

**THIS CIRCULAR LETTER REQUIRES YOU TO VOTE**

IHO File No. S1/6200

**COUNCIL CIRCULAR LETTER 03/2020**  
**29 May 2020**

**AVAILABILITY OF THE 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. CCL 01/2020 – IHO Annual Report for 2019 and approval of the Finance Report for 2019
- D. IHO ACL 19/2020 dated 21 April 2020 – Approval of the scenario on the postponement of the 2nd Session of the IHO Assembly and associated activities resulting from exceptional circumstances due to COVID-19
- E. FCCL01/2020 dated 15 May 2020 – *Finance Committee Officers' VTC meeting – 12 May 2020*.

Dear Hydrographer,

1. 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 availability of the Part 1 (General) of the IHO Annual Report for 2019
- to approve the draft of Part 2 (Finance) of IHO Annual Report for 2019.

2. The draft IHO Annual Report for 2019 (Part 1 and Part 2) is available for consultation, as Publication P-7, on the IHO website <https://iho.int/en/draft-publications>> Draft publications awaiting approval by Member States.

**Recommendations of the Secretary-General for the 2019 surplus**

3. Reference C 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. Reference D announced the postponement of the 2<sup>nd</sup> Session of the Assembly from 16 to 18 November 2020 and the timely combination with the 4<sup>th</sup> meeting of the Council placed from 18 to 19 November 2020. Therefore Part 2 (Finance) of the IHO Annual Report for 2019 and the related recommendations of the Secretary-General were reviewed by the Vice-Chair of the Finance Committee and the Chair of the Council at the Finance Committee Officers' VTC meeting held in Monaco on 12 May 2020 according to the practice of the previous two years.

4. The Finance Committee Officers endorsed the proposals of the Secretary-General that the effective budget surplus for 2019 of 162 k€ shall be allocated as follows:

- 130 k€ to the Capacity Building Fund,
- 32 k€ to the Special Projects Fund.

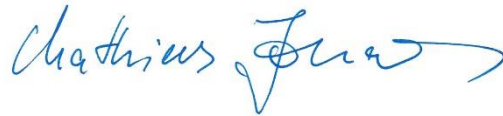
5. In accordance with Reference B (Paragraph 7), the report of this meeting, including Part 2 (Finance) of the IHO Annual Report for 2019, is now under circulation to the Members of the Finance Committee for comments (Reference E). These comments, if any, will be considered and incorporated in the final version of the Part 2 (Finance) of the IHO Annual Report at the final stage, before publication of the whole report consisting of both parts: Part 1 (General) and Part 2 (Finance).

#### **Approval of the Finance Report for 2019**

6. Council Members are requested to consider the Part 2 (Finance) of the Annual Report for 2019 together with the recommendations of the Secretary-General and to complete the IHO Online voting form by using the link below as soon as possible and **not later than 30 June 2020**.

[https://IHO.formstack.com/forms/web\\_form\\_ccl\\_03\\_2020](https://IHO.formstack.com/forms/web_form_ccl_03_2020)

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, Council Chair/Vice-Chair

**Annex:** Voting Form

IHO File No. S1/6200

**VOTING FORM**

*(to be returned to the IHO Secretariat **by 30 June 2020**)*

*Voting is to be submitted on the IHO Online form system:  
[https://IHO.formstack.com/forms/web\\_form\\_ccl\\_03\\_2020](https://IHO.formstack.com/forms/web_form_ccl_03_2020)*

*Member States which have difficulty in accessing the Online form system, please submit this form via E-mail: [info@iho.int](mailto: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 agree with the recommendations of the Secretary-General and the Finance Committee Officers regarding the budget surplus for 2019? *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: .....