

Meso American & Caribbean Sea Hydrographic Commission (MACHC)
9th Meeting, Niterói, Brazil, October 9th – 10th, 2008

Report of Work Group on Statutes Revision

Presented by: Mr. Eric Frey (USA-NOAA) and Capt. (Ret. - Brazil) Wesley W. Cavalheiro

References: a) Action List number 3 and 6 of the 8th Meeting held at Niterói, Brazil, in 2008; and
b) 19th CHRIS Meeting Report.

1. Introduction

MACHC participants decided (Reference **a**) to include an election of a Vice-Chairman and duties for Secretary.

During the meeting, a group composed by representatives from Brazil, France, Mexico, United States, and United Kingdom prepared a draft document, used by the Plenary as a guideline for the work.

Also, pending on CHRIS approval, the limits of MACHC Region should be updated.

2. Developed work

The Group worked by correspondence and propose the following text to be modified at the Statutes:

Rewrite Articles 5 and 7 as write bellow:

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 maximum term for the Chair will be limited to two years.
- c) At the conclusion of a Conference, Members will offer suggestions regarding the selection 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 two year period.
- d) If the Chair, or the Vice-Chair, is unable to officiate the Conference, he or she shall be replaced by his or her representative.
- e) The incoming Chair shall take office one month after the conclusion of an ordinary Conference.

ARTICLE 5; 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, 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 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 ten (10) 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 Secretariat. The duties of the Secretariat 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 IHO.
 - vii. To assure with the hosted nation, the nominal organization of the conference

Concerning the new limits, MACHC and SWAtHC Chairman sent a letter to CHRIS Chairman requesting the change of INT Charts areas. The results of this request are in a specific report.

3. Conclusions and Recommended Actions

MACHC is invited to take note of this information paper and approve the proposed Statutes amendment text.

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