



INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
MESO AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION



MACHC Letter 32 / 2009  
06 November 2009

To:  
Mr. Michel Amafo  
Director of the Maritime Authority of Suriname  
e-mail: <mamafo@mas.sr>; <fdelchot@mas.sr>

Subject: **11<sup>th</sup> MACHC Meeting**

Dear Mr Amafo,

1. First of all, I acknowledge your fax dated 10 NOV 2009, and I thank you very much the confirmation the Maritime Authority of Suriname (MAS) may host the XI<sup>th</sup> MACHC meeting in 2010.

2. As it was discussed with your representative at the X<sup>th</sup> meeting in Bridgetown, Barbados, the Commission confirmed to have the XI<sup>th</sup> MACHC meeting in 2010, on October or earlier November, and addressed me to contact you in order to coordinate the necessary arrangements. In this opportunity I propose to you one of two possible dates: 4<sup>th</sup> – 8<sup>th</sup> October or 8<sup>th</sup> – 12<sup>th</sup> November. I kindly ask you to verify which one is more appropriate for MAS or, eventually, if a third one would be better.

Regarding the logistic necessities, the usual practices of the meetings held by the IHO bodies, I should say it is expected from the host to provide:

- a place for the meeting, preferably with tables in a “U” disposition for an average of 30 persons with extra chairs behind those at the table;
- a secretariat with computers, printers, reproduction machines, international phone and fax, and qualified personnel to act as the Secretary assistants;
- simultaneous English – Spanish translation during the official meeting;
- audio records of the meeting;
- internet access (preferably WIFI) at the meeting room;
- energy for personal computers (laptops) of Secretary and participants;
- projector (datashow) with a cable with sufficient length to achieve Chair place at the table;
- coffee-breaks at inter-sectional official meetings;
- lunch on the official days of the meeting;
- transportation between hotels and the meeting place;
- to intermediate logistic arrangements for participants, such as special rates at hotels and transportation airport – hotels – airport; and
- general information about the city: distances, currency, touristic places, restaurants, and safety non safety and places.

As you know, MACHC is an IHO body with no budget and its administration is run by the Chair and the Secretary through the body they belong to, the National Hydrographic Service. So, theoretically MACHC does not provide or offer any support. However, it is usual for the hosting organizations to make arrangements with other hydrographic offices and private companies to get sponsorship for the variety of responsibilities. This is exactly what happened with the Barbados Port Inc., the host of the 10<sup>th</sup> Meeting.

(Cont. MACHC Letter 32 / 2009 .....).

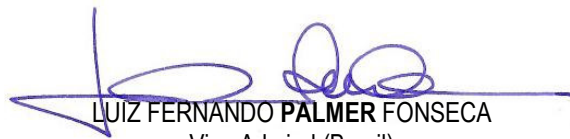
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Usually MACHC meetings expend from four to five days, depending on the Agenda, which is finalized two months before the beginning of the meeting.

3. Finally I would like to say that your positive response to MACHC in hosting its XI<sup>th</sup> meeting is a very positive step to the hydrographic development of the Caribbean Region. In order to provide participants with an adequate planning time frame, it would be useful to have your response on the best date to host the meeting no later than 15 January 2010, as well as the Person of Contact (name, e-mail, and phone and fax) the MACHC Secretary may keep in touch to coordinate arrangements details.

At this opportunity I would like to offer myself, my staff, and MACHC, to help with any subject that we may be of use.

Looking forward to hearing from you,



LUIZ FERNANDO PALMER FONSECA  
Vice Admiral (Brazil)  
Brazilian Director of Hydrography and Navigation - MACHC Chair

Copy:  
MACHC Member States; IHB; Observers

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Note: To improve the Commission's effectiveness, this letter is provided only by e-mail.