**STANDARD REPORT FORMAT for RHCs and the HCA**

**3rd SESSION OF THE IHO ASSEMBLY**

**Monaco, 2-5 May 2023**

**REPORT OF THE …………………..**

**1.** **Chair:**

 **Vice-Chair:**

**2.** **Membership*:***

*(Please list the Member States, Associate Members and Observers)*

**3.** **Meetings:**

*(Please provide dates and places for meetings held during the period)*

**4.** **Agenda Items*:***

*(Please list the principal agenda items or subjects dealt with during the period)*

**5. Difficulties encountered and challenges yet to be addressed:**

*(Please list the significant difficulties encountered during the period, if any, and the challenges yet to be addressed)*

**6. Achievements/outputs/conclusions:**

*(Please list the significant achievements/outputs/conclusions reached during the period)*

**7. Actions required of the Assembly:**

 a) **Note** the report of the ……..

 b) **take** any other action considered appropriate.