**MESO AMERICAN – CARIBBEAN SEA HYDROGRAPHIC COMMISSION (MACHC)**

**Terms of Reference and Rules of Procedure**

**MACHC Capacity Building Committee (MACHC-CBC)**

Reference: MACHC16 Report (Decision N. nn)

**Objectives**

The primary objectives of the MACHC-CBC are to:

* Assist the MACHC to meet the objectives of the International Hydrographic Organisation (IHO), making the necessary recommendations for action,
* Assist the sustainable development of the capacity of MACHC coastal States to fulfil the obligations in UNCLOS, SOLAS and other international instruments regarding to the provision of hydrographic services and maritime safety information,
* Raise awareness of the importance of Hydrography,
* Assess the hydrographic surveying, nautical charting and nautical information status in the region in accordance with C-55,
* Encourage the creation of National Hydrographic Committee’s (NHC) in the MACHC region. Associate Members with functioning NHC’s will be given priority when there is a requirement to select participants for MACHC capacity building activities,
* Investigate other international instruments to support Capacity Building.

**Authority**

The Capacity Building Committee (CBC) is a Committee of the Meso American & Caribbean Sea Hydrographic Commission (MACHC) established at the MACHC9 meeting. Its membership and activities are in accordance with these Terms of Reference.

**Composition and Chairmanship**

The MACHC-CBC membership is open to Members and Associate Members of the MACHC wishing to be represented. Further composition is as follows:

1. Representatives of entities and/or organizations, which, in the opinion of the Committee, can provide relevant and constructive contributions to the work of the MACHC-CBC, may be invited to participate as expert contributors.
2. A MACHC Conference will appoint a MACHC Capacity Building Coordinator. The MACHC CB coordinator utilises the Terms of Reference developed by the Capacity Building Sub-Committee (see www.iho.int → Committees & WGs → CBSC → Terms of Reference for CB Coordinators).
3. The MACHC-CBC will be chaired by this MACHC CB Coordinator and supported by the IHB.
4. A Vice Chair can also be appointed. The Vice-Chair works closely together with the MACHC CBC Chair in order to promote effective CB work in the region. In this light the combination of English and Spanish speaking Chair and Vice Chair is a strong point.

All members should inform the Chair in advance of their intention to attend meetings of the MACHC-CBC. The meetings will consider the Capacity Building component of the National Reports submitted to the MACHC Conference as the basic input documents for its work.

**Procedures**

* Meetings shall be conducted by the MACHC-CBC Chair (or Vice-Chair in his/her absence) and shall generally be held in conjunction with MACHC meetings. Alternatively, the Chairman may call intercessional meetings as considered necessary or at the request of the majority of participants. The host of the MACHC meeting shall normally provide meeting facilities and administrative support for the CBC meeting.
* The MACHC-CBC should work by correspondence, meetings, workshops or symposia. The MACHC-CBC should meet at least once a year in conjunction with the MACHC Conference.
* Notification of meetings and an agenda with supporting materials will be distributed to participants and associated designated attendees at least 30 days in advance of a meeting. Action items and decisions will be identified at the end of each meeting.
* Decisions should generally be made by consensus. If a consensus is not reached then the decision will be agreed by the MACHC Conference.
* Working Groups may be established by the MACHC-CBC to undertake detailed work on specific assigned topics. Specific actions for those Working Groups may be formulated and distributed to all MACHC-CBC members and appended to this document for reference.
* The MACHC-CBC meetings shall generally be conducted in English, unless all the participants agree otherwise and as resources permit. Minutes shall be produced in English, and Spanish, if resources permit.
* Within 30 days after a meeting, the Chair will promulgate minutes of meetings, including details associated with the decisions and actions. Documents will be provided on the MACHC web site.
* Amendments to these terms of reference may be made at any time after consultation with the participating CBC members by the MACHC conference.