

IHO File No. S1/6100/2020

ASSEMBLY CIRCULAR LETTER N° 31
16 October 2020

2ND SESSION OF THE IHO ASSEMBLY (A-2)
Monaco, 16-18 November 2020

**2ND SESSION OF THE IHO ASSEMBLY AS A REMOTE EVENT – LOGISTIC
ARRANGEMENTS**

Reference:

- A. IHO ACL 30/2020 dated 23 September 2020 – Approval of the alternative conduct of the 2nd Session of the IHO Assembly and 4th meeting of the Council as remote events
- B. IHO ACL 29/2020 dated 21 August 2020 Rev1– Alternative conduct of the 2nd Session of the IHO Assembly and 4th meeting of the Council as remote events
- C. IHO ACL 11/2020 dated 9 December 2019 – Approval of the Lists of invited observers
- D. IHO ACL 7/2020 dated 28 August 2020 Rev 1 – Invited observers
- E. IHO FCCL 03/2019 dated 03 October 2019 – Meeting of the Finance Committee

Dear Hydrographer,

1. Reference A announced that the 2nd Session of the IHO Assembly and 4th meeting of the Council will be conducted as remote events, due to the exceptional circumstances imposed by the COVID-19 pandemic. The decisions adopted for the events are listed in point 4 of Reference A.

2. The draft Agenda of the 2nd Session of the Assembly (16 – 18 November) is provided in Annex A. The Assembly will be preceded by the *Finance Committee meeting* and *Heads of delegation meeting* on 12 November 2020 and followed by the *4th meeting of the Council* on 19 November 2020. This ACL addresses the arrangements for the Finance Committee meeting, the Heads of delegation meeting and the 2nd Session of the Assembly only, a separate communication will be circulated covering the arrangements for the 4th meeting of the Council.

3. The logistic arrangements (registration, webinar information, access) for the conduct of the remote events are as follows:

a. Registration:

- It is requested that – **no later than 9 November 2020** – all registrations per IHO Member State be completed for the three events listed in paragraph 3, using the “IHO On-line Registration” system (creation of user account if not yet in existence, record of their own ID and password in their own files, then complete the registration in the selected Assembly event), indicating the email address to be used to receive the link for the Virtual TeleConference (VTC) events (each registration should have a different email address and the role of each should be provided to allow the identification of the respective Head of Delegation from each Member State).
- The system is available at the following link:
http://online.iho-khoa.kr/_cbm/conference/conference.asp
- In case of difficulties with the registration system, an email should be sent to the IHO Secretariat (info@iho.int), indicating:
 - Subject: “Assembly-2 VTC events” registration
 - Text: Country and/or Organization, Name, First Name, Role, email address (to be used for the VTC event)

Due to the potentially high number of participants, the number of registered email addresses per single event is kindly requested to be limited, in general, as follows:

- *Finance Committee meeting*: 2 registered email addresses per IHO Member State
- *Heads of delegation meeting*: reserved only to the Heads of IHO Member State delegations
- *2nd Session of Assembly*: 4 registered email addresses per IHO Member State and 1 registered email address per Invited Observer (as per the list approved with References C and D)

Any additional registration request should be supported with explanatory justification to the IHO Secretariat (info@iho.int) **no later than 9 November 2020**.

b. Webinar information:

- During the VTC events, the “GoToWebinar” system will be used and the sessions will be recorded.
- After registration and prior to the start of each daily event an email with the VTC meeting link “Join Webinar” will be sent to each registered email address (additional information can be found in Annex B). The instructions to join the VTC session are provided in Annex C.

c. Access:

- Once connected to the VTC session, each Head of Delegation will have the ability to intervene and speak during the VTC session or nominate another speaker, following the instructions provided in Annex D.
- During the VTC sessions, all the documents (papers, presentations, etc.) related to the session items (cf. Point 12 of Reference B) will be handled and managed by the IHO Secretariat.
- It is important to observe and respect the instructions listed at Annex D. In particular the duration of each intervention should not exceed the maximum of 2 minutes.

4. A technical test of the system's infrastructure and communications will be conducted respectively on 10 and 11 November with the system opened at the following periods 09:00-11:00 and 15:00-17:00 (CET / UTC+1) and before the start of each Assembly session, as reported in the draft Agenda in Annex A. It is highly recommended to join the testing phase by means of the email address registered and the hard- and software installations envisioned to be used at the Assembly session.

Yours sincerely,



Mathias JONAS
Secretary-General

Annex A: 2nd Session of IHO Assembly draft Agenda

Annex B: Registration process

Annex C: Instructions to join a VTC session

Annex D: Instructions to intervene in a VTC session

2nd SESSION OF THE IHO ASSEMBLY
VTC, 16-18 November 2020
DRAFT AGENDA

Item	Time (CET / UTC+1)	Date / Description	Document
		Thursday 12 November	
	12:30 – 13:30	Technical testing of communication infrastructure (GoToWebinar system)	
	13:30-14:45	Finance Committee Meeting	
FC-1	13:30-13:45	<i>Opening of the meeting</i>	
FC-2		<i>Adoption of the Agenda</i>	FCCL02/2020
FC-3		<i>Election of the Chair and Vice-Chair</i>	
FC-4	13:45-14:00	<i>The Financial report for the term 2017 – 2019</i>	A2_2020_F_01_EN A2_2020_F_02_EN
FC-5	14:00-14:10	<i>Implementation of the budget for 2020</i>	
FC-6	14:10-14:25	<i>The 3 years' budget 2021 – 2023</i>	A2_2020_G_03_EN Proposal 1.7
FC-7	14:25-14:35	<i>The annual budget for 2021 to be proposed to the Council for approval</i>	C4-05.3A
FC-8	14:35-14:45	<i>Report to Assembly – Closure of the meeting</i>	
	14:45-15:00	Break	

Item	Time (CET / UTC+1)	Date / Description	Document
		Thursday 12 November	
	15:00-15:30	Heads of delegation meeting	
		<i>SG welcomes Member States, introduces the Assembly Chair and explains the format and procedures of the Assembly session as a remote event</i>	ACL 26/2020
		<i>Designation of the Vice-Chair of the Assembly</i>	ACL 27/2020
		<i>General overview of the Agenda</i>	ACL 29/2020 Rev1
		<i>Records of the Session, circulation of documents, role of Rapporteurs</i>	ACL 30/2020
		<i>Any other business</i>	ACL 31/2021 A2_2020_G01_EN

Item	Time (CET / UTC+1)	Date / Description	Document
		Monday 16 November	
	12:45-13:15	Communication testing	
	13:15-16:30	Assembly Session No. 1	
1	13:15-13:35	Opening remarks	
		<i>Welcome address by the Chair of the Assembly</i>	
		<i>Assembly Opening Address by HSH Prince Albert II of Monaco</i>	Recorded video
		<i>Address by the Secretary-General</i>	
		<i>Adoption of the Agenda</i>	A2_2020_G01_EN
2	13:35-13:45	<i>Assembly Chair (AC) briefs participants on the list of ex post facto Assembly decisions in view of the List of Proposals to A-2</i>	List of Proposals to A-2 ACL30/2020 Annex B
3	13:45-14:15	<i>Council Chair presents Council report</i>	A2_2020_G_05_EN
	14:15-14:45	<i>AC refers to the Red Book and calls for additional comments</i>	A2_2020_G_02_EN

Item	Time (CET / UTC+1)	Date / Description	Document
	14:45-15:00	Break	
4	15:00-15:30	<i>REVISED STRATEGIC PLAN update: Council Chair supported by Chair SPRWG briefs the audience</i>	A2 - Proposal 1.8 Decision A2/12 - ACL27/2020
	15:30-15:45	<i>AC refers to the Red Book and calls for additional comments</i>	A2_2020_G_02_EN
5	15:45-16:15	<i>S-23: Secretary-General briefs on his report on the informal consultation process for the future of the publication</i>	A2 - Proposal 1.9
	16:15-16:30	<i>AC refers to the Red Book and calls for additional comments – End of Session 1</i>	A2_2020_G_02_EN

Tuesday 17 November			
	13:00-13:15	Communication testing	
	13:15-16:30	Assembly Session No. 2	
6	13:15-13:30	<i>Update on HSSC: HSSC Chair briefs the audience on the outcome of the recent HSSC meeting in October 2020</i>	HSSC report (to be finalized)
	13:30-13:45	<i>AC calls for comments</i>	
7	13:45-14:30	<i>S-100 Implementation Strategy - PRO 2.1, PRO 2.2 and PRO 2.3: AC refers to the three Proposals and related Red Book comments</i>	A2 - Proposals 2.1, 2.2 and 2.3 A2_2020_G_02_EN
	14:30-14:45	<i>AC calls the Secretariat and others for additional comments</i>	A2 - Proposals 2.1, 2.2 and 2.3
	14:45-15:00	Break	
8	15:00-15:30	<i>Update on IRCC: IRCC Chair briefs the audience on the outcome of the recent IRCC meeting in October 2020</i>	IRCC report (to be finalized)
9	15:30-16:00	<i>S-100 Implementation Strategy consolidation</i>	A2 - Proposals 2.1, 2.2 and 2.3
10	16:00-16:30	<i>E-Learning Center: AC calls for comments and refers to PRO 3.3 and related Red Book comments – End of Session 2</i>	A2 - Proposal 3.3 A2_2020_G_02_EN

Item	Time (CET / UTC+1)	Date / Description	Document
		Wednesday 18 November	
	12:45-13:15	Communication testing	
	13:15-16:30	Assembly Session No. 3	
11	13:15-13:45	<i>IHO Secretariat briefs the audience on significant issues and updates raised by the RHC and HCA reports and refers to the application process of the IHO Resolution 2/1997 as amended by A-2</i>	A2_2020_G_06_EN A2 - Proposal 3.1
	13:45-14:30	AC calls for comments	A2_2020_G_06_EN A2 - Proposal 3.1
12	14:30-15:00	<i>Finance Committee report: Secretary General as Finance Committee Secretary comments on the outcomes of the Finance Committee Meeting.</i>	A2_2020_G_03_EN _Rev1 A2_2020_F_01_EN A2_2020_F_02_EN A2_2020_F_03_EN
	15:00-15:15	Break	
13	15:15-15:30	<i>Secretary General presents the IHO Work Programme and Budget 2021-2023</i>	A2 - Proposal 1.7
	15:30-15:45	<i>AC calls for comments on the IHO Work Programme and Budget 2021-2023</i>	A2 - Proposal 1.7
14	15:45-15:50	AC proposes <ul style="list-style-type: none"> - a resolution expressing gratitude to the Host country, - adoption of the Seating Order of A-2 to be applied for A-3 	A2_2020_G_08_EN _Rev1
15	15:50-16:20	<i>AC review the List of Actions</i>	
16	16:20-16:30	<i>Date of the 3rd Assembly Session 2023 – Closure of the Assembly</i>	

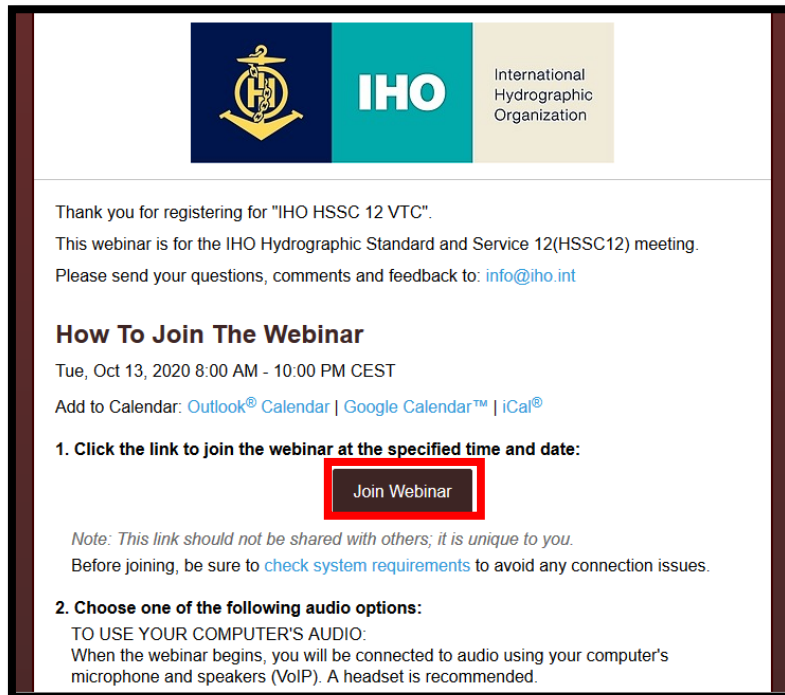
REGISTRATION PROCESS

1. Participants in the Assembly are required to be registered through the IHO online registration system, creating a user account (if not existing yet); record of their own ID and password in their own files; then do the registration in the selected IHO event (Finance Committee meeting, Heads of Delegation Meeting and 2nd Session of Assembly).
http://online.iho-khoa.kr/_cbm/conference/conference.asp
2. Registered Participants, as indicated above, will then be registered into the GoToWebinar system by the IHO Secretariat. No additional action by the registered participants is required here!
3. The GoToWebinar system will use the registered email address to provide the instructions with the link to Join the Webinar. An email containing instructions how to join will be sent to any registered participant each morning of the VTC session days.
4. To receive these instructions (with link to connect), please make sure that the email address provided in the registration process is the one that will be used on the day of the VTC sessions. If this is not feasible for whatever reasons, please send the new email address to: info@iho.int using the following Subject and Message body texts:
 - Subject: "Assembly-2 VTC events" registration
 - Text: Country and/or Organization, Name, First Name, Role, email address (to be used for the VTC event).

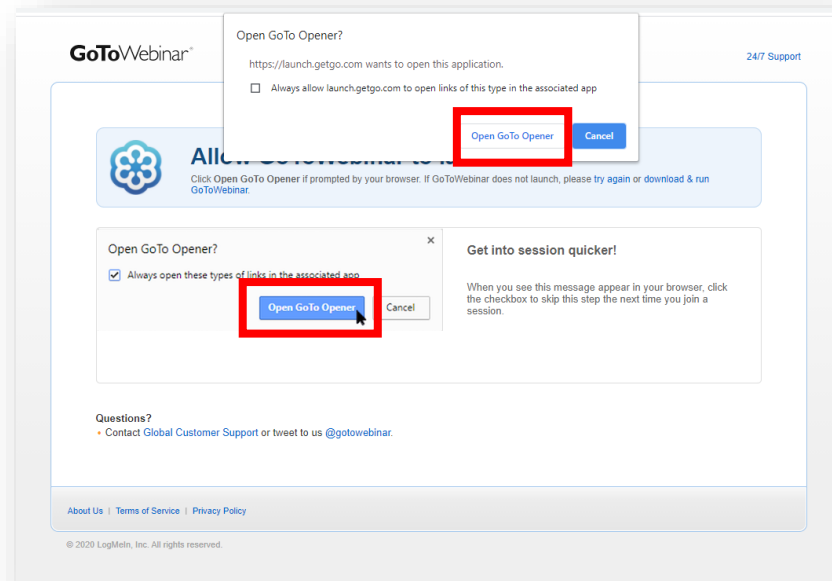
Bear in mind that for the use of the latter option, is not necessary to do any change in the IHO user account in the IHO online registration system!

INSTRUCTIONS TO JOIN A VTC SESSION

Step 1: The IHO Secretariat sends instructions via email in box below, providing the VTC meeting link “Join Webinar” before the beginning time of the VTC session:



Step 2: The attendee click the link “Join Webinar”, then click on “Open GoToOpener” twice to join the VTC session:



Step 3: In the case you do not have the gotomeeting/gotowebinar* application already installed on your computer, proceed as follows:



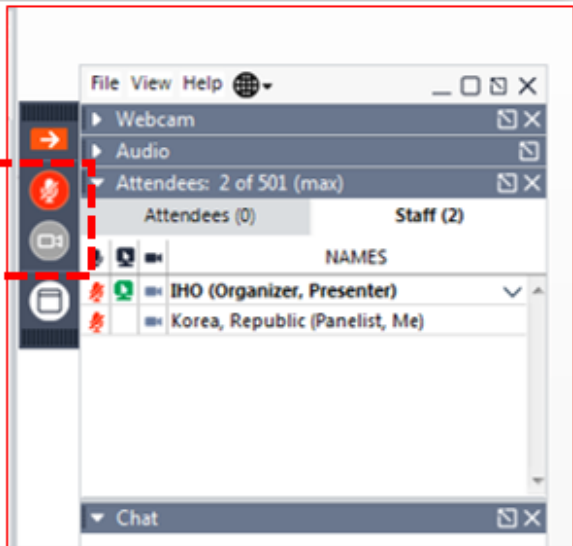
INSTRUCTIONS TO INTERVENE IN A VTC SESSION

Step 1: Once connected:



1. Please expand the Gotowebinar Menu/Toolbox

2. Please **Mic [Muted]** and **Camera [OFF]** during the meeting.



Step 2: To have the floor and intervene:

When you want to speak, turn **Camera [ON]** and type "Floor" in the Chat tab. When Chair gives you the floor, then **Mic [Unmuted]**.
** Please keep in mind returning your Mic [Muted] and Camera [Off]*

