



MACHC Letter 17/2015

Date, 7 October 2015

To: MACHC members, Associate members and Observers

Subject: Draft agenda of the 16th MACHC Meeting

Dear Madams and Sirs,

Please find attached the draft agenda of the 16th Meso American & Caribbean Sea Hydrographic Commission meeting to be held in St. John's, Antigua. Besides the regular elements, this year's agenda aims to take a thematic approach: Survey and Risk, Digital Terrain Models and Spatial Data Infrastructures, Nautical Charts and Publications, and Regional Capacity Building. A new element is a 'Risk assessment meeting' on Wednesday 9 December. Risk based hydrography is becoming increasingly important.

The agenda is annotated in order to give you an idea what the aims of particular agenda items are. This enables you to prepare in advance. Some agenda items are still a placeholder as work on these items is still ongoing.

Industry day activities will be an integral part of the plenary meeting. There will also be an area next to the conference room for a small exhibition by industry.

I invite you to contribute to the MACHC meeting with a short presentation as indicated in the agenda. Moreover I invite Industry, members and observers to contribute to the thematic clusters 5 to 7. **Please inform me soonest if you have suggestions.**

On Wednesday 9 December HNLMS Friesland is paying a port visit to St. John's. The delegates not participating in the working group meetings are invited for a tour and lunch on board. Our host kindly provides transport.

In order to ease the logistical planning I have two requests. Could you send in the MACHC Participant Registrations Form as soon as you are able to (attached). Could you also fill out the attached participation form for the specialist working groups. Thank you.

I'm looking forward to see you all in December.

Sincerely yours,

Captain RNLN Marc C. J. van der Donck
Director Netherlands Hydrographic Office
Hydrographer of the Royal Netherlands Navy
Chairman, Meso American & Caribbean Sea Hydrographic Commission



**16th MEETING OF THE MESO AMERICAN AND CARIBBEAN
SEA HYDROGRAPHIC COMMISSION (MACHC16)
Antigua & Barbuda
08 – 12 December 2015**

AGENDA AND TIMETABLE

Time	Activity	Responsible
09:00-17:00	MACHC Seminar on Raising Awareness of Hydrography Monday (07 December) and Tuesday (08 December) (Business Casual)	CB Chair Mr Jeff Bryant

Time	Activity	Responsible
19:00-21:00	OPENING MACHC16 Tuesday evening, 08 December 2015 Ice Breaker	Host

Time	Activity	Responsible
	DAY ONE OF MACHC16 Wednesday, 09 December 2015 Business Casual (Short sleeved navy whites/ short sleeved wayabera/similar)	
08.00-08.15	Registration 16 th MACHC	
08:15-08:45	Opening of the meeting.	Chair/Host/IHB
09:00-10:00	Part I Combined MACHC Integrated Charting Committee (MICC) and MACHC Marine Economic Infrastructure Program (MEIP) meeting - Agenda by MICC and MEIP Chairs - Request timely dissemination of the agenda in order to facilitate timely preparation	MICC Chair Mr. John Nyberg MEIP Chair Chris Thorne
10:00-10:30	Coffee Break	
10:30-12:30	Part II Combined MACHC Integrated Charting Committee (MICC)	MICC Chair Mr. John Nyberg

	and MACHC Marine Economic Infrastructure Program (MEIP) meeting <ul style="list-style-type: none"> - Agenda by MICC and MEIP Chair - Request timely dissemination of the agenda in order to facilitate timely preparation 	MEIP Chair Mr. Chris Thorne
10:30-13:30	Tour and Lunch on board HNLMS Friesland Side event for those delegates not required to attend working group meetings	Chair
12:30-13:30	Lunch	
13:30-15:30	Risk assessment meeting <ul style="list-style-type: none"> - Agenda by chair - Request timely dissemination of the agenda in order to facilitate timely preparation - See for initial details the annex to this agenda 	Mr. Sam Harper Chair
15:30-16:00	Coffee Break	
16:00-17:30	Capacity Building Committee <ul style="list-style-type: none"> - Agenda by chair CBC) - Request timely dissemination of the agenda in order to facilitate timely preparation 	CB Chair Mr. Jeff Bryant
19:00-21:00	National Holiday	

Time	DAY TWO OF MACHC16 Thursday, 10 December 2015 (Business formal for welcome address (Short sleeved navy whites/ Suit), otherwise Business Casual (Short sleeved navy whites/short sleeved wayabera/similar)	Responsible
08:00-10:00	1. MACHC Administration/organizational issues 1.1 Introductions <ul style="list-style-type: none"> - Participants will be invited to introduce themselves 1.2 Approval of Agenda and timetable <ul style="list-style-type: none"> - Doc:-MACHC16-1.2 Agenda and Timetable - Chair invites participants to comment on the agenda and timetable in case updates are necessary. - Agenda is adopted. 1.3 List of documents/Administrative Arrangements <ul style="list-style-type: none"> - Doc:-MACHC16-1.3a List of Documents - Doc: -MACHC16-1.3b List of Participants (invited and present) 	ALL Chair Chair

	<ul style="list-style-type: none"> - Documents are presented and updated as necessary - logistic guidance and information as necessary <p>1.4. Matters arising from Minutes of MACHC16 Meeting</p> <ul style="list-style-type: none"> - Doc:-MACHC16-1.4. Minutes of MACHC15 - Chair seeks approval of the MACHC15 Minutes <p>1.5. MACHC 15 Action list review</p> <ul style="list-style-type: none"> - Docs:-MACHC16-1.5 Status of Action List from MACHC15 meeting. Action list is reordered and marked with a colour code. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="background-color: #0056b3; color: white;">legend</th> </tr> </thead> <tbody> <tr> <td style="background-color: #ffffff;">White: open item</td> </tr> <tr> <td style="background-color: #d3d3d3;">Light grey: continuous action</td> </tr> <tr> <td style="background-color: #d9ead3;">Light Green: completed or closed</td> </tr> </tbody> </table> <ul style="list-style-type: none"> - Chair intends following procedure. <ul style="list-style-type: none"> o Open items (white) are to be reviewed and updated. o Continuous action (light grey) are mostly attributed to standing activities/responsibilities with the MACHC structure. Those items need not to reviewed any longer and can be removed as specific action items . The remainder can be moved to separate list for future reference as they do not have a specific deliverable in time. o Completed or closed items are to be removed from the list. <p>1.6. MACHC Statutes</p> <ul style="list-style-type: none"> - Doc:-MACHC16-1.6 MACHC Statutes amendment. - Chair invited members to consider and accept the proposal for the amended statutes <p>1.7 Request from Dominican Republic for Associate Membership</p> <ul style="list-style-type: none"> - Docs-MACHC 16.-1.7 Letter Dominican Republic - Chair invites members to accept the application for Associate Membership by the Dominican Republic 	legend	White: open item	Light grey: continuous action	Light Green: completed or closed	<p style="text-align: center;">Chair</p> <p style="text-align: center;">Chair</p> <p style="text-align: center;">Chair</p> <p style="text-align: center;">Chair</p>
legend						
White: open item						
Light grey: continuous action						
Light Green: completed or closed						
09.00-09.30	Special welcome address by High Level Antigua Dignitary Followed by photo session	Prime minister Gaston Browne (TBC)				
10:00-10:30	Coffee Break					
10:30-12:30	<p>2. MACHC Developments IHO bodies/Policy aspects</p> <p>2.1 IHB Report</p> <ul style="list-style-type: none"> - Doc:- MACHC16-2.1 IHB Report <p>2.2 IRCC7 Report</p> <ul style="list-style-type: none"> - Doc:- MACHC16-2.2 IRCC7 Report - See general remark below, eg. for MACHC actions from 	<p style="text-align: center;">IHB</p> <p style="text-align: center;">Chair</p>				

	<p>IRCC.</p> <p>2.2.1. Procedure for selecting the MACHC representatives to the IHO Council</p> <ul style="list-style-type: none"> - Doc: -MACHC 16-2.2.1 - Chair invites members to consider and approve the procedures by which the MACHC representatives are selected for the future IHO council. <p>2.3 HSSC7 Report</p> <ul style="list-style-type: none"> - Doc:-MACHC16-2.3 HSSC7 Report . - See General remark below, eg. for decisions. <p>2.4 WENDWG Report</p> <ul style="list-style-type: none"> - Doc:- MACHC16-2.4 WENDWG - See General remark below, eg. for implications. <p>2.5 MSI/WWNWS, RATC</p> <ul style="list-style-type: none"> - Docs: MACHC 16-2.5 - Following 15th MACHC, chair invites WWNWS representative to provide an update on NAVAREA list . - See General remark below. <p><u>General remark</u> Chair invites the representatives of the above IHO bodies/working groups to present the key (policy) developments, decisions, actions or implications that affect the MACHC region (maximum 15 minutes each).</p> <p>6 Report neighbouring RHC (TBC)</p> <ul style="list-style-type: none"> - Chair invites SWAtHC, SEPRHC and USCHC representatives to provide a short presentation focusing on the experiences gained in their region that might benefit the MACHC, for instance main achievements and challenges and/or lessons learned to share (max15 minutes each). 	<p>Netherlands (on behalf of the chair)</p> <p>Brazil</p> <p>MICC Chair</p> <p>Mr. Jim Rogers (TBC)</p> <p>TBD</p>
12:30-13:30	Lunch	
13:30-15:30	<p>3. National Reports from Members and Associate Members</p> <ul style="list-style-type: none"> • <i>MACHC16-03.A National Report Antigua and Barbuda</i> • <i>MACHC16-03.B National Report Barbados</i> • <i>MACHC16-03.C National Report Belize</i> • <i>MACHC16-03.D National Report Brazil</i> • <i>MACHC16-03.E National Report Colombia</i> • <i>MACHC16-03.F National Report Costa Rica</i> • <i>MACHC16-03.G National Report Cuba</i> • <i>MACHC16-03.H National Report Dominican Republic</i> • <i>MACHC16-03.I National Report El Salvador</i> • <i>MACHC16-03.J National Report France</i> <ul style="list-style-type: none"> ○ Chair invites France to provide a short back brief on developments in the IHO-EU network WG 	National delegates

	<p>(IENWG) that affect the MACHC region in addition to their national report.</p> <ul style="list-style-type: none"> • MACHC16-03.K National Report Guatemala • <i>MACHC16-03.L National Report Guyana</i> • <i>MACHC16-03.M National Report Haiti</i> • <i>MACHC16-03.N National Report Honduras</i> • MACHC16-03.O National Report Jamaica • MACHC16-03.P National Report Mexico • MACHC16-03.Q National Report Netherlands • <i>MACHC16-03.R National Report Nicaragua</i> • <i>MACHC16-03.S National Report Panama</i> • <i>MACHC16-03.T National Report Saint Kitts and Nevis</i> • <i>MACHC16-03.U National Report Saint Lucia</i> • <i>MACHC16-03.V National Report Saint Vincent and the Grenadines</i> • MACHC16-03.W National Report Suriname • MACHC16-03.X National Report Trinidad and Tobago • MACHC16-03.Y National Report United Kingdom • MACHC16-03.Z National Report United States of America MACHC16-03.AA National Report Venezuela <p>Chair invites Members and Associate Members report to summarize their reports and present only the key points(maximum 5 minutes). Suggestions are::</p> <ul style="list-style-type: none"> - main achievements during the year, - main challenges and/or obstructions, - update on C-55 statistics plus prognoses (including no change reports), - bathymetric data made available to GEBCO, - plans that affect the region, - specific requests for support, eg. CB support, - lessons learned to share. <p>The written National reports itself is to cover all the topics described in IHO Resolution 2/1997 (see MACHC CL 07/ 2014) and must be submitted in accordance with the IRCC document “instructions of Reports and Proposals” (https://www.iho.int/mtg_docs/com_wg/IRCC/MISC/Instructions_for_Submission_of_Reports_and_Proposals.pdf). Item 4 specifically refers to RHC reports (3 weeks before the meeting).</p>	
15:30-16:00	Coffee Break	
16:00-17:30	<p>4. Reports from observing States and Organisations</p> <p>4.1 Organisation of Eastern Caribbean States (OECS)</p> <ul style="list-style-type: none"> - Doc:-MACHC16-04.1 Organisation of Eastern Caribbean States (OECS) - Following the 15th MACHC, Chair invites OECS representative to report key developments and plans that affect the MACHC region (maximum 15 min). 	Dr. Asha Singh

	<ul style="list-style-type: none"> - In line with MOU IHO-OECS (IHB CL 15/2015), chair invites member to accept OECS as a permanent observer of the MACHC- meeting <p>4.2 . Panama Canal Authority</p> <ul style="list-style-type: none"> - Doc: MACHC 16- 04.2 Panama Canal Authority - Following the 15th MACHC, chair invites the PCA to report key developments and plans that affect the MACHC region (maximum 10 min). <p>4.3 Observer countries</p> <ul style="list-style-type: none"> - Bahamas - Dominica - Grenada - Spain <p>Chair invites observer countries to present only the key points as described under agenda item 3 (maximum 5 minutes each).</p> <p>4.4 UK overseas territories (TBC)</p> <ul style="list-style-type: none"> - Chair invites UK to provide an overview on the status and plans for surveys and charting in the autonomous UK overseas territories. - Potential overlap with the OECS report is to be addressed. - (maximum 15 minutes) <p>Spare time to close open agenda items of day two (30 minutes)</p>	<p>Mr. Jaime Rodriquez</p> <p>TBD</p> <p>TBC</p>
19:00-21:00	Social Event TBD	

Time	DAY THREE OF MACHC16 Friday , 11 December 2014 Business Casual (Short sleeved navy whites/ short sleeved wayabera/similar)	Responsible
08:00-10:00	<p>5. Survey and Risk</p> <p>5.1 Report Risk assessment meeting</p> <ul style="list-style-type: none"> - Chair TG is invited to report back key findings of first meeting of 9 December (maximum 30 minutes) <p>5.2 UKHO Satellite Derived Bathymetry (SDB) testing update</p> <ul style="list-style-type: none"> - Docs: - MACHC16-5.2 presentation on SDB OECS - Chair invites Mr .Sam Harper to provide an update OECS project using SDB in combination with MBES (maximum 15 minutes). 	<p>Chair TG</p> <p>Mr. Sam Harper</p>

	<p>5.3 Satellite Derived Bathymetry (SDB)</p> <ul style="list-style-type: none"> - Docs: - MACHC16-5.3.A overview presentation on SDB - Following 15th MACHC, chair invites EOMAP representative to expand on recent development in SDB. (maximum 15 minutes) - Items of interests are: <ul style="list-style-type: none"> o Translation into/relation with S-44 standards o Round truthing and/or combined technique eg with Lidar <p>5.4 Geodetic reference frames (TBC)</p> <p>5.5 Papers Industry and/or Nations</p> <ul style="list-style-type: none"> - Industry and/or nations are encouraged to present papers on emerging data acquisition techniques. - Nations are encouraged to provide practical results with SDB - Docs: -MACHC 16-5.5A Survey CEFAS using Backscatter (TBC) <p>This time frame focusses on the ‘collection of (survey)-data’ end and the supporting methodologies (risk based) and technologies.</p>	<p>Mr. Thomas Heege (TBC)</p> <p>TBD</p> <p>TBC</p>
10:00-10:30	Coffee Break	
10:30-12:30	<p>6. DTM and SDI</p> <p>6.1 Marine Economic Infrastructure Programme Working Group (MEIP WG)</p> <ul style="list-style-type: none"> - Doc:- MACHC16-06.1 MEIP Report (MEIP-WG) - MEIP chair is invited to report on MEIP developments and challenges, and formulate proposals for consideration by members. This includes the need to revisit the TOR (maximum 30 Minutes) <p>6.2 Feedback MSDIWG</p> <ul style="list-style-type: none"> - Docs: MACHC 16-6.2 - (maximum 10 minutes) <p>6.3 UN/UNGGIM (Americas)</p> <ul style="list-style-type: none"> - Docs: MACHC 16-6.3 - (maximum 10 minutes) <p>6.4 Project for strengthening of Spatial Data Infrastructures (SDI) in the Caribbean /INEGI</p> <ul style="list-style-type: none"> - Docs: - MACHC 16-6.4 - Chair invites INEGI representatives to provide an update of this project, also focussing on the relation with other projects (maximum 15 minutes) <p>6.5 UN/GEBCO</p>	<p>MEIP Chair</p> <p>Netherlands</p> <p>Mexico</p> <p>Mr. Felix Frias</p> <p>TBD</p>

	<ul style="list-style-type: none"> - Docs: MACHC 16-6.5 - IHO Data Center for Digital Bathymetry (DCDB) developments and context regional project (vice-versa) - -Crowd Sourced Bathymetry WG - (maximum 10 minutes) <p>6.6 IBCCA</p> <ul style="list-style-type: none"> - Docs: - MACHC 16-6.6 - Maximum 15 minutes <p>6.7 Papers Industry and/or Nations</p> <ul style="list-style-type: none"> - time available up to 1 hour <p style="color: blue;">This time frame focusses on the ‘gathering an distribution of various datasets’ in order to combine them in to new or augmented data models (other use of data).</p>	TBD
12:30-13:30	Lunch	
13:30-15:30	<p>7. Nautical Charts and publications</p> <p>7.1 MACHC Integrated Charting Committee (MICC)</p> <ul style="list-style-type: none"> - Doc:- MACHC16-7.1 MICC Report - MICC Chair is invited to report on MICC developments and challenges, and formulate proposals for consideration by members - MICC Chair is invited to provide an assessment of the revised management, review and monitoring methodology for new INT charts (IHB, CL 64/2015, dd 31-08-15). - (maximum 30 minutes) <p>7.2 RENC</p> <ul style="list-style-type: none"> - Docs: MACHC 16-7.2 - Chair invites General Manager IC-ENC to give an update on RENC-wide development and on specific activities that affect the MACHC region such as new regional offices and training activities. (maximum 15 minutes) <p>7.3 NOAA/WMS/ENC viewer</p> <ul style="list-style-type: none"> - Docs: MACHC 16-7.3 - Chair invites NOAA to provide an update on population and availability of the ENC viewer (maximum 10 minutes). <p>7.4 Cruise Lines International Association (CLIA) (TBC)</p> <ul style="list-style-type: none"> - Docs: MACHC 16-7.4 - Chair invites the CLIA representative to share his views on navigational safety and engage MACHC Members States in discussions to explore Cruise Lines requirements in this heavily traversed geographic area (Maximum 20 minutes). <p>7.5: C-55, CATZOC and the IHO GIS</p> <ul style="list-style-type: none"> - Presentation by IHB 	<p>MICC Chair</p> <p>Mr. James Harper</p> <p>Mr. Antony Klemm</p> <p>Mr.Charles Darr (TBC)</p> <p>IHB</p>

	<ul style="list-style-type: none"> - Chair invites IHB to elaborate on the relation between C-55, CATZOC and the way CATZOC is used for the IHO-GIS (maximum 15 minutes) <p>7.6 Papers Industry and/or Nations</p> <ul style="list-style-type: none"> - time available up to 1 hour <p>This timeframe focusses on the 'end-products' themselves that are available to the user of the sea (primarily safety of navigation)</p>	TBD
15:30-16:00	Coffee Break	
16:00-17:30	<p>8. Impact of International bodies on the MACHC region</p> <p>8.1 International Maritime Organisation (IMO)</p> <ul style="list-style-type: none"> - Docs: MACHC 16-8.1 <p>8.2 International Association off Marine Aids to Navigation and Lighthouse Authorities (IALA) on E-navigation</p> <ul style="list-style-type: none"> - Docs: MACHC 16-8.2 - Following 15th MACHC, chair invites IALA representative to present further development regarding E-navigation. <p>9. Impact of Regional bodies in the MACHC region</p> <p>9.1 Comisión Centro Americana de Transporte Marítimo (COCATRAN)</p> <ul style="list-style-type: none"> - Docs: MACHC 16-9.1 - Following 15th MACHC, chair invites COCATRAN representative. <p>9.2 Caribbean Memorandum of Understanding (CMOU)</p> <ul style="list-style-type: none"> - Docs: MACHC 16-9.2 - Following 15th MACHC, chair invites CMOU representative to report on preliminary findings of the Concentrated Information Campaign 2015 on safety of navigation <p>9.3 Caribbean Disaster Emergency Management Agency</p> <ul style="list-style-type: none"> - Following the 15th MACH, chair invites a CDEMA representative to present CDEMA in the context of the MACHC. <p><u>General remark</u> Chair invites the representatives of International and Regional Organizations to present the key (policy) developments in their organisations that affect the MACHC region (maximum 15 minutes each).</p>	<p>Mr. Colin Young (TBC)</p> <p>Mr. Stephen Bennett (TBC)</p> <p>Mr. Otto Noack (TBC)</p> <p>Amb, Dwight Gardiner (TBC)</p> <p>Mr. Ronald Jackson</p>
19:00-21:00	Sponsored diner at the beach Restaurant	

Time	DAY FOUR OF MACHC16 Saturday, 12 December 2015 Business Casual (Short sleeved navy whites/ short sleeved wayabera/similar)	Responsible
08:00-10:00	<p>10. Regional Capacity Building (CB)</p> <p>10.1 MACHC Capacity Building Coordination (CB)</p> <ul style="list-style-type: none"> - Docs:- MACHC16-10.1 CBC Report - CBC chair/coordinator is invited to report on CB developments and challenges, and formulate proposals for consideration by members - Members are invited to accepts the proposal for a Revised Terms of Reference of the CBC - Maximum 30 minutes <p>10.2 Feedback CBSB</p> <ul style="list-style-type: none"> - Docs:- MACHC16-10.2 CBSC12 Report - Maximum 15 minutes <p>10.3 International Association off Marine Aids to Navigation and Lighthouse Authorities (IALA) on training programs</p> <ul style="list-style-type: none"> - Docs: MACHC 16-10.3 - Following 15th MACHC, chair invites IALA representative to present further development regarding IALA training programs (maximum 15 minutes). <p>10.4 Project of FOCAHIMECA</p> <ul style="list-style-type: none"> - Docs: MACHC 16-10.4 - New initiative with the aim to reinforce the hydrographic capability in the region (maximum 15 minutes) <p>10.5 Pan American Institute of Geography and History (PAIGH)</p> <ul style="list-style-type: none"> - Following the 15th MACHC, chair invites PAIGH to share lessons learned and illustrate ways ahead to improve effectiveness of capacity building (maximum 15 minutes). <p>10.6 Papers Industry</p>	<p>CBC Chair</p> <p>CBC Chair</p> <p>Mr. Stephen Bennett (TBC)</p> <p>Capt Ricardo Lopez Cruz</p> <p>Mr. Paul Cooper (TBC)</p> <p>TBC</p>
10:00-10:30	Coffee Break	
10:30-12:30	<p>11. Closing activities</p> <p>11.1 AOB</p> <p>11.2 Review actions and decisions</p> <p>11.3 Lessons identified</p> <ul style="list-style-type: none"> - Chair invites participants to provide (procedural) issues to be 	Chair

	<p>taken into account for future meetings</p> <p>11.4 Next meeting</p> <ul style="list-style-type: none">- Docs:- MACHC16-11.4 Proposal Letter(s)- Short presentation by candidate Host Nation (s): Basil, City of Belém.	<p>Brazil</p>
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Annex: Agenda and Time table of the 6th MACHC meeting

Risk assessment meeting of 9 December

Background

In recent years the potential utility of GIS based hydrographic risk assessment and survey prioritisation tools has been well demonstrated. As a consequence there is a growing body research in this area being conducted by a number of organisations within in the hydrographic community. This interest reflects the broad application of these approaches in informing decision and policy making, whether it be as part of a national survey programme or focusing capacity building effort. The challenge for the hydrographic community is understand what the dependencies, limitations and opportunities are when developing these tools, and how they can be best deployed.

Description

This meeting will be an opportunity for participants to provide a high level brief on what work has been completed to date and to hear from colleagues what challenges, solutions and future requirements have been identified. The meeting itself will be split into two sections:

- 1) Participants who have conducted work on this subject will be invited to give a 5 minute flash presentation covering what they have achieved, challenges/limitations that have been identified and their view on how this work can/should be progressed.
- 2) A group discussion that will aim to capture:
 - a. Can a consensus on minimum source data requirements be met?
 - b. How could these tools be used to support Capacity Building?
 - c. Is there a need to capture and provide 'best practice' guidance?
 - d. How should this work be progressed?

The meeting will be chaired by Mr Sam Harper, UKHO International Hydrographic Projects Manager. The outcome of the meeting will be reported to the MACHC plenary session



16th MESO AMERICAN & CARIBBEAN
SEA HYDROGRAPHIC COMMISSION MEETING
St John's, Antigua
07th to 12th December 2015

Participant Registration Form

Please send the completed registration form via e-mail to:
info@hydro.nl and kmcghie@abregistry.ag
latest 01 November 2015

**Member State /
Organization**

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1. Contact Details

Head or Member of
delegation

Rank or Title

Family Name¹

Given or Personal Name

Position / Job title / Role

Nationality

Telephone

Fax

E-mail

Spouse/Partner Travelling

Special Dietary

Requirements (Please
State Type)

¹ Underline name generally used in case of doubles surnames as in Speaking-Spanish countries.

2. Travel Details (For administrative purpose only). Participants are expected to make their own travel arrangements.

Flight Number	
Airline	
Arrival date/time	
Departure date/time	

3. Hotel Information (For administrative purpose only). Participants are expected to make their own accommodation arrangements.

Hotel booking

Jolly Beach Resort	Yes/No
	Yes/No

Signature

Date



16th MESO AMERICAN & CARIBBEAN
SEA HYDROGRAPHIC COMMISSION MEETING
St John's, Antigua

Wednesday 09th December 2015

Participant Registration Form for the Working Groups

Please sent this registration form via e-mail to:

sf.v.leeuwen.toet@mindef.nl

before 15 October 2015

**Member State /
Organization**

1. Contact Details

Family Name¹
Personal Name
E-mail

2. Participate in:

Working groups

MICC/MEIP	Yes/No
Ship visit	Yes/No
Risk Assessment Meeting	Yes/No
Capacity Building WG	Yes/No