



IHB File No. S1/3000

**CIRCULAR LETTER 04/2008
04 January 2008**

**HOST MEMBER STATES' ASSISTANCE IN OBTAINING
ENTRY VISAS FOR IHO DELEGATES**

Dear Hydrographer,

1 The Bureau has been informed on various occasions that delegates of some Member States have encountered difficulties in attending IHO meetings because "Letters of Invitation" or other administrative arrangements needed for the granting of entry visas have not been provided by the host country in time. Directors and Staff of the Bureau have also encountered similar problems. On one occasion a Director had to fly to a third country in order to make an application for a visa and receive it personally at an Embassy.

2 Similar difficulties have recently resulted in a number of potential participants missing seminars and workshops organized as part of the IHO Capacity Building Program (CBP). Not only does this have a negative effect on the efforts of the Organization to promote participation in meetings, seminars and workshops but it also risks CBP funding which must be committed in advance to cover the workshops and the participation of delegates.

3 The Directing Committee reminds Member States hosting IHO meetings of the need to provide overseas delegates with all the necessary support required to obtain visas or similar entry documentation. This should include providing delegates with essential documents as early as possible and, where necessary, liaising with the appropriate national authorities responsible for granting entry to the host country.

On behalf of the Directing Committee
Yours sincerely,

Vice Admiral Alexandros MARATOS
President