

## IHO INTER-REGIONAL COORDINATION COMMITTEE (IRCC)

### Roles and Responsibilities of Regional Hydrographic Commission Chairs

In accordance with IHO Resolution 2/1997, as amended, Regional Hydrographic Commissions (RHC) have been established to better coordinate the activities of IHO Member States on a regional basis. Each RHC elects or nominates a Chair and a Vice-Chair for a period to lead the activities within the respective region in accordance with their own statutes.

This document articulates the roles and responsibilities of these officers during their terms of office for the administration of the periodic RHC meetings and the intersessional periods. The list is not exhaustive and may vary depending on the location and capacity of the member States and the region as a whole.

#### RHC meetings:

##### Pre-meeting activities:

- i. Published meeting invitation letter, normally 4 months prior to the meeting dates;
- ii. Liaise with the hosts for the logistics and invitation letters for visa;
- iii. Provide logistic information for participants;
- iv. Circulate a draft agenda and call for additional items;
- v. Create a meeting programme; and
- vi. Provide copies of submitted reports and documents to the designated IHO Secretariat for uploading to the RHC website.

##### During meeting:

- i. Chair and manage the RHC meeting;
- ii. Provide the secretariat support for the meeting;
- iii. Encourage participation by all delegates;
- iv. Cause meeting notes to be made; and
- v. Cause actions/decisions to be recorded.
- vi. Coordinate the dates of the next meeting

##### Post meeting:

- i. Circulate draft meeting report within agreed time period from the end of the meeting;
- ii. Circulate draft list of actions/decisions within agreed time period from the end of the meeting;
- iii. Publish final meeting report, including final list of actions/decisions, within agreed time period from the end of the meeting;
- iv. Monitor progress on actions; and
- v. Ensure timely handover of responsibilities to incoming Chair.

#### Intersessional activities:

- i. Lead and coordinate regional responses to natural disasters in accordance with IHO Resolution 1/2005, as amended.
- ii. Encourage regional cooperation and coordination of nautical information, hydrographic surveys, production of nautical information, training, technical assistance and advice;
- iii. Oversee the work and activities of the regional INT Chart and ENC coordinator(s);
- iv. Oversee the work and activities of the regional CB coordinator and the development of the regional CB plan for submission to the CBSC;
- v. Encourage the expansion of individual Member States' capabilities and capacity to meet their SOLAS obligations;
- vi. Generate and present the annual report to IRCC; and
- vii. Liaise with adjacent RHCs on items, issues and topics of mutual interest and benefit.