

**IHB File No. S1/0900**

**CIRCULAR LETTER 63/2004  
4 October 2004**

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

Dear Hydrographer,

The Directing Committee has been reviewing the Distribution List for Circular Letters and the IHO Annual Report and notes that it has not been updated for many years; the DC has therefore decided to update this information.

**CIRCULAR LETTERS**

Circular Letters are still sent by airmail although a great majority of Member States also receives them by e-mail. Additionally, Circular Letters are posted on the IHO web site for the attention of the Member States as soon as they are issued.

The Directing Committee believes that this distribution procedure could be somewhat streamlined and made more cost-efficient in that certain Member States may not require printed copies of CLs as they receive them by e-mail and have the possibility of freely downloading them from the web site.

In the light of these considerations, the Directing Committee is now seeking to simplify the distribution process and kindly requests Member States to identify their requirements and preferences as regards Circular Letters, by filling out Part A of the form provided in Annex A.

**IHO ANNUAL REPORT (P-7)**

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 (Part 2 (Finance) is accessible to Member States ONLY).

Technical Resolution R4.1.1 states that the IHB should provide up to 3 copies of printed publications to the Hydrographic Offices of Member States and may provide one copy to prospective IHO Member States during the time that they are actively seeking IHO membership.

The IHB DC considers that the printing cost of the IHO Annual Report could be reduced if a clear indication of the Member States' actual requirements is provided to the IHB. You are therefore requested to complete Part B of the attached form. Please return the completed form to the IHB **by 31 December 2004**. We look forward to receiving your input and thank you for your cooperation.

On behalf of the Directing Committee  
Yours sincerely,

*(original signed)*

Captain Hugo GORZIGLIA  
Director

Encl: Annex A

**MEMBER STATES' REQUIREMENTS  
AS REGARDS CIRCULAR LETTERS AND THE IHO ANNUAL REPORT**  
*(to be returned to the IHB by 31 December 2004  
E-mail: [info@ihb.mc](mailto:info@ihb.mc) - Fax: +377 93 10 81 40)*

Member State .....

**PART A - CIRCULAR LETTERS**

	<b>OPTIONS</b>	<b>PLEASE CHOOSE <u>ONE</u> OPTION</b>
1	We prefer to download CLs from IHO Web Site	
2	We can download CLs from IHO Web Site but prefer to receive them by e-mail.	
3	We prefer to receive them 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)**

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

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

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Name/Signature: ..... Date: .....