# LETTER OF INVITATION

12 October 2016

Dear Members and Participants,

1. You are hereby invited to attend the 1st meeting of the S-121 Project Team (S121PT) meeting which will be held at the offices of the United Nation – Division for Ocean Affairs and the Law of the Sea (UN – DOALOS), located at 2 United Nations Plaza, New York, NY 10017, United States. The meeting will take place from the 5 to 9 December 2016. The latest Membership List is attached at **Annex A**.
2. All members that require a VISA to enter the USA, are invited to submit an online application as soon as possible. (Information concerning US visa requirements is available at the following web site; <https://travel.state.gov/content/visas/en/forms/ds-160--online-nonimmigrant-visa-application.html>). Those members who need to apply for a visa at their USA consulate in their home countries are invited to use this letter of invitation with their visa application if required.
3. All members attending the meeting must complete the registration form at **Annex C** and return it no later than 1 November 2016 to Mr. Anthony Pharaoh (addt@iho.int) and Mr. Sébastien Durand (sebastien.durand@dfo-mpo.gc.ca).
4. The meeting logistics, (including accommodations and transportation) are left to the discretion of the participants. Please see **Annex D** for more information.
5. The meeting agenda, registration form, and information letter are available on the IHO web page (<https://www.iho.int/mtg_docs/com_wg/S-100WG/S-100WG2/S-121PT/S-121PT.htm>).

Yours sincerely,

Mark Alcock

Chair S121PT

Sébastien Durand Vice-Chair S121PT

Annexes:

* 1. S121PT membership list
	2. Registration Form
	3. Logistic Letter

# Annex A

# S121 MEMBERSHIP LIST

|  |  |  |  |
| --- | --- | --- | --- |
| **Member State/Organ** | **Surname (Family Name)** | **First Name** | **E-mail** |
| Australia (Chair) | Alcock | Mark | Mark.Alcock@ga.gov.au |
| Australia | Clarke | Michael | michael.clarke10@defence.gov.au |
| Canada (Vice-Chair) | Durand | Sébastien | Sebastien.Durand@dfo-mpo.gc.ca |
| France (SHOM) | Smeeckaert | Julien | julien.smeeckaert@shom.fr |
| Belgiun | Hondeghem | Miss Karolyn | karolyn.hondeghem@mow.vlaanderen.be |
| Denmark | Møller | Nikolaj | nikmn@gst.dk |
| Sweden | Jakobsson | Mr Lars | lars.jakobsson@sjofartsverket.se |
| UKHO (ABLOS Chair) | Brown | John | John.Brown@ukho.gov.uk |
| USA (NOAA) | WALLACE | Tara | Tara.Wallace@noaa.gov |
| USA (NOAA) | WESTINGTON | Meredith | Meredith.Westington@noaa.gov |
| USA (SPAWAR) | GREER | Robert | Robert.A.Greer@navy.mil |
| USA (NGA) | Nerantzis | Jimmy | Jimmy.Nerantzis@nga.mil |
| Russian Fed (DNO) | Egornov | Mr Sergey | unio\_main@mil.ru |
| Greece | Kastrisios | Mr. Christos | geopol\_hnhs@navy.mil.gr |
| Japan | SAMEJIMA | Mr Shingo | ico@jodc.go.jp |
| UK | Pritchard | Jonathan | jonathan.pritchard@ukho.gov.uk |
| Netherlands HO | Ligteringen | Thijs | T.Ligteringen@mindef.nl |
| IDON | O'Brien | C. Douglas | douglasobrien@idontech.ca |
| UN - DOALOS | Sandev | Robert | sandev@un.org |

# Annex B

# REGISTRATION FORM

*[Please send this registration form via e-mail to Mr. Tony Pharaoh (**addt@iho.int**) and Mr. Sébastien Durand (**sebastien.durand@dfo-mpo.gc.ca**).*

***no later than 1st November 2016***

Note: The boxes will expand as you type your answers

|  |  |
| --- | --- |
| **Organization** |  |

1. Contact Details:

|  |  |
| --- | --- |
| Rank or Title |  |
| Family Name\* |  |
| First Name |  |
| Position / Job title / Role |  |
| Nationality |  |
| Telephone  |  |
| E-mail  |  |
| Accompanying person(s)  |  |

\* Underline the name generally used in case of double surnames such as in Spanish-speaking countries

1. Travel Details (for administrative purpose)

|  |  |  |
| --- | --- | --- |
|  | Airport |  |
| Your Arrival | Date |  |
| Flight Number |  |
| Airline |  |
| Arrival Time |  |

|  |  |  |
| --- | --- | --- |
| Your Departure | Airport |  |
| Date |  |
| Flight Number |  |
| Airline |  |
| Departure Time |  |

1. Hotel Information (participants are expected to arrange their own accommodation)

|  |  |  |
| --- | --- | --- |
| Selected Hotel |  | yes/no |
|  |  |
|  |  |  |

|  |  |
| --- | --- |
| Comments |  |
| Date |  |

# Annex C

# LOGISTIC LETTER

## Location

[2 United Nations Plaza, New York, NY 10017, United States](https://goo.gl/maps/1BzLAjB7D2F2) (between 1st and 2nd avenue)

## Transportation

For transportation to and from the airports there are various services. You could select your preferred mode of transportation at the arrival gates at the terminal where there are information booths to assist passengers.

Information regarding travel by taxis can be found at the following URL. <http://www.nyc.gov/html/tlc/html/passenger/taxicab_rate.shtml> Note travel from JFK airport is a fixed rate fare.

## Accommodations

There are many options at all price ranges around the venue. Participants should keep in mind that the United Nations General Assembly is in session during this period therefore booking accommodations should take place as soon as possible. One option is Millennium hotel, which is in the same building complex with the venue: <https://www.millenniumhotels.com/en/new-york/one-un-new-york/>.

## Building accessOn Monday, 10 October 2016, a representative from the host will welcome the participants and assist them with getting their passes from the building security. Participants should carry a valid picture ID such as national passport. Participants should refrain from carrying large luggage to simplify the security assessment prior to entering the building.

## General schedule information (the times below are just a proposal)

## The daily meeting schedule:

## 10:00 am-11:30am morning session 1

## 11:30am-11:45 am coffee brake

## 11:45am -1:00 pm morning session 2

## 1:00 pm-2:00 pm lunch

## 2:00 pm-3:30 pm afternoon session 1

## 3:30 pm-3:45 pm coffee brake

## 3:45 pm- 5:15 pm afternoon session 2

## Contact Information

## For United States Visa applications, Julia Powel has agreed to be the contact.

## Julia Powell

## 1315 East West Hwy

## Station 7359

## Silver Spring, MD 20910

## 301-713-0388 x 169

## Any logistics questions prior to the arrival in New York should be addressed to:

## Once in New York, please contact Robert Sandev at 212-963-3939 (office) 201-956-0497 (private cell phone) and/or

## sandev@un.org, should you have any questions.

##