

IHO File No S1/6200/C-5

COUNCIL CIRCULAR LETTER 02/2021
30 April 2021

IHO ANNUAL REPORT FOR 2020
AND APPROVAL OF THE FINANCE REPORT FOR 2020

References:

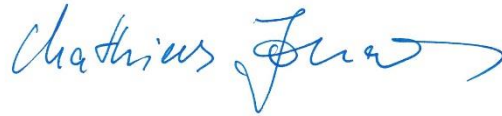
- A. IHO Resolution 12/2002 as amended – *Planning Cycle*.
- B. IHO Resolution 2/2018 – *Procedure for considering the annual financial statement and recommendations and the forthcoming budget estimate and work programme*.

Dear Hydrographer,

1. In accordance with the revised procedures in force for the IHO Planning Cycle (see Reference A, *for non-Assembly Years*) and the consideration of financial statements for the previous year (See Reference B), this letter invites the Council Members to:
 - a. Evaluate the accomplishment of the preceding year's work program as presented in Part 1 (General) of the draft IHO Annual Report for 2020, and provide their comments at their earliest convenience; and
 - b. Approve the financial statements as presented in Part 2 (Finance) of the draft IHO Annual Report for 2020 and the recommendations of the Secretary-General based on his consultations with Chairs of the Finance Committee and Council, before the receipt of the external auditors report.
2. The external audit report of Price Waterhouse Cooper is not expected before the beginning of June 2021. Therefore, as a first step compromise, Council Members are invited to approve Part 2 (Finance) "as is", to enable the Secretariat to inform the Member States on the availability of the Annual Report for 2020 before summer.
3. After receipt of the external audit report, Part 2 (Finance) of the Annual Report for 2020 and the recommendations of the Secretary-General will be reviewed by the Chairs of the Finance Committee and Council at the Finance Committee Officers meeting. In accordance with Reference B (Paragraph 7), the report of this meeting will then be circulated among the Members of the Finance Committee for comments.
4. In the case that substantial comments and/or requests for corrections of Part 2 (Finance) will result from the activities explained under paragraph 3, an addendum to Part 2 (Finance) will be submitted to Council Members for voting and then incorporated into a revised version of the IHO Annual Report for 2020.

5. The draft IHO Annual Report for 2020 (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>.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Mathias Jonas', with a long horizontal flourish extending to the right.

Dr Mathias JONAS
Secretary-General

Distribution: Council Members

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

Annex

A: Voting Form

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VOTING FORM

*(to be returned to the IHO Secretariat **by 31 May 2021**)*

Voting is to be submitted on the IHO Online form system:

https://IHO.formstack.com/forms/web_form_ccl_02_2021

Member States which have difficulty in accessing the Online form system, please submit this form via E-mail: info@iho.int or Fax: +377 93 10 81 40

Council Member:	
Point of Contact:	
Contact E-mail:	

APPROVAL OF THE FINANCE REPORT

Do you approve Part 2 (Finance) of the Annual Report 2020 "as is"?

Please tick the appropriate box.

YES	<input type="checkbox"/>
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NO	<input type="checkbox"/>
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Comments if any:

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Name/Signature: Date: