



INTERNATIONAL HYDROGRAPHIC ORGANIZATION
MESO AMERICAN & CARIBBEAN SEA HYDROGRAPHIC
COMMISSION



MACHC-Letter 13/2019

October 18, 2019

To: All MACHC Members, Associate Members and Observers

Subject: National Report Templates

Dear Colleagues,

All Member States are reminded to use the “MACHC20.National.Report-PPT Template” attached here, and found on IHO MACHC [website](#) at Agenda Item 3, for their National Report presentations. As you have seen in the agenda, we are taking a different approach this year for these presentations. All countries will be broken out into three separate groups in order to:

- 1) Provide an opportunity for greater discussion and engagement about the content of the National Reports.
- 2) Synthesize the discussion results into recommended priorities for the 2021-23 MACHC Capacity Building Plan to be considered by the plenary.

In order for the results to be consistent across the groups, the attached National Report PPT template asks for the following standard high-level summary information taken from the written Report to be presented:

- a. Top three achievements (Slide 2)
- b. Top three challenges, including capacity building gaps (Slide 3)
- c. Top three plans that effect the region (charts, surveys, training, other—Slide 4)
- d. Two recommendations only (Slide 5):
 - i. What is your greatest capacity building priority to recommend for IHO CB funding consideration (Phase 1)? (Select one)
 - High-level visit (political awareness)
 - Technical visit (assessment of national capabilities and awareness)
 - Maritime Safety Information training
 - Hydrographic Awareness Seminar (pre-MACHC meeting)
 - ii. What is your greatest capacity building priority (Phase 2 or Phase 3) for which to seek other partnership/funding opportunities outside of IHO CB?

An example of a Phase 2 training is the recently funded 2020 Tides and Water Levels course for Spanish speakers or anything else related to hydrographic surveying or charting; other examples can include participation in a CAT A or CAT B program.


Slide 7 describes the IHO Capacity Building Strategy Phases of Development and related activities for reference.

It is similarly very important that you follow the template for the written National Report as it must support the information in the presentation. See “[Structure for the National Reports](#)” attached here and on the IHO MACHC [website](#) at Agenda Item 3). The Report should make note of training requirements and include any related national plans for expanding hydrographic surveying and/or cartography. Specific requests for training should be supported in the National Report and should provide the context and basis for any capacity building request. Once this information is in the proper sections of the template, it can be more easily extracted and assessed to help prioritize regional capacity building requirements.

Finally, I ask that the National Reports (both PPT and Word versions) and all other participants’ presentations be provided to me and to the IHO (alberto.neves@iho.int) by no later than November 8, 2019 so that they can be uploaded to the website and available for all to read in advance. The National Reports should be titled as seen on the IHO MACHC [website](#) for easier reference. For example: The title of the electronic file for the National Report of Brazil should be MACHC20-03.1; the title for the file of the National Report of Colombia should be MACHC20-03.2 and so on.

Thank you for your attention to this important request. I look forward to seeing you all in Santo Domingo!

Sincerely,



Kathryn L. Ries
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Attachments:

- MACHC20.National.Report-PPT Template.Rev1
- MACHC20.National Report Structure