



IHO Files No. S1/6000/2017  
FO/598/01

**FINANCE COMMITTEE  
CIRCULAR LETTER 04/2016  
05 December 2016**

**1<sup>st</sup> SESSION OF THE IHO ASSEMBLY**

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**MEETING OF THE FINANCE COMMITTEE**

**Monaco, 23 April 2017**

References:

- A. Conference Circular Letter No. 1 dated 21 April 2016 - *Announcement and General Arrangements*
- B. Assembly Circular Letter No. 8 dated 23 August 2016 - *Revision of the timeline for the preparation of the 1<sup>st</sup> Session of the IHO Assembly (A-1)*
- C. Rules of Procedure of the IHO Finance Committee (*new*)
- D. FCCL No. 03/2016 dated 14 November - *Finance Committee Officers' Meeting*

Dear Hydrographer,

1. In accordance with the arrangements announced in Reference A and further adjusted in Reference B, the Finance Committee will hold its next regular meeting on Sunday 23 April 2017 from 14:00 to 17:30 at the IHO Secretariat, as part of the 1<sup>st</sup> session of the Assembly. In accordance with Rule 1 of Reference C, any Member State not denied voting rights and benefits may participate in the work of the Finance Committee.

2. In accordance with Rules 3 and 6 of Reference C, the provisional agenda of the meeting is provided at Annex A. The Members of the Finance Committee are invited to consider any additional item or proposal they would wish to be considered at the meeting.

3. In accordance with Rule 7, the Committee will be invited to elect its Chair and Vice-Chair at the beginning of the meeting, as indicated in the provisional agenda. The current Chair of the Committee, Ms Muriel Natali-Laure (Monaco) has indicated her intention to stand for re-election. Member States are kindly requested to consider if they wish to propose another candidate for Chair or a candidate for Vice-Chair. In that perspective, Member States are invited to note that the Chair and the Vice-Chair are expected to attend a meeting at the Secretariat twice a year to review the financial situation of the Organization and address any relevant matters, notably in relation to the preparation of the annual meeting of the Council.

4. Under the new Rules of Procedure for the Finance Committee, the election of the Chair and Vice Chair of the Committee takes place at the beginning of each regular meeting. As reported in Reference D

this arrangement may cause difficulties for the elected Chair to prepare for the meeting in the event that a new Chair was elected. As requested by the Chair of the Finance Committee, the Secretariat has prepared a proposal to adjust the Rules of Procedure. This proposal is provided at Annex B for the consideration of the Finance Committee and subsequent consideration by the Assembly if the Committee so decides.

5. In order for the Secretary-General to prepare and issue the revised provisional agenda and supporting documents in accordance with Rule 6 of Reference C, Member States are invited to provide the input requested in paragraphs 2 and 3 above, to the Secretariat ([cl-lc@iho.int](mailto:cl-lc@iho.int)) **at their earliest convenience and not later than 1 February 2017**.

6. Member States wishing to attend the meeting of the Finance Committee are requested to register their delegates through the IHO registration system **not later than 1 March 2017**. A direct link is available from the Finance Committee page of the IHO website (Home > Committees & WG > Finance Committee > FC - 1<sup>st</sup> Assembly, Monaco (23 April 2017)).

Yours sincerely,



Robert WARD  
Secretary-General

Annexes:

Annex A: Provisional Agenda

Annex B: PRO FC-01: Proposal to adjust Rule 9 of the Rules of Procedure of the IHO Finance Committee

**MEETING OF THE FINANCE COMMITTEE**

**Monaco, 23 April 2017**

**Provisional Agenda**

1. Opening of the meeting
2. Adoption of the agenda
3. Election of the Chair and Vice-Chair
4. *(any item the inclusion of which has been requested by the Finance Committee)*
5. Appointment of the external Auditor
6. Amendment to the Rules of Procedure of the Finance Committee
7. Financial statements for 2012-2016
8. Implementation of the budget for 2017
9. Proposed budget for 2018-2020
10. Report to the Assembly
11. Any other business
12. Closure of the meeting

**PRO FC-01: PROPOSAL TO ADJUST RULE 9 OF THE RULES OF PROCEDURE OF THE IHO FINANCE COMMITTEE.**

Submitted by: Secretary-General

**PROPOSAL: To adjust Rule 9 of the Rules of Procedure of the IHO Finance Committee as follows:**

**The Chair and Vice-Chair shall be elected at regular meetings of the Finance Committee. Member States represented at such meetings may participate in such elections. The Chair and Vice-Chair shall be elected for a period of three years and hold office until the end of the next ordinary session of the Assembly".**

**EXPLANATORY NOTE:**

According to its Rules of Procedure, the IHO Finance Committee shall hold regular meetings during ordinary sessions of the Assembly in order to consider the financial statements, budget estimates and reports on administrative matters and advise the Assembly accordingly.

Rule 9 of the Rules of Procedure of the Finance Committee states:

*"The Chair and Vice-Chair shall be elected at regular meetings of the Finance Committee. Member States represented at such meetings may participate in such elections. The Chair and Vice-Chair shall be elected for a period of three years. The Secretary-General shall chair the opening of the regular meeting of the Finance Committee until the election of the Chair"*.

The Secretary-General considers that in the event that a new Chair was elected this arrangement may cause difficulties for the elected Chair to prepare for the meeting and report to the Assembly. The proposed adjustments would place the election of the Finance Committee Officers at the end of the meeting and provide for the term of their office to commence upon completion of the Assembly. This arrangement would then be very similar to the procedure that was in place prior to the introduction of the revised Convention and the new Rules of Procedure for the Finance Committee. It would also be consistent with the provision of Article 6 (g) (i) the revised Convention whereby the Chair and Vice-Chair of the Council "*hold office until the end of the next ordinary session of the Assembly*".