



**17th Meso American & Caribbean Sea Hydrographic
Commission Meeting
14- 17 December 2016
Belém, Brasil,
List of Actions**

**MACHC 17-1.5
Results of action list review at 17th MACHC Conference**

During the 17th MACHC Conference the outstanding action items were administered and discussed, and new ones were adding. The latter as a result of debate in the plenary meeting or as a result of IRCC8 actions. Below you will find the MACHC action list divided in three separate tables. The first table lists the new action items as agreed during the 17th MACHC. The last two tables are the previous Open and Continuous action items as they were listed **at the start** of the 16th MACHC Conference. The column 'Status' reflects the status as agreed **during** the 16th MACHC Conference itself, the exception being those new action itemS that could be completed/closed since the 16th MACHC (Table 1). This status is also reflected in the color of the row.

These three tables are part of the minutes of the 17th MACHC Conference. In preparation for the 18th MACHC the tables will be vetted for closed and completed action items so that only active action items (Open and Continuous) remain listed. This will lead to a much reduced action list for the 18th MACHC.

The result is shown in tables below.

legend
White: open item
Light grey: continuous action
Light Green: completed or closed

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Table 1: NEW ACTION ITEMS DURING THE 17th MACHC

No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
List of actions 17th MACHC meeting					
17.1.5.1	Statutes	Amend Annex 1 to the Statutes describing the national report to better take into account the developments of MSDI and GEBCO. (See also action 15.3 and IRRC 8 action 21)	MACH Chair	1 April 2017	Completed. See Annex B to the minutes already promulgated to the Member States.
17.1.5.2	GOH project	Write a letter to Guatemala requesting an update on the status of and intentions with the hydrographic equipment provide through the Gulf of Honduras project.	MACHC Chair	1 April 2017	Completed. See MACH letter 06/2017.
17.2.1.1	IHO secretariat (MSI)	Members States to review the MSO status presented in Annex C of the IHO Secretariat report (MACHC17-02.1) and report to the chair of the MACHC any obstacles and challenges that are impeding the establishment of and effective MSI Capacity. See App 4 to Annex 1 of the Statutes as aid for MSI self-assessment.	Member States	1 July 2017	Open. See also action 15.6.3.2
17.2.1.2	IHO secretariat	Member States to review their Nations entry on the provision of Hydrographic services in Annex B of the IHO Secretariat report (MACHC17-02.1) <u>before</u> the next meeting of the Caribbean MoU in February 2017	Member States	1 Feb 2017	Open. Results will be part of IHO report for 18 th MACHC.
17.2.1.3	IHO Secretariat (MICC)	Members States to update S-11 Part B for INT region B through the INTtoGIS tool and implement the procedures depicted in IHO CL 64/2015 for reviewing and monitoring of INT charts. MS to update their INT charts directly into INTtoGIS of IHO.	Member States as decided and coordinated by MICC		Continuous.
17.2.1.4	IHO Secretariat (IRRC8/32)	Member States review entries related to IHO C-55, P-5 (yearbook) and ECDIS backup up arrangements (iaw. IHO CL 61/15) and report annually to IHO secretariat, including reports of “no change”. See Annex 1 of MACHC statutes for structured report formats.	Member States		Continuous, Rewritten in line with IRRC8 action 32 and

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No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
					IHO secretariat report (MACH 17-02.1).
17.2.2.1	IRRC 8/6	Member States and observers are encouraged to attend WWNWS-SC meetings.	Member States		Continuous.
17.2.2.2	IRCC 8/7	Raise awareness of the impact of e-navigation on the provision of MSI in the respective regions and to highlight the use of the Joint Manual on MSI to ensure correct terminology and formats are used in MSI messages.	MACHC Chair		Continuous. By way of agenda setting.
17.2.2.3	IRCC 8/8	Encourage closer engagement of the National MSI Coordinators of Member States with the relevant NAVAREA Coordinator (7b).	MACHC Chair		Continuous. By way of agenda setting.
17.2.2.4	IRCC8/31	Be attentive to opportunities to raise awareness on the role of hydrography and the importance of improving mankind's knowledge of the seas and oceans in support of the sustainable development goals, disaster risk reduction and the integrity of the oceans.	MACHC Chair in coordination with Member States		Continuous.
17.2.5.1	Response to disaster	Provide comments on PRO3 - Revision of the Resolution on Response to Disasters- based on the very recent experience in the MACHC region, and as discussed and supported by the 17 th MACHC meeting in Belém (14-17 December 2016).	MACHC Chair	December 2016	Completed, by MACHC letter 21/2016.
17.2.5.2	Response to disaster (Statutes)	Include the principles of MACHC Disaster response in the MACHC Statutes based on lessons identified. Include as particular aim: "To examine the role hydrography can play in disaster risk reduction, for instance by capacity building.".	MACHC Chair	1 April 2017	Completed. See Annex B to the minutes already promulgated to the Member States.
17.5.1	Risk Assessment	Suriname to present on their risk-assessment project at MACHC meeting in 2017.	Suriname	18 th MACHC meeting	Open.

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No	Subject mater	Action	Responsible party	Due date	Status after 17th MACHC
17.5.2.1	Risk Assessment	Member states are encouraged to take part actively in a User Support Group for the Phd work on “Risk Assessment in Maritime Navigation for the Greater Caribbean Region (GCR)” by Ms. Dawn Seepersad of the UWI.	Member States as coordinated by Chair RA group	ASAP	Open.
17.5.2.2	Risk Assessment	User Support Group is to develop a ‘road map’ on how to effectively support the Phd work on “Risk Assessment in Maritime Navigation for the Greater Caribbean Region (GCR)”.	Member States as coordinated by Chair RA group	ASAP	Open.
17.5.2.3	Risk Assessment	Invite Ms. Dawn Seepersad to provide an update on her Risk Assessment project for the GCR. (see also action 17.5.2.1).	MACHC Chair	18 th MACHC meeting	Open.
17.6.4	DTM	Members States to consider making ENC bathymetric and contour information available for the IBCCA project via GEBCO (DCDB).	Member States	18 th MACHC meeting	Open.
17.6.5	DTM	Members States are encouraged to participate actively in the GEBCO’s Seabed 2030 project by providing bathymetric data to the IHO DCDB to support mapping ocean areas at high resolution and by providing shallow water bathymetric data from ENCs to the IHO DCDB.	Member States	18 th MACHC meeting	Open.
17.7.1.1	MICC	Encourage MACHC ENC Online participation	MACHC Chair		Continuous.
17.7.1.2	MICC	Note the WEND Report and provide feedback.	Member States	Before the next WENDWG	Closed. The 7 th WENDWG took place beginning of February 2017

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Table 2: OPEN ACTION ITEMS AT START OF 17th MACHC, BUT WITH STATUS UPDATED DURING THE 17TH MACHC

No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
List of open actions 16th MACHC meeting					
16.1.6	Statutes	Member States to consider how to provide dual versions in Spanish and English of MACHC documents, for instance as a voluntary service by a Member State.	Member States	18th MACHC Conference	Open. No members volunteered before or during 17 th MACHC.
16.2.1.2	CB	Chair to contact COCATRAM to request annual report of ongoing activities concerning Gulf of Honduras project. COCATRAM to give an annual report on ongoing activities concerning Gulf of Honduras.	Chair MACHC and COCATRAM	17 th MACHC Conference	Closed. The Golf of Honduras project is no longer active.
16.2.1.3	CB	Honduras, Guatemala and/or Belize to give an (annual) feedback at the MACHC Conference on the Gulf of Honduras project.	Honduras, Guatemala, Belize	18 th MACHC Conference	Open. Within the context of the GOH-project hydrographic systems were provided. Currently it is unclear if and where this capability has been put to use.
16.2.2.7	IRCC7/28	Implement procedures approved by Decision 3 and to report their processes for the review of first edition INT Charts produced by new Producer Nations to IRCC	Chair MACHC through MICC chair	IRCC8	Completed, also taken over by action 17.2.1.3.
16.2.2.9	IRCC7/41	Member States, Associate Member states and Observers to consider incorporating hydrography in more comprehensive maritime projects as a way of raising awareness and funds from Donor agencies, and report back to the chair not later than 8 April 2016”.	Member states, Associate Member states, Observers	8 April 2018	Closed. No feedback given by MS en AMS. MACHC action is part of standing CB Coordinator tasks.

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No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
16.2.2.10	IRCC7/43	Member States and Associated Member States to provide access for the IHO Secretariat to any of their relevant promotional material on CB and to consider using the posters displayed at the EIHC 5 CB.	Member states, Associate Member states,	17 th MACHC Conference (ASAP)	Closed . No feedback given by MS en AMS
16.2.2.11	IHO secretariat	MACHC Chair invites Member States to consider providing representatives of the IHO at the international meetings listed in Annex A to paper IRRC8-08B on “Relations with other International Organizations and IHO Stakeholders”	Member States	Annually at MACH meetings	Continuous , list of meetings is updated yearly at IRCC.
16.5.1	Risk Assessment	Chair, supported by UKHO as chair of the Risk Assessment Group, to organize a follow-on meeting on Risk Assessment during MACHC conferences. With the aim to exchange information, learn and apply.	Chair MACHC, UKHO and Member States	Annually at MACH meetings	Continuous .
16.5.5	SDB	SHOM to provide an update on the planned SDB activities during 2016.	France (SHOM)	17 th MACHC Conference	Completed .
16.6.1.1	MEIP	MEIP Chair to prepare a ‘think piece’ which lists potential options for the way ahead for the MEIP with the aim to facilitate decision making in the next MACHC. The ambition level is central to this piece: how and with what data to integrate and fit in with other complementary initiatives for spatial data infrastructures, an example being the “Eye on the Earth” project of PAIGH. Member states are invited to share their thoughts on the future of the MEIP via correspondence/e-mail before next MACHC.	MEIP chair and Member States	17 th MACHC Conference	Completed . Decisions on how to proceed with the MEIP WG are reflected in minutes of the 17 th MACHC meeting.
16.6.1.2	MEIP	Member States to provide NOAA with a letter/email in which they inform NOAA which data is available for the open ENC Online viewer (without password).	Member States	As soon as possible	Completed . As briefed at 17 th MACHC meeting.
16.7.6	Papers	Chair to reserve time and space in the agenda of 17 th MACHC Conference for inland ENC’s.	Chair MACHC	17 th MACHC Conference	Completed . As per 17 th MACHC meeting Agenda.
16.9.3	Regional bodies	Attendees to provide contact information of CDEMA to the Chair so CDEMA can be invited for next conference.	All	17 th MACHC Conference	Closed . Contact has been established.

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No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
16.10.1	CB	Chair to investigate the possibility for a 'CB Workshop with a mini forum' on specific hydrographic topics at the next MACHC.	Chair, in consultation with CBC	17 th MACHC Conference	Completed. Awareness seminar before the actual MACHC focused on 2 topics: governance and SDB.
16.10.4.1	FOCAHIMECA	Mexico to make their FOCAHIMECA program available to the CB Coordinator (Chair and Vice Chair) with the aim to harmonise time schedules and/or CB-activities between programs.	Mexico	As required for the 2017 MACHC CB plan	Open. CBC has limited insight, coordination is still ad hoc.
List of open actions 15th MACHC meeting					
15.4.2.3	Statutes	Other RHC's will be informed of the process taking place within the MACHC.	Chair MACHC	8 th IRCC meeting	Completed. law MACHC letter 06/2016 and doc IRCC8-06J.
15.5.1.1	IHO	Colombia, Guatemala, Jamaica, Trinidad & Tobago and Venezuela to send their official letters regarding the Protocol of Amendments to the IHO Convention to Monaco.	Colombia, Guatemala, Jamaica, Trinidad & Tobago, Venezuela	17 th MACHC meeting (as soon as possible)	Closed. Relevance overtaken by events.
15.5.1.2	IHO	Haiti will send the Instrument of Accession to the IHO.	Haiti	As soon as possible	Open, not deposited yet,. Expect after elections in 2017.
15.CB.1	CB	IHO Secretariat to submit a proposal regarding the creation of a roster of experts.	IHO Secretariat	17 th MACHC meeting	Closed, overtaken by events. Is already part of the development for a CB Management System.

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No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
15.6.2.1	National report	Brazil to share experience and expertise on development of Inland ENC with interested countries in MACHC region. Experience of stakeholders is also appreciated.	Brazil	18th MACHC meeting	Open , rewritten as result of 17 th MACHC meeting.
15.6.2.3	National report	Technical visit to Haiti postponed to 2016 because of busy political agenda in Haiti. NB: further postponed by the passage of Hurricane Matthew	IHO Secretariat, CB Coordinator, NOAA and IALA	TBD	Open , is on-going discussion between IHO Secretariat, CBC, NOAA and IALA on responsibilities and scope of TV.
15.6.2.5	National report	Haiti to deposit the Instrument of Accession to the IHO Convention in the first semester of 2015.	Haiti	As soon as possible	Closed , same as action 15.5.1.2
15.6.2.6	National report	ESRI will try to make its data available to Haiti.	ESRI	18 th MACHC meeting.	Open . ESRI not present at 17 th MACHC meeting
15.6.3.4	MSI	Invite the Caribbean Disaster Emergency Management Agency (CDEMA) to attend the MACHC meetings	Chair MACHC	18 th MACHC meeting.	Open , contact established. No attendance at 17 th MACHC. Still pending for the 18 th MACHC.
15.8.1.2	OECS	OECS to join MEIP WG.	OECS	17 th MACHC meeting.	Closed . Over taken by decisions on future shape of MEIP initiative.
15.8.1.3.	OECS	OECS to work together with the MACHC in order to develop common areas of collaboration (e.g. donorship for MACHC projects).	OECS	18 th MACHC meeting.	Open , awaits initiating activity.
List of open actions 14th MACHC meeting					

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No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
14.1.5	5	MSs to support the new WEND guidelines and the definition of a cartographic boundary that will be circulated by CL.	MS	As per CL to be send	Open , awaiting CL by WEND WG .
List of open actions 13th MACHC meeting					
13.1.32 (13.1.4)	MACHC 12	NL/VE to pursue discussions on bilateral agreement for data exchange in accordance with TR A3.4 (co- production, distribution of REPROMATS, etc.)	Netherlands/ Venezuela	By 14th MACHC	Closed , current procedures through IC-ENC and MICC work satisfactory.
13.1.42 (13.1.10)	MACHC 13	MACHC Member States to include 'sharing experience in dealing with maritime disasters' as a standing MACHC agenda item	MACHC Chair	17 th MACHC meeting.	Completed , is part of 17th MACHC meeting agenda, items 2.5
13.2.6 (13.2.6)	MICC (MEIP)	UK and Celebrity Cruises (cruise industry) to discuss alternate sources of survey data and how/if it can be applied to charting products in the Bahamas	UK and Celebrity Cruise	Until completion	Closed , is not an unique issue but part of existing dialog between HO's and cruise Industry.
13.3.6 (13.3.6)	CB	Gulf of Fonseca project: 1. Decision to continue the project discussions with authorities from the three Member states. 2. Recognize that the future development of the Gulf of Fonseca can benefit from the works proposed by this project; including hydrography for the safety of navigation, physical oceanography for the protection of the marine environment, and coastal zone management. 3. Decision to keep this project Regional within Central America as much as possible	PAIGH, Honduras, Nicaragua, El Salvador,	Undetermined	Closed . The Golf of Honduras project is no longer active.

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Table 3: CONTINUOUS ACTION ITEMS AT START OF 17th MACHC, BUT WITH STATUS UPDATED DURING THE 17TH MACHC

No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
List of continuous actions 16th MACHC meeting					
16.2.2.1	IRCC7/01	Member states to approve pending applications for IHO membership.	Member States	As soon as possible	Closed. Relevance overtaken by events.
16.2.2.2	IRCC7/05	Provide the IRCC Chair with progress reports on the relevant tasks in the IHO 2015 Work Program.	Chair MACHC, Member states, MICC, CBC, GEBCO, NGA	Next Jan 2017	Closed, no longer extant as concrete IRRC action. Now part of standing IRCC workplan and standing remit of MACHC (WG) chairs.
16.2.2.3	IRCC7/07	Provide to the IRCC Chair the estimated values of SPIs and agreed WPIs as of 31 December 2015 and target values for 31 December 2017.	Chair MACHC, Member states, MICC, CBC	Next Jan 2017	Closed, no longer extant as concrete IRRC action. Now part of standing IRCC workplan and standing remit of MACHC (WG) chairs.
16.2.2.4	IRCC7/15	Provide material to the IHO Secretariat to promote the achievements of IRCC bodies	All	As available	Closed, no longer extant as IRRC action
16.2.2.5	CB	Encourage National Hydrographers to invest in English language training in order to increase the chances of their candidates being selected to Cat A and Cat B training courses delivered in English	Member States and Associate Member States	As required	Continuous, no longer extant as IRRC7 action 17. Maintain as MACHC action under CB.

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No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
16.2.2.6	IRCC7/27	<p>To task:</p> <p>a) New INT Chart Producer Nations to provide first edition INT chart to Regional INT Chart Coordinator (or ICCWG) for review as soon as convenient during the production cycle;</p> <p>b) INT Chart Coordinators/ICCWGs to manage the review of the first edition INT charts produced by new INT Chart Producer Nations to check their compliance with IHO standards, provide feedback to the Producer and to report progress to the next RHC meeting;</p> <p>c) All INT Chart Producer Nations to provide first edition and new edition INT charts to Regional INT Chart Coordinator (or ICCWG) 3 months prior to every RHC meeting to enable Regional INT Chart Coordinator (or ICCWG) to validate current INT chart Scheme;</p> <p>d) All editions of INT charts submitted under action 27 a) and b) to be subsequently transferred to the IHO SECRETARIAT to be included in the IHO SECRETARIAT reference collection for internal use; and</p> <p>e) Member States to provide an update of the list of on-line chart catalogues, either directly or systematically when updating the Yearbook.</p>	MICC Chair	As required	Closed , taken over by action 17.2.1.3, also being part of MICC's standing remit.
16.2.2.8	IRCC7/33	Instruct the ICCWG Coordinators to investigate ways to improve communication across the regions and report back to IRCC.	MICC chair	IRCC8	Closed , no longer extant as IRRC action, is also part of standing MICC remit.
16.10.4.2	FOCAHIM ECA	If additional funding is sought from CB-funds, Mexico to make bids through the established CB mechanism's.	Mexico	As required	Continuous
List of continuous actions 15th MACHC meeting					

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No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
15.3	GEBCO	MS to provide information on how they provide information on how they engage with GEBCO (follow up on action item 14.1.16)	Member States	As required	Closed , taken over by action 17.1.5
15.5.1.4	UN	Delegates to encourage their Hydrographic Offices and to engage with other counterparts to participate in the Global Geospatial Information Management (UN-GGIM) meetings.	MS	As required	Continuous , unilateral activity
15.5.2.2	IRCC	Member States are encouraged to act in line with IRRC 7 papers 11B/11E in anticipation of IRRC7 action 67 (revision of C-17 SDI “the Maritime dimension” for national access to bathymetric and related data collected for commercial or scientific purposes)	Member states	As required	Continuous , as part of MS responsibilities. Intend to close when IRCC8 action 15 is completed.
15.5.3	HSSC	Encouragement of the Spanish speaking countries to participate in the HSSC WG and the HDWG meetings.	MS	As required	Continuous , unilateral activity.
15.6.2.2	National report	States to make full use of sea-riding opportunities to gain experience and share knowledge.	MS	As required	Continuous , bilateral activity
15.6.2.7	National report	Member states are urged to assist Haiti in setting up their hydrographic office and other hydrographic activities.	MS	As required	Continuous , bilateral activity.
15.6.2.11	National report	Spain to assist Mexico and other MACHC countries with the language issue (resolve the issue regarding courses) [or resources??].	Spain, Mexico	As required	Closed . Spain is not a member of the MACHC and can't be given an action.
15.6.3.2	MSI	Delegates to update their contact information in the NAVAREA IV list.	MS	As required	Continuous , unilateral activity.
List of continuous actions 14th MACHC meeting					
14.1.16	7	MS to send their relevant information to the GEBCO.	MS	As required	Closed . Overtaken by actions 17.6.4 and 17.6.5.

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No	Subject mater	Action	Responsible party	Due date	Status after 17 th MACHC
14.1.22	12	RENC members to recommend to non-RENC ENC producer nations to join a RENC	RENC members	As required	Closed. All ENC producer nations are member of a RENC.
List of continuous actions 13th MACHC meeting					
14.1.30 (13.1.1)	MACHC12	MACHC Members should provide update information to IHO C-55 publication and update it at least once a year, reporting this action in the National Report	MS	As required	Closed, overtaken by action 17.2.1.4.
List of continuous actions 12th MACHC meeting					
12.3.6	ECC	In order to create the IHO worldwide ENC database, all ENC producers are encouraged to make their ENCs available to the RENCs, even if they are also distributed by different channels.	MACHC ENC producers	As required	Continuous, in accordance with. WEND principles.
12.3.8	ECC	If MACHC Member States are unwilling either to distribute ENCs or to have another country produce for them, the MACHC Chair will inform the Inter- Regional Coordinating Committee (IRCC). The IRCC will take appropriate action with the WEND Working Group, the IHO Secretariat, and IMO.	MACHC Chair as prompted by MICC	As required	Continuous, also activity of MACHC rep In WEND WG.