



INTERNATIONAL HYDROGRAPHIC ORGANIZATION
MESO AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION



MACHC Letter 29 / 2009
10 September 2009

To:
Mr. Freddy Delchot
Manager of Nautical Affairs
Maritime Authority of Suriname

Subject: **11th MACHC Meeting**

Dear Mr Delchot,

1. First of all, I want to thank you very much for the interest the Maritime Authority of Suriname has shown in confirming the hosting of the 11th MACHC Meeting in 2011. We think this is a very positive step to the hydrographic development of the Caribbean Region.

2. Now, going straight to the point of your inquiry and based on 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;
- internet access (preferably WIFI) at the meeting room;
- 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 is happening with the Barbados Port Inc., the host of the 10th Meeting. So, I recommend that you get in contact with the Barbados Port Inc. in order to learn how they are organizing the meeting and the solutions they have been able to find to tackle these challenges. Also, I suggest that you take advantage of the opportunity of the meeting to make contacts for tactic approach in order to gain support for the 11th meeting.

3. Finally 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 Full Member States; IHB

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