



THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHO File No. S1/6200/C-3

COUNCIL CIRCULAR LETTER 02/2019
29 April 2019

IHO ANNUAL REPORT FOR 2018
AND APPROVAL OF THE FINANCE REPORT FOR 2018

References:

- A. IHO Resolution 12/2002 as amended – *Planning Cycle*.
- B. IHO Resolution 2/2018 – *Procedure for considering the annual financial statement and recommendations and the forthcoming budget estimate and work programme*.
- C. FCCL01/2019 dated 29 April 2019 – *Finance Committee Officers' meeting – 16 April 2019*.

Dear Hydrographer,

1. In accordance with the revised procedures in force for the IHO Planning Cycle (See Reference A, *for Assembly Years*) and the consideration of financial statements for the previous year (See Reference B), this letter invites the Council Members:

- to take note of the draft IHO Annual Report for 2018 (Part 1 – General), and provide their comments if any, at their earliest convenience;
- to approve the draft IHO Annual Report for 2018 (Part 2 – Finance).

The draft IHO Annual Report for 2018 (Part 1 and Part 2) is available for consultation, as Publication P-7, on the IHO website https://www.iho.int/iho_pubs/IHO_Download.htm > Draft Publications Awaiting Approval by Member States.

The Finance Report for 2018 and the recommendations of the Secretary- General were reviewed and endorsed by the Chair of the Finance Committee and the Chair of the Council at the Finance Committee Officers' meeting held in Monaco on 16 April 2019. In accordance with Reference B (Paragraph 7), the report of this meeting, including the Finance Report for 2018, is now under circulation to the Members of the Finance Committee for comments (Reference C). These comments, if any, will be considered and incorporated in the final version of the Part 2 of the IHO Annual Report at the final stage, before publication.

Recommendations of the Secretary-General for the 2018 surplus

2. The Finance Committee Officers endorsed the proposals of the Secretary-General that the effective budget surplus for 2018 of 145 k€ shall be allocated as follows:

- 110 k€ to cover premiums of the medical insurance contract for the running year
- 35 k€ to the Special Projects Fund

Approval of the Finance Report for 2018

3. Council Members are requested to consider the Finance Report for 2018 together with the recommendations of the Secretary-General and to complete the IHO Online voting form by using the link below as soon as possible and **not later than 30 June 2019**.

https://iho.formstack.com/forms/ccl02_19

4. Through this Council Circular Letter announcing the availability of the draft IHO Annual Report for 2018, the IHO Secretariat is also pleased to keep all the IHO Member States simultaneously informed on the accomplishment of the Work Programme for 2018.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Mathias Jonas', with a stylized flourish at the end.

Dr Mathias JONAS
Secretary-General

Distribution: Council Members

Copy: IHO Member States, Finance Committee Members, Council Chair/Vice-Chair

Annex

A: Voting Form

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VOTING FORM

*(to be returned to the IHO Secretariat **by 30 June 2019**)*

Voting is to be submitted on the IHO Online form system:

https://iho.formstack.com/forms/ccl02_19

*Member States which have difficulty in accessing the Online form system, please submit this form via
E-mail: info@iho.int or Fax: +377 93 10 81 40*

Council Member:	
Point of Contact:	
Contact E-mail:	

APPROVAL OF THE FINANCE REPORT

Do you agree with the recommendations of the Secretary-General and the Finance Committee Officers regarding the budget surplus for 2018 ? *Please tick the appropriate box.*

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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Comments if any:

Name/Signature: Date: