



**Commission Meeting
5th – 9th December 2011
Basseterre, St. Kitts
List of Actions**

Action	Agenda Item	Agreements	Responsible Party	Due Date	Status
General:					
12.1.1	11	MACHC Members should provide update information to IHO C-55 publication and update it at least once a year, reporting this action in the National Report	MACHC Members	Permanent	On going
12.1.2	3	The Commission accepts IHB proposal to post the main documents of its meeting on the IHB website and keep the discussion documents on the website managed by NOAA.	Secretary / IHB	Permanent	On going
12.1.3	6.2	The Commission to consider using one website for MACHC documentation. The Chair to circulate a proposal to achieve this.	Chair	By 31st March 2012	In Progress
12.1.4	3	FR/VE to pursue discussions on bilateral agreement for data exchange in accordance with TR A3.4 (co-production, distribution of REPROMATS, etc.)* (*) This Resolution is related to Resolutions numbers 10-19, 10-38, 10-39, and 10-51 of the 10th MACHC	France/Venezuela	By 13th MACHC Meeting	
12.1.5	3	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 13th MACHC Meeting	
12.1.6	10	The Commission agreed to establish a Meso-American and Caribbean Marine Economic Infrastructure Programme Working Group (MACMEIP-WP). The MEIP-WG will be tasked with producing the Terms of Reference/Rules of Procedure and circulating them to MACHC MS for comment.	Volunteering MACHC Members and Industry representatives.	By 28th February 2012	Complete MACHC CL 06-2012
12.1.7	12	The Chair to send a letter to IHB encouraging the IHO to consider producing surveying specifications for Satellite Bathymetry and Crowdsourcing data.	Chair	By 31st January 2012	Complete - IHB encouraged use of S44 to satisfy Satellite Bathymetry and Crowdsourcing surveying requirement.
12.1.8	9	MACHC Member States to include 'sharing experience in dealing with maritime disasters' as a standing MACHC agenda item.	Chair	Permanent By 13th MACHC Meeting	
12.1.9	7	Working Group Chairs and Chart Committee Coordinators are encouraged to produce quarterly reports.	WG Chairs and ECC & ICC Coordinators	Permanent Quarterly	

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12.1. 10	11	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	

Capacity Building:

12.2.1	3	The Commission takes note of Jamaica's comment on CB matters of the necessity to have, besides training, an effort on technical capacity – equipment and survey's platforms – and also the IHB suggestion on to promote events on means to attain support to improve the hydrographic capacity, and requests the CB coordinator to take the appropriate action accordingly with the guidelines of the approved CB Plan.	CB Coordinator	By 13th MACHC Meeting, depending on priorities	
12.2.2	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	By 13th MACHC Meeting, depending on priorities	In Progress
12.2.3	3	The CB Coordinator should work in close liaison with the adjacent Regional Hydrographic Commissions, including the EAHC.	CB Coordinator	Permanent	In Progress
12.2.4	6.4.2	CB coordinator to prepare a paper on hosting CB training in region and produce a 'how to host CB training' guide.	CB Coordinator	By 30th Jan 2011	Complete
12.2.5	6.4.2	Antigua to produce a local report on the Antigua CB Course	Antigua	By 30th Jan 2012	Complete
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: 1. Assessment of the CB progress made by MACHC to date, against the IHO CB Strategy and CB Work Program performance indicators; 2. Maintenance of the agreed MACHC CB Plan; 3. Consider to hold hydrographic trainings courses in venues where data updates are needed and take the opportunity to conduct the practical activities to get the required data; 4. Refine the action plan (against the IHO CB Strategy and CB Work Program performance indicators again) and in accordance with Member States priority requirements; 5. Prepare a job description for a consultant to address CB issues; and prepare technical specifications for a master plan for the Region; 6. If this Strategy is approved by MACHC Member States, a proposed roadmap for the implementation of this new Strategy to be drafted by MACHC CB Coordinator to be submitted for consideration by the CBSC.	CB Coordinator	Permanent By 13th MACHC Meeting	In Progress
12.2.7		MACHC Chair to send a letter to Dominican Republic and Guyana with a copy to the IMO representative in the Region, notifying the intention to pay a Technical Visit in conjunction with the IHB, and asking for possible obstacles.	CB Coordinator	By 31st January 2012	Complete

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12.2.8		Netherlands HO to forward proposals for their regional deployable survey capability in 2012.	Netherlands	By 31st January 2012	
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
12.2.10		CB Coordinator to send Letters to MS about requesting technical visits - St Kitts, etc	CB Coordinator	By 31st January 2012	Complete

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	
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	
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	
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 ENC's 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	By 13th MACHC Meeting	
12.3.5		ECC to provide an updated report to 13th MACHC and MACHC Chair is invited to provide this report to the IHB as the region's contribution to global ENC coverage so that it may be conveyed accordingly to the IMO.	ECC Chair	By 13th MACHC Meeting	
12.3.6		In order to create the IHO worldwide ENC database, all ENC producers are encouraged to make their ENC's available to the RENCs, even if they are also distributed by different channels.	MACHC ENC producers	By 13th MACHC Meeting	
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	
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	

International Chart Committee (ICC):

12.4.1	6.2	INT Chart Coordinator to update MACHC web site INT Chart data base.	INT Chart Comm. Chair,	By 13 MACHC Meeting	
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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 intersectoral period.	INT Chart Comm. Chair, UK, US & Cuba	By 13th MACHC Meeting	
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	
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 information regarding INT Charts 4015, 4016, 4145, 4146, 4147, and 4148.	ICC Chair, MACHC Members and Secretary	By 13th MACHC Meeting	
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	
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	
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	