IOC Circular Letter No. 2575
(Available in English only)

To: ICG/CARIBE-EWS Tsunami Warning Focal Points (TWFP)
ICG/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
IOC Officers
Permanent Observers to ICG/CARIBE-EWS
Director PTWC
Director US NTWC
UNESCO Offices in La Habana, Kingston, San José and Guatemala

Subject: Invitation to the Tenth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-X), Philipsburg, Sint Maarten, 19–21 May 2015

The IOC Assembly at its Twenty-third Session 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 it (ICG/CARIBE-EWS). In this connection, I am pleased to invite you to nominate a delegation to attend the Tenth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-X), Philipsburg, Sint Maarten, 19–21 May 2015. Please communicate the names and positions of your representatives to the Executive Secretary of IOC, Mr Vladimir Ryabinin, and register their details directly on the session website http://www.ioc-tsunami.org/caribex no later than 24 April 2015. For queries about registration please contact the ICG/CARIBE-EWS Secretariat at cartws@unesco.org.

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,

.../...

Chairperson
Dr Sang-Kyung BYUN
Principal Research Scientist
Climate Change & Coastal Disaster Research Dept.
Korea Institute of Ocean Science and Technology (KIOST)
787 Haeanlo
Ansan 426-744
REPUBLIC OF KOREA

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

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

Dr Atanas PALAZOV
Director, Institute of Oceanology — Varna Bulgarian Academy of Sciences
P.O. Box 152
Varna 9000
BULGARIA

Capt. Frederico Antonio SARAIVA
Directorate of Hydrography and Navigation
Rue Barão de Jacequeal, s/nº
Ponta da Armação
Niterói, Rio de Janeiro
CEP 24.048.900
BRAZIL

Prof. Yutaka MICHIDA
University of Tokyo
Member of National Committee for IOC
Kashinoha 5-1-5
Kashiwa 277-8564
Chiba
JAPAN

Prof. Adoté Blim BLIVI
Chef de Recherche
Head of CGILE
Ministère de l’Enseignement Supérieur et de la Recherche
University of Lomé, B.P. 1515
Lomé 228
TOGO
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 30 April 2015.

The venue of the meeting is Sonesta Maho Beach Resort & Casino where a block of rooms have been pre-reserved for ICG participants. Reservations procedures and features about the meeting venue are attached to this invitation. Other options for hotel booking close to the venue will be provided through the session website http://www.ioc-tsunami.org/caribex.

With the assurances of my highest consideration, I remain,

Yours sincerely,

[signed]

Vladimir Ryabinin
Executive Secretary, IOC

Enclosures: (4)

Provisional Agenda
Provisional Timetable
Template for national reports
All Inclusive Quote – Sonesta Maho Beach
Tenth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS-X)

Philipsburg, Sint Maarten

19–21 May 2015

PROVISIONAL AGENDA

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

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. CHAIR’S REPORT
   3.3. CARIBE-EWS SECRETARIAT REPORT
   3.4. REPORT OF THE CARIBBEAN TSUNAMI INFORMATION CENTER (CTIC)
   3.5. REPORTS FROM UN AND NON-UN ORGANISATIONS
      3.5.1. UNDP
      3.5.2. CDEMA
      3.5.3. CEPREDENAC
      3.5.4. UWI SEISMIC RESEARCH CENTER
      3.5.5. PRSN
   3.6. STATUS OF OTHER ICGs
   3.7. NATIONAL PROGRESS REPORTS
   3.8. INTERIM ADVISORY SERVICES REPORT (PTWC)
   3.9. REPORT OF CARIBE WAVE 2015

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
   5.1. TBD SINT MAARTEN
   5.2. TSUNAMI WARNING AND PREPAREDNESS IN ST MARTIN (FRANCE)

6. POLICY MATTERS
   6.1. REPORT OF THE TASK TEAM ON TSUNAMI SERVICES
   6.2. EXERCISE CARIBE WAVE 2016
   6.3. PTWC ENHANCED PRODUCTS FOR CARIBE-EWS
   6.4. REPORT OF THE TASK TEAM ON TSUNAMI RECOGNITION PROGRAMME
   6.5. CENTRAL AMERICA TSUNAMI WARNING CENTER (CATAC)

7. PROGRAMME AND BUDGET FOR 2016–2017 (UPDATE)

8. NEXT SESSIONS
   8.1. CONFIRMATION OF DATE AND PLACE OF ICG/CARIBE EWS-XI
   8.2. TARGET DATE FOR ICG/CARIBE EWS-XII

9. ANY OTHER BUSINESS

10. ADOPTION OF DECISIONS AND RECOMMENDATIONS

11. CLOSE OF THE SESSION
## INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

Tenth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions
(ICG/CARIBE EWS-X)
Philipsburg, Sint Maarten 19–21 May 2015

### PROVISIONAL TIMETABLE

<table>
<thead>
<tr>
<th>Hour</th>
<th>Tuesday 19 May</th>
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<th>Wednesday 20 May</th>
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<th>Thursday 21 May</th>
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<tbody>
<tr>
<td>8.00</td>
<td>Registration, logistics</td>
<td>8.00</td>
<td>INTRA-SESSION-WORKING GROUPS</td>
<td>9.00</td>
<td>REPORT INTRASESSIONnal WGs</td>
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<td>9.00</td>
<td>1. WELCOME AND OPENING</td>
<td>9.00</td>
<td>4. WORKING GROUP PROGRESS REPORTS</td>
<td>9.00</td>
<td>7. PROGR. &amp; BUDGET for 2016–2017</td>
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<td>4.1 Working group 1</td>
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<td>8. NEXT SESSIONS</td>
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<td>Christa von Hillebrandt-Andrade, ICG/CARIBE EWS Chair</td>
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<td>4.2 Working group 2</td>
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<td>8.1 Dates/ place of ICG/CARIBE EWS-Xi</td>
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<td>Welcome Address by National authorities</td>
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<td>4.3 Working group 3</td>
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<td>8.2 Target dates for ICG/CARIBE EWS-XII</td>
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<td>4.4 Working group 4</td>
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<td>10:00</td>
<td>COFFEE BREAK + Group Photo</td>
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<td>COFFEE BREAK</td>
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<td>ANY OTHER BUSINESS</td>
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<td>2. ORGANIZATION OF THE SESSION</td>
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<td>6. POLICY MATTERS</td>
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<td>2.1 Adoption of the Agenda</td>
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<td>6.1. REPORT OF THE TASK TEAM ON TSUNAMI SERVICES</td>
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<td>6.2. EXERCISE CARIBE WAVE 2016</td>
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<td>10. ADOPTION OF DECISIONS AND RECOMMENDATIONS</td>
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<td>6.3. PTWC ENHANCED PRODUCTS FOR CARIBE EWS</td>
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<td>LUNCH BREAK (continued)</td>
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<td>16.00</td>
<td>3.5 Reports from UN &amp; non UN organisations</td>
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<td>3.6 Status of other ICGs</td>
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<td>16.30</td>
<td>3.7 National Progress Reports</td>
<td>16:30</td>
<td>5. SPECIAL INVITED LECTURES: COMMUNITY-BASED TSUNAMI WARNING SYSTEM</td>
<td>16.30</td>
<td>12. CLOSE OF THE SESSION</td>
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<td>18.00</td>
<td>3.8 Interim Advisory Services Report (PTWC)</td>
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<td>3.9 Report of CARIBE WAVE 15</td>
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<td>19.30</td>
<td>Welcome Dinner</td>
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NAME of the report:

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)  
    …………………………….  
    ……………………………………….  
    ………………………………………………………  
    ………………………………………………………………………  
    ………………………………………………………………………………….
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: .................................
Dear : Mr  Paul Martens

July 5, 2014

Thank you for your interest in the Sonesta Maho Beach Resort & Casino, the largest limitless all-inclusive resort located on the Dutch side of St. Maarten. We are pleased to propose the following All Inclusive group rates. Please be aware that we are not holding space for your group.

GROUP DATES: May 18th -22nd, 2015
Number of nights: 4 Nights
Number of rooms: 60 (approx)
Number of guests: 60 (approx)
Company name: UNESCO

ROOM CATEGORY & RATES: SINGLE DOUBLE EXTRA PAX
Premier Island View $185.00 $125.00 $

NOTES:
Rates are per person, per night, all inclusive
Rates are Non - Commissionable

CHILDREN ALL INCLUSIVE:
Children five years old or younger are free of charge. Children six to twelve years old are $45 per child per night. Children 13 years old and over are considered as adult.

Concessions & Amenities: • Rum Punch or Fruit Punch upon arrival.
• Group rates valid three days pre & post of contracted group dates.
• Private group check-In
• Personalized group coordinator services
• Every 21st adult free** based on double occupancy (**Maximum of three per group)

Porterage: • $8.00 per person (includes Bellman)

Meet & Greet Transfers: • $18.00 per person meet & greet round trip transfer – OPTIONAL (Please advise if required)

Meeting Spaces: • Meeting space rental fees charges depend on type of event and group size.
• Banquets menu and audio visual rental list attached

Health Club & Spa: • The Serenity Spa & fitness center

Shopping: • The Maho Plaza has over 20 boutiques with duty free prices or for off property shopping the capital cities of Marigot (French Side) and Philipsburg offer a variety of shopping options

Group Activity • Group activities may be arranged.
LIMITLESS ALL INCLUSIVE FEATURES THE FOLLOWING:

- All hotel taxes, utility and service fees
- Champaign check in
- Full breakfast, lunch, dinner, snacks and drinks each day at a choice of five restaurants and five bars no reservations required
- Weekly beach party dinner
- Weekly managers cocktail party
- In-room mini-fridge refreshed daily with soft drinks, bottled water (and for premier categories and higher, select spirits and beer)
- Guest day pass to Sonesta Great Bay Beach Resort, Casino & Spa (adults only) with complimentary use of the resorts facilities and all-inclusive meals and drinks program
- Daytime activities including water aerobics, pool toys, use of snorkeling equipment, four tennis courts, beach volleyball, ping pong, pool tables
- Nightly theme parties and live entertainment
- Use of the fitness center and sauna
- Nightly outdoor movies for kids and adults
- Activity program for children, kids club
- Free WiFi in lobby (free WiFi in guest rooms coming September 2014)
- 15% Off on Serenity Spa**

** Spa discount only applies to treatments of 50 minutes and over. The discount does not apply to packages, promotions, and specials, salon, waxing services or retail and cannot be combined with additional discounts.

RESORT OVERVIEW:

The Sonesta Maho Beach Resort & Casino, with its limitless all-inclusive meals, drinks, Kids Club and scheduled activities program, is a “destination within a destination,” offering exciting nightlife, a variety of accommodations and first-rate amenities for singles, couples, families and groups. The property is conveniently located on the island’s southwest shore just few minutes from the airport, in the center of Maho Village and features a large pool area with swim-up pool bar, cascading waterfalls, a kids pool, five restaurants and five bars, Serenity Spa, Logo Shop, a tour desk, fitness center, four tennis courts, Casino Royale, nightclub, oceanfront wedding gazebo and more than 24,000 square feet of meeting space. A Splash Pad and Adults' Jacuzzi**

**Coming Fall 2014
ACCOMMODATIONS:

All 395 guest rooms and suites all featuring the following signature amenities:
- Private balcony with table and chairs
- Flat screen TV with US & international satellite channels
- Direct dial telephone system
- Air-conditioning
- Iron and ironing board
- Mini-fridge with water, beer and sodas
- Coffee maker with coffee and tea
- In-room safe
- Radio/alarm clock
- Hair dryer
- Luxury bath amenities
- One king or two double beds
- Free wireless internet**

**As of September 2014

ABOUT THE ISLAND:

To visit St. Maarten you need to "Bring your Appetite for Life". Here refined European flair mingles with the tastes of the Caribbean. The island boasts 400 fine restaurants and bistros, 14 casinos, and never-ending duty free boutiques for shopping. You will also find 37 pristine beaches that lie ready to help you shed your winter skin or bronze the skin you are in, also known as “37 Ways to a Beautiful Tan!”

St. Maarten is known for its friendly people, great beaches, duty free shopping, fine restaurants, safety and sophistication that come along with the French and Dutch influence. It is the only Caribbean island shared peacefully by two nations, where the French “joie de vivre” has been mixing graciously with Dutch hospitality for 350 years.

We believe the Sonesta Maho Beach Resort & Casino is an excellent choice for your group. I’ll be in touch shortly to discuss our proposal, but if you have any questions or need more information before then, please contact me at 800-223-0757.

Best regards,

Mr Bernard Hunt
Sales Director St.Maarten
Sonesta Resorts St. Maarten
Email: bhunt@mahobeach.com
Tel: 721.545.2115 Ext. 4110
Toll Free: 1.800.223.0757