



**15th Meso American & Caribbean Sea Hydrographic
Commission Meeting
10- 13 December 2014
Manzanillo, Colima Mexico
List of Actions of the 14th Meeting**

**MACHC15-03
Version 3**

Action	Agenda item	Agreement	Responsible party	Due date	Status
General					
14.1.1	5	The MACHC Chair will consult with the Chairpersons of the working groups to determine the MACHC actions for IRCC6	Chair	19 March 2014	Completed
14.1.2	5	The Chair will consult with IIC Tech. and Brazil to represent the MACHC at the HSSC meetings and report back to the MACHC.	Chair	15 April 2014	Completed
14.1.3	5	The Chair to request HSSC to approve the support of MSDIWG to the MEIPWG in governance and standards.	Chair	15 April 2014	Completed
14.1.4	5	The revised WEND Guidelines were approved by the WENDWG and by IRCC5 and will be circulated by the IHB.	IHB	April 2014	Completed
14.1.5	5	MSs to support the new WEND guidelines and the definition of a cartographic boundary that will be circulated by CL.	MS	To be decided by IHB	ongoing
14.1.6	6	MSs to identify the needs in training for MSI and report to the CB Coordinator.	MS	April 2014	Completed
14.1.7	6	Based on the needs, training for MSI can be developed	CB Coordinator	To be decided by CB Co	Completed
14.1.8	6	Chair to send a questionnaire to MS to provide contact details, based on the National Reports and other relevant information	Chair	June 2014	Completed
14.1.9	6	MACHC attendance at ICG IX, May 13-15, 2014, St. Thomas, USVI	Chair	19 March	no attendance



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14.1.10	7	Chair MACHC will send a letter to MSs to use the demonstrator models, review MEIP questionnaire and provide relevant feedback	Chair	30 March 2014	Completed
14.1.11	7	MEIPWG Chair to participate in the MSDIWG5 meeting (5-7 Feb 2014)	MEIP Chair	MSDIWG5 meeting	Remove
14.1.12	7	US to provide contact information so the Cruise Lines International Association (CLIA) can be invited to participate in MACHC15.	US	30 March 2014	Completed
14.1.13	7	CB Coordinator to put together a questionnaire to assess how students use the training in their work.	CB Coordinator	15 May 2014	
14.1.14	7	Chair to issue a CL to make membership aware of the CB possibilities.	Chair	April 2014	Completed
14.1.15	7	MS to submit the CB requests to the Chair by 28 Feb 2014	MS	28 Febr 2014	Completed
14.1.16	7	MS to send their relevant information to the GEBCO.	MS	30 September 2014	Completed
14.1.17	7	MS to send their relevant information to the IBCCA for the 15th MACHC meeting	MS	MACHC 15 meeting	Completed
14.1.18	7	Incorporate E-Navigation as a MACHC agenda item for MACHC 15.	MACHC secretary	May 2014	Completed
14.1.19	7	US to make a presentation on E-Navigation at MACHC 15.	US	MACHC 15	IALA compl



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14.1.20	7	CB Coordinator to contact IMO and IALA for CB issues.	CB coordinator	meeting 15 May 2014	Ongoing
14.1.21	7	Invite Trinidad Pilot Organization to MACHC 15.	Chair	MACHC 15 meeting	Completed
14.1.22	12	RENC members to recommend to non-RENC ENC producer nations to join a RENC.	RENC members	July 2014	
14.1.23	12	UKHO to draft a proposal to IRCC6 and further discussion at MACHC15	UKHO	30 March	
14.1.24	12	RENCs to provide feedback to MACHC and WENDWG regarding the use of ENC's outside the SOLAS/ECDIS environment. (WENDWG action item)	RENCs	July 2014	Completed
14.1.25	12	Chair will send a letter to the IHB with regard to the link between Hydrography and Oceanology.	Chair	March 2014	Jan 2015
14.1.26	12	Chair to report to IRCC6 the need to investigate the links between Hydrography and Oceanology.	Chair	IRCC7	IRCC7
14.1.27	13	Letter from Chair regarding MACHC to Financial Organizations (support from IHB president). Chair to engage with CCCCC ¹ and CARICOM.	Chair	15 May 2014	Completed

¹ Caribbean Community Climate Change Centre



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		Invitation letters to be send to relevant International and Regional Organizations. Coordination from IHB president.			
14.1.28	13	Mexico to lead discussions to amend article 13 (Mexico to present a paper at MACHC 15)	Mexico	By 15th MACHC meeting	Completed
14.1.29	13	The chair will inform members accordingly when dates for the 15th MACHC have been set.	Chair	May 2014	Completed
14.1.30 (13.1.1)	MACHC 12	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	Completed
14.1.31 (13.1.3)	MACHC 12	The Commission to consider using one website for MACHC documentation. The Chair to circulate a proposal to achieve this.	USA/IHB	By 14th MACHC meeting	completed
14.1.32 (13.1.4)	MACHC 12	NL/VE to pursue discussions on bilateral agreement for data exchange in accordance with TR A3.4 (co- production, distribution of REPROMATS, etc.)	Netherlands/ Venezuela	By 14 th MACHC	ongoing



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14.1.34 (13.1.6)	MACHC 12	ECC & ICC Coordinators to liaise and plan/organise their work flow in line with agreed Meso-American and Caribbean International Chart Coordinating Working Group (MACICCWG) Terms of Reference (ToR).	ECC & ICC Coordinators	Permanent By 13th MACHC Meeting	Completed
14.1.35 (13.1.1)	MACHC 13	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	Completed
14.1.36 (13.1.3)	MACHC 13	Letter from the Government of Monaco via IHO to encourage MS yet to ratify pending applications for IHO membership and to press their government for a response.	IHO	End Jan 2013	Completed
14.1.37	MACHC	MACHC MS are encouraged to respond to the circular letter on WEND-WG	MACHC IHO	When CL	Completed



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	13	revised guidelines when distributed.	Member States	states	
14.1.38 (13.1.5)	MACHC13	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 MACHC14	Completed
Action	Agenda item	Agreement	Responsible party	Due date	Status
14.1.39 (13.1.6)	MACHC13	France, Mexico, UK, US to provide point of contact to review progress and work on assessing the viability of satellite Bathymetry and liaise on trials such as in Antigua	France, Mexico, UK, US	End Jan 2013	
14.1.40 (13.1.7)	MACHC 13	Committee Coordinators are encouraged to produce quarterly reports	Committee Chairs	Permanent	.Ongoing
14.1.41 (13.1.8)	MACHC 13	Chair to propose how observer organizations participate in MACHC and how to increase participation in MACHC business	Chair	By 14th MACHC meeting	Completed



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14.1.42 (13.1.10)	MACHC 13	MACHC Member States to include 'sharing experience in dealing with maritime disasters' as a standing MACHC agenda item.	Chair	Permanent by 14th MACHC meeting	Completed
Action	Agenda item	Agreement	Responsible party	Due date	Status
14.1.43 (13.1.11)	MACHC 13	Chair to invite the Caribbean Disaster Management Response to the 14th MACHC	Chair	By 14th MACHC meeting	Completed
14.1.44 (13.1.12.)	MACHC 13	MACHC accepts the validity of Crowd Sourcing and requests the chair propose HSSC to assess the validity of its use	Chair	End jan 2013	Completed
14.1.45 (13.1.14)	MACHC 13	Chair to look into providing Audio/Video facilities at next conference for delegates unable to attend	Chair	By 14th MACHC meeting	Completed



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14.1.47 (13.1.16)	MACHC 13	Chair (Suriname) and host (Netherlands) to organise MACHC14	Suriname, Netherlands	By 14th MACHC meeting	Completed
MACHC Integrated Charting Committee (MICC)					
14.2.1 (13.2.1)	MACHC 13 ENC	MICC to continue to monitor and update Region B ENC scheme for all Usage Bands, per the current work plan of MACHC MICC.	MICC Members	Ongoing	Completed
Action	Agenda item	Agreement	Responsible party	Due date	Status
14.2.2 (13.2.2)		Continue to update resolution of overlaps and gaps as reflected in the ECC Regional Coverage Report Annex A and B	MICC Members and Technical Coordinator	ASAP	Completed
14.2.3 (13.2.3)		UK will forward projected M_COVR for Charco Azul and Roatan to MICC Technical Coordinator for update to MICC GIS. Charts will be based on GB charts 503 and 2493.	UK, MICC Technical Coordinator	March 13, 2013	Completed
14.2.4 (13.2.4)		UK to provide update on anticipated production date of ENCs for Charco Azul and Roatan	UK	March 13, 2013 or Until complete	Completed
14.2.5		Provide list of Cruise Line priority ports for the MACHC and other RHCs for	Celebrity Cruise Rep	ASAP	Completed



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(13.2.5)		Consideration by respective charting groups.			
14.2.6 (13.2.6)		UK and Celebrity Cruises (cruise industry) to discuss alternate sources of survey data and how/if it can be applied to charting products in the Bahamas.	UK and Celebrity Cruise	Until complete	Ongoing
14.2.7 (13.2.7)		US to provide update on production of new ENC's in the Panama Canal	USA	March 13, 2013 or Until complete	Completed
14.2.8 (13.2.8)		NL produces ENC equivalent to INT 4108 in co-operation with VEN to achieve adequate coverage on very short notice. When appropriate VEN takes over with the publication of VE300100 and VE300200	NL, VEN	NL ENC completion ¹ March 2013	Completed
Action	Agenda item	Agreement	Responsible party	Due date	Status
14.2.9 (13.2.9)	INT	MICC Technical Coordinator to look into adding ENC usage band column to INT Chart GIS	MICC Technical Coordinator	December 31 2012	Completed
14.2.10 (13.2.10)		Venezuela and UK to review limits for INT 4102.	Venezuela, UK	March 13, 2013 or Until complete	Completed
14.2.11		Colombia and UK review overlap between INT charts 4025 and 4011	Colombia, UK	ASAP	Completed



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(13.2.11)					
14.2.12 (13.2.12)		MICC will explore possibilities for producing an on-line regional catalogue that includes all national coverage in the MACHC region.	MICC Members	March 13, 2013	Completed
14.2.13 (13.2.13)		Include INT charts in National Chart catalogues according to S-4	MICC Members	Ongoing	Ongoing
14.2.14 (13.2.14)		Contact Cuba regarding transfer of charts from Cuba to France, UK, Mexico. It is unclear which charts other than 4149 are to be transferred and who will assume responsibility. France wishes to withdraw from consideration of additional coverage.	MACHC Chair with information from MICC Chair	ASAP	Completed
Action	Agenda item	Agreement	Responsible party	Due date	Status
14.2.15 (13.2.15)		Incorporate new INT Chart scheme, based on national coverage, for Mexico, Nicaragua and Colombia in the Pacific and Suriname, Venezuela and the US in the Caribbean. All countries are to provide limits and S-11 information to the MICC Technical Coordinator for update to the MICC GIS. The new scheme will be incorporated into the MICC GIS, reviewed by the MICC, and submitted to the CSPCWG and the IHO to change S-11.	Mexico, Nicaragua, Colombia, Suriname Venezuela, US, MICC Technical Coordinator	March 13, 2013	Completed



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14.2.16 (13.2.16)		As National Charts are updated to meet S-4 standards, their status will be updated in S-11. National hydrographic offices are responsible to ensure that S-4 standards are properly applied to INT charts.	MACHC MICC Member States	Ongoing	Ongoing
14.2.17 (13.2.17)		MACHC Pacific Coast - Mexico to work with UK on the boundaries between the existing Mexican INT charts and UK charts in neighbouring Pacific coast RHCs.	Mexico, UK, USCHC, SEPHC	March 13, 2013	Completed
14.2.18 (13.2.18)	ADMN	All countries to update the list of participants with MICC Technical Coordinator	MACHC MICC Member States	ASAP and ongoing	Ongoing
14.2.19 (13.2.19)		Update TORs to replace "WG" with "MICC"	MICC Chair	Completed and provided to Secretary	Completed
Action	Agenda item	Agreement	Responsible party	Due date	Status
14.2.20 (13.2.20)		MACHC Chair to communicate new representative to WEND WG	MACHC Chair	ASAP	Completed
14.2.21 (13.2.21)		MICC to decide on new combined format for MICC report to MACHC	MACHC MICC Member States	May 22, 2013	Completed
14.2.22		MICC to provide IHB with briefing concerning Cuban ENC gaps. IHB will	MICC Technical	ASAP and	Completed



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(13.2.22)		engage with Cuba at IMO-MSC and report back to the MACHC. MICC to continue to work with MACHC Chair, the IHO, and other channels toward improving communication with Cuba.	Coordinator, MICC Chair and IHO President	ongoing	Completed
14.2.23 (13.2.23)		Access REMPEITC AIS and ship routes to assess regional chart coverage and survey adequacy and related navigation risk	MICC Chair	March 13, 2013	Completed
14.2.24 (13.2.24)		Provide national response re: CL 51 to IHB	MACHC MICC Member States	ASAP	Completed
14.2.25 (13.2.25)		MICC to provide an updated report to 14th MACHC and MACHC Chair is invited to provide this report to the IHB as the regi ENC and INT coverage so that it may be conveyed accordingly to the IMO.	MACHC MICC Member States	14th MACHC meeting	Completed
Action	Agenda item	Agreement	Responsible party	Due date	Status
Capacity	Building	(CB)			
14.2.1 (13.3.1)	MACHC 13	CB coordinator to investigate further funding sources to enable training	CB Coordinator	On Going	Completed



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14.3.2 (13.3.1)		The CB coordinator should work in close liaison with the adjacent Regional Hydrographic Commissions, including the EAtHC	CB Coordinator	Permanent	Completed	
14.3.3 (13.3.3)		CB coordinator to update 5 year plan	CB Coordinator	Permanent	Completed	
14.3.4 (13.3.4)		IALA to distribute via chair their questionnaire to assess nations IALA capability	IALA, Chair	End 2012	CB need the IALA input	
14.3.5 (13.3.5)		IALA to organize seminar on level 1+ course on Aids to Navigation Manager training	IALA, CB Coordinator	By MACHC 14	CB need the IALA input	
14.3.6 (13.3.6)		Gulf of Fonseca project: 1. Decision to continue the project discussions with authorities from the three Member states; 2. Recognize that the future development of the Gulf of Fonseca can benefit from the works proposed by this project; including hydrography for the safety of navigation, physical oceanography for the protection of the marine environment, and coastal zone management; 3. Decision to keep this project Regional within Central America as much as possible.	PAIGH, Honduras, Nicaragua, El Salvador	On Going	In abeyance until the political situation allows this project to continue	
14.3.7 (13.3.7)		Investigate the feasibility of Spanish online training similar to that of the Hydrographic Academy of University of Plymouth.	CB Coordinator	By MACHC14		



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14.3.8 (13.3.8)		Netherlands to liaise with Chair Organization of East Caribbean States (OECS) to develop proposals for the establishment of regional deployable survey capability in 2012 for MACHC Members, Associate Members and non-Members.	Netherlands	By 31st August 2012	
Marine	Economic	Infrastructure Projects (MEIP)			
14.4.1 (13.4.1)	MACHC 13	MEIP to develop terms and conditions for accessing and using data held within MEIP	MEIP	by Feb 2013	Completed
14.4.2 (13.4.2)		MEIP to identify "quick win" data to populate MEIP	MEIP	ongoing	Ongoing
14.4.3 (13.4.3)		MEIP and REMPEITC to aspire to the least duplication of effort possible and REMPEITC to be invited to join MEIP teleconferences	MEIP, REMPEITC	Ongoing	Ongoing
14.4.3 (13.4.3)		Antigua and Barbuda to discuss with CCCCC coordination with the OECS project.	Antigua and Barbuda, CCCCC	by April 2013	
14.4.5 (13.4.5)		MEIP WG to develop a platform that will identify regional projects in collaboration with CB coordinator	MEIP	by April 2013	Completed
14.4.6		MEIP WG to identify achievable projects within MACHC region in	MEIP CB	by MACHC 14	Ongoing
Action	Agenda item	Agreement	Responsible party	Due date	Status
14.4.7 (13.4.7)		Maritime Alliance to host, coordinate and invite MACHC, industry and donor organisation stakeholders to Maritime Funding session in Washington DC.	Maritime Alliance, MEIP	end 2012	Action not completed



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		To include videoconference for those unable to travel	Chair		

List of Actions 12th MACHC meeting

Action	Agenda item	Agreement	Responsible party	Due date	Status
General					
12.1.5	3	MACHC Member States to include 'sharing experience in dealing with maritime disasters' as a standing MACHC agenda item.	Chair	Permanent By 13th MACHC	completed
Capacity Building					
Action	Agenda item	Agreement	Responsible party	Due date	Status



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12.2.3	3	The CB Coordinator should work in close liaison with the adjacent Regional Hydrographic Commissions, including the EAtHC.	CB Coordinator	Permanent	In Progress
12.2.6	6.4.5	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 2012 revision should have a long term plan (5 years) and consider: <ol style="list-style-type: none"> 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; 	CB Coordinator	Permanent By 13th MACHC Meeting	In Progress
Action	Agenda item	Agreement	Responsible party	Due date	Status



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		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 proposal roadmap for the implementation of this new strategy to be drafted by MACHC CB Coordinator to be submitted to consideration by the CBSC..			
12.2.8		requirements; (OECS) to develop proposals for the establishment of regional deployable survey capability in 2012 for MACHC Members, Associate Members and non-Members	Netherlands HO	By 31st August2012	In Progress
12.2.9		CB Coordinator to seek opportunities to build on the 'Haiti Hydrographic Surveying and Nautical Charting Workshop' of September 2011, in conjunction with the CBSC Chairman and IHB.	CB Coordinator	By 13th MACHC Meeting	In Progress
Electronic	Chart	Committee (ECC)			
12.3.1		MACHC ECC to continue to monitor and update Region B, Atlantic side, ENC scheme for all Usage Bands, per the timetables indicated in Annex A of MACHC ECC report.	MACHC ECC Member States	By 13th MACHC Meeting	Ongoing
12.3.2		MACHC ECC monitors and updates Region B, Pacific Ocean side, ENC scheme for all Usage Bands, per the timetables indicated in Annex A.	MACHC ECC Member States	By 13th MACHC Meeting	Ongoing
Action	Agenda	Agreement	Responsible	Due date	Status



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	item		party		
12.3.3		MACHC ECC to explore options to provide a means to depict ENC schemes on a webpage, as a pilot project. The display should be interoperable and appropriate for GIS applications. Additionally, MACHC Member States should find it easy to update their ENC coverage.	MACHC ECC Member States	By 13th MACHC Meeting	Completed
12.3.4		As a permanent task, MACHC Member States are invited to provide the ECC with their ENC production plans taking into account: - IMO requirements for mandatory carriage and priority regional ports; - the availability of adequate survey data for ENC production (keeping in mind that, in some areas, hydrographic offices may not produce ENCs if <small>data are out-of-date or not compliant with S-44 standards); and</small> - the need to address national overlaps and consistency for all Usage Bands.	MACHC Member States	By 13th MACHC Meeting	Ongoing
12.3.5		ECC to provide an updated report to 13th MACHC and MACHC Chair is invited to provide this report to global ENC coverage so that it may be conveyed accordingly to the IMO.	ECC Chair	By 13th MACHC Meeting	Completed
12.3.6		In order to create the IHO worldwide ENC database, all ENC producers are encouraged to make their ENCs available to the RENCs, even if they are also distributed by different channels.	MACHC ENC producers	By 13th MACHC Meeting	Ongoing
12.3.7		If Member Countries are unable to complete their ENC coverage, the MACHC, in partnership with appropriate authorities, should consider options to address this situation, in accordance with the IMO ECDIS Requirements and WEND principles.	Appropriate MACHC Member States	By 13th MACHC Meeting	Ongoing



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12.3.8		If MACHC Member States are unwilling either to distribute ENC's or to have another country produce for them, the MACHC Chair will inform the Inter- Regional Coordinating Committee (IRCC). The IRCC will take appropriate action with the WEND Working Group, the IHB, and IMO.	Appropriate MACHC Member States	By 13th MACHC Meeting	Ongoing
International	Chart	Committee (ICC)			
12.4.1	6.2	NT Chart Coordinator to update MACHC web site INT Chart data base.	INT Chart Comm. Chair, U	By 13 MACHC Meeting	Completed
12.4.2	6.2	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 13th MACHC Meeting	Ongoing
12.4.3	6.2	Cuba proposed that INT Chart 4017 be produced by another hydrographic service. US offered to produce this chart. Cuba also offered to pass relevant data to the INT chart producer of chart 4021.	US & Cuba	By 13th MACHC Meeting	Completed
12.4.4	6.2	The ICC Chair shall send to the Secretary the updates regarding the INT Charts of Venezuela that have changed (see Action 11-46). Members States must send their updated data to the Secretary, include US	ICC Chair, MACHC Members and	By 13th MACHC Meeting	Completed



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		information regarding INT Charts 4015, 4016, 4145, 4146, 4147 and 4148.	Secretary		
12.4.5	6.2	The current limits of the INT Charts 4100 and 4102 shall be maintained Venezuela will confirm the limits of the new INT Charts, as proposed: 4102A, 4104, 4106, 4108, 4110 and 4112.	ICC Chair, Venezuela	By 28th Feb 2012	Completed
12.4.6	6.2	Cuba requested the cooperation of UK, USA, France and Mexico for the production and updating of the INT Charts 4149, 4154, 4158, 4166 and 4170.	Cuba, France, Mexico, UK, US	By 13th MACHC Meeting	Completed
12.4.7	6.2	Cuba proposed that the USA maintain updating the INT Chart 4149 and becomes responsible for production of this chart.	Cuba, US	By 13th MACHC Meeting	Completed