



MACHC Letter 21/2015

Date, 20 October 2015

To: MACHC Members and Associate Members,

**Subject: Preparation for the MACHC meeting**

Dear MACHC Members and Associate Members,

With less than two months to go, it is time for all of us to start the preparations for the upcoming MACHC meeting. This letter serves to support you with those preparations. It provides assistance on the creation of your national report; additional papers if you desire to do so; your national presentation and possibly additional presentations; and your input to the feedback of MACHC to IRCC.

1. National report

During the 15<sup>th</sup> MACHC meeting last year in Mexico, not all the members and associate members of our region provided National Reports. Unfortunately, this limits the assessment of the IHO and the MACHC of the status of development and of needs for capacity building support for each State. Some States submitted only a presentation and no formal report. *This year, I urge you to provide a National Reports considering the details below.* IHB will publish the National Reports on the MACHC area of the IHO website three weeks before the start of MACHC16 (8 December). Therefore, the IHB and I ask the final version of your National Report by 8 November.

Of note: National Reports should also be submitted even if your State is not able to participate in the meeting, as this is the way the IHO and MACHC assess the situation in each State. These assessments provide a baseline for capacity building and technical support.

The IHO Resolution 2/1997 describes all the topics to be covered in the National reports. The Report should 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](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. For your convenience, IHB placed a document with the required structure for the National Report at

[http://www.iho.int/mtg\\_docs/rhc/templates/Struct\\_NationalReports\\_Eng.pdf](http://www.iho.int/mtg_docs/rhc/templates/Struct_NationalReports_Eng.pdf). I also annexed this information as a template in MS Word format.

The IHB prepared further information to assist you with the creation of the National Report. Zip files 1 (Yearbook) and 2 (C-55) contain the current information of each coastal State. There is also a template for the update of these documents in each zip file. These updates should be part of the National Reports of the MACHC, under items 1 and 6. For item 5, the MSI component of the report, I attached a separate template. These documents can be referred to from the main text of your National Report. It is not necessary to copy the text of those separate documents into the text of the National Report.

## 2. Additional papers

If you have additional discussion items, I invite you to share these with me as soon as possible. I request you to indicate where your discussion item fits into the draft agenda, so that I can insert them accordingly. Preferably, these discussion items should be supported by a short paper with the main discussion points. The due date for such papers is 8 November as well.

## 3. Presentations

In addition, I would like to ask you to submit your short presentation of the National Report not later than 1 December. This date does also apply to other presentations that you would like to give, if possible. May I remind you that the required length of the National presentation is five minutes? Additional details are given in the draft agenda that I sent out on 7 October.

## 4. IRCC feedback

Each Regional Hydrographic Commission is expected to send a progress report to the chair of IRCC in January. Two IRCC7 action items demand considerable attention: IRCC7/05 "Provide the IRCC Chair with progress reports on the relevant tasks in the IHO 2015 Work Programme"; and 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, complemented by the comments on the difficulties encountered and suggestions for a way forward".

The IHO Work Programme is available at:

[https://www.iho.int/mtg\\_docs/misc\\_docs/basic\\_docs/WP2015E\\_adjusted\\_22Dec2014.pdf](https://www.iho.int/mtg_docs/misc_docs/basic_docs/WP2015E_adjusted_22Dec2014.pdf).

The IHO Strategic Level and Working Level Performance Indicators (SPIs and WPIs) for IRCC are provided at Annex B of the IHO Annual Report at [https://www.iho.int/iho\\_pubs/periodical/P-7/P7\\_14\\_ENG\\_PART1\\_1-0-2.pdf](https://www.iho.int/iho_pubs/periodical/P-7/P7_14_ENG_PART1_1-0-2.pdf). Column 3 "Source" of the Tables show for which Indicators the Regional Hydrographic Commissions are expected to provide input to IRCC and its bodies WEND working group and CB Committee.

As MACHC chair, I will coordinate these actions and collate your input into the desired documents. During our meeting, I will ask the (Associate) Member States and the working groups for their input, as far as possible. Additional written input is welcome during the first half of January.

Summary

I would like to sum up once more what I require from you:

1. a National Report from each State **by 8 November**, where the items 1, 5 and 6 can be filled in using separate templates;
2. Additional papers for the meeting, after consultation with the Chair, **by 8 November**.
3. a very short presentation from each State that participates in the meeting, **by 1 December**, highlighting a few aspects of the National Report.
4. Input to the IRCC actions IRCC7/05 and IRCC7/07, **during the meeting** and **by 15 January**.

I request you to send all your documents to the secretariat of the Netherlands Hydrographic Service, using [info@hydro.nl](mailto:info@hydro.nl). (This email address can handle large files.)

As already said, the instructions above are meant to help you to prepare for the meeting in an effective way. I remain available for additional clarifications as necessary. I look forward to working with you in person again and to experience our beautiful venue in Antigua.

Yours sincerely,



*Captain RNLN Marc C. J. van der Donck*  
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Chairman, Meso American & Caribbean Sea Hydrographic Commission