# Annex 3 to IOC Circular Letter, 2936

National Reports will be posted to the ICG/CARIBE EWS-XVI 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:

1. **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: …………………………..

# Annex 4 to IOC Circular Letter, 2936

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

**Elections of the Officers of the ICG**

The Sixteenth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (ICG/CARIBE EWS), San Jose, Costa Rica, 25–28 April 2023, shall elect the Officers of the ICG, namely, one Chairperson and three Vice-chairpersons, for the term 2023–2025.

All the elected officers of the board have completed more than one period. Due to Covid-19 and the difficulty on having in-person meetings they have not been renewed from 2018.

The current elected Chairperson and Vice-Chairpersons are the following:

Dr Silvia Chacon Barrantes, Chairperson, elected in 2018;

Mr Gérard Métayer, Vice-Chairperson, elected in 2016;

Ms Mary Luz Rengifo, Vice-Chairperson, elected in 2018;

Mr Jasen Penn, Vice-Chairperson, elected in 2018.

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 (Rule 38).

The Vice-chairpersons assist the Chairperson in his/her functions and substitute him/her where 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, Rule 17.2. The time limit of a mandate is two years according to Article 7.2 of the IOC Statutes).

**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 ICG/CARIBE EWS-XIII, or through the IOC Focal Point in the Member State or the Permanent Delegation to UNESCO.

Nominations shall be submitted in writing to the Executive Secretary using **Form A** (Chairperson) or **Form B** (Vice-chairperson) and must reach the Executive Secretary or his representative at the latest on the first 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 38.2).

Should voting be necessary, decisions shall be made by a simple majority of the members present and voting (Rule 43.2), by secret ballot.

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

**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 ICG/CARIBE-EWS 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 ICG/CARIBE-EWS ………………. …………………

Name in capitals ………………. …………………

Position ………………. …………………

Signature ………………. …………………

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

…………………………………… ……………………………………………………..

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

**Biennial Elections for 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 Vice-chairperson of the ICG/CARIBE-EWS 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 ICG/CARIBE-EWS ………………. …………………

Name in capitals ………………. …………………

Position ………………. …………………

Signature ………………. …………………

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

…………………………………… ……………………………………………………..

# Annex 5 to IOC Circular Letter, 2936

*XVI ICG/CARIBE-EWS Logistic Note*

*Heredia, Costa Rica, 25 – 28 April 2023*

*1. Venue*

*The venue will be Hotel Wyndham Herradura, located in Heredia.*

*The hotel is located 5 km from the airport and 8 km from the National University. The hotel has three swimming pools, a fitness center, sauna and jacuzzi.*

*Across the street there are several restaurants, and a Hard Rock Cafe is within the hotel state.*

*More information on hotel amenities at https://[www.wyndhamhotels.com/wyndham/san-jose-costa-](http://www.wyndhamhotels.com/wyndham/san-jose-costa-) rica/wyndham-san-jose-herradura-hotel-convention-center/services-amenities*

*1.1 Hotel prices*

*The event rate for a single room is USD$95 (+13% taxes) and for a double room is USD$105 (+13% taxes). These rates are also valid for 3 days before and 3 days after the meeting.*

*The rates include:*

* *Breakfast buffet from 6 to 10 am*
* *High speed internet*
* *Coffee maker with Britt coffee in the room*

*1.2 Reservations and information*

*The hotel will provide a link to make the reservations very soon. This link will ensure you the meeting rate.*

*The special rate for the ICG session is only available through the link. No rate changes can be done if you book by any other means. Then, please, only book the hotel through the link we will provide soon.*

*Availability of the rooms cannot be assured after April 3rd.*

*1.3 Other hotels*

***No transportation will be provided between the venue and nearby hotels.***

*However, walking distance hotels are*

* *City Express San José https://*[*www.cityexpress.com/es-cr/express/hoteles-costa-rica/costa-*](http://www.cityexpress.com/es-cr/express/hoteles-costa-rica/costa-) *rica/ulloa/san-jose*
* *Double Tree by Hilton Hotel Cariari https://[www.hilton.com/en/hotels/sjodtdt-doubletree-cariari-](http://www.hilton.com/en/hotels/sjodtdt-doubletree-cariari-) san-jose-costa-rica/*

*2. Airport*

*Costa Rica’s main airport is Juan Santamaría Airport, located at San Jose, code* ***SJO****.*

*3. Transportation between the airport and the venue*

*The venue hotel offers free airport shuttles that must be booked in advance with the following schedule:*

|  |  |
| --- | --- |
| ***Departing from the hotel*** | ***Departing from the airport*** |
| *5am* | *5:30am* |
| *6am* | *6:30am* |
| *7am* | *7:30am* |
| *8am* | *8:30am* |
| *9am* | *9:30am* |
| *10am* | *10:45am* |
| *11am* | *12pm* |
| *12:30pm* | *1:30pm* |
| *2pm* | *2:30pm* |
| *3pm* | *3:30pm* |
| *4pm* | *4:30pm* |
| *5pm* | *5:45pm* |
| *7pm* | *7:30pm* |
| *8pm* | *8:30pm* |
| *9pm* | *9:45pm* |

*These are fixed hours, if you miss your shuttle, you must call the hotel and make a new transport request. The hotel offers private airport transportation for USD$25 (taxes included) up to 3 persons per way.*

*Also, you can use the official airport taxis (orange cabs). You do not need to make a reservation for your arrival, as there is a counter just before exiting the airport and the drivers are properly identified. However, for your returning trip you should make a reservation. They have taximeters, speak English, and accept credit and debit cards. For more information visit https://taxiaeropuerto.com*

*4. Entry*

*To enter Costa Rica your passport must have an expiration date of at least three months after the date of entrance to the country.*

*It is advisable to make a photocopy or take a picture of your passport with the entry stamp to always carry during your stay.*

*In some cases, the Immigration official may request you show economic solvency for your stay in the country.*

*All non-resident travelers must possess a return ticket or a ticket as proof of when they intend to exit the country, commonly referred to as an outbound exit or onward ticket. The immigration officer will ask for it upon your arrival. An onward ticket is required of non-residents who are:*

* *Traveling on a one-way ticket*
* *Entering the country with a return ticket dated more than 90 days after arrival.*
* *Flying into Costa Rica and flying out of another country*

*By law, an onward ticket includes any of the following on approved, commercial transport:*

* *A pre-purchased bus ticket out of the country*
* *A pre-purchased flight out of the country*
* *Proof of passage on a cruise ship*

*Costa Rica requires an entry visa for some nationalities. Some examples are:*

* *Colombia,*
* *Cuba,*
* *Dominican Republic,*
* *Haiti,*
* *Jamaica,*
* *Nicaragua,*
* *Venezuela.*

*Some of these nationalities have visa exemptions. For further information please check http://www.costarica-embassy.org/index.php?q=node/51*

*Costa Rican authorities demand that travelers have a yellow fever vaccination certificate if coming from the following Caribbean countries:*

* *Brazil,*
* *Colombia,*
* *Republic of Guyana,*
* *Venezuela.*

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

*More info at https://[www.visitcostarica.com/en/costa-rica/planning-your-trip/entry-requirements](http://www.visitcostarica.com/en/costa-rica/planning-your-trip/entry-requirements)*

*5. Field trip*

*We are offering a complimentary field trip on Monday April 24th to Poás Volcano National Park and tentatively to SINAMOT and OVSICORI (Costa Rica Vulcanological and Seismologic Observatory) facilities, both at National University. A volcanologist will join us to provide information on Poás Volcano.*

*Poas Volcano has one of the largest craters in the world and it is active. It’s located within 70 min from the hotel at an altitude of about 2700 m. From the parking lot to the crater, you will have to walk about 900 m*

*over a pavement road. You can also visit Botos lagoon, an old crater, located at about 400 m from the crater. From there you can take the longer trail to the parking lot over about 2.2 km in the forest. No special gear is required for the trails, but comfortable and waterproof shoes are recommended.*

*The field trip will include transportation and entrance fee to the National Park. It will not include lunch, although we will make a stop at a restaurant.*

*Details still need to be finalized but the field trip will depart early in the morning from the hotel and will return in the afternoon.*

*Temperatures in the volcano are around 13ºC and light rain might be expected, so please bring appropriate clothing. Sun protection is also recommended.*

*Previous reservation is required for this field trip before April 1st. Please write an email to Silvia Chacón [silviach@una.ac.cr](mailto:silviach@una.ac.cr) or Anthony Murillo [amurillo@una.ac.cr](mailto:amurillo@una.ac.cr) to reserve a seat providing your full name.*

*6. 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 “cantones” (municipalities) 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.*

*Source: https://*[*www.visitcostarica.com/en/costa-rica/general-information*](http://www.visitcostarica.com/en/costa-rica/general-information)

*6.1 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.*

*6.2 Currency*

*Local currency is Colon. 1 dollar equals approximately ¢558 (Costa Rican Colones).*

*6.3 Language*

*Spanish is the official language. However, many people speak English.*

*6.4 Climate*

*Average temperatures at the Central Valley are between 17ºC and 27ºC.*

*7. Touristic recommendations*

*As the weekend right after the meeting is a long weekend almost worldwide (Monday is May 1st), we recommend you stay over the weekend and enjoy the beautiful places Costa Rica has to offer.*

*Over the weekend you can travel to beaches at the Pacific or Caribbean coasts, to Monteverde rainforest, Arenal volcano or stay at the same hotel and take one-day tours to nearby volcanoes (Poás and Irazú) and other destinations.*

*For further information visit https://[www.visitcostarica.com/en](http://www.visitcostarica.com/en)*

*The venue hotel has a touristic agency that offers one day or multiple days tours. For more information visit https://willytour.com/travel/index.php*

*8. Contact*

*For more information, please contact Silvia Chacón* [*silviach@una.ac.cr*](mailto:silviach@una.ac.cr) *or Anthony Murillo* [*amurillo@una.ac.cr*](mailto:amurillo@una.ac.cr)

**

*9. Local organizers*

