



IHO File No. S1/6200/A-2

**COUNCIL CIRCULAR LETTER 01/2020**  
**28 February 2020**

**IHO ANNUAL REPORT FOR 2019**  
**AND APPROVAL OF THE FINANCE REPORT FOR 2019**

References:

- A. IHO Resolution 12/2002 as amended – *Planning Cycle*.
- B. IHO Resolution 2/2018 – *Procedure for considering the annual financial statement and recommendations and the forthcoming budget estimate and work programme*.
- C. Proposed 3-year Programme and Budget 2021-2023 (Doc. A-2, Proposal 1.7).

Dear Hydrographer,

In accordance with the revised procedures in force for the IHO Planning Cycle (See Reference A, *for Assembly Years*) and the consideration of financial statements for the previous year (See Reference B), this letter invites the Council Members to take note of the draft IHO Annual Report for 2019 (Part 1 – General), and provide their comments at their earliest convenience, in particular if they may have an impact on the 3-year Work Programme and 3-year Budget for 2021 – 2023 as proposed in Reference C. These comments, if any, will be considered during the 2<sup>nd</sup> Session of the Assembly under the relevant agenda items, as appropriate.

The draft IHO Annual Report for 2019 (Part 1 - General and Part 2 - Finance) is available for consultation, as Publication P-7, on the IHO website <https://iho.int/en/draft-publications>, as well as on the IHO Assembly webpage > Documents for A-2 > Doc. A2\_2020\_G\_09\_EN.

For the financial part of the Annual Report for 2019, due to the timelines between the reception of the external audit (expected mid-March 2020), the review by the Chair of the Finance Committee and the Chair of the Council (in accordance with Paragraphs 5 and 6 of Reference B) and the 2<sup>nd</sup> Session of the Assembly, it does not seem realistic to insert an additional approval phase by the Finance Committee then Council Members prior to the 2<sup>nd</sup> Session of the Assembly.

Instead, it is proposed to the Council Members that the final version of the Finance Report for 2019, including the recommendations of the Secretary- General and the Finance Committee if any, will be reviewed and approved directly by Council Members during the 2<sup>nd</sup> Session of the Assembly, after endorsement at the Finance Committee meeting to be held in Monaco on 20 April 2020.

In summary:

1. Council Members are requested to agree on this procedure and consider that the Finance Report for 2019 together with the recommendations of the Secretary-General if any will be submitted for approval at the Assembly, during the review of the 3-year Budget for 2021 - 2023.
2. Through this Council Circular Letter announcing the availability of the draft IHO Annual Report for 2019, the IHO Secretariat is also pleased to keep all the IHO Member States simultaneously informed on the accomplishment of the Work Programme for 2019.

Yours sincerely,



Dr Mathias JONAS  
Secretary-General

**Distribution:** Council Members

**Copy:** IHO Member States, Finance Committee Members, Council Chair/Vice-Chair