

IHO File No. S1/6100/2023

**ASSEMBLY CIRCULAR LETTER N° 1**  
**28 April 2022**

**3<sup>rd</sup> SESSION OF THE IHO ASSEMBLY (A-3)**

**Monaco, 25-28 April 2023**

**ANNOUNCEMENT AND GENERAL ARRANGEMENTS**

References:

- A. 2<sup>nd</sup> Session of the IHO Assembly – Final Summary Records
- B. Rules of Procedure of the IHO Assembly

Dear Hydrographer,

**Assembly Announcement**

1. In accordance with Reference A and B, the 3<sup>rd</sup> Session of the IHO Assembly will be held in Monaco from Tuesday 25 April to Friday 28 April 2023.
2. The Finance Committee and the Heads of Delegation meetings will both take place on Monday afternoon, 24 April 2023 at the Auditorium Rainier III and at the IHO Secretariat respectively.
3. The Assembly is the principal decision-making organ of the IHO (Article V of the Convention on the IHO), and it is essential that all IHO Member States are represented not only to review the past activities of the Organization, but also to adopt an effective and realistic IHO Work Programme and Budget for the next three years.
4. The Provisional Assembly Programme is provided in Annex A to this Assembly Circular Letter.

**Assembly Format and Programme**

5. The Assembly will be held in the Auditorium Rainier III. Registration will take place on Monday 24 April 2023 in the Auditorium. Other meetings and events which will be held during the Assembly period are as follows:
  - a. The Finance Committee will meet on Monday 24 April 2023 from 1400 to 1700 in the Auditorium Rainier III to review and discuss the finance and budget proposals. A maximum of two representatives from each Member State may attend the meeting.
  - b. A meeting and briefing intended to be exclusively for the Heads of Delegation of Member States will be held on Monday 24 April 2023 from 18:00 to 19:00 at the IHO Secretariat.
  - c. The Opening Ceremony will take place on Tuesday morning, 25 April 2023. New Member States who have joined the Organization since the Second Session of the IHO Assembly will be invited to present their flag on this occasion.
  - d. Industry Stakeholders and Member States will be invited to mount exhibitions of their work and their hydrographic/nautical cartographic activities in two separate areas within the Auditorium Rainier III. Both exhibitions will open on Tuesday, 25 April 2023 following the Opening Ceremony and will remain open until Friday 28 April 2023, closing at 12:00.

- e. The Election for the positions of IHO Secretary-General and Director will be held on Friday morning, 28 April 2023.

6. Other meetings involving Member States can be organized during the Assembly period if required. Chairs of the relevant bodies wishing to convene such meetings are invited to inform the IHO Secretariat, by 31 December 2022, of their needs in terms of preferred dates and expected number of participants. This will enable the IHO Secretariat to make the necessary arrangements.

7. The Assembly will meet in plenary session to examine the reports of the Council Chair and Secretary-General corresponding to the Work Programmes of the IHO, together with any proposals submitted for the consideration of the Assembly, including the report of the first 3 year cycle the IHO Strategic Plan and the 2024-2026 IHO Work Programme and Budget. Any Proposals should refer to one of the three IHO Programmes. Topical issues related to the Programmes may also be considered, as appropriate.

8. Reports will be prepared by the IHO Secretariat, based on information available to the IHO Secretariat and input from the Chair of the IHO Council (supported by the IHO Committees – Hydrographic Services and Standards Committee (HSSC), Inter-Regional Coordination Committee (IRCC) and Finance Committee (FC).

### **Submission of Proposals to the Assembly**

9. In order to follow the timetable, as stipulated in Rule 9 of the Rules of Procedure for IHO Assembly, any proposal or related submission for consideration should be submitted by Member States, Council and Secretary-General not later than 20 December 2022.

10. All submissions related to the Assembly will be collated and translated by the IHO Secretariat and will be made available to Member States in both English and French.

### **Planned Assembly Circular Letters**

11. Annex B contains a list of the Assembly Circular Letters that are planned to be issued together with target dates for action. Member States are requested to observe the deadlines for replies so that Assembly preparations can proceed as smoothly as possible.

### **Member States' Delegations and Registration**

12. It is very important for the IHO Secretariat to know as early as possible the number and names of representatives who will attend the Assembly in order to facilitate logistics and the configuration of the Assembly venue. Assembly registration will be available online from 1 September 2022 to 20 March 2023 via the IHO website ([www.iho.int](http://www.iho.int)) at:

(Home > About IHO > Assembly > 3<sup>rd</sup> Session (2023) > Registration for Assembly)

Member States are invited to register as early as possible.

13. Member States that are not able to register online should forward a list of their delegates, specifying the Head of the Delegation, to the IHO Secretariat (by e-mail: [info@iho.int](mailto:info@iho.int) or by fax: +377 93 10 81 40) not later than 1 March 2023 using the Delegates' Registration Form provided in Annex C or the Excel-based form which will be available at the above web address.

14. Please note that passport and visa requirements are the responsibility of each delegate. The necessary formalities must be completed before travelling to Monaco. Any delegates who may require personalized invitations for visa application purposes should contact the IHO Secretariat. There are no border-crossing formalities between France and Monaco, but a Schengen visa or other valid entry qualifications shall be necessary to enter France.

### **Hotel Accommodation**


15. All participants should reserve their own accommodation. A list of hotels in the area that have been used by delegates in the past is provided at the IHO website: [https://iho.int/uploads/user/About%20IHO/Assembly/Assembly3/Monaco\\_Hotels.pdf](https://iho.int/uploads/user/About%20IHO/Assembly/Assembly3/Monaco_Hotels.pdf) and through the following web sites for hotel reservations: ([http://www.monte-carlo.mc/index-hotels\\_monaco-fr.html](http://www.monte-carlo.mc/index-hotels_monaco-fr.html)) and ([www.booking.com](http://www.booking.com)).

16. Hotel space will be at a premium as there are several other events taking place in Monaco at the same time as the Assembly. Bookings should therefore be made well in advance of the Assembly. Member States are strongly recommended to make hotel reservations as soon as possible. Any Member States requiring assistance with hotel reservations may contact Ms Lorène Chavagnas at: [info@iho.int](mailto:info@iho.int) or by telephone +377 93 10 81 00.

### **Conclusion**

17. The Assembly is the principal organ and most important decision-making body of the IHO, and it is essential that all IHO Member States are represented to consider the proposals and reports that will be submitted, to formulate and adopt appropriate Resolutions and to approve the 2024-2026 IHO Work Programme and Budget. We look forward to seeing you in Monaco for this major event in April 2023.

Yours sincerely,



Dr Mathias JONAS  
Secretary-General

### **Distribution:**

- IHO Member States
- IHO Council Chair
- IHO Committee Chairs: IRCC, HSSC, FC
- IHO Observer Organizations / Agencies

### **Annexes:**

- A. Provisional Assembly Programme
- B. Planned Assembly Circular Letters
- C. Delegates' Registration Form

**PROVISIONAL ASSEMBLY PROGRAMME**

**Note:** All events will take place at the Auditorium Rainier III except when indicated otherwise.

**3<sup>rd</sup> SESSION OF THE IHO ASSEMBLY**

Monaco, 25-28 April 2023

	Monday 24 April	all day	Registration of delegates
		PM	Meeting of the Finance Committee (Auditorium) and Meeting of Heads of Delegation (IHO Secretariat)
<b>Day 1</b>	<b>Tuesday 25 April</b>	AM	Opening Ceremony Opening of the Hydrographic Industry and the Member States' Exhibitions Official Photo
		PM	Report of Council Chair Report of Secretary-General Work Programme 1: Proposals and Topical Issues
<b>Day 2</b>	<b>Wednesday 26 April</b>	AM	Work Programme 1: Proposals and Topical Issues (Continued)
		PM	Work Programme 2: Proposals and Topical Issues
<b>Day 3</b>	<b>Thursday 27 April</b>	AM	Work Programme 3: Reports of RHC Chairs, Proposals and Topical Issues
		PM	Thematic session: future challenges for hydrography in the Ocean Decade
<b>Day 4</b>	<b>Friday 28 April</b>	AM	Election for the positions of IHO Secretary-General and Director  Hydrographic Industry and Member States Exhibitions close
		PM	Report of Finance Committee 2024-2026 Work Programme and Budget  Closing Ceremony

**PLANNED ASSEMBLY CIRCULAR LETTERS (ACL)**3<sup>rd</sup> SESSION OF THE IHO ASSEMBLY

Monaco, 25-28 April 2023

Target date for Issue	ACL N°	TITLE	Target date for replies from MS
28/04/2022	01	Announcement and General Arrangements	20 March 2023
06/05/2022	02	Call for Nomination of Candidates for the positions of IHO Secretary-General and Director	14 April 2023
As replies arrive	02/bis	Nominations of Candidates for the positions of IHO Secretary-General and Director	
10/05/2022	03	Invitation to Member States to submit Proposals to the Assembly	20 December 2022
16/05/2022	04	Observers at the 3 <sup>rd</sup> Session of the IHO Assembly	25 July 2022
20/05/2022	05	Ships' Visits and Receptions	07 November 2022
20/06/2022	06	Invitation to the Member States Exhibition held on 25-28 April 2023. Deadlines for Member States are: - intention to participate: - input form: - provision of display materials at the IHO Secretariat:	03 October 2022 06 February 2023 27 March 2023
29/08/2022	07	Invited Observers – (Responses to ACL 4) Submission of final lists for approval	01 November 2022
23/09/2022	08	Call for Tonnage Figures	05 December 2022
05/10/2022	09	Proposals submitted by MS, Council and Secretary-General. (Responses to ACL 3) Call for comments and additional proposals	20 December 2022
24/10/2022	10	Invite Candidates for the Chair of the Assembly	20 December 2022
25/10/2022	11	IHO Member States' Exhibition (Responses to ACL 6)	
14/11/2022	12	Approval of Final List of the Observers (Responses to ACL 7)	
09/01/2023	13	Election of the Chair of the A-3 (Responses to ACL-10)	27 February 2023
01/02/2023	14	Participations at the Hydrographic Industry Exhibition	
06/02/2023	15	Distribution of Assembly Document: - Proposed 3-Year Work Programme & Budget of the IHO for 2024-2026 - Preliminary Finance Report for 2021-2023 - Provisional list of candidates for the positions of IHO Secretary-General and Director	
13/02/2023	16	Distribution of Assembly Documents: - Provisional Agenda and Programme - Consolidated list of proposals and comments from MS ( <i>Red Book</i> ) - Reports of the Council Chair and Secretary-General, - Provisional List of Assembly Documents	
23/02/2023	17	Distribution of Assembly documents: - Updated Assembly Programme and Provisional Agenda - Table of Tonnages, Shares and Votes - Provisional List of Participants	
14/04/2023	18	Final List of candidates for the positions of IHO Secretary-General and Director	

**DELEGATES' REGISTRATION FORM**

(Only for those Member States that are unable to register on-line)

**(to be returned to IHO no later than 1 April 2023)****3<sup>rd</sup> SESSION OF THE IHO ASSEMBLY**

Monaco, 25-28 April 2023

**MEMBER STATE DELEGATION****COUNTRY:****Organization:**

<b>Head or Member of Delegation</b>	<b>Rank or Title</b>	<b>First Name</b>	<b>Surname (Family Name) (1)</b>	<b>Accompanying person (s)</b>

(1) Underline name generally used in case of double surnames as in Spanish-speaking countries

**Submitted by:** **Rank or Title:** **First Name**\_\_\_\_\_: **Surname**\_\_\_\_\_:**Contact Information:****e-mail:****Telephone:****Fax:**