinas (2021) (United States of America)	2nd term
	Mr. Roberto de Pinho (Brazil) <i>(candidate for re-election)</i>	1st term
	Ms. Soraya J. Silva (Venezuela) <i>(candidate for re-election)</i>	1st term

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 SC-IOCARIBE-XVIII Session, or through the IOC/IOCARIBE Focal Point in the Member State or the Permanent Delegation to UNESCO.

Nominations shall be submitted in writing to the IOCARIBE Secretary using the standard **Form A** (Chairperson) or **Form B** (Vice-chairpersons) and must reach the Executive Secretary or his representative on the first day of the meeting by close of business (i.e. 23 April 2025 at 18:00 hrs for this session).

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 IOCARIBE Sub-Commission other than the nominating Member State. Nominations should be called for in advance of each IOCARIBE Session and the closing time for acceptance of nominations shall be two full working days before the date of elections.

Elections

The IOC general practice is working and deciding by consensus. Should voting be necessary, decisions shall be made by a simple majority of the members present and voting, by secret ballot.

IOC SUBCOMMISSION FOR THE CARIBBEAN AND ADJACENT REGIONS (SC-IOCARIBE)

**EIGHTEENTH INTERGOVERNMENTAL SESSION OF THE UNESCO-IOC SUB- COMMISSION
FOR THE CARIBBEAN AND ADJACENT REGIONS (IOCARIBE-XVIII)**

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 IOCARIBE Sub-Commission and, if elected, to take an active part in the work of it.

Signature of the Nominee:

.....

Seconders 1

Seconders 2

Member State of the
IOCARIBE Sub-Commission

Name in capitals

Position

Signature

Date sent to the IOC Secretariat Date and time received by the IOC Secretariat

IOC SUBCOMMISSION FOR THE CARIBBEAN AND ADJACENT REGIONS (SC-IOCARIBE)

**EIGHTEENTH INTERGOVERNMENTAL SESSION OF THE UNESCO-IOC SUB- COMMISSION
FOR THE CARIBBEAN AND ADJACENT REGIONS (IOCARIBE-XVIII)**

Biennial Elections for Vice-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 Chairperson of the IOCARIBE Sub-Commission 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
IOCARIBE Sub-Commission

Name in capitals

Position

Signature

Date sent to the IOC Secretariat Date and time received by the IOC Secretariat

IOC SUBCOMMISSION FOR THE CARIBBEAN AND ADJACENT REGIONS (SC-IOCARIBE)

**EIGHTEENTH INTERGOVERNMENTAL SESSION OF THE UNESCO-IOC SUB- COMMISSION
FOR THE CARIBBEAN AND ADJACENT REGIONS (IOCARIBE-XVIII)**

Biennial Elections for Members of the IOCARIBE Board of Officers

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]