



**STATUTES
OF THE
MESO AMERICAN - CARIBBEAN SEA HYDROGRAPHIC COMMISSION
(MACHC)**

as amended by the XIVth Conference of the Commission in Sint Maarten, Netherlands
(December 2013)

Notes:

1. The terms "International Hydrographic Bureau" and "IHB" to be replaced by "Secretariat of the IHO" when the amendments to the Convention on the IHO enter into force.
2. The term "Directing Committee of the IHB" to be replaced by "Secretary-General of the IHO" when the amendments to the Convention on the IHO enter into force.
3. The terms "International Hydrographic Conference" and "IHC" to be replaced by "IHO Assembly" when the amendments to the Convention on the IHO enter into force.

ARTICLE 1: OF THE COMMISSION

- a) The Meso American - Caribbean Sea Hydrographic Commission has been constituted in conformity with Resolution 2/1997 as amended (formerly Administrative Resolution T1.3) of the International Hydrographic Organization (IHO), included as Annex 1, and shall be governed according to these Statutes.
- b) The geographic Region covered by the Commission shall be that defined by the IHO INT Charting Scheme Region B, included as Annex 2, hereafter referred as "the Region".

ARTICLE 2: OF THE MEMBERS

- a) Full Members of the Commission shall be IHO Member States within the Region that are signatories to these Statutes.
- b) Associate Membership is open to any non-IHO Member State within the Region that is a signatory to these Statutes. Other Members of the IHO that contribute to the safety of navigation through their activities in the fields of hydrography, nautical charting or nautical information in the Region and are signatories to these Statutes may be accepted as Associate Members. Associate Members have the same rights and obligations as the Full Members of the Commission except the right to vote or to be elected Chair.
- c) The Chair shall also invite other IHO Member States that are not signatories to these Statutes but that contribute to the safety of navigation by their activities in the fields of hydrography, nautical charting or nautical information in the Region, or organisations active in the Region, to attend as Observers.

ARTICLE 3: OF THE AIMS

- a) The Commission, which is an integral element in achieving the objectives of the IHO and which promotes the aims of the Organization at the regional level, shall have an advisory, scientific and technological character; it shall not exert any authority over the Hydrographic Services or institutions responsible for hydrography and navigation of the Member countries and activities shall not extend to matters concerning international political issues.

- b) Particular aims of the Commission are:
1. To promote technical co-operation and training in the domain of hydrographic surveying, marine cartography and nautical information.
 2. To examine in its area of interest, matters with which the IHO is concerned, avoiding any interference with the prerogatives of the International Hydrographic Bureau (IHB) and of any other bodies set up by the IHO.
 3. To stimulate all countries of the Region to expand their hydrographic activities and to encourage them to seek advice and technical assistance from the IHB and other organisations in order to strengthen their hydrographic capabilities.
 4. To facilitate the exchange of information related to surveys, research and/or scientific and technical development to assist in planning and organizing the hydrographic activities in the widest sense of the aims, but without interference in national responsibilities.
 5. To implement the INT and ENC Chart Schemes for the Region and to monitor their suitability.
 6. To carry out studies and projects through committees or working groups of the Commission so as to provide input to the IHO when deemed necessary.
 7. To identify the MACHC Representative(s) to the IHO Council (when the IHO Council is established), as outlined in the guidance provided in Annex 3 to the Statutes.

ARTICLE 4: OF THE ORDINARY CONFERENCE

- a) The Commission shall meet in ordinary Conference in a country of the Region at least twice between two successive ordinary sessions of the International Hydrographic Conference (IHC).
- b) The Members shall be represented at the Conferences by the heads of the Hydrographic Authorities or their nominees or, where such services do not exist, by heads of national authorities responsible for hydrography and navigation.
- c) The presence of at least one-half of the Full Members of the Commission shall constitute the necessary quorum to hold the meeting.
- d) An invitation to attend the Conference shall always be sent to the Directing Committee of the IHB.
- e) The Chair shall invite those countries of the Region that are not Members of the Commission and the Coordinators of adjacent INT-Chart Regions to send Representatives to attend the Commission Conferences as Observers. Any Members may propose to the Chair the invitation of technical experts as Observers. Observers can participate in the discussions and in the working groups set up by the Commission but shall not have voting rights.
- f) The host country may limit the number of participants to not more than two per country according to the availability of facilities.

ARTICLE 5: OF THE CHAIR AND VICE CHAIR

- a) The Conferences of the Commission are conducted by the Chair with the assistance of

the Vice Chair.

- b) The Chair and Vice Chair of the Commission shall be from a Full Member State of the Commission, elected on a rotational basis. Under normal circumstances, the term for the Chair and Vice Chair will be two years. If the period between Conferences exceeds two years, the term will extend until the end of the next Conference.
- c) At the conclusion of a Conference, Full Members will offer suggestions regarding the election of a new Chair and Vice Chair. In order to assure the continuity, it is suggested that the Vice Chair be elevated to the position of Chair for the next period.
- d) If the Chair, or the Vice Chair, is unable to officiate at the Conference, he or she shall be replaced by his or her Representative.
- e) The incoming Chair shall take office three months after the conclusion of an ordinary Conference.

ARTICLE 6: OF THE SEATS OF THE CONFERENCES

- a) At the end of each conference the Full Members desirous of hosting the following conference shall put forward their candidatures. Proposals for holding the conference in a country of an Associate Member may also be considered. Where no other compelling circumstances exist, priority shall be given to a Full Member State which has not yet hosted a conference, or to the one which did so the longest time ago.
- b) The host country will assist with the arrangement of authorizations and visas, so as to facilitate attendance at the Conference.

ARTICLE 7: OF THE CONFERENCE

- a) The Chair shall prepare the Provisional Agenda in conjunction with the Members at least two months before its opening. The Provisional Agenda shall normally include the standard items suggested in relevant IHO guidance (for example, National Reports, INT Charts and ENC Cell scheme). The first item shall be the Chair's report on the activities of the Commission since the last Conference. All Conference Documents shall be made available on the IHO/MACHC web site at least one month prior to the meeting.
- b) Members' Proposals to be included on the Agenda of a Conference should be sent to the Chair for the next Conference at least four months in advance of the date agreed for the commencement of the Conference.
- c) The Agenda shall be adopted by the Commission at the beginning of each Conference.
- d) The Commission can modify the order of discussion of the different items of the Agenda during the Conference.
- e) Proposals of Members not included in the Agenda shall be submitted to the Chair and, with the agreement of the Members, shall be added to the Agenda for consideration.
- f) Each Full Member has one vote and votes shall be indicated by a show of hands.
- g) At the end of each Conference, the Chair shall present the Resolutions and Decisions taken in the working language of the Commission. 20 days after the close of the Conference, the Chair will submit to the Full Members and Participants a report, (in the working language of the Commission) which will include those Resolutions and Decisions, as well as any supporting information submitted. Full Members shall report

any objections of the report within 20 days. Any objections to the report shall be made by electronic mail.

- h) Between Conferences, if necessary, subjects may be discussed and decided by correspondence in the MACHC working language.
- i) In preparation for, during and between Conferences, the Chair shall be assisted by the Secretary appointed by him/her. The duties of the Secretary include the following:
 1. To collate, three months before the Conference, all proposals from the Full Members, to be included in the Agenda.
 2. To forward proposals and the provisional Agenda to the Chair and Vice Chair at least two months prior to the Conference.
 3. To prepare and distribute a list of participants at least one month prior to the Conference.
 4. To receive and to forward any requirements from the Members to the Chair and Vice Chair as appropriate.
 5. To prepare for the Chair, a report of the Conference within 20 days following its conclusion, including the discussions resolutions and decisions taken, as well as any supportive information that was submitted.
 6. To prepare the final report and forward it to the IHB.
 7. To assure with the host country, the nominal organization of the Conference.

ARTICLE 8: OF RESOLUTIONS AND DECISIONS

- a) The resolutions and decisions of the Conference shall usually be reached by consensus among Full Members. If consensus cannot be reached, resolutions and decisions shall be adopted by a simple majority of the Full Members present. In case of an equal number of votes (tie), a second vote shall take place after listening to the comments of the Representative of the IHB.
- b) The Chair each day shall prepare a written text of the decisions taken on each item of the Agenda and shall see to its distribution to all the attendees present for the next day.
- c) Each Full Member has only one vote.
- d) At the end of the Conference, the Chair shall read the text of the resolutions and decisions taken. All decisions become operative immediately.

ARTICLE 9: OF CORRESPONDENCE

- a) The Chair shall send, within two months after the closing of the Conference, one copy of the Draft Report regarding the discussions and decisions taken during the Conference to each of the Full Members for its approval, and for Associate Members and Observers to comment. The Full Members shall send back their approval or any amendments within two months after its receipt. Any objection shall be resolved by correspondence. A signature page shall be circulated to obtain final approval.
- b) A copy of the Final Report of the Conference shall be sent to the Full Members, Associate Members, Observers and the IHB.

ARTICLE 10: OF EXTRAORDINARY CONFERENCES

- a) The Chair may convene an Extraordinary Conference of the Members of the Commission when their Representatives are assembled for a session of the IHC, inviting others qualified to attend as Observers.
- b) In the case of urgent matters, which cannot be treated by correspondence nor can be delayed for the next Conference, the Chair, in agreement with the Full Members may convene an Extraordinary Conference.

ARTICLE 11: OF EXPENSES

- a) The Chair and the host country shall be responsible for the organisation of the Conferences and shall pay the expenses except those described below.
- b) Travelling, hotel and per diem expenses of the delegates shall be defrayed by their respective organizations.

ARTICLE 12: OF THE STATUTES

- a) The IHB shall be the custodian of these Statutes.
- b) The modification of the Statutes requires the approval of at least two-thirds of the Full Members of the Commission.
- c) If modifications to the extant Statutes are agreed by those Full Members attending a Conference, but they do not receive the approval of at least two-thirds of the Full Members as required, the Chair shall submit the proposal(s) by mail to all Full Members with information copies to Associate Members. Final approval shall be subject to the provisions of Article 12b. All approved modifications to the Statutes shall then appear in the report of the Conference.

ARTICLE 13: OF THE LANGUAGE OF THE COMMISSION

- a) The working language of the Commission shall be English.

Signatures: Full Members

BRAZIL	Name Title/Post	
COLOMBIA	Name Title/Post	
CUBA	Name Title/Post	
FRANCE	Name Title/Post	
GUATEMALA	Name Title/Post	
JAMAICA	Name Title/Post	
MEXICO	Name Title/Post	
NETHERLANDS	Name Title/Post	
SURINAME	Name Title/Post	
TRINIDAD & TOBAGO	Name Title/Post	
UNITED KINGDOM	Name Title/Post	
UNITED STATES OF AMERICA	Name Title/Post	
VENEZUELA	Name Title/Post	

Associate Members

ANTIGUA AND BARBUDA	Name Title/Post	
BARBADOS	Name Title/Post	
EL SALVADOR	Name Title/Post	
GUYANA	Name Title/Post	
HAITI	Name Title/Post	
HONDURAS	Name Title/Post	
NICARAGUA	Name Title/Post	
PANAMA	Name Title/Post	
SANTA LUCIA	Name Title/Post	
ST. KITTS AND NEVIS	Name Title/Post	

IHO RESOLUTION 2/1997
(Latest amendment: CL 69/2010)

ESTABLISHMENT OF REGIONAL HYDROGRAPHIC COMMISSIONS (RHC)

1. It is resolved that the IHB shall encourage Member States having common regional interests in data collecting or nautical charting to form Regional Hydrographic Commissions (RHC) to cooperate in the undertaking of surveys and other projects. As part of IHO, the RHC shall complement the work of the Bureau.

2. RHCs are intended to provide, in pursuance of the resolutions and recommendations of the IHO, regional co-ordination with regard to nautical information, hydrographic surveys, production of nautical charts and documents, training, technical cooperation and hydrographic capacity building projects. They (RHC) should enable the exchange of information and consultation between the hydrographic services concerned. Geographically adjacent RHCs should liaise with each other.

2bis. Where Capacity Building is required in a region, RHCs are recommended to establish an internal body to deal with CB matters and to designate a focal point to ensure continuity in the CB process. This part-time allocation to assist RHCs should come primarily and ideally from an HO within the region. If that is not possible then the RHC might agree to request support from another RHC or an HO that might wish to take that responsibility.

These regional contact points, the responsibilities of which should be given directly and in detail by the RHC concerned, shall have the support of the RHCs; shall be nominated having in mind the importance of continuity; shall be in permanent contact with the corresponding RHC Chairman as well as with the CBC Chairman. Ideally should be a CBC member with access to RHC meetings.

In the absence of any other viable alternative and despite its limited human resources availability a request of support could be requested to the IHB.

3. RHCs shall be properly constituted and have activities in line with the objectives of the IHO as described in Article II of the Convention on the IHO and in accordance with the approved IHO Work Programme. Geographical areas of the RHC will normally coincide with INT chart regions, modified as appropriate to meet regional requirements and special circumstances. There are special provisions for Region M (Antarctica) because of its special status.

4. RHC membership may include full members, associate members, and observers, all willing to contribute to the safety of navigation in the fields of hydrography, nautical charting, nautical information or navigational warnings in the region concerned. The roles of full members, associated members and observers will be defined by each RHC.

Full membership is reserved for IHO Member States within the region who sign the statutes of the RHC.

Associate membership is available to other IHO Members States or States of the region who are non-IHO members, both being signatories of the statutes of the RHC.

Other States and International Organizations active in the region concerned may be invited by the RHC to participate as observers.

The invitation procedures should be established by each RHC.

5. The working languages used by the RHC shall be agreed upon by their members and

designated to ensure the best communication between participants. The reports and IHO documents relating to RHC activities shall be in at least one of the official languages of the IHO. For correspondence with the Bureau, one of the official languages of the IHO shall be used.

6. A representative of the Bureau shall be invited to attend meetings of RHCs.

6bis RHCs shall assess regularly the hydrographic capacity and requirements within their region.

7. Chairs of RHCs shall report to the I.H. Conference on RHC activities, hydrographic capacity and requirements within their region, future plans and the agreed key targets that support RHC tasks detailed in the IHO Work Programme. The Chairs of RHC's shall also submit an annual report to the IHB indicating progress made against the agreed key targets in the IHO Work Programme for general dissemination. Between sessions of the IHC, reports of studies or other activities, which may be considered of general interest to all IHO Member States, shall be sent by Chairs of RHCs to the Bureau for general dissemination.

8. The following structure is to be used for National Reports made to those RHCs that wish to receive such reports:

Structure for National Reports to Regional Hydrographic Commissions

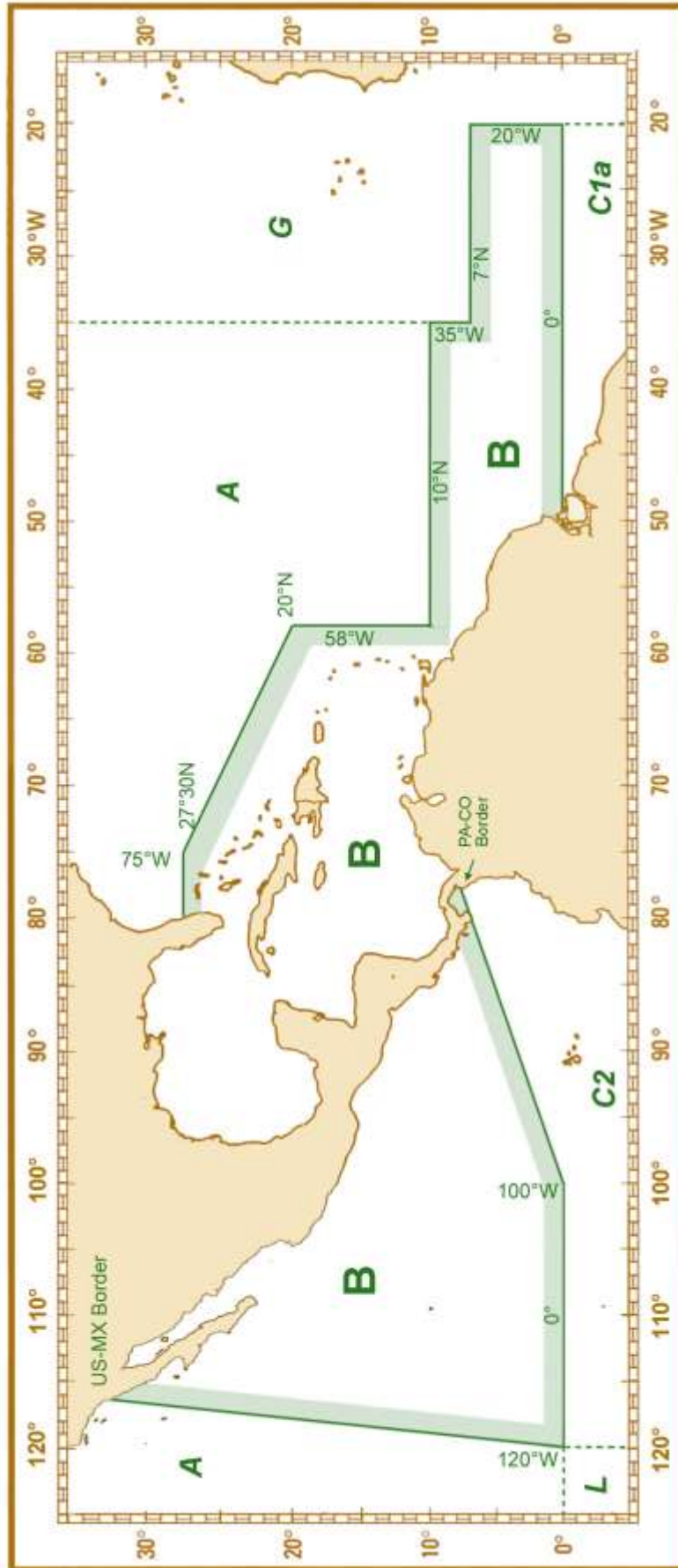
Executive summary

- | | |
|-----------------------------------|---|
| 1. Hydrographic Office / Service: | General, including updates for the IHO Yearbook e.g. reorganization |
| 2. Surveys: | Coverage of new surveys
New technologies and /or equipment
New ships
Problems encountered |
| 3. New charts & updates: | ENCs
ENC Distribution method
RNCs
INT charts
National paper charts
Other charts, e.g. for pleasure craft
Problems encountered |
| 4. New publications & updates: | New Publications
Updated publications
Means of delivery, e.g. paper, digital
Problems encountered |
| 5. MSI: | Existing infrastructure for transmission
New infrastructure in accordance with GMDSS Master Plan
Problems encountered |

Note : Use the WWNWS template for this section

6. C-55: Latest update (Tables)
7. Capacity Building: Offer of and/or demand for Capacity Building
Training received, needed, offered
Status of national, bilateral, multilateral or regional development projects with hydrographic component. (In progress, planned, under evaluation or study)
Definition of bids to IHOCBC
8. Oceanographic activities General: GEBCO/IBC's activities
Tide gauge network
New equipment
Problems encountered
9. Other activities: Participation in IHO Working Groups
Meteorological data collection
Geospatial studies
Disaster prevention
Environmental protection
Astronomical observations
Magnetic/Gravity surveys
MSDI Progress
International
Etc
10. Conclusions

ANNEX 2 to STATUTES OF THE MACHC



Procedure for Selection of Commission Representative(s) on the IHO Council

The Commission representative(s) on the IHO Council will be elected by postal vote once the number of seats allocated to the Commission and the names of States eligible for selection have been advised by the Secretary-General in accordance with Article 16(b) of the IHO General Regulations. The election will be conducted according to the procedure set out below.

Representing the Commission on the IHO Council is an important responsibility, as it is a primary means of communication and involvement by the MACHC in IHO matters. Thus, it is important that the Commission be served by knowledgeable, willing and capable representatives to the IHO Council. Member States representing the Commission on the IHO Council must be prepared to meet their responsibilities, both in terms of time required and financial expenses.

The following provides guidelines and procedures for selecting the Commission Representatives on the IHO Council:

1. Nomination

- a. Any Full Member of the Commission who wishes to nominate as the regional representative to the Council is to submit their nomination to the Chairman with copies to the Secretary General of the IHO and all Full Members of the Commission at least six months before an Assembly (refer Article 16(b)(iii) of the IHO General Regulations).
- b. Within one week of receipt of advice from the Secretary General (three months before the Assembly – refer Article 16(b)(vi) of General Regulations) the Chair of the Commission will act as follows:

Either

If the number of nominations is equal to or less than the number of Council seats allocated to the Commission, issue a MACHC Circular Letter advising the Member State(s) that will represent the MACHC at Council;

Or

If the number of nominations is greater than the number of Council seats allocated to the Commission Issue a Voting Paper by a MACHC circular letter to all Full Members of the Commission detailing:

- a. the number of Council seats allocated to the Commission,
- b. the nominations,
- c. closing date for return of completed voting paper (30 days after date of issue).

2. Voting Procedure

- a. Each Member marks their preferred candidate State(s) (according to the number of seats allocated) on the voting paper and returns it to the Chair of the Commission by the due date (see example of voting paper in Appendix 1),
- b. In the case of a tied result, the Chair will cast the deciding vote,
- c. The Chair will advise the outcome of the election and the details of received votes through a MACHC circular letter within two weeks of the closing date for voting.

Appendix 1

Meso-American and Caribbean Sea Hydrographic Commission (MACHC)

Selection of Representative(s) to the IHO Council

Example of Voting Paper

Part A

Number of Seats on Council allocated to the MACHC: *Chair inserts number in here*

(This is the number of boxes that may be marked below)

Part B

To vote for a candidate State put an 'X' in the adjacent box. The number of boxes that may be marked is shown in Part A above.

<i>Chair inserts candidate State A in here</i>	<i>Votes indicated with an X here</i>
<i>Chair inserts State B in here</i>	<i>Votes indicated with an X here</i>
<i>Chair inserts State C in here</i>	<i>Votes indicated with an X here</i>
<i>insert other States if appropriate</i>	<i>Votes indicated with an X here</i>

Member State: Date:

Authorised By: Position: (signature)

.....

(Name)