



THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHO File No. S3/6004

CIRCULAR LETTER 02/2018
09 January 2018

**CALL FOR APPROVAL OF A NEW IHO RESOLUTION ON THE PROCEDURE FOR
CONSIDERING THE ANNUAL FINANCIAL STATEMENT AND THE FORTHCOMING
BUDGET ESTIMATE AND WORK PROGRAMME, AS ENDORSED BY THE COUNCIL**

References:

- A. Document C1-2.4 – *Methodology and timetable to deal with each year's financial statements and adjustments to the basic documents*
- B. IHO CL 55/2017 dated 31 October - *Outcome of the 1st Meeting of the IHO Council – Summary Report (version 31 October 2017)*
- C. Council Circular Letter 10/2017 dated 13 November - *Proposed IHO Resolution on the Procedure for Considering the Annual Financial Statement and the Forthcoming Budget Estimate*

Dear Hydrographer,

1. As reported in Reference B (paragraph 19), it was acknowledged at the 1st Session of the Assembly that the financial statements and any associated recommendations for each year's audited accounts are normally published in April of the following year, but the Council is not scheduled to meet until October, which is ten months after the audited accounts have been closed. As a result, Decision A1/24.d directed the Council to consider an appropriate methodology and timetable to deal with each year's subsequent financial statements and to propose any adjustments to the relevant basic documents if required.
2. Reference A proposed to the Council at its 1st meeting to endorse a new IHO Resolution providing a clear reference statement of the methodology to be used by the Council in its procedure to consider the annual financial statement and the forthcoming budget estimate and Work Programme.
3. Following the 1st meeting of the Council, the Secretariat prepared an amended version of the proposed IHO Resolution, which was subsequently submitted to the Council for endorsement (Reference C).
4. The Secretariat would like to thank the following 13 Council Members that replied to Reference C: Australia, Brazil, Finland, France, Germany, Korea (Republic of), Netherlands, Norway, Russian Federation, Singapore, South Africa, United Kingdom and United States of America. All of these Council Members supported the proposed new IHO Resolution with no comment.
5. In application of Rule 27 of the Council, by which all decisions shall be made in accordance with Article IX of the Convention, it is considered that the new IHO Resolution is endorsed by the Council, as more than one-third of the Council Members have responded with a positive vote.
6. The text of the proposed new IHO Resolution, as endorsed by the Council, is provided in Annex A. In accordance with the instructions of the Assembly, approval of Member States is now requested. A

Voting Form is provided in Annex B and should be returned to the IHO Secretariat as soon as possible and no later than **15 March 2018**. To ease the process, Member States that have already approved the proposed new IHO Resolution in response to Reference C as IHO Council Members are not required to vote again, unless they have additional comments or suggestions.

Yours sincerely,



Dr Mathias JONAS
Secretary-General

Annex A: Proposed new IHO Resolution
Annex B: Voting Form

IHO File No. S3/6004

**Proposed new IHO Resolution on the
Procedure for Considering the Annual Financial Statement and the Forthcoming Budget
Estimate and Work Programme**

(clean version as endorsed by the Council)

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|---|----------------|----------------|--|
| PROCEDURE FOR CONSIDERING THE ANNUAL FINANCIAL STATEMENT AND RECOMMENDATIONS, AND THE FORTHCOMING BUDGET ESTIMATE AND WORK PROGRAMME | xx/201X | xx/20xx | |
|---|----------------|----------------|--|

1 Decision 24.c of the first session of the IHO Assembly ... *confirmed that the Council is empowered to approve the financial statements and any recommendations for the previous year and the budget estimates and the associated annual work programme for each forthcoming year.*

2 This Resolution lays down the procedure to be observed by the Council when considering and approving the annual financial statement and any associated recommendations for the previous year, as well as the budget estimates and the associated annual work programme for each forthcoming year.

Budget Estimates and Associated Annual Work Programme for Forthcoming Year

3 The budget estimates and the associated annual work programme for each forthcoming year shall be provided by the Secretary-General 2 months prior to the Council meeting and included in the agenda of the relevant meeting of the Council and considered and decided upon at that meeting.

4 Prior to the meeting of the Council, the Secretary-General shall submit the budget estimates for the following financial year to the Members of the Finance Committee by correspondence for their information, in accordance with Article 8 (b) of the Financial Regulations.

Annual Financial Statement and Associated Recommendations for Previous Year

5 The audited financial statement and any recommendations for the previous year's accounts shall be provided by the Secretary-General to the Chairs of the Finance Committee and of the Council as soon as practicable after the end of the relevant year. This will normally be not later than the end of March of the following year.

6 As soon as is practicable, the Secretary-General shall chair a meeting of the Chairs of the Finance Committee and of the Council, accompanied by the external auditor and relevant Secretariat staff, to review the previous year's financial statement and any associated recommendations.

7 Upon completion of the meeting, the Secretary-General shall circulate the financial statement for the previous year and any associated recommendations of the Chairs of the Finance Committee and of the Council to the Members of the Finance Committee for comments, and to the Members of the Council for approval.

8 The Members of the Council shall be invited to approve the financial statement and any recommendations through voting by correspondence, following the principles set out in Article IX of the Convention on the IHO. This means that for a decision to be taken, the number of affirmative votes shall be at least one third of the total membership of the Council and at least two thirds of the votes cast

shall be in the affirmative. In accordance with IHO Resolution 1/1969 as amended¹, the period of time allowed for voting shall be two months.

9 The Secretary-General shall inform all Member States of the outcome of the consultation by Circular Letter. If the number of affirmative votes is insufficient, the matter shall be included in the agenda of the next meeting of the Council.

¹ Subject to the approval of the proposed revised Resolution 1/1969 as amended (See IHO CL 68/2017).

VOTING FORM

(to be returned to the IHO Secretariat by **15 March 2018**)

E-mail: cl-lc@iho.int – Fax : +377 93 10 81 40

| | |
|-------------------|--|
| Member State: | |
| Point of Contact: | |
| Contact e-mail: | |

**APPROVAL OF A NEW IHO RESOLUTION ON THE PROCEDURE FOR
CONSIDERING THE ANNUAL FINANCIAL STATEMENT AND
RECOMMENDATIONS, AND THE FORTHCOMING BUDGET ESTIMATE AND
WORK PROGRAMME**

1. Do you approve the proposed new IHO Resolution as endorsed by the Council?
(tick the appropriate box)

| | |
|-----|----|
| YES | NO |
|-----|----|

2. Do you have any comments or reservations? (tick the appropriate box)

| | |
|-----|----|
| YES | NO |
|-----|----|

If YES, please provide your comments below:

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| Comment by Member State |
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Name/Signature:

Date: