



**MACHC Letter 19/2016**

Date, 18 November 2016

To: MACHC members and Associate members

**Subject: MACHC 16 Action list review**

As decided at the 16<sup>th</sup> MACHC meeting, I have vetted the action list of the 16th meeting for closed and completed action items so that only the active action items (Open and Continuous) remain. In attached Annex you will find those remaining MACHC actions listed in two tables in accordance with their type: Open and Continuous.

In preparation for the 17<sup>th</sup> MACHC meeting agenda item 1.5, I propose a status update. See the column "Status at the Start of the 17<sup>th</sup> MACHC". As part of that status update, I used the classification: Open, Continuous, Completed or Closed.

I request participants of the MACHC to study these proposed status updates with the aim to save processing time during the meeting itself. This leaves time to spend on the actions requiring more discussion.

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

Traducción de cortesía en español por Google translate

Como se decidió en la 16ª reunión de la MACHC, he examinado la lista de acciones de la 16ª reunión para los puntos de acción cerrados y terminados de manera que sólo queden los elementos de acción activa (Abierto y Continuo). En el Anexo adjunto encontrará las restantes acciones MACHC listadas en dos tablas de acuerdo con su tipo: Abierto y Continuo.

En preparación para la 17ª reunión de la MACHC, punto 1.5, propongo una actualización de la situación. Véase la columna "Situación al inicio de la 17ª MACHC". Como parte de esa actualización de estado, utilicé la clasificación: Abierta, Continua, Completa o Cerrada.

Solicito a los participantes del MACHC que estudien estas actualizaciones de estado propuestas con el objetivo de ahorrar tiempo de procesamiento durante la propia reunión. Esto deja tiempo para gastar en las acciones que requieren más discusión

Sinceramente tuyo



INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
MESO AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION



**17<sup>th</sup> Meso American & Caribbean Sea Hydrographic  
Commission Meeting  
14- 17 December 2016  
Belém, Brasil,  
List of Actions**

**MACHC 17-1.5  
Results of action list review at start of 17<sup>th</sup> MACHC  
Conference**

As decided at the 16<sup>th</sup> MACHC meeting, the action list of the 16th MACHC meeting has been vetted for closed and completed action items so that only the active action items remain. Below you will find the 16<sup>th</sup> MACHC action list divided in two tables in accordance with their type: Open and Continuous.

In preparation for the 17<sup>th</sup> MACHC meeting agenda item 1.5, I propose a status update. See the column “Status at the Start of the 17<sup>th</sup> MACHC”. As part of that status update, I applied the used the classification: Open, Continuous, Completed or Closed.

- “Open action items”. In the column status, I have provided a proposal for this action item. I intend to focus on concrete deliverables, so when deliverables are unclear or actions are overtaken by events, I propose to close them. Also, when the action items are not within the remit of the Terms of Reference of the MACHC, I propose to close them as a MACHC action.
- Continuous action items. In the column status, I vetted these items against standing activities/responsibilities with the MACHC structure. If so, these items do not need to be reviewed any longer and I propose to close them as specific MACHC action items. The remainder, I propose to move to a separate list (as below) for future reference, as they do not have a specific deliverable in time.
- Completed or closed action items. These action items do no longer need reviewing, so I propose to stop reporting them on an action list. In the future, they can still be retraced as part of previous conference minutes.”

The result is shown in tables below.

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

Annex A-1-

**Table 1: OPEN ACTION ITEMS AT START OF 17<sup>th</sup> MACHC**

No	Subject mater	Action	Responsible party	Due date	Status at the start of 17 <sup>th</sup> MACHC
<b>List of open actions 16<sup>th</sup> MACHC meeting</b>					
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	<b>Open.</b> No members volunteered. As a courtesy Chair used Google Translate.
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 <sup>th</sup> MACHC Conference	<b>Closed.</b> The Gulf of Honduras project is no longer active.
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 <sup>th</sup> MACHC Conference	<b>Open.</b> Within the context of the GOH-project hydrographic systems were provided. Currently it is unclear if and where this capability has been put to use.
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	<b>Open.</b> no longer extant (closed) as IRRC action. <b>Intend to close</b> after of MICC report at MACHC meeting.

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No	Subject mater	Action	Responsible party	Due date	Status at the start of 17 <sup>th</sup> MACHC
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	<b>Close.</b> No feedback given by MS en AMS. MACHC action is part of standing CB Coordinator tasks
16.2.2.10	IRCC7/43	Member States and Associated Member States to provide access for the IHO Secretariat 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 <sup>th</sup> MACHC Conference (as soon as possible)	<b>Close .</b> 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 Annex A to paper IRRC8-08B on “Relations with other International Organizations and IHO Stakeholders”	Member States	17 <sup>th</sup> MACHC Conference (as soon as possible)	<b>Open.</b> no longer extant (closed) as IRRC action. Intent to keep as <b>continuous</b> MACHC action after meeting under IHO.
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 <sup>th</sup> MACHC Conference	<b>Open.</b> Follow on Risk assessment group had been organized for MACHC 17.
16.5.5	SDB	SHOM to provide an update on the planned SDB activities during 2016.	France (SHOM)	17th MACHC Conference	<b>Open.</b>

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No	Subject mater	Action	Responsible party	Due date	Status at the start of 17 <sup>th</sup> MACHC
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 <sup>th</sup> MACHC Conference	<b>Open.</b> Is part of 17 <sup>th</sup> MACHC meeting agenda, cluster DTM and SDI.
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	<b>Open.</b> Is part of back brief at 17 <sup>th</sup> MACHC meeting, agenda item 6.1
16.7.6	Papers	Chair to reserve time and space in the agenda of 17 <sup>th</sup> MACHC Conference for inland ENC's.	Chair MACHC	17 <sup>th</sup> MACHC Conference	<b>Completed.</b> 17 <sup>th</sup> MACHC meeting Agenda item 7.3
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 <sup>th</sup> MACHC Conference	<b>Open.</b> No feedback received.
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 <sup>th</sup> MACHC Conference	<b>Completed.</b> Awareness seminar focusses on 2 topics: governance and SDB.
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 <sup>th</sup> MACHC Conference and as required	<b>Open.</b> CBC has limited insight, that prevents synchronised efforts
<b>List of open actions 15<sup>th</sup> MACHC meeting</b>					
15.4.2.3	Statutes	Other RHC's will be informed of the process taking place within the MACHC.	Chair MACHC	8 <sup>th</sup> IRCC meeting	<b>Completed.</b> law MACHC letter 06/2016 and doc

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No	Subject mater	Action	Responsible party	Due date	Status at the start of 17 <sup>th</sup> MACHC
					IRCC8-06J
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)	<b>Closed.</b> Relevance overtaken by events.
15.5.1.2	IHO	Haiti will send the Instrument of Accession to the IHO.	Haiti	As soon as possible	<b>Open</b> , not deposited yet, to be updated at 17 <sup>th</sup> MACHC .
15.CB.1	CB	IHO SECRETARIAT to submit a proposal regarding the creation of a roster of experts.	IHO Secretariat	17th MACHC meeting	<b>Closed</b> , overtaken by events. Is already part of the development for a CB Management System.
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	<b>Open</b> , ongoing activity.
15.6.2.3	National report	Technical visit to Haiti postponed to 2016 because of busy political agenda in Haiti. NB: further postponed by the passage of Hurricane Matthew	IHO Secretariat, CB Coordinator, NOAA and IALA	TBD	<b>Open</b> , is on-going discussion between IHO Secretariat, CBC, NOAA and IALA on responsibilities and conduct of TV.
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	<b>Closed</b> , same as action 15.5.1.2
15.6.2.6	National report	ESRI will try to make its data available to Haiti.	ESRI	17 <sup>th</sup> MACHC meeting.	<b>Open.</b> Feedback at 17 <sup>th</sup> MACHC meet

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No	Subject mater	Action	Responsible party	Due date	Status at the start of 17 <sup>th</sup> MACHC
15.6.3.4	MSI	Invite the Caribbean Disaster Agency to attend the MACHC meetings	Chair MACHC	17 <sup>th</sup> MACHC meeting.	<b>Open</b> , numerous attempts to contact CDEMA have so far been unsuccessful (e-mail, letter telephone).
15.8.1.2	OECS	OECS to join MEIP WG.	OECS	17 <sup>th</sup> MACHC meeting.	<b>Open</b> , pending status 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 <sup>th</sup> MACHC meeting.	<b>Open</b> , awaits initiating activity.
<b>List of open actions 14<sup>th</sup> MACHC meeting</b>					
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	<b>Open</b> , awaiting CL by WEND WG .
<b>List of open actions 13<sup>th</sup> MACHC meeting</b>					
13.1.32 (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 REPRODAMS, etc.)	Netherlands/ Venezuela	By 14th MACHC	<b>Closed</b> , current procedures through IC-ENC and MICC work satisfactory.
13.1.42 (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 <sup>th</sup> MACHC meeting.	<b>Completed</b> , is part of 17th MACHC meeting agenda, items 2.5
13.2.6 (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	<b>Open</b> . Has not been resolved by the MICC. Awaiting UKHO input. Discussed in general



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No	Subject mater	Action	Responsible party	Due date	Status at the start of 17 <sup>th</sup> MACHC
					at the last CLIA meeting
13.3.6 (13.3.6)	CB	<p>Gulf of Fonseca project:</p> <ol style="list-style-type: none"> <li>1. Decision to continue the project discussions with authorities from the three Member states.</li> <li>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.</li> <li>3. Decision to keep this project Regional within Central America as much as possible</li> </ol>	PAIGH, Honduras, Nicaragua, El Salvador,	Undetermined	<b>Closed.</b> The Golf of Honduras project is no longer active

**Table 2: CONTINUOUS ACTION ITEMS AT START OF 17<sup>th</sup> MACHC**

No	Subject mater	Action	Responsible party	Due date	S Status at the start of 17 <sup>th</sup> MACHC
<b>List of continuous actions 16<sup>th</sup> MACHC meeting</b>					
16.2.2.1	IRCC7/01	Member states to approve pending applications for IHO membership.	Member States	As soon as possible	<b>Closed.</b> Relevance overtaken by events.
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 2017	<b>Closed</b> , no longer extant (closed) as IRRC action and part of standing remit of chairs.
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, MICC, CBC	Next Jan 2017	<b>Closed</b> , no longer extant (closed) as IRRC action and part of standing remit of chairs.
16.2.2.4	IRCC7/15	Provide material to the IHO Secretariat to promote the achievements of IRCC bodies	All	As available	<b>Closed</b> , no longer extant (closed) as IRRC action
16.2.2.5	CB	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	<b>Continuous</b> , no longer extant (closed) as IRRC7 action 17. Maintain as MACHC action under CB.
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;	MICC Chair	As required	<b>Closed</b> , no longer extant (closed) as IRRC action. <b>Intent to close</b> after

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No	Subject mater	Action	Responsible party	Due date	S Status at the start of 17 <sup>th</sup> MACHC
		<p>b) INT Chart Coordinators/ICCWWGs 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;</p> <p>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;</p> <p>d) All editions of INT charts submitted under action 27 a) and b) to be subsequently transferred to the IHO SECRETARIAT to be included in the IHO SECRETARIAT reference collection for internal use; and</p> <p>e) Member States to provide an update of the list of on-line chart catalogues, either directly or systematically when updating the Yearbook.</p>			MICC report as being part of MICC's standing remit.
16.2.2.8	IRCC7/33	Instruct the ICCWG Coordinators to investigate ways to improve communication across the regions and report back to IRCC.	MICC chair	IRCC8	<b>Closed</b> , no longer extant (closed) as IRRC action, is also part of standing MICC remit.
16.10.4.2	FOCAHIM ECA	If additional funding is sought from CB-funds, Mexico to make bids through the established CB mechanism's.	Mexico	As required	<b>Continuous</b>
<b>List of continuous actions 15<sup>th</sup> MACHC meeting</b>					
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	<b>Continuous</b> , to be briefed as part of national report. <b>Intent to close</b> , when an expanded national report becomes part of the

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No	Subject mater	Action	Responsible party	Due date	S Status at the start of 17 <sup>th</sup> MACHC
					Statutes
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	<b>Continuous</b> unilateral activity
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 (revision of C-17 SDI “the Maritime dimension” for national access to bathymetric and related data collected for commercial or scientific purposes)	Member states	As required	<b>Continuous</b> , as part of MS responsibilities. <b>Intend to close</b> when IRCC8 action 15 is completed.
15.5.3	HSCC	Encouragement of the Spanish speaking countries to participate in the HSSC WG and the HDWG meetings.	MS	As required	<b>Continuous</b> 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	<b>Continuous</b> 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	<b>Continuous</b> bilateral activity
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	<b>Close.</b> Spain is not a member of the MACHC and can't be given an action.
15.6.3.2	MSI	Delegates to update their contact information in the NAVAREA IV list.	MS	As required	<b>Continuous</b> unilateral activity
<b>List of continuous actions 14<sup>th</sup> MACHC meeting</b>					
14.1.16	7	MS to send their relevant information to the GEBCO.	MS	As required	<b>Close.</b> Overtaken by action 15.3

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<b>No</b>	<b>Subject mater</b>	<b>Action</b>	<b>Responsible party</b>	<b>Due date</b>	<b>S Status at the start of 17<sup>th</sup> MACHC</b>
14.1.22	12	RENC members to recommend to non-RENC ENC producer nations to join a RENC	RENC members	As required	<b>Continuous</b> unilateral activity. Rewrite in line with IRRC8 action 8.
<b>List of continuous actions 13<sup>th</sup> MACHC meeting</b>					
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	<b>Continuous</b> , Rewrite in line with IRRC8 action 32
<b>List of continuous actions 12th MACHC meeting</b>					
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	<b>Continuous</b> , in accordance with. WEND principles
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 IHO Secretariat, and IMO.	MACHC Chair as prompted by MICC	As required	<b>Continuous</b> , also activity of MACHC rep In WEND WG