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25 June 2013

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**SAIHC Letter No. 3/2013**

**To:** Members and Observers of the IHO Southern Africa and Islands Hydrographic Commission (SAIHC)

**Subject:** **10<sup>th</sup> SAIHC Conference, Lisbon, Portugal, 16 – 18 September 2013**

Dear Sir or Madam,

Following the kind invitation of Portuguese Hydrographic Institute (IHPT) to host the 10<sup>th</sup> Conference of the Southern Africa and Islands Hydrographic Commission (SAIHC) in Lisbon, from 16 to 18 September 2013, I can confirm that the logistic and domestic arrangements of the 10<sup>th</sup> SAIHC Conference have been finalised. An information document and a registration form are enclosed. All delegates are kindly requested to complete the Registration Form and return it before **16 August 2013**.

It should be noted that the SAIHC INT Chart Coordinating Committee will meet on 16 September 2013 to discuss paper and electronic chart production to update S-11 for Region H and prepare the feedback for the SAIHC Conference on 17 to 18 September 2013. Furthermore, IHPT is planning to conduct a seminar on 19 September 2013 with the theme "The contribution of hydrography to the development and security of coastal states". More details will be provided in due course.

A provisional agenda for the 10<sup>th</sup> SAIHC Conference is attached at Annex A. You are requested to review this draft and to provide your comments / suggestions for changes. The final minutes of the 9<sup>th</sup> SAIHC Conference is available from the IHO website ([www.iho.int](http://www.iho.int)) Hyd Commissions > SAIHC). They included a number of actions, which are provided at Annex B.

Yours sincerely

Chairman Southern Africa & Islands Hydrographic Commission (SAIHC)

Enclosures: Annex A – Draft Agenda  
Annex B – Status of Actions resulting from the 9<sup>th</sup> SAIHC Conference  
Annex C – Logistic Information  
Annex D – Registration Form

**DRAFT AGENDA**

**10<sup>TH</sup> IHO-SAIHC Conference  
LISBON: 17 – 18 SEPTEMBER 2013**

- 1. Opening and Administrative Arrangements**  
*Docs: SAIHC10-1A List of Documents  
SAIHC10-1B List of Participants*
- 2. Approval of Agenda**  
*Docs: SAIHC10-2A Agenda*
- 3. Matters arising from Minutes of 9<sup>th</sup> SAIHC Conference**  
*Docs: SAIHC10-3A Minutes of SAIHC9  
SAIHC10-3B Status / Review of Actions List*
- 4. Feedback from other IHO bodies affecting SAIHC**
  - 4.1 IHB
  - 4.2: IRCC
  - 4.3 CBSC
- 5. SAIHC Activities in the light of the IHO Work Program**
  - 5.1 INT chart scheme for Region H and NAVAREA VII Self Assessment: Progress made since last meeting; actual Charting Status; ENC production status; new requirements and modifications proposed to the scheme.
  - 5.2 Bilateral and Regional Cooperation Agreements, Projects and Regional Capacity Building Management Plan. CBSC Technical Visits and Regional Projects
  - 5.3 Presentation of National Reports: Hydrographic surveying, nautical charting, nautical publications and information status.  
*Docs: SAIHC10-5.3A National Report: France  
SAIHC10-5.3B National Report: South Africa  
SAIHC10-5.3C National Report: Portugal  
SAIHC10-5.3D National Report: Mauritius  
SAIHC10-5.3E National Report: Kenya  
SAIHC10-5.3F National Report: Mozambique  
SAIHC10-5.3G National Report: Malawi  
SAIHC10-5.3H National Report: Norway  
SAIHC10-5.3I National Report: Seychelles  
SAIHC10-5.3J National Report: Namibia  
SAIHC10-5.3K National Report: United Kingdom  
SAIHC10-5.3L National Report: Angola  
SAIHC10-5.3M National Report: Tanzania  
SAIHC10-5.3N National Report: Madagascar  
SAIHC10-5.3O National Report: Comoros*

- 5.4 Hydrographic Survey status (C-55)
- 5.5 Procedures in response to Marine Disasters
- 6. Marine / Hydrographic Spatial Data Infrastructures (SDI)**
- 7. Feedback on Global Environment Facility and World Bank Funded Western Indian Ocean GEF-Marine Highway and Coastal and Marine Contamination Prevention Project (WIOMHCCP)**
- 8. Statutes of SAIHC**
- 9. Election of chairman and vice-chairman**
- 10. Any other Business**
- 11. Date and venue of next Conference**
- 12. Closure**

**Annex B to SAIHC Letter 3/2013**

**9<sup>th</sup> SAIHC CONFERENCE ACTION ITEMS**

<b>Serial No</b>	<b>Subject</b>	<b>Action</b>	<b>Status</b>
1	Signing of Statutes. Angola confirmed Statutes will be signed and will fax page to Chairman.	Angola	
2	Countries in the SAIHC region to provide capacity building inputs by end of February each year in accordance with CB procedures. (Note: Urgent requirements can be forwarded at any time or brought to SAIHC meetings).	Chairman, Angola, Comoros, Kenya, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Tanzania	
3	IHO Response to Marine Disasters. All are to ensure that emergency contact details are provided and kept up to date. Contact list needs to be compiled. Ref: IHO CL 73/2012 dated 20 July 2012.	Chairman. Angola, Comoros, Kenya, Madagascar, Malawi, Mauritius, Mozambique, Namibia, South Africa, Tanzania	
4	Implement action to accelerate the process of ratification of the Protocol of Amendments to the IHO Convention.	Mozambique	
5	Encourage the approval of pending applications of States for IHO membership. Haiti Viet Nam Brunei Darussalam Georgia	Mauritius Mozambique Norway South Africa UK France Portugal	
6	Responses required to IHO ENC Reference Collection and ENC Availability Catalogue. Ref: IHO CL 51/2012 dated 18 May 2012.	All	
7	Reminder to all Member States. All survey data to be forwarded to relevant INT charting authorities.	Angola, Comoros, Kenya, Malawi, Mauritius, Mozambique, Seychelles, Namibia, Tanzania	
8	Mozambique to supply survey data to Malawi. Mozambique has provided Malawi with some charts but has not yet received feedback. Malawi to reciprocate. (Data exchange).	Mozambique Malawi	

9	Capacity Building. Malawi to ensure to request a technical expert to assist with getting survey system up and running once R.V. TIMBA is operational. Norway Hyd Service has paid Malawi a visit in this regard.	Malawi & Norway in partnership to progress.	
10	SAIHC Member States and Associate MS to respond to IALA Questionnaire.	Comoros Mozambique Namibia	
11	Member States to provide updates to IHO C-55 as appropriate at least once a year.	All	
12	All deep ocean bathymetric data collected to be forwarded by HOs to the IHO Data Centre for Digital Bathymetry (IHO-DCDB).	All HOs	
13	RHC Chairman to consider inviting IALA to attend RHC meetings to give a briefing and discuss any initiatives for joint activities.	Chairman	
15	RHC Chairman to consider inviting GEBCO/Bathymetric Regional Project Chairs to RHC meetings with the aim of improving high resolution shallow water bathymetry at the regional level.	Chairman	
16	Capacity Building requirement spreadsheet. Member States are requested to deliver their input.	All	
17	Proposed amendment to Resolution 1 of 2005 dealing with Response to Disasters. Member States are to provide comment on the revised text to Annex.	All	
18	Mismatch of ENC coverage within Region H. Matter to be referred to WEND.	UK	
19	Kenya requested assistance with the procedure in applying for IHO membership.	IHB / Kenya	Done - information provided 9/12
20	Kenya inquired about the availability of charts locally as there is no local UK distribution agency. UK was requested to investigate.	UK	
21	Kenya is to raise capacity building assistance.	Kenya	
22	Coordination of Arrangements of 10 <sup>th</sup> SAIHC Conference to be held in Lisbon on 18-19 September 2013.	Chairman/Portugal	Done

23	Confirmation of hosting of 11 <sup>TH</sup> SAIHC Conference in 2014.	Mauritius	
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**Action Items resulting from the INT Chart Coordinating Committee Meeting**

1	INAHINA (Mozambique) is to remove the INT number from their chart of Beira.	Mozambique	Done
2	INAHINA (Mozambique) is to remove the INT number from their chart of Maputo.	Mozambique	Done
3	Mauritius is to arrange the 1 <sup>st</sup> INT Chart Producer meeting as soon as convenient	Mauritius	Done

**Southern Africa and Islands Hydrographic Commission (SAIHC)**  
**Conference**  
**Lisbon, Portugal 16 to 18 Sept 2013**



The 10<sup>th</sup> SAIHC Conference is being held at the Instituto Hidrográfico – Portugal (IHPT) in Lisbon, Portugal.

**Location:**



## Transportation to and from airport

You can find information on transportation from the airport at:

<http://www.golisbon.com/transport/airport.html>

<http://www.visitlisboa.com/Conteudos/Menu-Principal/Lisboa/Como-Chegar.aspx?lang=en-GB>

<http://www.airport-desk.com/airports/europe/portugal/lisbon-portela-airport.html>

**Accommodation in Lisbon: (Please book your own accommodation directly with the hotel of your choice.)**

## Hotels in Lisbon – Marquês de Pombal

**Note:** Daily transport to the Portuguese Hydrographic Institute will be provided.

### Accommodation suggestions:

HOTEL/RESERVATIONS	SINGLE Price*	DOUBLE Price*
<p data-bbox="422 1294 742 1339"><b>HF Fénix Garden (***)</b></p> <p data-bbox="336 1406 829 1444">Rua Joaquim António de Aguiar, 3</p> <p data-bbox="384 1460 782 1498">1050 - 010 Lisbon, Portugal</p> <p data-bbox="391 1516 766 1554">Tel.: (+ 351) 213 845 650</p> <p data-bbox="403 1572 759 1610">Fax. (+351) 213 845 655</p> <p data-bbox="293 1628 868 1666"><a href="http://www.hfhotels.com/gb/?s=3&amp;ss=21">http://www.hfhotels.com/gb/?s=3&amp;ss=21</a></p>	<p data-bbox="1059 1509 1129 1547"><b>€ 68</b></p>	<p data-bbox="1278 1509 1390 1547"><b>73,00 €</b></p>

HOTEL/RESERVATIONS	SINGLE Price*	DOUBLE Price*
<p><b>Evidência Astória Creative Hotel (***)</b></p> <p>Rua Braamcamp, 10 1250-050 Lisboa - Portugal Tel.: (+ 351) 213 861 317 Fax: (+351) 213 860 491</p> <p>Website: <a href="http://www.evidenciahoteis.com/hotel.aspx?lang=ing&amp;id_class=200&amp;id_hotel=200&amp;name=Evidencia-Astoria-***">http://www.evidenciahoteis.com/hotel.aspx?lang=ing&amp;id_class=200&amp;id_hotel=200&amp;name=Evidencia-Astoria-***</a></p> <p>Reservations: <a href="http://www.evidenciaastoria.com/artigo.aspx?lang=ing&amp;id_object=476&amp;id_hotel=200&amp;name=Quartos">http://www.evidenciaastoria.com/artigo.aspx?lang=ing&amp;id_object=476&amp;id_hotel=200&amp;name=Quartos</a></p>	<b>€ 70</b>	<b>€ 75</b>
<p><b>Hotel Dom Carlos Park (***)</b></p> <p>Av. Duque de Loulé, 121 1050-089 Lisboa Tel.: (+351) 213 512 590 Reservations: (+351) 213 512 528 Fax - (+351) 213 520 728</p> <p>Website: <a href="http://www.domcarloshoteis.com/domcarloshoteis/dcp_apresentacao.asp?Language=EN">http://www.domcarloshoteis.com/domcarloshoteis/dcp_apresentacao.asp?Language=EN</a></p> <p>Reservations: <a href="mailto:reservas@domcarloshoteis.com">reservas@domcarloshoteis.com</a></p>	<b>€ 83</b>	<b>€ 107</b>

HOTEL/RESERVATIONS	SINGLE Price*	DOUBLE Price*
<p><b>SANA Capitol Hotel (***)</b>  Rua Eça de Queiroz, 24  1050-096 Lisboa Portugal  Tel: (+ 351) 213 536 811  Fax: (+ 351) 213 526 165</p> <p>Reservations: <a href="http://www.capitol.sanahotels.com/en/">http://www.capitol.sanahotels.com/en/</a></p>	<p><b>€80</b></p>	<p><b>€90</b></p>
<p><b>Turim Av. Liberdade Hotel (****)</b></p> <p>Rua Duque de Palmela, 20,  1269 Lisbon Portugal</p> <p>Reservations: <a href="http://turimavliberdade.lisbonhotels.it/">http://turimavliberdade.lisbonhotels.it/</a></p>	<p><b>€ 100</b></p>	<p><b>€ 100</b></p>

\* Prices are per room with breakfast included



## Hotels Near the Portuguese Hydrographic Institute:

**Note:** The following hotels are within a walking distance from the Portuguese Hydrographic Institute (IHPT), so **will not be provided transport**.

These hotels have few rooms and the prices had been negotiated with IHPT for the conference.

### Accommodation suggestions:

HOTEL/RESERVATIONS	SINGLE Price*	DOUBLE Price*
<p><b>York House Lisboa (****)</b> Rua das Janelas Verdes, 32, 1200 - 691 Lisbon Portugal Tel: +351 21 396 24 35 Fax: +351 21 397 27 93</p> <p>Reservations: <a href="mailto:reservations@yorkhouselisboa.com">reservations@yorkhouselisboa.com</a> Website: <a href="http://www.yorkhouselisboa.com">www.yorkhouselisboa.com</a></p>	<b>€ 127</b>	<b>€ 127</b>

HOTEL/RESERVATIONS	SINGLE Price*	DOUBLE Price*
<p align="center"><b>Janelas Verdes (****)</b></p> <p align="center">Rua das Janelas Verdes, 47, 1200-690 Lisbon, Portugal Tel: +351 213 968 143 Fax: +351 213 968 144</p> <p align="center">Reservations: <a href="mailto:reservas@heritage.pt">reservas@heritage.pt</a> Website: <a href="http://www.asjanelasverdes.com">http://www.asjanelasverdes.com</a></p>	<p><b>€ 115</b></p>	<p><b>€ 140</b></p>
<p align="center"><b>Palácio Ramalhete (*****)</b></p> <p align="center">Rua das Janelas Verdes, 92 1200-692 Lisbon, Portugal</p> <p align="center">Tel: +(351) 213 931 380 Fax: +(351) 213 974 752</p> <p align="center">Reservations: <a href="mailto:info@palacio-ramalhete.com">info@palacio-ramalhete.com</a></p>	<p><b>€ 164</b></p>	<p><b>€ 164</b></p>

\* Prices are per room with breakfast included



## IMPORTANT INFORMATION:

### Will I require a VISA?

Depending on your nationality, and the purpose and duration of your visit, you may need a visa to visit Portugal. If you require any assistance, or a letter of invitation, please liaise with contact officer, Cdr Leonel Pereira Manteigas ( [Pereira.Manteigas@hidrografico.pt](mailto:Pereira.Manteigas@hidrografico.pt) )

Visa	Country	Visa required	Visa exemptions
Members	France	No	
	Mauritius	Yes	
	Mozambique	Yes	Diplomatic/Special passports
	Norway	No	
	Rep. of South Africa	Yes	Diplomatic/Special passports
	UK	No	
Associate Members	Angola	Yes	Diplomatic/Special passports
	Comoros	Yes	
	Kenya	Yes	
	Madagascar	Yes	
	Malawi	Yes	
	Namibia	Yes	
	Portugal	No	
	Seychelles	No	
Tanzania	Yes		

Online visa applications can be made at the following URL

[http://www.secomunidades.pt/vistos/index.php?option=com\\_content&view=article&id=171&Itemid=14&lang=en](http://www.secomunidades.pt/vistos/index.php?option=com_content&view=article&id=171&Itemid=14&lang=en)

### What is the weather like?

The weather in Lisbon during September is still warm with average temperatures between 17°C (63°F) and 26°C (79°F). However you need to be prepared for the possibility of some light rain at this time of the year.

### Will I be understood if I speak English?

Most people in Portugal can speak some English and in tourist destinations English is spoken fairly widely.

### What electricity supply is used in Portugal?

Portugal uses 220/240 volts electricity supply. Most power points are of the the 2pin ungrounded power socket. Adapters can be purchased at the airport and local supermarkets but may be in short supply. US made adapters may require a transformer.



### What Tax system is used?

Visitors to Portugal who are not resident in any of the European Union member states can be reimbursed for the VAT (Value Added Tax) paid on purchases that they have made in Portugal and are being transported in their personal luggage. Only private individuals can benefit from this reimbursement.

In order to obtain repayment of the tax, the minimum value of purchases must be € 49.88 (net amount without VAT), and, depending on the VAT rate charged, the minimum value of the receipt for goods purchased must be as follows:

- € 61.35 – VAT rate of 23% (general goods)
- € 57.86 – VAT rate of 16% (Madeira and the Azores)
- € 56.36 – VAT rate of 13% (Wines)
- € 52.87 – VAT rate of 6% (books, lenses...)

When you make your purchases, you must ask the shop to provide you with a receipt, itemising the amounts paid, the goods that were purchased and the amount that is due for reimbursement.

You can receive the repayment of your tax in cash at the main European airports or in the centres of major European cities, or by credit card or international cheque, provided that the goods in question have previously been shown and declared at the customs.

You can obtain more information at:

- Premier Tax Free - [www.premiertaxfree.com](http://www.premiertaxfree.com) - [info@pt.premiertaxfree.com](mailto:info@pt.premiertaxfree.com)
- Global Refund - [www.globalrefund.com](http://www.globalrefund.com) - [taxfree@globalrefund.com](mailto:taxfree@globalrefund.com)
- Innova Taxfree Portugal - <http://www.innovataxfree.com/portugal> - [info@innovataxfree.com](mailto:info@innovataxfree.com)

### Do I have to tip?

This is not compulsory; however the standard practice is to tip hospitality industry staff (waiters, bar staff and hotel porters) and usually consists of a few coins. When dinner is well served, tip 1 to 2 euros. With regards to taxis, they already add a fee when they charge the taxi fare.

### Can I drink the water?

Tap water in Lisbon is perfectly safe to drink. It may taste slightly different from the water you drink back home, this is merely due to its mineral content that you are not used to. Bottled water is available everywhere, from tiny kiosks to all supermarkets.

## The 10<sup>th</sup> SAIHC Conference Registration Form

**IMPORTANT Note:** Please complete the information requested in this form, and forward it to the SAN Hydrographic Office (SANHO) and the Portuguese Hydrographic Institute by 16 August 2013.

Portuguese Hydrographic Institute  
Cdr Leonel Pereira Manteigas  
Email: [Pereira.Manteigas@hidrografico.pt](mailto:Pereira.Manteigas@hidrografico.pt)  
Tel: +351 21 094 3055  
Fax: +351 21 094 3299

SANHO:  
Email: [hydrosan@iafrica.com](mailto:hydrosan@iafrica.com)

### Personal details

First name: .....

Surname: .....

Name of partner (if applicable): .....

Organization: .....

Nationality: .....

### Accommodation

Name of hotel: .....

Arrival date: ..... Departure date: .....

### Travel Information

Your Arrival at Lisbon Portela Airport	Your Departure from Lisbon Portela Airport
Flight No: .....	Flight No: .....
Airline: .....	Airline: .....
Arrival time: .....	Departure time: .....

**Comments or additional information:**  
.....  
.....  
.....

**Signature:** ..... **Date:** .....