

IHO File No S1/0900

CIRCULAR LETTER 44/2019
23 September 2019

**DISTRIBUTION OF CIRCULAR LETTERS AND ANNUAL REPORT
TO IHO MEMBER STATES**

References:

- A. IHO Resolution 10/1937 as amended - *Free Distribution and Sale of IHO Publications*
- B. IHO CL 24/2005 dated 29 April - *Distribution of Circular Letters and Annual Report to IHO Member States*
- C. IHO CL 20/2019 dated 28 March - *The IHO Online Form System for Responses to Circular Letters and Input to IHO Publications (P-5 and C-55)*.

Dear Hydrographer,

1. The Distribution List for IHO Circular Letters and the IHO Annual Report provided in Annex A has not been updated for many years (Reference B) and a review of the current information is therefore required to ensure better efficiency.

CIRCULAR LETTERS

2. Circular Letters are still being sent by airmail although a great number of Member States also receive them by e-mail. Circular Letters are also available on the IHO web site as soon as they are issued.

3. The Secretariat considers that the distribution process could be streamlined and made more cost-efficient. A number of Member States, currently reflected on the postal distribution list, may not require printed copies of Circular Letters as they receive them by e-mail and also have the possibility of freely downloading them from the IHO web site. Therefore the Secretariat requests Member States to identify their requirements and preferences as regards to Circular Letters, by filling out Part A of the form provided in Annex B.

IHO ANNUAL REPORT (P-7)

4. The IHO Annual Report (Parts 1 and 2) is prepared during the first three months of the year, printed and distributed to Member States by the end of April each year. Parts 1 (General) and 2 (Finance) of the IHO Annual Report are also posted on the IHO web site.

5. In accordance with IHO Resolution 10/1937 as amended, the Hydrographic Offices of Member States may receive up to 3 copies of printed publications and pending IHO Member States may receive one copy during the time that they are actively seeking IHO membership.

6. The Secretariat considers that the printing costs of the IHO Annual Report could be reduced if a clear indication of the Member States' actual requirements is provided to the Secretariat. The Member States are therefore requested to complete Part B of Annex B and to return the completed form to the Secretariat **by 20 November 2019**. The IHO Secretariat encourages Member States, however, to use the IHO Online Form System (see Reference C) by accessing the following link: https://iho.formstack.com/forms/cl44_2019

On behalf of the Secretary-General
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Abri KAMPFER', written in a cursive style.

Abri KAMPFER
Director

Encl: Annex A - Member States' Requirements (CL 24/2005)
Annex B - Response Form

**MEMBER STATES' REQUIREMENTS (CL 24/2005)
CIRCULAR LETTERS / ANNUAL REPORT**

COUNTRY	CL by Email			N° of Printed CL.			Annual Report N° copies		
	E	F	S	E	F	S	E	F	S
Algeria		X						3	
Argentina	X		X	1		1	1		1
Australia	X						3		
Bahrain	X			1			1		
Bangladesh	X			2			2		
Belgium	X						3		
Brazil	X		X				1		1
Canada	X	X					2	1	
Chile	X		X				1		2
China	X						1		
Colombia			X						1
Croatia	X			1			1		
Cuba	X		X	1		1			1
Cyprus	X						1		
Denmark Kort & Matrikelstyrelsen	X						1		
Denmark Farvandsvaesenet	X						2		
Ecuador			X						2
Egypt				1			1		
Estonia	X						3		
Fiji	X						1		
Finland	X						1		
France (SHOM)	X	X		1	1		2	2	
France (EPSHOM)				2	2		2	2	
Germany	X						2		
Greece	X						2		
Guatemala			X						4
Iceland	X						1		
India	X			3			3		
Indonesia	X						1		
Iran	X			1			1		
Italy	X						3		
Jamaica				1			1		
Japan	X						1		
Korea, DPR of				2			2		
Korea, Rep. of	X						1		
Kuwait	X						1		
Malaysia	X						2		

COUNTRY	CL by Email			N° of Printed CL.			Annual Report N° copies		
	E	F	S	E	F	S	E	F	S
Mexico			X						1
Monaco		X						1	
Morocco		X						1	
Mozambique	X						2		
Myanmar	X						1		
Netherlands	X						1		
New Zealand	X						1		
Nigeria	X			1			1		
Norway	X						2		
Oman	X						3		
Pakistan	X			1			3		
Papua New Guinea				1			1		
Peru			X			2			2
Philippines	X						1		
Poland	X			2			2		
Portugal	X	X	X				1	1	1
Russia	X			2			1		
Montenegro	X						2		
Singapore	X						2		
Slovenia	X			2			2		
South Africa	X						1		
Spain			X			3			3
Sri Lanka	X						1		
Sweden	X						2		
Syria	X						1		
Thailand	X			1			1		
Tonga	X						1		
Trinidad & Tobago	X			1			1		
Tunisia	X	X					1	1	
Turkey	X			1			3		
Ukraine	X						1		
U.A.E.	X			1			1		
UK	X						3		
USA (NIMA)	X								
USA (NOAA)	X						3		
Uruguay	X		X						1
Venezuela			X						1

**MEMBER STATES' REQUIREMENTS
REGARDING CIRCULAR LETTERS AND THE IHO ANNUAL REPORT
(to be returned to the Secretariat by 20 November 2019)**

E-mail: cl-lc@iho.int - Fax: +377 93 10 81 40)

Member State
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PART A - CIRCULAR LETTERS

	OPTIONS	PLEASE CHOOSE <u>ONE</u> OPTION
1	Prefer to download CLs from IHO Web Site	
2	Download CLs from IHO Web Site but prefer to receive them by e-mail.	
3	Prefer to receive CLs in hard copy by airmail.	
4	If you require a hard copy of Circular Letters, please indicate your preferred language and the number of copies required?	Number of copies required
		English
		French
		Spanish

Please confirm the e-mail address(es) to which Circular Letters should be sent:

- 1.....
2.
3.

PART B - IHO ANNUAL REPORT (P-7)

IHO ANNUAL REPORT - P-7	LANGUAGE	Number of Copies required
1	English	
2	French	
3	Spanish	

Please confirm the address where publications in hard copy should be sent:

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Signature:

Name:

Position:

Date: