



IHB File No. S1/6000/2017

CONFERENCE CIRCULAR LETTER N° 1
21 April 2016

XIXth INTERNATIONAL HYDROGRAPHIC CONFERENCE /
1st SESSION OF THE IHO ASSEMBLY

Monaco, 24-28 April 2017

ANNOUNCEMENT AND GENERAL ARRANGEMENTS

References:

- A. General Regulations of the IHO, Articles 3 to 10 - *International Hydrographic Conferences*
- B. IHO CL 45/2015 dated 19 June - *Dates for the XIXth International Hydrographic Conference / 1st Session of the IHO Assembly*
- C. IHO CL 16/2016 dated 29 March - *Protocol of Amendments to the Convention on the IHO - 47 of 48 Approvals Achieved*
- D. IHO CL 17/2016 dated 31 March - *Call for Submissions to update the IHO Strategic Plan*

Dear Hydrographer,

Conference / Assembly Announcement

1. In accordance with Reference A and as announced in Reference B, the XIXth International Hydrographic Conference / 1st Session of the IHO Assembly will be held in Monaco from Monday 24 April to Friday 28 April 2017.
2. The meeting of the Finance Committee and the meeting of the Heads of Delegations will take place on Sunday afternoon, 23 April 2017 at the International Hydrographic Bureau (IHB).
3. The Conference is the most important decision-making body of the IHO (Article IV of the Convention on the IHO), and it is essential that all IHO Member States are represented not only to review the past activities of the Organization, but also to adopt an effective and realistic Work Programme and Budget for the next five years (see Note 1).
4. The Provisional Conference / Assembly Programme is provided in Annex A to this Circular Letter.

Possibility of an Assembly

5. In the event that the required majority of Approvals of the Protocol of Amendments to the Convention on the IHO are received by the Government of Monaco before 23 January 2017, the XIXth International Hydrographic Conference will, instead, take place as the First Session of the Assembly of the IHO. Taking into account that 47 of the minimum number of 48 Member States have now formally approved the Protocol of Amendments to the Convention on the IHO (see Reference C), the possibility of the First Session of the Assembly is considered to be very likely. The timetable and format of the Assembly would be generally similar to the Conference, however, there may be some consequential changes required to take into account the new regulations that would then be in force. Any such changes will be notified to Member States and observer organizations as soon as is practicable.

Conference / Assembly Format and Programme

6. The Conference / Assembly will be held in the Auditorium Rainier III in Monaco. Registration will take place all day on Sunday 23 April 2017. Other meetings and events which will be held during the Conference / Assembly period are as follows:

- a. The Finance Committee will meet on Sunday 23 April 2017 from 14:00 to 17:30 at the IHB to review and discuss the finance and budget proposals. Because of the limited space available, it is proposed that a maximum of two representatives from each Member State attend the meeting.
- b. A meeting and briefing intended to be exclusively for the Heads of Delegation of Member States will be held on Sunday 23 April 2017 from 18:00 to 20:00 at the IHB.
- c. The Opening Ceremony for the Conference / Assembly will take place on Monday morning, 24 April 2017. New Member States that have joined the Organization since the 5th Extraordinary International Hydrographic Conference will be invited to present their flag on this occasion.
- d. As usual, Industry and Member States will be invited to mount exhibitions of their work and their activities in two separate areas within the Auditorium Rainier III. The exhibitions will open on Monday, 24 April 2017 following the Opening Ceremony and will remain open until Friday 28 April 2017, closing at 12:00.
- e. The Election of Directors (see Note2) will be held on Friday morning, 28 April 2017.

7. Other meetings involving Member States can be organized during the Conference / Assembly period if required. Chairs of the relevant bodies wishing to convene such meetings are invited to inform the IHB, by 31 December 2016, of their needs in terms of preferred dates and expected number of participants. This will enable the IHB to make the necessary arrangements.

8. The Conference / Assembly will meet in plenary session to examine each of the three reports corresponding to the Work Programmes of the IHO, together with any proposals submitted for the consideration of the Conference/Assembly, including the revision of the IHO Strategic Plan (see Reference D) and the 2018-2022 IHO Work Programme and Budget (see Note3). Any Proposals should refer to one of the three IHO Programmes. Topical issues related to the Programmes may also be considered, as appropriate.

9. Reports will be prepared by the IHB, based on information available to the IHB, and input from the Chairs of the IHO Committees – Hydrographic Standards and Services Committee (HSSC), Inter-Regional Coordination Committee (IRCC) and Finance Committee (FC).

Submission of Proposals to the Conference / Assembly

10. In order to follow the timetable indicated in Rule 14 of the Rules of Procedure for International Hydrographic Conferences, any proposal or related submission for consideration should be submitted not later than 15 August 2016 (see Note 4).

11. All submissions related to the Conference / Assembly will be collated and translated in to the official languages by the IHB, when required, and made available to Member States in both English and French.

Planned Conference / Assembly Circular Letters

12. Annex B contains a list of the Conference / Assembly Circular Letters that are planned to be issued together with target dates for action (see Note 5). Member States are requested to observe the deadlines for replies so that Conference / Assembly preparations can proceed as smoothly as possible.

Member States' Delegations and Registration

13. It is very important for the IHB to know as early as possible the number and names of representatives who will attend the Conference / Assembly in order to facilitate logistics and the configuration of the Conference / Assembly venue. For the first time, registration will be available online via the IHO website (www.iho.int) at:

from 1 September 2016 to 1 March 2017. Member States are invited to register as early as possible.

14. Member States that are not able to register online should forward a list of their delegates, specifying the Head of the Delegation, to the IHB (by e-mail: info@iho.int or by fax: +377 93 10 81 40) not later than 1 March 2017 using the Delegates' Registration Form provided in Annex C or the Excel-based form which will be available at the above web address.

15. Please note that passport and visa requirements are the responsibility of each delegate. The necessary formalities must be completed before travelling to Monaco. Any delegates who may require personalized invitations for visa application purposes should contact the IHB. There are no border-crossing formalities between France and Monaco, but visas or other valid entry qualifications will be necessary to enter France.

Hotel Accommodation

16. All participants must reserve their own accommodation. A list of hotels in the area that have been used by delegates in the past is provided at Annex D. Information is also available on the IHB website: www.iho.int and through the following web sites for hotel reservations: (http://www.monte-carlo.mc/index-hotels_monaco-fr.html) and (www.booking.com)

17. Hotel space will be at a premium as there are several other events taking place in Monaco at the same time as the Conference / Assembly. Bookings should therefore be made well in advance of the Conference / Assembly. Member States are strongly recommended to make hotel reservations as soon as possible. Any Member States requiring assistance with hotel reservations may contact Ms Mireille Mollet at: info@iho.int or by telephone +377 93 10 81 36.

Conclusion

18. The Conference / Assembly is the most important decision-making body of the IHO, and it is essential that all IHO Member States are represented to consider the proposals and reports that will be submitted and to adopt appropriate Resolutions. We look forward to seeing you in Monaco for this major event in April 2017.

On behalf of the Directing Committee,
Yours sincerely,



Robert WARD
President

Distribution:

- IHO Member States
- Pending Applicants: Bulgaria, Congo, Haiti, Malta, Mauritania, Sierra Leone, Solomon Islands, Vanuatu
- IHO Committee Chairs: IRCC, HSSC, FC

Annexes:

- A. Provisional Conference / Assembly Programme
- B. Planned Conference / Assembly Circular Letters
- C. Delegates' Registration Form
- D. Hotel Information

NOTES:

1. This will be three years if the revised Convention is approved by the required majority before 23 January 2017.
2. This will be an election of the Secretary-General and Directors if the revised Convention is approved by the required majority before 23 January 2017.
3. This will be amended to 2018-2020- if the revised Convention is approved by the required majority before 23 January 2017.
4. The Directing Committee will issue the appropriate adjustments if the revised Convention is approved by the required majority before that date. The Directing Committee intends to issue a “Red Book” in all cases, although it is not required by the Rules of Procedure of the Assembly.
5. Additional Assembly Circular Letters may be required, in particular to address the formation of the IHO Council, if the revised Convention is approved by the required majority before 23 January 2017.

PROVISIONAL CONFERENCE PROGRAMME*Note: all events will take place at the Auditorium except when indicated otherwise*XIXth INTERNATIONAL HYDROGRAPHIC CONFERENCE /
1st SESSION OF THE IHO ASSEMBLY

Monaco, 24-28 April 2017

	Sunday 23 April	all day	Registration of delegates
		PM	Meeting of the Finance Committee (at the IHB) Meeting of Heads of Delegation (at the IHB)
Day 1	Monday 24 April	AM	Opening Ceremony Opening of the Hydrographic Industry and the Member States Exhibitions Official Photo
		PM	Work Programme 1: Reports, Proposals and Topical Issues
Day 2	Tuesday 25 April	AM	Work Programme 1: Reports, Proposals and Topical Issues (continued)
		PM	Work Programme 1: Reports, Proposals and Topical Issues (continued)
Day 3	Wednesday 26 April	AM	Work Programme 2: Reports, Proposals and Topical Issues
		PM	Work Programme 2: Reports, Proposals and Topical Issues (continued)
Day 4	Thursday 27 April	AM	Work Programme 3: Reports, Proposals and Topical Issues
		PM	Work Programme 3: Reports, Proposals and Topical Issues (continued)
Day 5	Friday 28 April	AM	Election of Directors (see Note 2) Hydrographic Industry and Member States Exhibitions close
		PM	2018-2022 Work Programme and Budget (see Note 3) Closing Ceremony

PLANNED CONFERENCE /ASSEMBLY CIRCULAR LETTERS (CCL / ACL)
XIXth INTERNATIONAL HYDROGRAPHIC CONFERENCE /
1st SESSION OF THE IHO ASSEMBLY
 Monaco, 24-28 April 2017
 (see Note 5)

Target date for Issue	CCL / ACL	TITLE	Target date for replies from MS
21 April 2016	1	Announcement and General Arrangements	01 March 2017
22 April 2016	2	Invitation to Member States (MS) to submit Proposals to the Conference / Assembly	15 August 2016 (see Note 4)
29 April 2016	3	Observers at the XIX th International Hydrographic Conference / 1 st Session of the IHO Assembly	10 July 2016
10 May 2016	4	Ships' Visits and Receptions	01 November 2016
20 May 2016	5	Invite Nomination of Candidates for Directorship of the IHB (see Note 2)	13 April 2017
As replies arrive	5/bis	Statement of Service of Candidates for Directorship of the IHB (see Note 2)	
20 June 2016	6	Invitation to the Member States Exhibition held on 24-28 April 2017. Deadlines for MS are: - intention to participate: - input form: - provision of display materials at the IHB:	01 October 2016 01 February 2017 20 March 2017
30 June 2016	7	Call for Tonnage Figures	30 October 2016
25 July 2016	8	Responses to CCL 3 - Proposed Observers for MS approval (Voting)	30 September 2016
22 August 2016	9	Responses to CCL 2 - Proposals submitted by MS and by the IHB.	23 November 2016 (see Note 4)
24 August 2016	10	Invite Candidates for President of the XIX th International Hydrographic Conference / 1 st Session of the IHO Assembly	30 November 2016
25 October 2016	11	Responses to CCL 6 - "Member States Exhibition"	
28 October 2016	12	Response to CCL 8 – Observers. (Result of Voting process)	

Annex B to CCL 1

Target date for Issue	CCL / ACL	TITLE	Target date for replies from MS
22 December 2016	13	Response to CCL 10 - Election of President of the XIX th International Hydrographic Conference / 1 st Session of the IHO Assembly (Voting)	24 February 2017
01 February 2017	14	Distribution of Conference / Assembly Document: "5-Year Work Programme & Budget of the IHO 2018-2022" and Finance Report 2012-2017 (see Note 2)	
10 February 2017	15	Distribution of Conference / Assembly Documents: Draft Agenda and Programme, <i>Red Book</i> , Committee Reports and List of Conference / Assembly Documents	See Note 4
15 February 2017	16	Participations at the Industry Exhibition (24-28 April 2017)	
20 February 2017	17	Distribution of Conference / Assembly Documents: Table of Tonnages, Shares and Votes, 2018 Work Programme and Budget (detailed) and Provisional List of Participants	
28 February 2017	18	Response to CCL 13 – Election of President of the XIX th International Hydrographic Conference / 1 st Session of the IHO Assembly (Result of Voting process)	
01 March 2017	19	Distribution of Conference / Assembly Documents Updated Conference / Assembly Programme and Provisional Agenda and Catalogues for the Industry and Member States Exhibitions	

DELEGATES' REGISTRATION FORM**(Only for those Member States that are unable to register on-line)****(to be returned to IHB by 1 March 2017)**XIXth INTERNATIONAL HYDROGRAPHIC CONFERENCE /
1st SESSION OF THE IHO ASSEMBLY

Monaco, 24-28 April 2017

MEMBER STATE DELEGATION**COUNTRY:****Organization:**

Head or Member of Delegation	Rank or Title	First Name	Surname (Family Name) (1)	Accompanying person (s)

(1) Underline name generally used in case of double surnames as in Spanish-speaking countries

Submitted by: Rank or Title: First Name _____ : Surname _____ :**Contact Information:****e-mail:****Telephone:****Fax:**

HOTEL INFORMATION

XIXth INTERNATIONAL HYDROGRAPHIC CONFERENCE /
1st SESSION OF THE IHO ASSEMBLY

Monaco, 24-28 April 2017

Hotels – in or very near MONACO
with IHO block booking (until sold out)
(should be booked as soon as possible)

	N° of rooms available	Single Occupancy Price	Double Occupancy Price	COMMENTS
HOTEL FORUM *** Place Moneghetti 06240 BEAUSOLEIL Tel: +33 4 93 78 96 36 Fax: +33 4 93 78 96 38 E-mail : info@forumhotel.net www.forumhotel.net	30	120€	140€	Breakfast included Booking Ref : 85960
HOTEL AMBASSADOR *** 10 avenue Prince Pierre 98000 MONACO Tel: +377 97 97 96 96 Fax: +377 97 97 96 99 E-mail : dulce@ambassadormonaco.com	20	150€	180€	Breakfast included
HOTEL DE FRANCE ** 6, rue de la Turbie 98000 MONACO Tel : +377 93 30 24 64 Fax : +377 92 16 13 34 E-mail : hotel-France@monte-carlo.mc www.monte-carlo.mc/france	10	105€	145€	Breakfast included

Hotels in or very near MONACO
(no block booking)

NOVOTEL Monte-Carlo ***
 16 boulevard Princesse Charlotte
 Monte-Carlo
 Tel : +377 99 99 8300
 Fax : +377 99 99 8310
 E-mail : h5275@accor.com
www.novotel.com

Hotel CAPITOLE ***

19 boulevard Général Leclerc

Beausoleil

Tel : +33 4 93 286565

Fax : + 33 4 93 286569

E-mail : reception@hotel-capitole.fr

www.hotel-capitole.fr

Hotel Olympia***

17 bis boulevard G.Leclerc

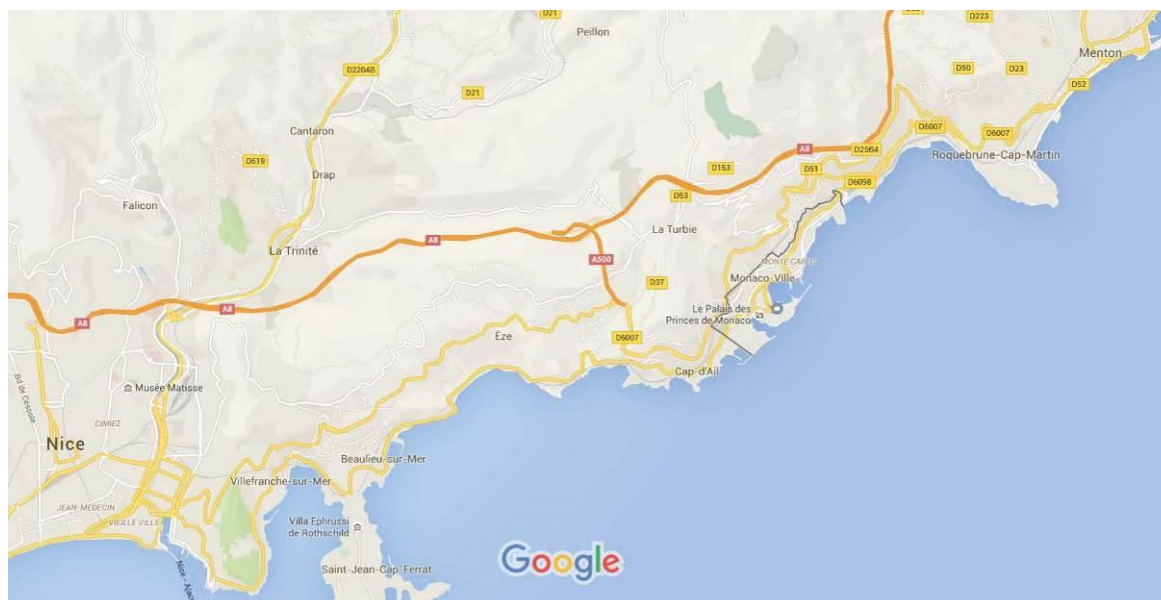
06240 Beausoleil

Tel : +33 4 93781270

Fax : +33 4 93418504

olympiahotel@hotmail.com

Hotels accessible by Bus or train from Monaco



Hotels in MENTON

Travel to Monaco by Bus N°100 (45 minutes) or Train (15 minutes)

Résidence Pierre et Vacances Les Rivages du Parc ***

Résidence Les Rivages du Parc

71 allée Louis Moreno,

06500 Menton

Tel : +33 8 91 70 10 08

Hôtel Princess et Richmond ***

617 promenade du Soleil,

06500 Menton

Tel : +33 4 93 35 80 20

HOTEL MEDITERRANEE ***

5 rue de la République
06500 MENTON
Tel : +33 4 92 41 81 81
Fax : +33 4 92 41 81 82
E-mail : info@hotel-med-menton.com
www.hotel-med-menton.com

**Hotels in NICE (near train station)
travel to Monaco by Train - (25 Minutes)**

Ibis Nice Centre Gare ***

14, avenue Thiers,
06000 NICE
Tel : +33 4 93 88 85 55

Kyriad Nice Gare ***

35 boulevard Raimbaldi,
06000 Nice
Tel : +33 4 92 17 39 39

Hôtel Mercure Nice Centre Notre Dame ****

28 avenue Notre Dame,
06000 NICE
Tel : +33 4 93 13 36 36

Best Western Alba ***

41 avenue Jean Medecin,
06000 Nice
Tel : +33 4 93 88 02 88

**Hotels in BEAULIEU SUR MER
(near train station)
Travel to Monaco by Bus N° 100 (30 - 45 minutes)
or Train (15 minutes)**

Hotel Ibis Styles Beaulieu Sur Mer****

3 boulevard du Maréchal Joffre (Entrance Hotel: rue Marius Maiffret),
06310 Beaulieu-sur-Mer
Tel : +33 4 93 01 12 15

Hotel Frisia***

2 boulevard Eugène Gauthier,
06310 Beaulieu
Tel : +33 4 93 01 01 04

Hotel le Havre Bleu**

29 boulevard du Maréchal Joffre,
06310 Beaulieu-sur-Mer
Tel : +33 4 93 01 01 40

Hotel Carlton ****

7 avenue Edith Cavell,
06130 Beaulieu sur Mer
Tel : +33 4 93 01 44 70

Hotels in VILLEFRANCHE SUR MER
Travel to Monaco by Bus N° 100 (40 - 60 minutes) or Train (20 minutes)

Hôtel Provençal **

4 avenue du Maréchal Joffre,
06230 Villefranche-sur-Mer
Tel : +33 4 93 76 53 53

Hotels in CAP d'AIL -
Travel to Monaco by Bus N° 100 (10 -15 minutes)

Edmonds Hotel Brasserie

87 avenue du Trois Septembre,
06320 Cap-d'Ail
Tel : +33 4 93 78 01 01

Hôtel Miramar **

126 avenue du Trois Septembre,
06320 Cap-d'Ail
Tel : +33 4 93 78 06 60

Hôtel Normandy **

6 allée des Orangers,
06320 Cap-d'Ail
Tel : +33 4 93 78 77 77

Hôtel de Monaco ****

1 avenue Pierre Weck,
06320 Cap-d'Ail
Tel : +33 4 92 41 31 00

Hotels in ROQUEBRUNE CAP MARTIN
Travel to Monaco by Bus N° 100 (30 – 45 Minutes)
or Train (10 minutes)

Résidence "Le Golfe Bleu"

5, Rue Georges Drin,
06190 Roquebrune-Cap-Martin
Tel : +33 4 92 10 45 00

Hotel Regency **

98, avenue Jean Jaurès,
06190 Roquebrune-Cap-Martin, France
Tel : +33 4 93 35 00 91

Hotel Victoria ****

7 promenade du Cap,
06190 Roquebrune-Cap-Martin
Tel : +33 4 93 35 65 90

Hôtel Reine D'Azur

29 promenade du Cap,
06190 Roquebrune-Cap-Martin
Tel : +33 4 93 35 76 84

Hôtel Alexandra ***

93 avenue Sir Winston Churchill,
06190 Roquebrune-Cap-Martin
Tel : +33 4 93 35 65 45

APART HOTELS

ADAGIO – Aparthotel : Palais Joséphine

2A avenue du Général de Gaulle
06240 Beausoleil
Tel : +33 4 92 41 20 00
Fax : +33 4 92 41 20 01
Email : bsp@adagio-city.com
www.adagio-city.com

RESIDENCE PIERRE ET VACANCES

33 avenue du Général de Gaulle
06320 Cap-d'Ail
Tel : +33 4 93 41 73 00
Fax : +33 4 93 41 74 77
Email : cpc@pierreetvacances.com
www.pierre-vacances.com

ADAGIO – Aparthotel : Monte Cristo

2A rue des Martyrs de la Résistance
06240 Beausoleil
Tel : +33 4 92 10 52 50
Fax : +33 4 93 37 18 75
Email : mcl@adagio-city.com
www.adagio-city.com