



INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
MESO AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION



MACHC Letter 08 / 2009  
28 January 2009

To: MACHC Member States and Observers

Subject: **9<sup>th</sup> MACHC Action List**

Reference: MACHC Statutes Article 7 h).

Dear Hydrographer,

1. Complying with mentioned Article of the Reference, find enclosed herewith the 9<sup>th</sup> MACHC Action List (AL).

MACHC Secretary, in contact with your Persons of contact revised the presented List during the last fifteen days. However, it remains an item (9-13) which final text depends on the Minutes of the meeting. Once these Minutes be ready, the AL will be amended.

2. We thanks all who contributed to the final text of these AL and, communicate that from February 1<sup>st</sup> 2009 the Secretary will monitor its status development through MACHC Forum (<http://groups.yahoo.com/group/machc-forum/>).

Yours sincerely,

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

**Annex:**  
9<sup>th</sup> MACHC Action List

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

**Annex to MACHC Letter 08/2009****9<sup>th</sup> MACHC Action List**(as agreed at the IX<sup>th</sup> Commission Meeting, Rio de Janeiro, Oct 10<sup>th</sup> 2008)

<b>Agenda Item</b>	<b>Action</b>	<b>Details</b>	<b>Responsible &amp; Deadline</b>	<b>Status (mmm dd)</b>
3	9-1	Mexico will report on the results of the Mexican pilot project to include the private sector in the production of ENC's (MACHC 8, Action 12)	TG2-EEC Chair 30 NOV 2008	
3	9-2	MS to evaluate and to comment on the Proposal to Establish a Stakeholder Advisory Group to Member States (MACHC 8, Action 16). If no comments are received then the proposal is accepted and the Advisory Group of the Commission is established. (Alternative: to include at one of the Committees ToR).	MACHC Chair 15 NOV 2008	
3 & 8	9-3	It was decided that the documents of the Commission will be posted only at the Commission website managed by NOAA. MACHC Forum must be used only for discussion of specific topics. The web site manager and the IHB must work to ensure that the documents posted at the IHO site do not include current documents in progress.	MACHC Chair & IHB 30 OCT 2008	
4	9-4	MACHC Member States are invited to provide IHB information regarding a possible support to Haiti to develop a hydrographic infrastructure.	MACHC Members 17 OCT 2008	
5	9-5	MACHC Chairman will take the responsibility of the Commission Capacity Building matters, which includes a five (5) years work plan and to represent the Commission at the IHO CBC.  MACHC Chairman shall reply Venezuela asking conformation of the interest to promote the Hydro Cart course in March 2009 and to request IHO CBC to make available the resources for this event.	MACHC Chair 30 OCT 2008	
5	9-6	MACHC Members should provide update information to IHO S-55 publication and update it at least once a year, reporting this action at the National Report.	MACHC Members 30 DEC 2008	
5	9-7	MACHC supports the HCIW Work Group Report and Recommendations to CHRIS-20 and will send a letter to CHRIS Chairman expressing it.	MACHC Chairman 15 OCT 2008	
5	9-8	MACHC supports the MEP TSMAD Work Group Report and Recommendations to CHRIS-20 and will send a letter to CHRIS Chairman expressing it.	MACHC Chairman 15 OCT 2008	
5	9-9	MACHC approved the proposed ISPWG ToR and strongly ask Members States to contribute with Cuba work.	MACHC Members	
5	9-10	MACHC strongly advise all Members of the Commission to review and apply the Guidelines on WEND Principles,.	MACHC Members	
6	9-11	MACHC Members are invited to know the new SHOM structure, and take note of it as a reference to those Hydrographic Services which have two kinds of	MACHC Members	

Agenda Item	Action	Details	Responsible & Deadline	Status (mmm dd)
		responsibility, both civil and military.		
7	9-12	<p>Regarding the Electronic Navigational Charts (ENCs):</p> <p>a) Revise the Regional Priority List of Ports and Routes Plan that was prepared in previous MACHC meetings, it will be upload in MACHC website by mid November 2008, UKHO will update its data and ECC will make the complete list available. All Countries will revise and validate their data in the list by the end of November, if a MS don't send a revised list of ports and routes it will be considered updated. The final list will be available at MACHC website in January 1<sup>st</sup>. 2009.</p> <p>b) To use the IMO definition of "adequate ENC coverage" (current paper chart catalogues) in making the MACHC ENC Regional Scheme.</p> <p>c) The 1:1 000 000 ENCs:</p> <p>c.1- The UKHO will discuss with Cuba, Venezuela, Colombia and Mexico the 4011 ENC in order to re-define its boundaries based on existing ENC data in the same Usage Band.</p> <p>c.2- The UKHO will discuss 4017 ENC with Cuba and US to consider if an existing ENC cell can be adopted instead, redefining its boundaries accordingly.</p> <p>c.3- To send a letter to Venezuela asking its intention producing charts nb 4023 and 4108. Netherlands offered to produce 4023 (1:1 000 000) and 4108 (1:300 000) ENCs if Venezuela accept it as an interim solution or until there is a bilateral agreement between both nations.</p> <p>c.4- Other 1:1 000 000 ENCs in the expanded MACHC region, will be identified based on the INT Paper Chart scheme and its boundaries proposed by the ECC to MACHC Member States. These additional ENCs should be reflected at the MACHC web site.</p> <p>c.5- UKHO will look at existing ENC coverage to be used in the interim.</p> <p>c.6- MACHC web site will reflect the ENC 4022 is produced by France.</p> <p>d) To coordinate the overlap of cells between involved Member States, listing the existing cases and come up with a plan and report progress to the next MACHC meeting.</p>	<p>TG2 EEC Chair January 1<sup>st</sup>. 2009</p> <p>TG2 EEC Chair</p> <p>UK, Cuba, Venezuela, and Colombia</p> <p>Cuba, UK, and US</p> <p>MACHC Chair Netherlands 30 OCT 2008</p> <p>TG2 EEC Chair</p> <p>UK</p> <p>TG2 EEC Chair</p> <p>TG2 EEC Chair</p>	
7	9-13	Regarding the ECC TG1 - MesoAmerican Capacity Building Pilot Project (Text to be finalized)	TG1 EEC Chair	
7 & 9	9-14	<p>Regarding the INT Charts:</p> <p>a) UK and US will send the necessary data for Cuba in order to produce Charts nb 4154, 4158, 4166, 4170,</p>	UK & US each 6 months	

Agenda Item	Action	Details	Responsible & Deadline	Status (mmm dd)
		<p>and 4149.</p> <p>b) MACHC takes note IHB letter S3/4230/B dated 13 Jan 2006, Venezuela e-mail dated 15 JUL 2008, and Venezuela letter Ref 1000 dated 8 OCT 2008, and supports the following agreement between Venezuela and France regarding Chart 4022:</p> <ul style="list-style-type: none"> <li>- Venezuela takes the responsibility of the paper chart.</li> <li>- France takes the responsibility of the correspondent ENC Chart.</li> <li>- The establishment of an agreement for a coproduction of the INT Chart.</li> </ul> <p>c) To ask IHB to change information about INT Chart 4022 at Pub. M-11 regarding responsibility (remove France).</p> <p>d) To ask IHB to change information about INT Chart 4154 at Pub. M-11 regarding scale (change to 1:500.000).</p> <p>e) Mexico should confirm if the MACHC web site INT Chart data base is updated and should take action to update it in the case it is not.</p> <p>f) The INT Chart Committee should produce an INT Chart Plan.</p> <p>g) MACHC take note and ratify the following proposal of new numbers of INT Charts:</p> <ul style="list-style-type: none"> <li>- INT216, to INT407</li> <li>- INT2002, to INT4071</li> <li>- INT2104 to INT2107, to INT4194 to 4197</li> <li>- INT2001, to INT4070</li> <li>- INT2100 to 2103, to INT4190 to 4193</li> </ul> <p>h) UK in consultation with Cuba and US will investigate possibility of alternative solution for interim coverage of charts 4017 and 4021.</p> <p>i) MACHC accept UK proposal to be responsible of INT Chart 4176.</p> <p>j) MACHC accept the US proposal to have its national charts 4015, 4016, 4145, 4146, 4147, and 4148, serve as interim products until the INT Chart version can be produced.</p>	<p>INT Chart and ENC Comm. Chair</p> <p>Venezuela France</p> <p>France &amp; Venezuela</p> <p>INT Chart Comm. Chair 30 OCT</p> <p>INT Chart Comm. Chair 30 OCT</p> <p>INT Chart Comm. Chair 30 OCT</p> <p>INT Chart Comm. Chair 30 DEC</p> <p>Brazil Brazil Brazil France Guiana and Suriname</p> <p>INT Chart Comm. Chair, UK, US, &amp; Cuba 30 DEC 2008</p> <p>INT Chart Chair, UK 30 JUL 2008</p> <p>US</p>	Produced in 2006
9	9-15	MACHC approved the amendments to the Statutes as ... (Chair, Vice-Chair, etc.) – see below of this List.	MACHC Chair	
10	9-16	<p>Council representation:</p> <p>a) Amend Article 3 ...</p> <p><i>"b) To identify the MACHC Representative(s) to the IHO Council, as outlined in the guidance provided in Annex 3 to the Statutes"</i> ( See the writing of the Annex below of this List)</p> <p>b) Maintain HI subject stand by.</p>	MACHC Chair	
12	9-17	Date and Venue of the next meeting: it was agreed the 10 <sup>th</sup> MACHC meeting to be held in Barbados, in the last week of October 2009, with the support of UK, and the 11 <sup>th</sup> , in Suriname.	MACHC Chair	
14	9-18	It was elected as Chair and Vice-Chair for the next period accordingly to the amended Statutes, Brazil and UK,	Mexico, Brazil, and UK	

Agenda Item	Action	Details	Responsible & Deadline	Status (mmm dd)
		respectively.		

**Amendments to the Statutes:**

**ARTICLE 5; OF THE CHAIR AND VICE CHAIR**

- a) The Conferences of the Commission are conducted by the Chair and assisted by the Vice Chair.
- b) The Chair and Vice Chair of the Commission shall be from a Full Member State of the Commission, elected on a rotational basis. Under normal circumstances, the term for the Chair and Vice Chair will be two years.
- c) At the conclusion of a Conference, Members will offer suggestions regarding the election of a new Chair and Vice Chair. In order to assure the continuity, it is suggested that the Vice Chair be elevated to the position of Chair for the next period.
- d) If the Chair, or the Vice-Chair, is unable to officiate at the Conference, he or she shall be replaced by his or her representative.
- e) The incoming Chair shall take office three months after the conclusion of an ordinary Conference.

**ARTICLE 7; OF THE CONFERENCE**

- a) The Chair shall prepare the Provisional Agenda in conjunction with the Members at least two (2) months before its opening. The Provisional Agenda shall contain all standard items required by the IHO (e.g., National Reports, INT Charts and ENC Cell scheme). The first item shall be the Chair's report on the activities of the Commission since the last Conference. All Conference Documents shall be made available on the IHO/MACHC web site at least one month prior to the meeting.
- b) Members' Proposals to be included on the Agenda of a Conference should be sent to the Chair for the next Conference at least four (4) months in advance of the date agreed for the commencement of the Conference.
- c) The Agenda shall be adopted by the Commission at the beginning of each Conference.
- d) The Commission can modify the order of discussion of the different items of the Agenda during the Conference.
- e) Proposals of Members not included in the Agenda shall be submitted to the Chair and, with the agreement of the Members, shall be added to the Agenda for consideration.
- f) Resolutions and decisions of the Conference shall usually be reached by consensus among Full Members. If consensus cannot be reached, resolutions and decisions shall be adopted by a simple majority of the Full Members present.
- g) Each Full Member has one vote and votes shall be indicated by a show of hands.
- h) At the end of each Conference, the Chair shall present the Resolutions and Decisions taken in the working language of the Commission. Twenty (20) days after the close of the Conference, the Chair will submit to the Full Members and Participants a report, (in the working language of the Commission) which will include those Resolutions and Decisions, as well as any supporting information submitted. Full Members shall report any objections of the report within twenty (20) days. Any objections to the report shall be made by electronic mail.
- i) Between Conferences, if necessary, subjects may be discussed and decided by correspondence in the MACHC working language.
- j) In preparation for, during and between Conferences, the Chair shall be assisted by the Secretary appointed by him/her. The duties of the Secretary includes the following:
  - i. To collate, three (3) months before the Conference, all proposals from the Full Members, to be included in the Agenda.
  - ii. To forward proposals and the provisional Agenda to the Chair and Vice-Chair at least two (2) months prior to the Conference.
  - iii. To prepare and distribute a list of participants at least one (1) month prior to the Conference.
  - iv. To receive and to forward any requirements from the Members to the Chair and Vice Chair as appropriate.
  - v. To prepare for the Chair, a report of the Conference within twenty (20) days following its conclusion, including the discussions resolutions and decisions taken, as well as any supportive information that was submitted.
  - vi. To prepare the final report and forward it to the IHB.
  - vii. To assure with the hosted nation, the nominal organization of the conference

**Annex 1:**

To change the picture in conformity to IHO publication M-3

**Annex 2:**

To change the picture in conformity to IHO publication M-11

**Annex 3**

**Council Selection Guidelines**

The duties of MACHC Representatives to the IHO Council are an important responsibility, as it is one of the primary means of communication and involvement by the MACHC in IHO matters. Thus, it is important that the MACHC be served by knowledgeable, willing and capable representatives to the IHO Council. The following provides guidelines and procedures for selecting the MACHC Representatives on the IHO Council.

Fundamental assumptions are:

1. The MACHC will be allotted two representatives for the Council (although this number could increase or even decrease for which adjustments may be required),
2. All MACHC representatives to the Council will serve a 3-year term (to coincide with the newly structured 3-year IHO Assemblies), *[This is a commitment representatives and their sponsoring Member States must be willing to support, both in time required and financial expenses]*
3. The MACHC will meet at minimum once during the 3-year period between IHO Assemblies (to address MACHC representation on the IHO Council),
4. The MACHC Council representative must be from a Member State with full Member status in MACHC,
5. The MACHC will be informed as to the number of Council seats allocated 3 months prior to the Assembly, and
6. The MACHC must identify and inform the IHO of their Council representative(s) 6 months prior to the Assembly, the following selection process is proposed.

**The Method of Selection of MACHC Representative(s) to the IHO Council shall be as follows:**

1. At every MACHC Conference prior to an IHO Conference or Assembly, the MACHC shall place the "Selection of MACHC Representatives to the IHO Council" on its Agenda as a matter of procedure.
2. At the appropriate time, the Chair shall put forward a list of MACHC Member States who are eligible to serve as Council representatives.
3. The MACHC Chair shall entertain volunteers or nominations for candidates for each Council position, as allocated to MACHC by IHO, from among the eligible MACHC Member States who wish to serve on the IHO Council. Candidates and their Member States should be cognizant of the following:
  - a. The position of Council representative is for a 3-year term,
  - b. In accordance with Article 14, paragraph (b), iii, of the "General Regulations of the IHO," Member States who wish to put themselves forward for selection to the Council, must inform the Commission, with a copy to the Secretary General of the IHO, of such a decision 6 months prior to an IHO Assembly.
  - c. Member States' Candidates must be willing to serve the full term of three years (to coincide with the Assembly schedule),
  - d. Candidates must have the support from their Member State and the resources to attend annual meetings in Monaco (or elsewhere), and
  - e. No Member State can have more than one representative on the Council at any given time.
4. Once nominations have closed, a decision shall be made by consensus, or if necessary, votes shall be taken among all full MACHC Member States with each country having one vote, as follows:
  - a. Using separate ballots for each allotted Council seat, the candidate with the highest number of votes on the first ballot shall be the primary MACHC Council representative to the IHO Council.
  - b. On the next ballot, the candidate with the highest number of votes on the second ballot shall be the second MACHC Council representative to the IHO Council, should the MACHC be allocated two Council seats.
  - a. On the next ballot (if necessary), the candidate with the highest number of votes on the third ballot shall be the third MACHC Council representative to the IHO Council, should the MACHC be allocated three Council seats.

- 5 Should a MACHC Council representative be unable to fulfill the obligations for whatever reason, or miss two consecutive Council meetings, he (she) shall be replaced with an alternate representative selected by the Chair, MACHC, and confirmed by IHO, until the next MACHC Conference, when this issue can be addressed according to the procedures described in paragraphs 2-4, above.