



3rd IHO Assembly Monaco, 2-5 May 2023

Heads of Delegation Briefing

International
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Organization

IHO



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Programme

- Overview of Assembly layout and Agenda
- Nomination of the Vice-Chair
- Protocols and procedures
- Records of the Session
- Procedure for the election of IHO Secretary-General and IHO Director
- Selection of Rapporteurs and Scrutineers

- Side events
- Receptions
- Etc.

Overview of the Assembly layout

| Day 0 | | Afternoon (14:00 - 18:00) | Evening reception |
|-------|--|------------------------------|---|
| 1 May | | Finance Committee, EWH & HoD | Grimaldi Forum (as per the Agenda) |
| Day 1 | Morning (09:00-13:00) | Afternoon (14:30 - 17:30) | Evening reception |
| 2 May | Administration & Opening Ceremony | Agenda Items | Grimaldi Forum (all) |
| Day 2 | Morning (09:00-12:30) | Afternoon (14:00 - 17:30) | Evening reception |
| 3 May | Agenda items | Agenda Items | Monaco Yacht Club (by invitation) |
| Day 3 | Morning (09:00-12:45) | Afternoon (14:00 - 17:30) | Evening reception |
| 4 May | Agenda items | Thematic Session | USNS Bruce C. Heezen (by invitation) |
| Day 4 | Morning (09:00-13:00) | | Evening reception |
| 5 May | Agenda items, Elections, Council appointment & Closure | | IHO Secretariat (by invitation) |

Overview of the Assembly Agenda

As published as Rev4

- Official opening speeches by Secretary-General, Assembly Chair, invited guests and HSH Albert II of Monaco
- All Reports and Proposals will be discussed in accordance with the Agenda and the Rules of Procedure
- Thematic session designed to present themes related to the three strategic goals of the IHO
- Elections in two rounds
- Council appointment before closure

Chair and Vice Chair (Assembly RoP Rule 14 & ACL10)

Assembly Chair elect:

Ms Pia Dahl HØJGAARD (Denmark)

Nomination of Assembly Vice-Chair:

Mr Adam GREENLAND (New Zealand)

Conduct of the Session, Protocol for Speaking (1)

- Seating in alphabetical order by English country names starting with character Q
- Each Delegation (MS & Observers) up to 4 seats in the main zone, the rest seat in back
- Proposers/Authors introduce papers
- Chair summarizes written responses compiled in the Red Book
- MS with written responses compiled in the Red Book invited to add substantive additional comments to their written responses if they wish
- Other MS and Observers invited to comment
- Chair summarizes
 - seeks a decision or outcome

Conduct of the Session, Protocol for Speaking (2)

- Delegates / observers wishing to intervene press the right button (green light on screen) AND raise name plate to request to speak
- System displays request on screen visible for Chair
- Chair invites requester to speak
- Speaker activates microphone and begins by identifying their country or observer organization
- Speaker lowers name plate on completion of speaking and turns off microphone pressing the right button again (green light expires)
- Assistant provides mobile microphone for Observers

Conduct of the Session, Protocol for Speaking (3)

- Priority to speak in order of raising the name plate
- Speakers should be:
 - ❖ brief
 - ❖ speak slowly and clearly
 - ❖ use short sentences
 - ❖ avoid jargon and slang
- Chair may terminate lengthy interventions or discussions, particularly if she considers that:
 - ❖ they are not providing substantially new information or adding to the discussion or the subject matter; or
 - ❖ they are simply repeating a written submission (such as an RHC report)

Records of the Session, Circulation of Documents, Rapporteurs

Précis-Writers

- Record the key elements of the discussions
- Prepare a daily summary of the discussions

Rapporteurs

- Record the key decisions and outcomes of the discussions
- Review the Précis-Writers notes and send to IHO Secretariat

Daily draft summary record circulated digital next day to all

- Comments and revision of own statements to IHO Secretariat within 24 hours

Procedure for the Elections (1)

- IHO Secretary-General delegates the responsibility of the conduct to IHO Director Luigi Sinapi
- Only one person per Member State as voting representative + One interpreter if needed.
- Only voting representatives (voters) and election officials present in the auditorium (scrutineers, Directing Committee, Secretariat staff).
- No Member may vote on behalf of another (RoP 35).
- Two rounds for voting:
 - 1. Secretary-General,
 - 2. Director,
- Once seated, ballot papers delivered to each voter in individual envelopes (*Country Name, Number of votes*)

Procedure for the Elections (2)

- Result of each round announced by Chair (or new ballot in case of a tie or an invalid ballot)
- 15 minute break after result announced and posted outside
- Commence the next round of voting

Detailed explanation of the election process before election commences on Friday morning!

Selection of Rapporteurs

USA(2)

- Mr David W Brazier
- Ms Jenna Johnson

Papua New Guinea

- Mr Jasbir Randhawa

UK (2)

- Ms Helena Patton
- Mr Colin Seddon

JAPAN

- Ms Chiaki Okada

Reserve:

Australia

- Ms Hilary Thompson

Selection of Scrutineers (Assembly RoP Rule 38)

Chair of Scrutineers Assembly: Vice-Chair

- | | |
|-----------|-----------------------|
| Canada | - Mr Douglas Brunt |
| Denmark | - Mr Hendrik Stang |
| Italy | - Cdr Francesco Tocci |
| Portugal | - Cdr João Vicente |
| Singapore | - Ms Dillian Teo |

Any Other Business or Questions (1)

- Conference Languages
 - English, French, Spanish, Russian
- Opening Ceremony
 - Protocol issues in the presence of HSH Albert II of Monaco
 - Stand up on HSH's arrival and leave
 - No presents / gifts
 - Nobody leaves the conference hall before the Prince has left
 - Awarding Ceremony Albert I Medal
 - Two awardees
 - Presentation of Flags
 - Seven new member states – extra consultation on the procedure after closing of this meeting

Any Other Business or Questions (2)

- Official Photograph – taken 14:15 in the main entrance hall – be there in time!
- To respect privacy it is forbidden to take photographs or film someone without their consent and to share it on social media. With the exception of accredited media, the recording /or live streaming of proceedings is forbidden.
- Refrain from taking photos in the presence of His Serene Highness Prince Albert II
- Do not post decisions of the Assembly before formal approval.
- Coffee breaks (check Agenda)
- Side events at day time – check Agenda and invitations
- Evening receptions and hospitality
 - individual events hosted MS and Industry