



INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION  
COMMISSION OCÉANOGRAPHIQUE INTERGOUVERNEMENTALE  
COMISIÓN OCEANOGRÁFICA INTERGUBERNAMENTAL  
МЕЖПРАВИТЕЛЬСТВЕННАЯ ОКЕАНОГРАФИЧЕСКАЯ КОМИССИЯ  
اللجنة الدولية الحكومية لعلوم المحيطات  
政府间海洋学委员会

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**IOC Circular Letter No.2833**  
(Available in English and Spanish)

IOC/VR/BA/eb  
8 March 2021

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

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

**Subject: Invitation to the Fifteenth 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-XV), 27–29 April 2021 (online)**

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 fifteenth session through online meetings on 27–29 April 2021.

The ICG/CARIBE-EWS Officers and heads of working groups decided, at their meeting on 25 January 2021, to hold the ICG/CARIBE EWS-XV session online to enable continuity of the ICG governing process with a limited agenda while the Covid-19 pandemic has made it difficult to hold presentational sessions in 2020 and 2021.

On behalf of Dr Silvia Chacón Barrantes, Chairperson of ICG/CARIBE-EWS, I am pleased to invite you to designate representatives to ICG/CARIBE EWS-XV and to register their names, positions and contact details directly on the session website at [http://www.ioc-tsunami.org/index.php?option=com\\_oie&task=viewEventRecord&eventID=2987](http://www.ioc-tsunami.org/index.php?option=com_oie&task=viewEventRecord&eventID=2987) no later than 26 March 2021. If you have questions about registration, please contact the ICG/CARIBE-EWS Secretary, Bernardo Aliaga, at [b.aliaga@unesco.org](mailto:b.aliaga@unesco.org).

**Chairperson**

Mr Ariel Hernan TROISI  
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**Vice-Chairpersons**

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

- Member States of the IOC from the Caribbean and Adjacent Regions
- 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. Both the Provisional Agenda and Timetable are appended hereafter. The working languages of the meeting will be English, French and Spanish.

The deadline for submitting national reports/working group progress reports to the ICG Secretary, preferably in writing, is 13 April 2021 at the latest using the template attached hereafter as Annex 3.

The general documentation and information for the meeting will be posted and updated at [http://www.ioc-tsunami.org/index.php?option=com\\_oe&task=viewEventRecord&eventID=2987](http://www.ioc-tsunami.org/index.php?option=com_oe&task=viewEventRecord&eventID=2987) as they become available. Additional logistic details for the meeting will be shared by email on 27 March 2021 with those who will have registered.

With the assurance of my highest consideration, I remain,

Yours sincerely,

*[signed]*

Vladimir Ryabinin  
Executive Secretary

Enclosures (3):

Provisional Agenda  
Provisional Timetable  
Template for national reports

**Fifteenth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions**

**(ICG/CARIBE EWS-XV)**

Online 14:00-16:00 UTC  
27–29 April 2021

**PROVISIONAL AGENDA**

**1. WELCOME AND OPENING**

- 1.1. OPENING BY THE ICG/CARIBE-EWS CHAIRPERSON
- 1.2. WELCOME ADDRESS BY INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO REPRESENTATIVE

**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. CHAIRPERSON'S REPORT
- 3.2. ICG/CARIBE-EWS SECRETARIAT REPORT
- 3.3. REPORT OF THE CARIBBEAN TSUNAMI INFORMATION CENTER (CTIC)
- 3.4. REPORTS FROM UN AND NON-UN ORGANISATIONS (WORLD TSUNAMI AWARENESS DAY-WTAD)
- 3.5. STATUS OF OTHER ICGs
- 3.6. TSUNAMI SERVICES PROVIDER REPORT (PTWC)
- 3.7. REPORT OF THE CENTRAL AMERICA TSUNAMI ADVISORY CENTER (CATAC)
- 3.8. REPORT ON CARIBE WAVE 2021

**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. POLICY MATTERS**

- 5.1. PREPARATION OF EXERCISE CARIBE WAVE 2022
- 5.2. REPORT OF THE TASK TEAM ON TSUNAMI READY PROGRAMME
- 5.3. REPORT OF THE TASK TEAM ON TSUNAMI PROCEDURES FOR VOLCANIC CRISES
- 5.4. REPORT OF THE TASK TEAM ON TSUNAMI EVACUATION MAPPING

5.5. REPORT ON UN DECADE OF OCEAN SCIENCE FOR SUSTAINABLE DEVELOPMENT

**6. PROGRAMME AND BUDGET FOR 2021–2022**

**7. NEXT SESSIONS**

7.1. CONFIRMATION OF DATE AND PLACE OF ICG/CARIBE EWS-XVI

7.2. TARGET DATE FOR ICG/CARIBE EWS-XVII

**8. ANY OTHER BUSINESS**

**9. ADOPTION OF DECISIONS AND RECOMMENDATIONS**

**10. CLOSE OF THE SESSION**

**Fifteenth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions  
(ICG/CARIBE EWS-XV)  
Online 14:00-16:00 UTC  
27–29 April 2021**

**PROVISIONAL TIMETABLE**

<b>Hour</b>	<b>Tuesday, 27 April 2021</b>	<b>Wednesday, 28 April 2021</b>	<b>Thursday, 29 April 2021</b>
14.00-15.00	<p><b>1. WELCOME AND OPENING</b> 1.1 Silvia Chacón-Barrantes ICG/CARIBE-EWS Chair (5 min) 1.2 Welcome Address by IOC Executive Secretary (10 min)</p> <p><b>2. ORGANIZATION OF THE SESSION (5 min)</b> 2.1 Adoption of the Agenda 2.2 Designation of the Rapporteur(s) 2.3 Conduct of Session, Timetable and Documentation</p> <p><b>3. REPORTS ON INTERSESSIONAL ACTIVITIES</b> 3.1. Chair's Report (10 min) 3.2. CARIBE-EWS Secretariat Report (15 min) 3.3. Report of CTIC (15 min)</p>	<p><b>4. WORKING GROUP PROGRESS REPORTS</b> 4.1 Working group 1 (15 min) 4.2 Working group 2 (15 min) 4.3 Working group 3 (15 min) 4.4 Working group 4 (15 min)</p>	<p>5.5 UN decade for Ocean Science for Sustainable development (40 min)</p> <p><b>6.PROGR. &amp; BUDGET FOR 2021-2022 (10 min)</b></p> <p><b>7. NEXT SESSIONS (10 MIN)</b> 7.1 DATES/ PLACE OF ICG/CARIBE EWS-XVI 7.2 TARGET DATES FOR ICG/CARIBE EWS-XVII</p>
15.00 - 16.00	<p>3.4. Reports from UN and non-UN organizations (WTAD) (10 min) 3.5. Status of other ICGs (10 min) 3.6. Tsunami services Provider Report (PTWC) (15 min) 3.7. Report of CATAC (5 min) 3.8. Report on CaribeWave 2021 (15 min)</p>	<p><b>5. POLICY MATTERS</b> 5.1. Exercise Caribe Wave 2022 (15 min) 5.2. Report of The Task Team on Tsunami Ready Programme (15 min) 5.3. Report of The Task Team on Tsunami Procedures for Volcanic Crises (15 min) 5.4. Report of the Task Team on Tsunami Evacuation Mapping (15 min)</p>	<p><b>8. ANY OTHER BUSINESS (10 min)</b></p> <p><b>9. ADOPTION OF DECISIONS AND RECOMMENDATIONS (30 min)</b></p> <p><b>10. CLOSE OF THE SESSION (10 min)</b></p>
Time to be confirmed	<p><b>INTRASESSIONAL WG ON COVID 19 CHALLENGES FOR ICG/CARIBE EWS</b></p>		

ANNEX 3: TEMPLATE FOR NATIONAL REPORTS

National Reports will be posted to the ICG/CARIBE EWS-XV website without TWFP contact details

**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 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)*

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**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.*

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