

IHO Files No. S3/0104

CIRCULAR LETTER 22/2020 04 June 2020

12TH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC12) Gdansk, Poland, 6-8 October 2020

References:

- A. IHO CL 45/2019 dated 25 September Outcome of the 11th meeting of the Inter-Regional Coordination Committee (IRCC11)
- B. IHO ACL 19/2020 dated 21 April Approval of the scenario on the postponement of the 2nd Session of the IHO Assembly and associated activities resulting from exceptional circumstances due to COVID-19

Dear Hydrographer,

1. In accordance with References A and B, the IHO Inter-Regional Coordination Committee (IRCC) IRCC12 meeting will be held in Gdansk, Poland, from 6 to 8 October 2020 and hosted by the Hydrographic Office of the Polish Navy, under the condition of an acceptable level of safe circumstance with regards to global and local (in Poland) COVID-19 impact. Taking into account the evolution of the pandemic, the final decision for conducting the IRCC12 meeting in Poland will be made at the end of July 2020. The alternative method for conducting IRCC12 will be a video meeting and IRCC Members and Member States will be informed accordingly.

2. Actions arising from IRCC11. The current status of actions arising from IRCC11 are available in the relevant section of the IHO website (<u>www.iho.int/en/ircc</u>). Some actions are still pending. Those nominated for actions are kindly requested to take action as necessary and report the status to the IRCC Secretary (<u>dcoord@iho.int</u>) and Assistant Secretary (<u>adcc@iho.int</u>) as soon as possible.

3. Draft Agenda and Timetable for IRCC12. The draft agenda and timetable for IRCC12 is provided in Annex A. Associated documents, where known, are listed. Member States and IRCC Members are requested to review the draft agenda and timetable of the meeting and provide any comments or proposals for new or amended agenda items to the IRCC Secretary by **31 August 2020**. If necessary, the revised draft agenda and timetable for IRCC12 will be prepared and posted on the IHO website.

4. Submission of documents for IRCC12. Documents intended for consideration at IRCC12 should be submitted to the IRCC Secretary (dcoord@iho.int and copy to adcc@iho.int) in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" available in the above IRCC web page (under Basic Documents) as follows:

Papers	Submission Deadline	
Substantive papers – new items	Not later than 18 August 2020	
Proposals for new work items and any submissions requiring consideration and a decision by IRCC	(seven weeks before commencement of the meeting)	
submitted as above	Not later than 15 September 2020 (three weeks before commencement of the meeting)	
Reports of the RHCs and IRCC Bodies		
Information documents		

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45, quei Antoine F B.P. 445 MC 98011 MONACO CEDEX PRINCIPALITY OF MONACO Tel. +377 99 10 91 00 Fax : 1377 93 10 81 40 e-mail : info@ho iot Web : www.lho.int **5**. Documents received after the relevant deadline will be treated as information papers only. All documents for the meetings will be posted on the IHO website under their respective sections, as soon as they are available. Member States and IRCC Members are invited to consult the IHO website regularly.

6. **Members.** The lists of the members of the IRCC is maintained on the IHO website in the respective web page under Basic Documents. IRCC12 is open to all Member States, and to recognized Observer Organizations who may wish to participate, in accordance with the Terms of Reference of the IRCC. However, depending on the national regulations regarding the Covid-19 pandemic in Poland, there may be some restrictions on the number of participants other than IRCC Members.

7. Election of the Chair and Vice-Chair. The Chair of the IRCC Dr Parry Oei has already indicated his intention to step down from his role at the end of the IRCC12 meeting. The current Vice-Chair of the IRCC Mr Thomas Dehling has indicated his availability as candidate for the IRCC Chair position. In this respect, election of the Chair and Vice-Chair positions will be held at the end of the IRCC12 meeting. Member States are invited to nominate suitable candidates for the positions of Chair and Vice-Chair of the IRCC and inform the Secretariat (dcoord@iho.int, copy to adcc@iho.int) at their earliest convenience and no later than 25 September 2020. Nominations will remain open until the first day of IRCC12 meeting.

8. Logistics. General information, point of contact for logistics, visa and accommodation assistance are provided in Annex B to this letter. Hotel reservations and visa requests are the responsibility of each participant. Further information for administration and logistic issues, if required, will be provided on the IHO website.

9. Registration. Members of the IRCC, as well as Observers, wishing to attend the meeting, are requested to register in the IHO Online Registration System using the address <u>https://iho.int/en/online-registration</u> preferably **not later than 1 September 2020**. This will facilitate the overall logistic planning and the preparation of the meeting. The link for the lists of participants will be available from the IRCC web page.

10. According to arrangements outlined at the IRCC11 meeting, the IRCC13 meeting is planned to be held at the IHO Secretariat in Monaco in June 2021, in conjunction with the Peak Day of the IHO Centenary Celebration (21 June 2021). The IRCC14 meeting is scheduled in Ecuador or Japan in 2022 (to be confirmed). Proposals for hosting the meeting in 2023 (IRCC15) are welcome at any time and preferably at IRCC12.

On behalf of the Secretary-General Yours sincerely,

Mustafa IPTES Director

<u>Annexes</u> (*in English only*): Annex A – Draft Agenda and Timetable for IRCC12 Annex B – Logistics Information for IRCC12

12th MEETING OF THE IHO INTER-REGIONAL COORDINATION COMMITTEE IHO-IRCC12 Gdansk, Poland, 6-8 October 2020

DRAFT AGENDA AND TIMETABLE

Note: Presenters of papers in parentheses ()

Time	Monday 5 October	Action			
08h00	Arrivals	All			
19h00	Hosted Ice Breaking Cocktail (details TBD)	All			
Time	DAY ONE OF IRCC12 – Tuesday 6 October	Action			
08h00	Registration	All			
09h00	1. a. Opening Remarks Opening of the meeting and welcome. Chair will give the opening remarks and then invite the Polish Navy High Representative (TBD)/Polish National Hydrographer, Captain Dariusz Kolator and the IHO Secretary-General / Director to address the audience.	Chair/Host/ Rep. of IHO Secretariat			
	b. Introductions Participants will be invited to introduce themselves. c. Administrative Arrangements				
	Docs: IRCC12-01A List of Documents (Secretariat) IRCC12-01B List of Participants (Secretariat) IRCC12-01C List of IRCC Members (Secretariat)				
	Logistic guidance and information. Documents are presented and updated as necessary.	Chair/Host/ Secretariat			
09h30	 Approval of Agenda Doc: IRCC12-02 Agenda and Timetable (Secretariat) Participants are invited to comment on the agenda and timetable in case updates are necessary. Agenda is adopted. 	Chair			
09h45	 Matters arising from Minutes of IRCC11 Meeting Docs: IRCC12-03A Minutes of IRCC11 (Secretariat) IRCC12-03B Status of Action List from IRCC11 (Secretariat) Approval of the IRCC11 Minutes. List of Actions from IRCC11 is reviewed and updated. 	Chair / Secretariat			
10h15	4. Review of Terms of Reference and Rules of Procedure Doc: IRCC12-04 IRCC TOR-ROP (Secretariat) Meeting will review the IRCC Terms of Reference (ToR) and Rules of Procedure (RoP).	Chair / Secretariat			
10h30	Coffee Break	Host			
11h00	 5. Report by the Chair and the Secretariat Docs: IRCC12-05A IRCC Annual Report (Chair) IRCC12-05B IHO Secretariat Report (Secretariat) Highlights from the activity reports are delivered by the Chair and the Secretariat. 	Chair / Secretariat			
11h30	 6. Regional Hydrographic Commissions (RHCs) 6.1 RHC Reports Docs: IRCC12-06.1A Nordic HC (NHC Chair) 				

	 IRCC12-06.1B North Sea HC (NSHC Chair) IRCC12-06.1C East Asia HC (EAHC Chair) IRCC12-06.1D US/Canada HC (USCHC Chair) IRCC12-06.1E Mediterranean and Black Seas HC (MBSHC Chair) IRCC12-06.1F Baltic Sea HC (BSHC Chair) IRCC12-06.1G Eastern Atlantic HC (EAtHC Chair) IRCC12-06.1H South-East Pacific Regional HC (SEPRHC Chair) IRCC12-06.1I South-West Pacific HC (SWPRHC Chair) IRCC12-06.1J Meso American - Caribbean Sea HC (MACHC Chair) IRCC12-06.1K Southern Africa and Islands HC (SAIHC Chair) IRCC12-06.1L North Indian Ocean HC (NIOHC Chair) IRCC12-06.1N South West Atlantic HC (SWAtHC Chair) IRCC12-06.10 Arctic Regional HC (ARHC Chair) 	RHC Chairs	
	how to overcome some of the common challenges faced by the RHCs.		
12h30	Group Photo followed by Lunch Break	Host	
14h00	6.1 RHC Reports (continued) Continuation of item 6.1	RHC Chairs	
15h30	Coffee Break	Host	
16h00	6.1 RHC Reports (continued) Continuation of item 6.1	RHC Chairs	
17h30			
	Guided Tour (Guided Gdansk Old Town walk / museum) (details TBD)	All	
Time	DAY TWO OF IRCC12 – Wednesday 7 October	Action	
09h00	 7. Reports from IRCC Subordinate Bodies Docs: IRCC12-07A Hydrographic Commission on Antarctica (HCA Chair) IRCC12-07B World-Wide Navigational Warning Service Sub- Committee (WWNWS-SC Chair) IRCC12-07C Capacity Building Sub-Committee (CBSC Chair) IRCC12-07D WEND Working Group (WENDWG Chair) IRCC12-07E MSDI Working Group (MSDIWG Chair) IRCC12-07F IHO-EU Network Working Group (IENWG Chair) IRCC12-07G CSB Working Group (CSBWG Chair) IRCC12-07H FIG-IHO-ICA IBSC (IBSC Chair) IRCC12-07J UN-GGIM Shared Guiding Principles for Geospatial Information Management (PPT) Chairs of the IRCC bodies will present the main achievements, challenges faced, lessons learned and work programs in the IRCC bodies, including the Project Team on the UN-GGIM Shared Guiding Principles for Geospatial Information Management (PPT) 	Chairs of the IRCC subordinate bodies	
	Committee is invited to consider the inputs and to provide guidance of each body's work programme.		
10h30	· · •	Host	

		bodies		
12h30	Lunch Break			
14h00	7. Reports from IRCC Bodies (continued) Continuation of item 7.			
15h00	preparations for the 2 nd Session of the IHO Assembly (A-2)			
	Docs:IRCC12-08AOutcome of C-3 (Secretariat)IRCC12-08BOutcome of A-2 (Secretariat)IRCC12-08COther documents (to be determined)			
	The Committee will consider the outcomes of the 3 rd Meeting of the IHO Council and the latest preparations for the 2 nd Session of the IHO Assembly.	Chair / Secretariat		
15h30	Coffee Break	Host		
16h00	preparations for the 2 nd Session of the IHO Assembly (A-2) (continued)			
17620	Continuation of item 8. END OF DAY TWO	Chair		
17h30 19h00	Hosted dinner (Details TBD)	Chair Host		
Time	DAY THREE OF IRCC12 – Thursday 8 October			
09h00				
	 Docs: IRCC12-09A Input from HSSC (HSSC Chair) IRCC12-09B Relations with IGOs, NGIOs and IHO Stakeholders (Secretariat) Highlights from the recent HSSC reports and how they impact the RHCs and the IRCC bodies. Representation of the IHO at international and regional events will be discussed and evaluated. 	Chair / Secretariat		
09h30	10. Data gathering and Management, Maximizing the use of Hydrographic Data			
	Docs: IRCC12-10A Update on Data Gathering and Management, Maximizing the use of Hydrographic Data (Secretariat)			
	Update on data gathering and management, crowd-sourced bathymetry, Satellite Derived Bathymetry, and maximizing the use of hydrographic data will be considered. IRCC will discuss the necessary actions to improve data gathering and also MSDI/NSDI at national and regional levels. Participants are invited to comment and contribute (papers / inputs are expected from the Member States and participants).	Chair / Secretariat		
10h30	Coffee Break			
11h00	11. Developments on the Infrastructure of the IHO SecretariatDoc:IRCC12-11AInfrastructure of the IHO Secretariat (Secretariat)			
	Presentation of the developments on the IHO website, GIS, databases, online registration system and how they impact the RHCs and the Member States' activities. Participants are invited to comment and contribute.	Chair / Secretariat		
11h30	0 12. Other information papers Relevant information papers from the IRCC Members, Observers and invited Organizations will be provided, if any.			

 	13. Next IRCC Meetings (Venue and Date) Definition of the dates and venue for IRCC13 and confirmation of the dates and venue for IRCC14. Participants are expected to offer to host IRCC15. The current status is: IRCC13: 22-24 June 2021 – Monaco IRCC14: May / June 2022 – Ecuador or Japan-TBD	Chair
	IRCC15: May / June 2023 – TBD	
	14. Any other business	A 11
	Participants are invited to present other business items (if any).	All
12h30	Lunch	Host
	15. IRCC Administration (Draft Report from the IRCC to the C-4) Review the highlights of the draft IRCC report and proposals (if any) to the 4 th Council Meeting.	Chair / Secretariat / All
14h30 '	16. Review of the Actions and Decisions	
	Docs: IRCC12-16A Draft List of Actions from IRCC12 (Secretariat) IRCC12-16B Draft List of Decisions from IRCC12 (Secretariat) IRCC12-16C Draft List of Recommendations to RHCs (Secretariat)	
1	Review of the actions, decisions and recommendations agreed during the meeting. Documents <i>IRCC12-16A</i> , <i>IRCC12-16B</i> and <i>IRCC12-16C</i> will be drafted during the meeting.	Chair / Secretariat / All
15h30 '	17. IRCC Work Programme Management	
	Docs: IRCC12-17A IHO Work Programme for 2021-2023 (Secretariat) IRCC12-17B Draft IRCC Work Programme (Secretariat)	
t	Discussion to build the IRCC Work Programme for 2020-2021 considering the impact of the IHO Work Programme 2020 and 2021-2023. Document IRCC12-17B will be drafted during the meeting.	Chair / Secretariat / All
16h00 ·	18. Election of Chair and Vice-Chair	Chair
	Doc: IRCC12-18A Election of Chair and Vice-Chair (IHO Sec.)	
16h15 ⁴	19. Closure	Chair
(Chair ends the meeting.	
16h30 I	END OF THE MEETING	Chair

12th MEETING OF THE IHO INTER-REGIONAL COORDINATION COMMITTEE IHO-IRCC12 Gdansk, Poland, 6-8 October 2020

LOGISTICS INFORMATION

GENERAL

IRCC12 (12th Meeting of the Inter-Regional Coordination Committee) will take place at Radisson Blue Hotel, street: Dlugi Targ 19 / Powroznica 80-828, Gdansk, Poland, 6-8 October 2020 and will be hosted by the Hydrographic Office of the Polish Navy.

Distinguished Heads and members of delegations are cordially invited to attend celebration of 100th Anniversary of establishing Polish Hydrographic Service during hosted Ice Breaker (October 5th evening) and dinner (October 7th) - if COVID-19 regulations allow. More information soon.

ACCOMMODATION

Attendees are requested to make their own accommodation arrangements. The cost of accommodation is the responsibility of individual IRCC12 members.

Preferential rates for accommodation, depending on the type of room, have been agreed with Radisson Blue Hotel Gdansk (rooms will be available from 5 to 9 October 2020). Delegates are kindly requested to make their own hotel reservations directly with the hotel by sending completed **form**^{*} by email to:

reservations.gdansk@radissonblu.com

or by tel. +48 58 325 4414

* In the dedicated reservation form, you can find the details - see attachment.

The reservations are guaranteed until 29th August 2020.

The Hotel website is: https://www.radissonblu.com/pl/hotel-gdansk



Alternatively, you can book other hotels in Gdansk e.g.

lotel HANZA	Hotel HILTON
reet: Tokarska 6	Street: Targ Rybny 1
)-888 Gdansk	80-838 GDANSK
I.: +48 58 305 34 27	Tel. :+ 48 58 77 87 200
ax .: +48 58) 305 33 86	Fax: + 48 58 77 87 300
-mail: hotel@hotelhanza.pl	e-mail: GDNHG_RES@hilton.com
Vebsite: www.hotelhanza.pl	Website: https://hiltongdansk.pl
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MEALS

Lunch will be available in hotel restaurant or in Foyer

Refreshments, including tea and coffee, will be available during meeting breaks throughout the day.

IRCC12 MEETING VENUE



IRCC12 meeting will take place at "Rezident" conference room inside Radisson Blue Hotel, street: Dlugi Targ 19 / Powroznica, 80-828, Gdansk, Poland - see location map in **Annex D**.

Parking space for private vehicles is available at the fee 100 PLN per day.

The number of parking spaces in the hotel garage is limited to 10. The area around the hotel is restricted for vehicles. Participants that plan to use personal or rented car are requested to print the confirmation of stay from the hotel.

SOCIAL EVENTS

There will be one non-hosted and two hosted events scheduled during the period of the IRCC12 meeting:

- a. October 5th , 1900 hosted Icebreaker (meet and greet) details TBD
- b. October 6th , Guided Tour (Guided Gdansk Old Town walk / museum) details TBD
- c. October 7th , 1900 hosted Dinner details TBD

Participants are asked to provide any dietary restrictions or allergy concerns upon confirming attendance.

DRESS

- a. Dress for IRCC meeting will be business jacket & tie;
- b. Dress for the non-hosted Ice Breaker will be smart casual;
- c. Dress for the hosted dinner will be smart casual.

TRANSPORT

The city of Gdansk is located on the South Coast of the Baltic Sea. The most efficient way for international travellers to reach Gdansk is to fly to Gdansk Lech Walesa Airport (GDN)

www.airport.gdansk.pl

The hotel is located just 16 kilometers from Lech Walesa Airport (GDN). The train station (Gdansk Glowny) is a 20-minute walk from the hotel.

> Radisson Blue Hotel, Dlugi Targ Street 19, Gdansk 80828, Poland

The hotel is located in Gdansk city center. Next to historical landmarks such as Artus Court and Old Town.

Transport from Airport to Hotel

The best way to travel to Hotel (Gdansk city centre) is to use a taxi from the Airport, the estimated cost is approximately 80 Polish Zloty /19 Euro and travel time around 17 minutes, depending on traffic conditions.

We recommend using hotel taxi. The course will be held at a fixed rate. The fee is paid directly to the driver: PLN 70/80 for the course. Higher rate for night hours and Sundays. The order must be conducted by the hotel reception. If you want to include the taxi fee to the hotel invoice, the prices will be higher: PLN 110/120.

You can also use a public transport from the Airport to the city centre – bus or metropolitan railway. The journey takes about 40-50 mins.

By bus:

Bus line 210 of ZTM Gdansk takes 40-50 minutes from the Gdansk Airport (**Port Lotniczy**) to the main railway station of Gdansk (**Dworzec Glówny**). Bus leaves in two directions, Participants must be careful to take bus line 210 in **Goscinna** direction.

<u>Bus line 210</u> departs every 30 minutes on weekdays and every 60 minutes on Saturdays, Sundays and national holidays. A ticket costs 3.20 PLN and is available from the ticket machine at the Gdansk Airport bus stop.

The closest bus stop to the city centre are "Dworzec Glowny" (Main Station) and "Brama Wyzynna" - just 700 meters from the hotel (see on the map).

By metropolitan railway:

The passengers may get to the Gdansk by train. The trains go from:

Airport to Gdansk Wrzeszcz then <u>change</u> the train to the Gdansk Głowny station, trains depart every 30 minutes.

Available train tickets: Tickets with distance-related price (incl. train change in Gdansk-Wrzeszcz to get to Gdansk Główny) and city zone tickets, PLN 3.50 (adult ticket), allowing for travelling to any station within Gdansk. The tickets are available in the ticket machine located in the east side of T2 Terminal.

Time schedule and stations: skm.pkp.pl

From railway station GDANSK GLOWNY to Hotel Radisson Blue:

The first option is on foot:

The hotel is just 1.3 km from Gdansk's main train station; it's a quick walk past some popular attractions.

By bus:

Buses leave from various nearby stops to take you close to the hotel. One option is to take the 112, 178, or 186 bus from the Dworzec Głowny 12 stop, then get off at the "Zabi Kruk 04 stop" just 500 meters from the hotel.

By tram:

From the "Dworzec Główny 02" station, hop on a tram to the "Brama Wy ynna 02 station". You'll be just 700 meters from the hotel.

CLIMATE

The climate for Gdansk in early October:

≤ October ≥	
Normal Max/ High Temperature	13°C (55°F)
Average Temperature	9°C (48°F)
Min/ Low Temperature	5°C (41°F)
Normal Precipitation	38mm (1.5in)
Number of Wet Days (probability of rain on a day)	8 (26%)
Average Sunlight per day	03:23
Average Daylight per day	10:24
Sunny (Cloudy) Daylight Hours	33% (67%)
Sun altitude at solar noon on the 21st day.	24.80

Read more: http://www.gdansk.climatemps.com

LOCAL TOURISM

Information pertaining to tourism within the region of Gdansk can be found at:



GDANSK:

https://visitgdansk.com

IRCC12 - The Host Nation POC



Lt Cdr Adam KLOSINSKI @ <u>a.klosinski@ron.mil.pl</u> @ <u>a.klosinski@op.pl</u> ***** +48 501 940 908

Participants are kindly asked to confirm their attendence to the POC via email and hotel details (name) of their choice.

Appendices:

- 1 Radission Hotel Registration Form for IRCC12
- 2 Location maps



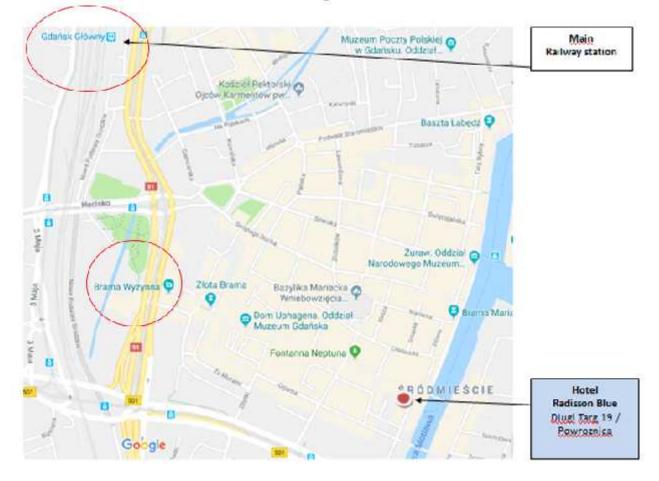
IHO IRCC12 Meeting Gdansk, 05-09 October 2020

	Hotel Reservation Form			
То:	Radisson Blu Hotel Ul. Długi Targ 19 / Powro nicza 80-828 Gda sk, Poland			
Hotel guest:	Title:	Name:	Surnar	ne:
Telephone number:	E-mail Address:			
	WILL BE GUARANTEED WITH T		-	
	credit card by Radisson Blu Hote			
Credit card type:	Expiry date:	Credit card number: please provide the number of credit card here or contact to Reservations Department to provide it by e-mail address: <u>reservations.gdansk@radissonblu.com</u> , Tel: + 48 58 325 4414		
	Company name:			Card holder signature:
Detail to invoice:	Address:			
	VAT number:			
		commodation		
Υ	ou can choose one of below possibi	lity of reservation. Pl	ease mark wi	th "x" your choice.
 Special prepaid price - available till 29.08.2020. Reservation guaranteed - held until 7 am on the following day. The Guests are obliged to guarantee their reservation with credit card details. In case of not receiving credit card the reservations will be cancelled automatically. There is no possibility of changes or free cancellation after 29.08.2020. Credit card will be charged by hotel 29.08.2020. Single room – 440 PLN per night with breakfast Standard Twin room – 490 PLN per night with breakfast 				
2. Flexible price – Guaranteed reservations - held until 7 am on the following day. Guaranteed reservation can be cancelled free of charge until 4 pm hotel time on the day of arrival. In case the Guest does not arrive and the cancellation has not been made on time the credit card will be charged with the first night room cost for each room reserved.				
10% discount on the flexible price with breakfast on our website				
	Arrival date:	Departure date		No. of nights:
Additional requests				

IRCC12 Location Maps

FROM GDANSK LECH WALESA AIRPORT TO GDANSK BY TRAIN, BY BUS, BY TAXI THE APPROXIMATE TIME OF ARRIVAL, DEPENDING ON THE RUSH HOUR, IS 20-30 MINUTES





By metropolitan railway:

Airport (Gdansk Port Lotniczy) – Gdansk Wrzeszcz [change] – Gdansk Glowny

Time schedule and stations: <u>skm.pkp.pl</u>



By bus:

Bus line 210

https://www.ztm.gda.pl/rozklady/linia-210.html

▼ - Ohonnen inneit?
✤ Port Lotniczy
Terminal - Cargo (n/z)
🔸 Astronautów
↓ Agrama
🕹 Harfowa
 Słowackiego Działki (n/ż)
↓ Potokowa
↓ Ogrodowa (n/ż)
Brętowo PKM
🕹 Kolumba
↓ Warneńska
↓ Kurpińskiego
♦ Otwarta
🕈 Cygańska Góra
↓ Focha (n/z)
Crnentarz Garnizonowy (n/ż)
+ Dworzec Główny
🕹 Toruńska
Elmet (n/z)
↓ Rejtana