

**THIS ASSEMBLY CIRCULAR LETTER REQUIRES YOU TO VOTE**

**IHO File No. S1/6100/2020**

**ASSEMBLY CIRCULAR LETTER N° 20**  
**21 April 2020**

**2<sup>nd</sup> SESSION OF THE IHO ASSEMBLY (A-2)**  
**Monaco, 16-18 November 2020**

### **ELECTION FOR THE POSITION OF IHO DIRECTOR**

References:

- A. Assembly Circular Letter No. 17 dated 11 April 2020 – *Proposed Scenario on the Postponement of the 2<sup>nd</sup> Session of the IHO Assembly and Associated Activities Resulting from Exceptional Circumstances due to Covid-19.*
- B. Assembly Circular Letter No. 18 dated 14 April 2020 - *Final List of The Candidates for the Position of IHO Director.*
- C. Assembly Circular Letter No. 19 dated 21 April 2020 – *Adoption of the proposals made to the Member States due to the postponement of the 2<sup>nd</sup> Session of the IHO Assembly.*
- D. Assembly Document A2\_2020\_E\_02 - *Table of tonnages, shares and votes applicable for the Election at A-2.*
- E. IHO Publication M-1, Edition 2.1.0, June 2017 - *Basic Documents of the International Hydrographic Organization*
- F. IHO CL 3/2020 dated 10 January - *The IHO online form system for responses to circular letters and input to the IHO Publications (P-5 and C-55)*

Dear Hydrographer,

1. Following the adoption (Reference C) of the general principles given in Reference A (paragraph 22) for the election for the position of IHO Director and noting the positive comments received from the Member States, this Assembly Circular Letter provides the subsequent voting procedure to elect an IHO Director from the candidates listed in Reference B.
2. The voting procedures follow Articles 17 to 23 of the General Regulations of the IHO (Reference E). In view of the current uncertainties over the reliability of postal services, the conduct of the election process offers two alternative but equivalent options: paper based voting and digital voting.
3. The paper-based option is the default, meaning that the usual envelopes containing the voting ballots will be posted to the Member States. The return of ballots to the Secretariat is expected by **1 June 2020** - the final voting date.
4. The digital voting option is technical solution based on the acknowledged IHO online form system (Reference F). More detailed information about the maintenance of confidentiality of the digital voting method is provided in Annex A. The target date for digital voting is the same as the paper-based voting option, **1 June 2020** - the final voting date.

5. **Action 1**, upon receipt of the email version of this ACL 20/2020, is for the Member State to send an email to the Secretariat by **1 May 2020** to indicate if the effected Member State prefers paper based or digital voting. This information will assist to identify and prevent unintended double voting via both options, paper based and digital.
6. **Action 2** for the Member State who prefer the paper based voting, is to send an email to the IHO Secretariat ([cl-lc@iho.int](mailto:cl-lc@iho.int)) to confirm receipt immediately upon receiving of the paper version of this ACL 20/2020 together with the voting ballots. If the paper version of the ACL 20/2020 with enclosed voting ballots is not received by a Member State by **10 May 2020**, the effected Member State should contact the IHO Secretariat by email for further action.
7. Enclosed with the paper version of ACL 20/2020 will be the following materials:
  - a) An envelope (Round 1) with a sticker with the name of the Member State and the number of allocated votes in accordance with the table in Reference D. With the envelope for Round 1, **Action 3** is to count and check that the number of paper ballots in the envelope matches the number of votes given in the table of votes for the receiving Member State. If there is a discrepancy, the effected Member State should contact the IHO Secretariat for corrective action.
  - b) Another envelope (Round 2) with a sticker with the name of the Member State and the number of allocated votes in accordance with the table in Reference D. This is only to be used if there is a tie between two candidates with the largest number of votes after Round 1.
8. Similar to the procedure applied during plenary sessions of the Assembly, **Action 4** is to vote for one of the eligible candidates by each paper ballot. Voting Representatives should indicate each of their votes on a paper ballot for an eligible candidate by writing any element or combination of elements of the name indicated on the list of eligible candidates, such that it identifies the chosen candidate unambiguously. The name of only one eligible candidate should be written on each paper ballot. A split of votes between different candidates is possible. Abstention is possible as well and should be indicated as such on the voting paper. **Action 5** is to send the sealed envelope as soon as possible back to the IHO Secretariat by the fastest mailing method and inform the Secretariat by using the dedicated e-mail address ([de-ed@iho.int](mailto:de-ed@iho.int)) that your postal voting mail has been sent.
9. The option for digital voting will be available as of **10 May 2020** until 1 June through the following link: [https://IHO.formstack.com/forms/acl20\\_20](https://IHO.formstack.com/forms/acl20_20). In perfect equality to paper voting, the digital voting option allows to vote for one of the eligible candidates, to split the votes or to abstain with the total number of votes allocated to the relevant Member State. After submission of the votes by the Member State (**Action Alt-4**), notification of the Secretariat about the digital voting is received by automatic e-mail to the dedicated e-mail address ([de-ed@iho.int](mailto:de-ed@iho.int)). The votes will be automatically checked against the table in Reference D, encrypted and processed into an anonymous compilation spreadsheet table.
- 10. The deadline for the IHO Secretariat to receive the voting ballot in paper or digital is 1 June 2020.**
11. When the sealed envelope containing paper votes is received, the IHO Secretariat will acknowledge receipt by email, check the seal, and will cast it into the locked ballot box. Following the adoption (Reference C) of the general principles given in Reference A (paragraph 22) for the election of an IHO Director, it is considered hereby that Member States approve the appointment of two official representatives, designated by the Principality of Monaco, to act as Scrutineers for this election.

12. On **5 June 2020**, in the presence of the designated Scrutineers, the ballot box will be opened for counting. At the same occasion the IHO Secretariat will decode the number of digital votes received for every candidate from the anonymous compilation spreadsheet table. The Scrutineers will combine all paper-based votes with all digital votes received after a double check that there is no unintended double voting. The results will be announced subsequently by the Secretary-General in a separate Assembly Circular Letter.

13. In case of a tie, a similar process will need to be conducted for the second round. Notice will be given the same day by Assembly Circular Letter sent by email-only, to proceed to Round 2 with the names of the candidates involved, using the envelope referred to in paragraph 7(b). In this case the envelope Round 2 can be posted or the alternative method of digital voting can be used.

Yours sincerely,



Dr Mathias JONAS  
Secretary-General

Annex A: Schema of the alternative method of digital voting procedure using the IHO Online Form System

Enclosure: Two envelopes (Round 1 and Round 2) for those Member States preferred the paper ballots.

Schema of the alternative method of digital voting procedure using the IHO Online Form System (in English only)

