



**12th Meso American & Caribbean Sea Hydrographic
Commission Meeting
5th – 9th December 2011
Basseterre, St. Kitts**

Action	Agenda Item	Agreements	Responsible Party	Due Date	Status
General:					
11-1	3 (MACHC 9-6)	MACHC Members should provide update information to IHO C-55 publication and update it at least once a year, reporting this action in the National Report	MACHC Members	Permanent	On going
11-2	3 (MACHC 10-3)	The Commission accepts IHB proposal to post the main documents of its meeting on the IHB website and keep the discussion documents on the website managed by NOAA	Secretary / IHB	Permanent	On going
11-3	3 (MACHC 10-6)	FR/VE to pursue discussions on bilateral agreement for data exchange in accordance with TR A3.4 (co-production, distribution of REPROMATS, etc.)* (*) This Resolution is related to Resolutions numbers 10-19, 10-38, 10-39, and 10-51 of the 10 th MACHC	France and Venezuela	By 12 MACHC Meeting	In progress
11-4	3 (MACHC 10-7)	NL/VE to pursue discussions on bilateral agreement for data exchange in accordance with TR A3.4 (co-production, distribution of REPROMATS, etc.)	The Netherlands and Venezuela	By 12 MACHC Meeting	In progress
11-5	5	MACHC Chair to support Dominica in the application to become an MACHC Associate Member as requested.	Dominica MACHC Chair	-	
11-6	6	Regarding the experience in dealing with marine disasters (IHO M3 TR 1/2005), MACHC Chair to check if a disaster response plan can be implemented, and how, and then report results to IRCC-3.	MACHC Chair	30 Apr 2011	
11-7	6	MACHC Member States should include MSDI information on their respective National Reports.	Member States	By 12 MACHC Meeting	
11-8	6	Regarding the hydrographic survey status: - US to evaluate the requirements and potential existing tools to manage the required information (limits, dates, CATZOC, etc.). - Member States to have the required information ready to be available when required.	US, Member States	By 12 MACHC Meeting	Superseded – This action is being addressed by the IRCC via Action 03/09: UK to lead the design of a framework for C-55 development by correspondence and reference the page in the IRCC Report.
11-9		MACHC accepts the offer of UKHO into nominate Mr. Paul Bradley as the Commission representative to the International Hydrographic Review Editorial Board.	UK MACHC Chair	30 Nov 2010	Done (MACHC Letter 23/2010) - Amended to Dr Rob Hensley of UKHO Oct 2011
11-10		Date and venue of the next meeting: St. Kitts & Nevis, in 1 st week of December. St Kitts & Nevis must confirm the possibility no later 30 January 2011. If not possible, Mexico offered to serve as an alternative venue. In this case, ME must confirm the possibility no later 15 March 2011.	St. Kitts, Mexico MACHC Chair	30 Jan 2011	Done (MACHC Letters 24/2010 & 1/2011)
11-11		MACHC ratifies UK as Chair, in accordance with MACHC Statutes Article 5 c, and elect Suriname as Vice-Chair. Also, take note of the offer of The Netherlands to be the Vice Chair in the subsequent chairmanship period.	BR / UK / SR	10 Feb 2011	Done

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Capacity Building:					
11-12	3 (MACHC 10-13)	The Commission takes note of Jamaica's comment on CB matters of the necessity to have, besides training, an effort on technical capacity – equipment and survey's platforms – and also the IHB suggestion on to promote events on means to attain support to improve the hydrographic capacity, and requests the CB coordinator to take the appropriate action accordingly with the guidelines of the approved CB Plan.	CB Coordinator	By 12 MACHC Meeting, depending on priorities	On going
11-13	3 (MACHC 10-15)	The CB Coordinator will work with interested countries to develop CB activities and related training for the Gulf of Fonseca.	CB Coordinator	By 12 MACHC Meeting, depending on priorities	No progress to date
11-14	3 (MACHC 10-16)	CB coordinator will review Global Environmental Facility projects (VIA THE GEF WEBSITE) to assess if there are other projects in the region that could be leveraged for CB support, as was done for the Gulf of Honduras Project.	CB Coordinator	By 12 MACHC Meeting, depending on priorities	No progress to date
11-15	3 (MACHC 10-17)	The CB Coordinator should work in close liaison with the adjacent Regional Hydrographic Commissions, including the EAHC.	CB Coordinator	Permanent	On going
11-16	6	MACHC approves the revision of the Commission CB Plan, which is included as an Annex to the Meeting Minutes, and includes the merging of the Hydrography Type 1 and Hydrography Type 2 courses to be delivered in 2011 into a single 2 weeks Basic Hydrographic course to maximize resources.	CB Coordinator	30 Nov 2010	Done. 2 week Basic Hydrographic Survey Course delivered in Antigua, June 2011
11-17	6	MACHC Chair to send a letter to Panama and Costa Rica, with a copy to the IMO representative in the Region, notifying the intention to pay a Technical Visit in conjunction with the IHB, and asking for possible obstacles.	CB Coordinator / MACHC Chair	15 Mar 2011	Done. Technical visit to Costa Rica conducted September 2011. Panama deferred to 2012
11-18	6	Regarding the GoH Project: - The MACH CB Plan will include a Hydro Training Course for the (Belize, Honduras, and Guatemala) for 2011, noting that these 3 nations were also beneficiaries of the Hydro Type 2 course. It was further agreed that these places would be offered to other nations. - The Course Project should be amended in accordance to the Report of the ECC WG1. - A letter will be send to the IHO CBSC and IHB exposing the case, sending the amended Course Project, and asking the CB Fund financial support.	CB Coordinator, ECC Chair, MACHC Chair	15 Nov 2010 15 Nov 2010 19 Nov 2010	Done (MACHC Letter 22/2010) Done Done
11-19	6	MACHC approves an "Implementation Plan of Haiti's Strategy for the establishment of the Service Hydrographic e Ocenographic de Haiti (SHOH)" (Annex to the 11 th MACHC Minutes). The proposed activities will be added to the 2011 and 2012 MACHC CB Work Plan for consideration by the IHO CBSC.	CB Coordinator, MACHC Chair	01 Apr 2011	Done. Haiti Hydrographic Surveying and Nautical Charting Workshop delivered in Port au Prince 5-16 September 2011

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11-20	3 (MACHC 10-18)	The CB Plan should be reviewed at the next Commission meeting. The following Member States will take part on the revision: A&B, BR, FR, NE, K&N, UK, with the collaboration of the PAIGH observer. The 2011 revision should have a long term plan (5 years) and consider: 1. Assessment of the CB progress made by MACHC to date, against the IHO CB Strategy and CB Work Program performance indicators; 2. Maintenance of the agreed MACHC CB Plan; 3. Consider to hold hydrographic trainings courses in venues where data updates are needed and take the opportunity to conduct the practical activities to get the required data; 4. Refine the action plan (against the IHO CB Strategy and CB Work Program performance indicators again) and in accordance with Member States priority requirements; 5. Prepare a job description for a consultant to address CB issues; and prepare technical specifications for a master plan for the Region; 6. If this Strategy is approved by MACHC Member States, a proposed roadmap for the implementation of this new Strategy to be drafted by MACHC CB Coordinator to be submitted for consideration by the CBSC.	CB Coordinator	Permanent By 12th MACHC Meeting	Done A five year plan will be presented to the MACHC membership 3. Basic Hydro course held in Antigua in June 2011 included a hydrographic survey of St John's harbour 5. Job description for a consultant yet to be developed
11-21		To identify the MACHC CB needs to be included in the five years IHO WP 2013-2017 presenting it at the next IHO CBSC meeting.	CB Coordinator	01 Apr 2011	Done
11-22		CB Coordinator to Report the Commission activities to the IHO CBSC, informing the relevant performance indicators, such as the upgrade of CB Phase level of HOs, and the partnership with private sector.	CB Coordinator	01 Apr 2011	Done
11-23	3 (MACHC 10-19)	Correspondence Group (CG) composed by BR, NL, UK, and Chaired by VE, to finalize the study of the feasibility to increase the financial means of the CB by the sales/royalties of the INT paper charts and the corresponding ENC's. Report to the next plenary Conference for decision making and correspond with the chair of IHO CBCS and IRCC as solutions might be of interest to other Regional Hydrographic Commissions.	CG Chair (VE)	01 Oct 2011	Not sure where this is going as CG Chair (VE) has never initiated any correspondence on the issue
Electronic Chart Committee (ECC) / Working Group 1 (WG1):					
11-24	3 (MACHC 10-25)	GoH Project countries and other MACHC partners to document hydrographic activity in kind contributions using format provided by GoH Project Director.	Belize, Guatemala and Honduras; ECC Chair; GoH Director	28 Feb 2011	Pending
11-25	3 (MACHC 10-26)	GoH countries to produce progress report and results of Phases 1, 2, and 3 Training for MACHC Chair to submit to IHO CBSC Action related to Action 11-22 above	Belize, Guatemala and Honduras; ECC Chair; CB Coordinator; MACHC Chair.	By 12th MACHC meeting – 5 Dec 2011	In progress
11-26		Provide updated MACHC CB Phase 3 Training Submission to MACHC CB. Action related to Action 10-18 above.	US / NOAA	15 Nov 2010	Done
11-27		Confirm lodging, training facility, computers availability at EMPORNAC.	Guatemala	10 Nov 2010	Done
11-28		NOAA / NAVO SMEs confirm contractor training dates	US / NOAA	19 Nov 2010	Done
11-29		NOAA / GoH Project to send a letter to GoH countries: - Announcement of intent / Invitation for Collaborative Training - Announcement of intent for Belize in-country training	US / NOAA	10 December 2010	Done

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11-30		Travel arrangements communicated to IHO Bureau for Phase 3 training: - 2010 In-country trainers (NOAA/Navy hydrographers) - Collaborative Training (Guatemala): 24 April –30 Nov - Belize Field Work: 9-23 February 2011	US / NOAA	8 May 2011	Done
11-31		Confirm personnel and funding for collaborative training session	Belize and Honduras	31 Dec 2010	Done
11-32		Document hydrographic activity in-kind contributions using format provided by GoH Project Director.	Belize, Guatemala, Honduras	31 Dec 2010	
11-33		Install/level Valeport 740 tide gages and begin data collection of water level tide data: NLT 30 days prior to training	Belize, Guatemala, Honduras	Training held 2-14 May	Done
11-34		GoH countries ensure preparations made for In country / Collaborative Training prior to NOAA/Navy/contractor personnel arrivals: - Facility / lodging availability (Collaborative Training) - Vessel & personnel - Equipment installation - Data collection	Belize, Guatemala, Honduras	April 2011	Done
11-35		Facilitate participation of IHB Director in early JAN 2011 meeting of COCATRAM and with the Secretary General of the Central American Integration System to reinforce at the highest political levels the importance of the hydrographic progress achieved to date and the future sustainability requirements.	ECC Chair GoH Project Director	30 Nov 2010	Pending
Electronic Chart Committee (ECC) / Working Group 2 (WG2):					
11-36	3 (MACHC 9-12)	The UKHO will discuss with Cuba, Venezuela, Colombia and Mexico the 4011 ENC in order to re-define its boundaries based on existing ENC data in the same Usage Band.	UK, Cuba, Venezuela, and Colombia	By 12 MACHC Meeting	In progress
11-37	3 (MACHC 10-32)	Achieve adequate regional ENC coverage by Dec-2010	MACHC MS		In progress
11-38	6	MACHC notes of the ECC-WG2 Report on ENC coverage and its recommendations and: - Update Annex A and B. - Include summary statistics; - Include statement indication graphics do not depict MS or MACHC official endorsement of National borders (as per the concern raised by Suriname). MACHC Chair will transmit the report to the IHB, for ultimate communication of the results to the IMO.	ECC Chair MACHC Chair	30 Nov 2010 15 Dec 2010	In Progress - Report expected to be ready for Dec MACHC Meeting
11-39		MACHC approves the ECC-WG2 Work Plan for 2011. ECC meeting will be held in conjunction with IRCC-3 meeting in Niteroi, Brazil.	-	-	Done
11-40	6	MACHC notes the Report presented by ECCWG2 on “to consider name ENC 4022 “WC” (for West Caribbean) for MACHC (as it is in EAH for Malacca Strait) rather than national designations”, endorses it, and decides that the proposed nomination and given example do not apply to the MACHC Region.	-	-	Done
International Chart Committee (ICC)					
11-41	3 (MACHC 9-14)	INT Chart Coordinator to update MACHC web site INT Chart data base.	INT Chart Comm. Chair, UK, US, & Cuba	30 Oct 2011	In progress

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11-42	3 (MACHC 9-14 and 10-42)	The INT Chart Committee should produce an INT Chart Plan which should include the Pacific Area of the region, and consider using national charts of the UK and US as interim products for future production of INT Charts. A framework should be presented for the Committee work for the MACHC interseasonal period.	INT Chart Comm. Chair, UK, US, & Cuba	By 12 MACHC Meeting	In progress
11-43	3 (MACHC9-14)	UK in consultation with Cuba and US will investigate possibility of alternative solution for interim coverage of charts 4017 and 4021.	INT Chart Comm. Chair, UK, US, & Cuba	30 Oct 2011	In progress - Expect to engage Cuba at the MACHC Mtg
11-44	3 (MACHC 10-44)	The ICC will revise IHO publication S-11, Part B, on the corresponding data. Members States must send their updated data to the Secretary. The 2010 / 2011 update will include US information regarding INT Charts 4015, 4016, 4145, 4146, 4147, and 4148 (Resolution / Action 9-14 j) and those which will arise from the proposal of Venezuela on the changing of the limits of INT Charts (Action 11-46 below).	MACHC Members /Secretary	Permanent 24 Feb 2011	In progress
11-45	3 (MACHC 10-51)	INT 4022 paper chart produced by Venezuela (in accordance with IHB letter S3/4230/B dated 13 Jan 2006) to be distributed to MACHC MS.* (*) Resolution related with Res. MACHC 10-6 of the 10 th MACHC.	Venezuela	By 12th MACHC meeting –	In progress
11-46	6	The ICC to continue the study of the Change of INT Chart limits (4100, 4102, 4104, 4106, 4108, 4110 and 4112), proposed by Venezuela, to coincide INT Chart limits with correspondent National Chart, with the purpose of verifying the possible consequences of the proposed amendments and finalize the subject by correspondence.	ICC Chair	28 Feb 2011	
11-47	6	MACHC ratifies ICC recommendation to not change the limits of INT Chart 4102 proposed by Venezuela, since it would leave a gap of covering in the Region.	-	-	
11-48	6	On the proposal of Venezuela to change the producer of INT Charts 4070 and 4110, MACHC decided to: - keep France as the INT Chart 4070 Producer. - encourage Colombia and Venezuela to co-produce INT Chart 4110.	France, Colombia & Venezuela	-	
11-49	6 (MACHC 10-48)	MACHC endorses Resolution 10-48 of the 10 th MACHC in to have just one coordinator for INT Charts and ENC's, continuing to improve the current coordination of work of both Chairs, looking to merge both Committees to one in a medium term of two years.	MACHC Chair	Dec 2012	