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ASSEMBLY CIRCULAR LETTER N° 5
15 May 2019

2nd SESSION OF THE IHO ASSEMBLY (A-2)

Monaco, 21-24 April 2020

SHIPS' VISITS AND RECEPTIONS

Reference: Assembly Circular Letter No.1 dated 29 April 2019 - *Announcement and General Arrangements*

Dear Hydrographer,

Ships' Visits

1. A regular feature of the Assemblies is the opportunity offered to Member States for their survey vessels to berth in Monaco (Port Hercule) during the Assembly period and to offer Assembly delegates the chance to visit these ships. Member States are therefore invited to consider sending a hydrographic ship to the Port of Monaco during the 2nd Session of the IHO Assembly in April 2020.

2. Member States that intend to send a ship to Monaco during the Assembly period are kindly requested to inform the IHO Secretariat as soon as possible, and **no later than 01 November 2019**, so that advance notice for the allocation of suitable berths or moorings can be forwarded to the Monaco Port Authorities, noting that Port Hercule is frequently congested. Member States must also make a formal application through diplomatic channels to the Monaco Government for their ship to visit.

Receptions

3. Advance notice is also required if any Member State wishes to organize and host a reception or similar social event during the Assembly week. It is expected that there will be an evening reception hosted by the IHO Secretariat, and possibly two others, subject to confirmation (Industry Exhibitors and Monaco Government). Therefore, the number of evenings available for other receptions may be limited. Member States may also wish to consider co-hosting receptions, as has occurred in the past, particularly in the case of those Member States nominating candidates for election.

4. The reception hosted by the IHO Secretariat will take place at the end of the week (24 April 2020), so as to leave as many other opportunities as possible available. Member States should note that any requests to organize and hold receptions will be considered on a "first come - first served" basis in view of the relatively small number of opportunities available for such receptions. The IHO Secretariat terrace can be used by any Member State wishing to host a reception during the Assembly week, noting that its current capacity is limited to 100 guests. The Conference Room of the IHO Secretariat is another alternative should the terrace be too small or the weather conditions not be favorable. Invitations to attend hosted receptions should be printed and distributed by the Member State concerned.

5. The IHO Secretariat remains at the disposal of Member States for any supplementary information.

Yours sincerely,

Dr Mathias JONAS
Secretary-General