IOC Circular Letter No 2757
(Available in English and Spanish)
IOC/VR/TA/BA
05 March 2019

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 ICG/CARIBE-EWS
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 Fourteenth 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-XIV), Punta Leona, Costa Rica, 8–11 April 2019

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 14th session in Punta Leona, in Puntarenas province, Costa Rica, 8–11 April 2019.

On behalf of Dr Silvia Chacon Barrantes, Chairperson of ICG/CARIBE-EWS, I am pleased to invite you to designate representatives to ICG/CARIBE-EWS-XIV and to register their names, positions and contact details directly on the session website at http://www.ioc-tsunami.org/caribexiv no later than 30 March 2019. If you have questions about registration please contact the ICG/CARIBE-EWS Secretary, Bernardo Aliaga at b.aliaga@unesco.org.

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

Chairperson
Prof. Peter M. HAUGAN
Research Director II, Institute of Marine Research/Geophysical Institute
University of Bergen
P.O. Box 1870 Nordnes
5817 Bergen
NORWAY

Vice-Chairpersons
Ms Monika BREUCH-MORITZ
c/o Secretariat of German IOC Section
Federal Maritime and Hydrographic Agency (BSH)
Bernhard-Nocht-Str. 78
20359 Hamburg
GERMANY

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. Montes de Oca 2124
C1270ABV Buenos Aires
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Department of Marine and Coastal Resources
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Laksi
12010 Bangkok
THAILAND

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

Dr Ashley S. JOHNSON
Director, Oceans Research
Department of Environmental Affairs
Foretrust Building
Martin Hammerschlagt Way
Foreshore
SW Cape 8012 Cape Town
SOUTH AFRICA
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. Copies of the Provisional Agenda and Timetable are appended to this invitation as Annex 1 and 2. The working languages of the meeting will be English and Spanish.

The deadline for submitting national reports to the ICG Secretary, preferably in writing, is 15 March at the latest. In this document, the presentation of national plans and efforts towards improving the tsunami warning and mitigation system will contribute to the development of the CARIBE-EWS global Implementation Plan. A template for national reports is attached hereafter as Annex 3.

The organizers have reserved rooms at negotiated rate at the Punta Leona Hotel www.hotelpuntaleona.com: Single Occupancy All-Inclusive at US$ 147.50 per night. This rate is a special offer for the ICG participants and is valid only by direct phone booking with the hotel until 7 March. Note that this rate is not available on the hotel website. For more information refer to the Logistic Note attached.

Delegates will be provided with free ground transportation between the International Airport Juan Santamaria at San José and the hotel (app. 1h15). If you want to benefit of this service, you should send your flight itinerary to the organizing committee, c/o silviach@una.ac.cr and jme@una.ac.cr before 21 March.

The general documentation and information for the meeting will be posted and updated at http://www.ioc-tsunami.org/caribexiv as they become available. As is customary for intergovernmental meetings, participants are required to secure their own financial support to attend the session.

Yours sincerely,

[signed]

Vladimir Ryabinin
Executive Secretary

Enclosures (4):
Annex 1: Provisional Agenda and Timetable
Annex 2: Provisional Timetable
Annex 3: Template for national reports
Annex 4: Logistic Note
ANNEX 1: Provisional Agenda

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

Punta Leona, Costa Rica

8–11 April 2019

PROVISIONAL AGENDA

1. WELCOME AND OPENING
   1.1. DR SILVIA CHACON-BARRANTES, ICG/CARIBE-EWS CHAIR
   1.2. WELCOME BY INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO
   1.3. WELCOME BY THE HOST 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. 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 (WORLD TSUNAMI AWARENESS DAY-WTAD)
   3.5. STATUS OF OTHER ICGs
   3.6. NATIONAL PROGRESS REPORTS
   3.7. TSUNAMI SERVICES PROVIDER REPORT (PTWC)
   3.8. REPORT OF CARIBE WAVE 2019

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 AND OTHER COASTAL HAZARDS WARNING SYSTEM -
   5.1. COSTA RICA PRESENTATION ON COMMUNITY PREPAREDNESS
   5.2. DIPECHO CENTRAL AMERICA TSUNAMI PREPAREDNESS EXPERIENCES
6. POLICY MATTERS
   6.1. EXERCISE CARIBE WAVE 2020
   6.2. REPORT OF THE TASK TEAM ON TSUNAMI READY PROGRAMME
   6.3. REPORT OF THE TASK TEAM ON TSUNAMI PROCEDURES FOR VOLCANIC CRISES
   6.4. REPORT OF THE TASK TEAM ON TSUNAMI EVACUATION MAPPING
   6.5. REPORT OF THE GROUP OF EXPERTS ON WORK AND IMPLEMENTATION PLAN TO ENHANCE THE WARNING SYSTEM BY INCLUDING OTHER COASTAL HAZARDS

7. PROGRAMME AND BUDGET FOR 2019–2020

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

9. ANY OTHER BUSINESS

10. ADOPTION OF DECISIONS AND RECOMMENDATIONS

11. CLOSE OF THE SESSION
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<th>Hour</th>
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<td>11.00–12.30</td>
<td>3. REPORTS ON INTERSESSIONAL ACTIVITIES</td>
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<td>3.1. Chair’s Report</td>
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<td>3.5. Status of other ICGs</td>
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ANNEX 3 TEMPLATE FOR NATIONAL REPORTS

National Reports will be posted to the ICG/CARIBE EWS/XIV web site 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 centers.

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: ........................................
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$147.50 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 7th.

**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.

1.2. RESERVATIONS AND INFO

Please contact Milena Chacón at [corporativo@hotelpuntaleona.com](mailto:corporativo@hotelpuntaleona.com) or +506 2587-1038. Availability of the rooms cannot be assured after March 7th. 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 silviach@una.ac.cr and jme@una.ac.cr before March 21th if free airport transportation is required. Also, the Airport Taxi company charges about USD$120 per trip. The drivers speak English and accept US dollars and credit cards, and can issue a receipt. Please send an email to silviach@una.ac.cr and jme@una.ac.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 email silviach@una.ac.cr and jme@una.ac.cr

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 must have been applied at least ten days before the trip.


4. Medical insurance

Please send copy of your travel medical insurance to silviach@una.ac.cr and jme@una.ac.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 609 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. Welcome Dinner Party
We will have a welcome dinner party on the first day of the meeting (Mon. 8th) at Playa Blanca, by the beach, at no extra cost. Transportation from and to the hotel rooms will be provided. Dressing code: casual (beach).
Also we will have an informal karaoke night on the last day of the meeting (Thu. 11th). Please prepare your songs.

7. Contact
For further information please contact silviach@una.ac.cr (+506-8309-6690) and jme@una.ac.cr

8. Organize

9. Sponsors
Punta Leona Hotel