



INTERNATIONAL HYDROGRAPHIC ORGANIZATION
MESO AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION



**16th Meso American & Caribbean Sea Hydrographic
Commission Meeting
9- 12 December 2015
Jolly Harbour, Antigua,
List of Actions**

**MACHC 16-1.5
Results of action list review at 16th MACHC Conference**

During the 16th MACHC Conference the outstanding action items were administered and discussed, and new ones were adding. The latter as a result of debate in the plenary meeting or as a result of IRCC7 actions. Below you will find the MACHC action list divided in four separate tables. The first table lists the new action items as agreed during the 16th MACHC. The last three tables are the previous Open, Continuous and Closed or Completed action items as they were listed **at the start** of the 16th MACHC Conference. The column 'Status' reflects the status as agreed **during** the 16th MACHC Conference itself. This status is also reflected in the color of the row.

These four tables are meant to be a part of the minutes of the 16th MACHC Conference. In preparation for the 17th MACHC the tables will be vetted for closed and completed action items so that only active action items (Open and Continuous) remain listed. This will lead to a much reduced action list.

legend
White: open item
Light grey: continuous action
Light Green: completed or closed

Table 1: NEW ACTION ITEMS DURING THE 16th MACHC

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
List of actions 16th MACHC meeting					
16.1.6	Statutes	Member States to consider how to provide dual versions in Spanish and English of MACHC documents, for instance as a voluntary service by a Member State.	Member States	17th MACHC Conference	Open
16.2.1.2	CB	Chair to contact COCATRAM to request annual report of ongoing activities concerning Gulf of Honduras project. COCATRAM to give an annual report on ongoing activities concerning Gulf of Honduras.	Chair MACHC and COCATRAM	17 th MACHC Conference	Open
16.2.1.3	CB	Honduras, Guatemala and/or Belize to give an (annual) feedback at the MACHC Conference on the Gulf of Honduras project.	Honduras, Guatemala, Belize	17 th MACHC Conference	Open
16.2.2.1	IRCC7/01	Member states to approve pending applications for IHO membership.	Member States	As soon as possible	Continuous , national responsibility
16.2.2.2	IRCC7/05	Provide the IRCC Chair with progress reports on the relevant tasks in the IHO 2015 Work Program.	Chair MACHC, Member states, MICC, CBC, GEBCO, NGA	Next Jan 2016	Continuous . Yearly report, Chairs MACHC WG's and MS to collate updates on the various topics of work programs 1, 2 and 3. Chair MACHC to coordinate overall.
16.2.2.3	IRCC7/07	Provide to the IRCC Chair the estimated values of SPIs and agreed WPIs as of 31 December 2015 and target values for 31 December 2017.	Chair MACHC, Member states,	Next Jan 2016	Continuous . Yearly report. Chairs of MACHC WG and MS

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
			MICC, CBC		to collate updates on WPI en SPI as indicators. Chair MACHC to coordinate overall.
16.2.2.4	IRCC7/15	Provide material to the IHB to promote the achievements of IRCC bodies	All	As available	Continuous
16.2.2.5	IRCC7/17	Encourage National Hydrographers to invest in English language training in order to increase the chances of their candidates being selected to Cat A and Cat B training courses delivered in English	Member States and Associate Member States	As required	Continuous
16.2.2.6	IRCC7/27	To task: a) New INT Chart Producer Nations to provide first edition INT chart to Regional INT Chart Coordinator (or ICCWG) for review as soon as convenient during the production cycle; b) INT Chart Coordinators/ICCWGs to manage the review of the first edition INT charts produced by new INT Chart Producer Nations to check their compliance with IHO standards, provide feedback to the Producer and to report progress to the next RHC meeting; c) All INT Chart Producer Nations to provide first edition and new edition INT charts to Regional INT Chart Coordinator (or ICCWG) 3 months prior to every RHC meeting to enable Regional INT Chart Coordinator (or ICCWG) to validate current INT chart Scheme; d) All editions of INT charts submitted under action 27 a) and b) to be subsequently transferred to the IHB to be included in the IHB reference collection for internal use; and e) Member States to provide an update of the list of on-line chart catalogues, either directly or systematically when updating the Yearbook.	MICC Chair	As required	Continuous. Findings including those of the workshop in Monaco to be reported at the 17 th MACHC.

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
16.2.2.7	IRCC7/28	Implement procedures approved by Decision 3 and to report their processes for the review of first edition INT Charts produced by new Producer Nations to IRCC	Chair MACHC through MICC chair	IRCC8	Open.
16.2.2.8	IRCC7/33	Instruct the ICCWG Coordinators to investigate ways to improve communication across the regions and report back to IRCC.	Chair MACHC through MICC chair	IRCC8	Continuous. MACHC action 15.7.2.4 also applies
16.2.2.9	IRCC7/41	Member States, Associate Member states and Observers to consider incorporating hydrography in more comprehensive maritime projects as a way of raising awareness and funds from Donor agencies, and report back to the chair not later than 8 April 2016”.	Member states, Associate Member states, Observers	8 April 2018	Open. MACHC action 14.3.1 also applies (standing activity MICC).
16.2.2.10	IRCC7/43	Member States and Associated Member States to provide access for the IHB to any of their relevant promotional material on CB and to consider using the posters displayed at the EIHC 5 CB.	Member states, Associate Member states,	17 th MACHC Conference (as soon as possible)	Open . At 16 th MACHC no feedback given by MS en AMS
16.2.2.11	IRCC7/62	MACHC Chair invites Member States to consider providing representatives of the IHO at the international meetings listed in doc. IRCC-10B on relations with stakeholders.	Member States	17 th MACHC Conference (as soon as possible)	Open.
16.5.1	Risk Assessment	Chair, supported by UKHO, to organize a follow-on and longer meeting on Risk Assessment during next MACHC conference. Aims are: 1. Exchange information, learn and apply. 2. Clarify future objectives and attain consistency about terminology. MS to provide their thinking either in writing or through the MICC-communication channel during the year.	Chair MACHC, UKHO and Member States	17 th MACHC Conference	Open

Annex A to the 16th MACHC Conference minutes

No	Subject mater	Action	Responsible party	Due date	Status after 16th MACHC
16.5.5	SDB	SHOM to provide an update on the planned SDB activities during 2016.	France (SHOM)	17 th MACHC Conference	Open
16.6.1.1	MEIP	MEIP Chair to prepare a 'think piece' which lists potential options for the way ahead for the MEIP with the aim to facilitate decision making in the next MACHC. The ambition level is central to this piece: how and with what data to integrate and fit in with other complementary initiatives for spatial data infrastructures, an example being the "Eye on the Earth" project of PAIGH. Member states are invited to share their thoughts on the future of the MEIP via correspondence/e-mail before next MACHC.	MEIP chair and Member States	17 th MACHC Conference	Open
16.6.1.2	MEIP	Member States to provide NOAA with a letter/email in which they inform NOAA which data is available for the open ENC Online viewer (without password).	Member States	As soon as possible	Open
16.7.6	Papers	Chair to reserve time and space in the agenda of 17 th MACHC Conference for inland ENC's.	Chair MACHC	17 th MACHC Conference	Open
16.9.3	Regional bodies	Attendees to provide contact information of CDEMA to the Chair so CDEMA can be invited for next conference.	All	17 th MACHC Conference	Open
16.10.1	CB	Chair to investigate the possibility for a 'CB Workshop with a mini forum' on specific hydrographic topics at the next MACHC.	Chair, in consultation with CBC	17 th MACHC Conference	Open
16.10.4.1	FOCAHIMECA	Mexico to make their FOCAHIMECA program available to the CB Coordinator (Chair and Vice Chair) with the aim to harmonise time schedules and/or CB-activities between programs.	Mexico	17 th MACHC Conference and as required	Open
16.10.4.2	FOCAHIMECA	If additional funding is sought from CB-funds, Mexico to make bids through the established CB mechanism's.	Mexico	As required	Continuous

Table 2: OPEN ACTION ITEMS AT START OF 16th MACHC

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
List of actions 15th MACHC meeting					
15.3	GEBCO	MS to provide information on how they provide information on how they engage with GEBCO (follow up on action item 14.1.16)	Member States	As required	Continuous , to be briefed as part of national report.
15.4	Statutes	The IHB to submit a written proposal to be discussed at the XVI th MACHC meeting regarding the amendment of article 11a MACHC Statutes.	IHB	XVIth MACHC meeting.	Closed , iaw MACHC letter 22/2015 and agenda item 15-1.6.
15.4.2.1	Statutes	<ul style="list-style-type: none"> The MACHC will draft a formal proposal to IRCC 7 on Spanish as a working language. Mexico to assist the Chair in drafting the proposal. The proposal will be submitted as a MACHC paper to the IRCC 7 meeting. 	Chair MACHC supported by Mexico	7th IRCC meeting.	Closed , iaw MACHC letter 22/2015 and agenda item 15-1.6.
15.4.2.3	Statutes	Other RHC's will be informed of the process taking place within the MACHC.	Chair MACHC	8 th IRCC meeting	Open , iaw MACHC letter 22/2015 and agenda item 15-1.6.
15.5.1.1	IHO	Colombia, Guatemala, Jamaica, Trinidad & Tobago and Venezuela to send their official letters regarding the Protocol of Amendments to the IHO Convention to Monaco.	Colombia, Guatemala, Jamaica, Trinidad & Tobago, Venezuela	17th MACHC meeting (as soon as possible)	Open . Chair invited MS to provide an update.
15.5.1.2	IHO	Haiti will send the Instrument of Accession to the IHO.	Haiti	As soon as possible	Open , not send in.
15.5.2.1	IRCC	Drafting of a MACHC paper "Spanish as working language".	Chair MACHC	7th IRCC meeting.	Closed , iaw MACHC letter 22/2015 and agenda item 15-1.6.

Annex A to the 16th MACHC Conference minutes

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
15.5.2.2	IRCC	Member States are encouraged to act in line with IRRC 7 papers 11B/11E in anticipation of IRRC7 action 67	Member states	As required	Continuous , as part of MS responsibilities.
15.5.2.3	IRCC	MACHC Chair to consult the Chairs of the working groups to determine other MACHC actions for IRCC7.	Chair MACHC	7th IRCC meeting	Completed
15.5.4	WEND	MICC to update the list of ENCs	MICC Chair	XVIth MACHC meeting	Completed. The WEND gets updates through PRIMAR Catalog.
15.CB.1	CB	IHB to submit a proposal regarding the creation of a roster of experts.	IHB	17th MACHC meeting	Open , is part of the development of the IHO Trainers DB.
15.CB.2	CB	CB element to be included on the website (persons trained, experts etc.)	IHB	TBD	Closed , unclear how this fits in IHB remit
15.CB.3	CB	CB questionnaire to be tabled at IRCC7.	IHB	7th IRCC meeting	Closed , unclear how this fits in IHB remit
15.6.1	Presentation/Papers	Invite the Cruise Lines International Association (CLIA) to make a presentation at the 16th MACHC meeting	Chair MACHC supported by USA	XVIth MACHC meeting	Completed , is agenda item 7.4.
15.6.2.1	National report	Brazil to engage other countries in the MACHC region and other RHCs to develop a platform in the area of Inland ENC (IENC).	Brazil	17th MACHC meeting	Open , ongoing activity.
15.6.2.3	National report	Technical visit to Haiti postponed to 2016 because of busy political agenda in Haiti.	IHB, CB Coordinator, NOAA and IALA	2016	Open , is on-going discussion between IHB, CBC, NOAA and IALA on responsibilities and conduct of TV.
15.6.2.4	National report	IALA to assist Haiti in preparing for the technical visit.	IALA and Haiti	XVIth MACHC meeting	Closed , overtaken by action 15.6.2.3

Annex A to the 16th MACHC Conference minutes

No	Subject mater	Action	Responsible party	Due date	Status after 16th MACHC
15.6.2.5	National report	Haiti to deposit the Instrument of Accession to the IHO Convention in the first semester of 2015.	Haiti	As soon as possible	Open , not deposited.
15.6.2.6	National report	ESRI will try to make its data available to Haiti.	ESRI	17 th MACHC meeting.	Open
15.6.2.8	National report	The Netherlands to look at the possibility of sea riding opportunities for other states	The Netherlands	XVIth MACHC meeting.	Completed , always possible in Northsea and when Survey vessel is deployed in Caribbean
15.6.2.9	National report	Venezuela to make their hydrographic products available to the MACHC.	Venezuela	XVIth MACHC meeting.	Closed , is part of standing MICC activities.
15.6.2.10	National report	Spain to send training information to the MACHC Secretary. (CB Coordinator will coordinate these CB activities).	Spain (and CB Coordinator)	XVIth MACHC meeting.	Closed . Nothing received from Spain.
15.6.2.11	National report	Spain to assist Mexico and other MACHC countries with the language issue (resolve the issue regarding courses) [or resources??].	Spain, Mexico	As required	Continuous , is bilateral activity.
15.6.3.1	MSI	MICC Chair to send the information regarding the meetings to the MACHC Secretary.	MICC Chair	30 March 2015	Closed . MACHC Chair through national representation is aware when the meetings are.
15.6.3.3	MSI	MS to respond to the RAC/REMPEITC Carib survey. Note: The Regional Marine Pollution Emergency Information and Training Center for the Wider Caribbean (REMPEITC-Caribe) is a Regional Activity Center (RAC) for the Protocol Concerning the Cooperation in Combating Oil Spills in the Wider Caribbean Region	MS	XVIth MACHC meeting	Closed , survey not within MACHC remit. MS own responsibility.
15.6.3.4	MSI	Invite the Caribbean Disaster Agency to attend the MACHC meetings	Chair MACHC	17 th MACHC meeting.	Open , numerous attempts to contact CDEMA have so far

Annex A to the 16th MACHC Conference minutes

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
					been unsuccessful.
15.6.4	E-NAV	Follow up presentation on developments regarding E-navigation for next MACHC meeting	IALA	XVIth MACHC meeting	Completed , is agenda item 8.2
15.7.1.2	MEIP	The MEIP Chair to present a paper at the next MACHC meeting if there is a need to revisit the TOR of the MEIP WG.	MEIP Chair	XVIth MACHC meeting	Closed , overtaken by action 16.5.1
15.7.1.3	MEIP	The MEIP WG to use the existing structure or database from NOAA.	MEIP Chair supported by NOAA	XVIth MACHC meeting	Completed , the NOAA ENC online structure has been used and is seen as a success.
15.7.2.1	MICC	UKHO to form a correspondence group in order to develop a risk management tool.	UKHO	XVIth MACHC meeting	Closed , overtaken by action 16.5.1.
15.7.2.2	MICC	MICC to cover the inland ENCs. (MICC Chair to contact IC-ENC and the IHG for the inland ENC standard).	MICC Chair	XVIth MACHC meeting	Completed , standards for Inland ENC are on the website of the Inland ENC HG.
15.7.2.3	MICC	IC-ENC to participate in MICC WG.	IC-ENC	XVIth MACHC meeting	Completed . Vice Chair of IC-ENC (Mexico) participates in MICC WG..
15.7.2.4	MICC	Members are invited to contact the MICC Chair if they wish to participate in the MICC WG.	MS	XVIth MACHC meeting	Closed , new members will be addressed in the MICC report.
15.8.1.1	OECS	Chair to facilitate OECS to become an observer to MACHC.	Chair MACHC	XVIth MACHC meeting	Closed , OECS is a <u>permanent</u> observer in line with MOU IHO-OECS (IHB CL

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
					15/2015).
15.8.1.2	OECS	OECS to join MEIP WG.	OECS	17 th MACHC meeting.	Open , awaits the completion of the OECS report.
15.8.1.3.	OECS	OECS to work together with the MACHC in order to develop common areas of collaboration (e.g. donorship for MACHC projects).	OECS	17 th MACHC meeting.	Open , awaits initiating activity.
15.8.2	IMO	MS to complete their Maritime Profile within the GISIS database. Note: IMO driven obligation.	MS	XVIth MACHC meeting.	Closed , profile not within MACHC remit. MS own responsibility
15.9.1	SDB	Incorporation of emerging data acquisition techniques as a standing item for the MACHC meetings.	Chair MACHC	XVIth MACHC meeting	Completed , iaw cluster approach of agenda
15.9.2	SDB	Presentation for the 16th MACHC meeting regarding further information on this topic (SDB).	EOMAP	XVIth MACHC meeting	Completed , is agenda item 5.3.
List of actions 14th MACHC meeting					
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	As by CL to be send	Open , awaiting CL.
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	Closed . No specific MACHC proposal at CBSC13 as this is a wider issue and a perpetual challenge for the IHO's CB activities (how success is measured).

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
14.1.21	7	Invite Trinidad Pilot Organization to MACHC 15.	MACHC Chair	MACHC 15 meeting	Completed , invited for MACHC 16 but not acted upon.
14.1.23	12	UKHO to draft a proposal to IRCC6 and further discussion at MACHC15	UKHO	30 March	Completed , paper on Maximizing use of survey data presented to IRCC. Action now overtaken by Action 15.5.2.2.
14.1.25	12	Chair will send a letter to the IHB with regard to the link between Hydrography and Oceanology	MACHC Chair	March 2014	Closed . MS no longer felt need for of action.
14.1.26	12	Chair to report to IRCC6 the need to investigate the links between Hydrography and Oceanology	MACHC Chair	Pending	Closed . MS no longer felt need for of action.
List of actions 13th MACHC meeting					
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 14th MACHC	Open , workaround through IC-ENC
14.2.6 (13.2.6)	MICC (MEIP)	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 completion	Open . Has not been resolved by the MICC. Awaiting UKHO input. Discussed in general at the last CLIA meeting
14.3.6 (13.3.6)	CB	Gulf of Fonseca project: 1. Decision to continue the project discussions with authorities from the three Member states.	PAIGH, Honduras, Nicaragua, El Salvador,	Undetermined	Open . Due to political and organizational issues

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
		<p>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.</p> <p>3. Decision to keep this project Regional within Central America as much as possible</p>			project has not yet started the execution phase.
14.3.7 (13.3.7)	CB	Investigate the feasibility of Spanish online training similar to that of the Hydrographic Academy of University of Plymouth.	CB Coordinator	MACHC14 meeting	Closed , not feasible within restraints of CBWP (funding). Online training potentially part of FOCAHIMECA project or action 15.6.2.11.
14.4.4 (13.4.4)	MEIP	Antigua and Barbuda to discuss with CCCCC coordination with the OECS project.	Antigua and Barbuda, CCCCC	by April 2013	Closed . Is part of OECS project on SDB.
14.4.5 (13.4.5)	MEIP	MEIP WG to develop a platform that will identify regional projects in collaboration with CB coordinator	Chair MEIP	by April 2013	Closed . MEIP and CBC are platforms themselves. Identification of regional projects for collaboration is a standing activity.
List of Actions 12th MACHC meeting					
12.2.9	CB	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	Closed . Overtaken by action 15.6.2.3

Table 3: CONTINUOUS ACTION ITEMS AT START OF 16th MACHC

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
List of actions 15th MACHC meeting					
15.4.2.2	Statutes	Mexico to engage other RHC's where they use Spanish as working language.	Mexico	As necessary within MACHC framework	Closed iaw MACHC letter 22/2015
15.5.1.3	IHO	MS to make full use of the CB opportunities provided by the IHO.	MS	Continuous action	Closed , is part of standing CB activities
15.5.1.4	UN	Delegates to encourage their Hydrographic Offices and to engage with other counterparts to participate in the Global Geospatial Information Management (UN-GGIM) meetings.	MS	As required	Continuous unilateral activity
15.5.3	HSSC	Encouragement of the Spanish speaking countries to participate in the HSSC WG and the HDWG meetings.	MS	As required	Continuous unilateral activity
15.6.2.2	National report	States to make full use of sea riding opportunities to gain experience and share knowledge.	MS	As required	Continuous bilateral activity
15.6.2.7	National report	Member states are urged to assist Haiti in setting up their hydrographic office and other hydrographic activities.	MS	As required	Continuous bilateral activity
15.6.3.2	MSI	Delegates to update their contact information in the NAVAREA IV list..	MS	As required	Continuous unilateral activity
15.7.1.1	MEIP	MS to make the necessary contributions (information, data) to the MEIP WG.	MS	Continuous action	Closed , is part of standing MACHC/MEIP activities
15.13.1	Maritime funding	The MACHC should keep inviting the relevant Organizations to attend the MACHC meetings.	Chair MACHC	Continuous action	Closed , is part of Chair standing responsibilities

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
List of actions 14th MACHC meeting					
14.1.15	7	MS to submit the CB requests to the Chair by 28 Feb 2014	MS	28 Feb 2014	Closed , is part of standing CBC activity
14.1.16	7	MS to send their relevant information to the GEBCO.	MS	As required	Continuous unilateral activity
14.1.20	7	CB Coordinator to contact IMO and IALA for CB issues.	CB coordinator	15 May 2015	Closed , is part of standing CB Coordinator responsibilities
14.1.22	12	RENC members to recommend to non-RENC ENC producer nations to join a RENC	RENC members	As required	Continuous unilateral activity
List of actions 13th MACHC meeting					
14.1.30 (13.1.1)	MACHC12	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	MS	As required	Continuous , as part of national/MS responsibilities
14.1.33 (13.1.5)	MACHC 12	Working Group Chairs and Chart Committee Coordinators are encouraged to produce quarterly reports	WG Chairs and ECC&ICC Coordinators	Continuous action (quarterly)	Closed , taken over by various other reports.
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	Continuous action (by the 13 th MACHC meeting)	Closed , is part of standing MICC activities
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	Continuous action	Closed , is part of standing workflow.
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	MACHC Chair	17 th MACHC meeting.	Open , as agenda item next

Annex A to the 16th MACHC Conference minutes

No	Subject mater	Action	Responsible party	Due date	Status after 16th MACHC
					MACHCmeeting
14.2.1 (13.2.1)	MICC (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	Continuous action	Closed , is part of standing MICC activity
14.2.2 (13.2.2)	MICC	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	Continuous action (ASAP)	Closed , is part of standing MICC an RENC activity
14.2.13 (13.2.13)	MICC	Include INT charts in National Chart catalogues according to S-4	MICC Members	Continuous action	Closed , is part of standing MICC activity
14.3.1 (13.3.1)	MACHC13 CB	CB coordinator to investigate further funding sources to enable training, including individual nations efforts next to those of the CB coordinator itself.	CB Coordinator and individual member states	Continuous action	Closed , is part of standing CB Coordinator responsibilities
14.3.2 (13.3.2)	CB	The CB Coordinator should work in close liaison with the adjacent Regional Hydrographic Commissions, including the EAthC	CB Coordinator	Continuous action	Closed , is part of standing CB Coordinator responsibilities
14.3.3 (13.3.3)	CB	CB coordinator to update 5 year plan	CB Coordinator	Continuous action	Completed , as part CB Coord. responsibilities
14.4.3 (13.4.3)	MEIP	MEIP and REMPEITC to aspire to the least duplication of effort possible and REMPEITC to be invited to join MEIP teleconferences	MEIP, REMPEITC	Continuous action	Closed , is MEIP Chair prerogative
14.4.6 (13.4.6)	MEIP	MEIP WG to identify achievable projects within MACHC region in collaboration with CB coordinator	MEIP, CB Coordinator	Continuous action (by MACHC 14 meeting)	Closed , is integral part of MEIP-CB activities

No	Subject mater	Action	Responsible party	Due date	Status after 16 th MACHC
List of Actions 12th MACHC meeting					
12.1.5	Gen (3)	MACHC Member States to include 'sharing experience in dealing with maritime disasters' as a standing MACHC agenda item.	MACHC Chair	Continuous action (By 13th MACHC Meeting)	Closed , overtaken by action 14.1.4.2
12.3.4	ECC	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 data are out- of- date or not compliant with S- 44 standards); and - the need to address national overlaps and consistency for all Usage Bands.	MACHC Member States	Continuous action (By 13th MACHC Meeting)	Closed , is part of standing MICC activities
12.3.6	ECC	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	As required	Continuous , in accordance with. WEND principles
12.3.7	ECC	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	Continues activity (By 13th MACHC Meeting)	Closed , is part of standing MICC activities
12.3.8	ECC	If MACHC Member States are unwilling either to distribute ENCs 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	As required	Continuous , also activity of MACHC rep In WEND WG

Table 4: COMPLETED OR CLOSED ACTION ITEMS AT START OF 16th MACHC

Action item	Subject mater	Agreement	Responsible party	Due date	Status
List of actions 15th MACHC meeting					
List of actions 14th MACHC meeting					
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 (on IHO website)
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	Closed , no attendance
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	completed
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	Closed , is now action item

Annex A to the 16th MACHC Conference minutes

Action item	Subject mater	Agreement	Responsible party	Due date	Status
					15.6.1
14.1.14	7	Chair to issue a CL to make membership aware of the CB possibilities.	Chair	April 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	Completed by IALA
14.1.24	12	RENCs to provide feedback to MACHC and WENDWG regarding the use of ENCs outside the SOLAS/ECDIS environment. (WENDWG action item)	RENCs	July 2014	Closed after presentation IC-ENC at MACHC15
14.1.27	13	Letter from Chair regarding MACHC to Financial Organizations (support from IHB president). Chair to engage with CCCCC1 and CARICOM. Invitation letters to be send to relevant International and Regional Organizations. Coordination from IHB president.	Chair	15 May 2014	Completed
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	Closed , paper not forthcoming. Is overtaken by action 15.4.2.1
14.1.29	13	The chair will inform members accordingly when dates for the 15th MACHC have been set	Chair	May 2014	Completed
List of actions 13th MACHC meeting					
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 14 th MACHC meeting	Completed

Annex A to the 16th MACHC Conference minutes

Action item	Subject mater	Agreement	Responsible party	Due date	Status
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 2-13	Closed , No MACHC action
14.1.37	MACHC1 13	MACHC MS are encouraged to respond to the circular letter on WEND-WG revised guidelines when distributed	MACHC, IHO, MS	IAW CL	Closed , overtaken by events
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	MS	Continuous action	Closed , overtaken by action 14.1.30
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	Closed , SBD is now a standing agenda item
14.1.40 (13.1.7)	MACHC 13	Committee Coordinators are encouraged to produce quarterly reports	Committee Chairs	Continuous action	Closed , overtaken by action 14.1.33
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	MACHC Chair	By 14th MACHC meeting	Closed , Overtaken by various other action
14.1.43 (13.1.11)	MACHC 13	Chair to invite the Caribbean Disaster Management Response to the 14 th MACHC	MACHC Chair	By 14th MACHC Meeting	Closed , overtaken by action 15.6.3.4
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	MACHC 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	MACHC Chair	By 14 th MACHC meeting	Completed

Annex A to the 16th MACHC Conference minutes

Action item	Subject mater	Agreement	Responsible party	Due date	Status
14.1.46 (13.1.15)	MACHC 13	Chair (Suriname) or IHO to participate in the Sea Trade Cruise Shipping conference in Miami (March 11-14, 2013)	Chair, IHO	By April 2013	Closed , in the past
14.1.47 (13.1.16)	MACHC 13	Chair (Suriname) and host (Netherlands) to organise MACHC14	Suriname, Netherlands	By 14 th MACH Meeting	Completed
14.2.3 (13.2.3)	MICC	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)	MICC	UK to provide update on anticipated production date of ENCs for Charco Azul and Roatan	UK	March 13, 2013	Completed
14.2.5 (13.2.5)	MICC	Provide list of Cruise Line priority ports for the MACHC and other RHCs for consideration by respective charting groups.	Celebrity Cruise Rep	ASAP	Completed
14.2.7 (13.2.7)	MICC	US to provide update on production of new ENCs in the Panama Canal	USA	March 13, 2013	Completed
14.2.8 (13.2.8)	MICC	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, 1 march 2013	Completed
14.2.9 (13.2.9)	INT	MICC Technical Coordinator to look into adding ENC usage band column to INR Chart Gis	MICC Technical Coordinator	December 31 2012	Completed
14.2.10 (13.2.10)	MICC	Venezuela and UK to review limits for INT 4102.	Venezuela, UK	March 13,2013	Completed
14.2.11 (13.2.11)	MICC	Colombia and UK review overlap between INT charts 4025 and 4011	Colombia, UK	ASAP	Completed
14.2.12 (13.2.12)	MICC	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
14.2.14 (13.2..14)	MICC	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	MACHC Chair with information from MICC Chair	ASAP	Completed

Action item	Subject mater	Agreement	Responsible party	Due date	Status
		consideration of additional coverage			
14.2.15 (13.2.15)	MICC	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
14.2.16 (13.2.16)	MICC	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.	MICC Member States	Continuous action	Closed , is part of MICC activity in accordance with IRCC 7
14.2.17 (13.2.17)	MICC	MACHC Pacific Coast - Mexico to work with UK on the boundaries between the existing Mexican INT charts and UK charts in neighboring 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	Closed
14.2.19 (13.2.19)	MICC	Update TORs to replace “WG” with “MICC”	MICC Chair	-	Completed
14.2.20 (13.2.20)	MICC	MACHC Chair to communicate new representative to WEND WG	MACHC Chair	ASAP	Completed
14.2.21 (13.2.21)	MICC	MICC to decide on new combined format for MICC report to MACHC	MICC Member States	May 22, 2013	Completed
14.2.22 (13.2.22)	MICC	MICC to provide IHB with briefing concerning Cuban ENC gaps. IHB will 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.	MICC Technical coordinator, MICC Chair and IHO President	ASAP	completed

Action item	Subject mater	Agreement	Responsible party	Due date	Status
14.2.23 (13.2.23)	MICC	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)	MICC	Provide national response re: CL 51 to IHB	MICC Member States	ASAP	Completed
14.2.25 (13.2.25)	MICC	MICC to provide an updated report to 14th MACHC and MACHC Chair is invited to provide this report to the IHB as the regions ENC and INT coverage so that it may be conveyed accordingly to the IMO	MICC Member States	14th MACHC	Completed
14.3.4 (13.3.4)	CB	IALA to distribute via chair their questionnaire to assess nations IALA capability	IALA, Chair	End 2012	Closed , not applicable anymore
14.3.5 (13.3.5)	CB	IALA to organize seminar on level 1+ course on Aids to Navigation Manager training	IALA, CB Coordinator	By MACHC 14	Closed , in the past
14.3.8 (13.3.8)	CB	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	NL	By 31st August 2012	Closed , overtaken by action 15.7.2.1
14.4.1 (13.4.1)	MEIP	MEIP to develop terms and conditions for accessing and using data held within MEIP	MEIP	by Feb 2013	Closed , overtaken by action 15.7.1.2
14.4.2 (13.4.2)	MEIP	MEIP to identify "quick win" data to populate MEIP	MEIP	ongoing	Closed , overtaken by action 15.7.1.1 and 15.7.1.3
14.4.7 (13.4.7)	MEIP	Maritime Alliance to host, coordinate and invite MACHC, industry and donor organisation stakeholders to Maritime Funding session in Washington DC. To include videoconference for those unable to travel	Maritime Alliance, MEIP Chair.	end 2012	Closed , in the past
List of Actions 12th MACHC meeting					

Action item	Subject mater	Agreement	Responsible party	Due date	Status
12.1.5	Gen (3)	MACHC Member States to include 'sharing experience in dealing with maritime disasters' as a standing MACHC agenda item.	MACHC Chair	Continuous action (By 13th MACHC Meeting)	Closed , overtaken by action 14.1.4.2
12.2.1	CB (3)	The Commission takes note of Jama necessity to have, besides training, an effort on technical capacity – equipment and survey's—and also the IHB platform suggestion onto 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 priorities	By 13th MACHC Meeting depending on priorities	Closed , integral to CB activity
12.2.2	CB (3)	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 Meeting, depending on priorities	By 13th MACHC meeting	Closed , overtaken by action 14.4.6
12.2.3	CB (3)	The CB Coordinator should work in close liaison with the adjacent Regional Hydrographic Commissions, including the EAHC.	CB Coordinator	Permanent	Closed , Overtaken by action 14.3.2
12.2.6	CB (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 Meeting By 13th MACHC	Completed with CP plan 2013-2017. Revision as per action item 1.4.3.3

Annex A to the 16th MACHC Conference minutes

Action item	Subject mater	Agreement	Responsible party	Due date	Status
		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	CB	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 August 2012	Closed , overtaken by action 14.3.8
12.3.1	ECC	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	Closed , integral to MICC activities
12.3.2	ECC	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	Closed , integral to MICC activities
12.3.3	ECC	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
12.3.5	ECC	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
12.4.1	ICC (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	ICC (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	INT Chart Comm. Chair, UK, US & Cuba	By 13th MACHC Meeting	Completed , and submitted to the IHO.

Action item	Subject mater	Agreement	Responsible party	Due date	Status
		Committee work for the MACHC intersectional period.			
12.4.3	ICC(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	ICC (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 information regarding INT Charts4015, 4016, 4145, 4146, 4147 and 4148.	ICC Chair, MACHC Members and Secretary	By 13th MACHC Meeting	Completed
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 proposed4102A, 4104, 4106, 4108, 4110 and 4112.	ICC Chair, Venezuela	By 28th Feb2012	Completed
12.4.6	ICC (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 and4170.	Cuba, France, Mexico ,UK, US	By 13th MACHC Meeting	Completed
12.4.7	ICC (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