



## Hydrographic Office of the Polish Navy

To: All BSHC Members and Associate Members  
IHO Secretariat  
Guests

14 September 2020

Dear BSHC Colleagues,

### **25<sup>th</sup> Baltic Sea Hydrographic Commission – Video Conference, 22<sup>nd</sup> September 2020, (BSHC25 VTC) - Administrative details.**

References:

- A. Final minutes of the 24BSHC Conference Gdańsk, Poland 10-12 September 2019.
- B. BSHC Members decision to hold 25<sup>th</sup> BSHC Conference as a Video Conference – circulate email 01<sup>st</sup> July 2020.

#### BSHC25 VTC

1. As you will recall, the BSHC25 Conference scheduled to take place in Stockholm, Sweden in September 2020, due to the increasing threat of COVID-19 was change by BSHC Members decision to a Video Conference. It is now increasing unlikely that face to face meetings will take place during the remainder of this calendar year. Therefore, in order to preserve continuity and exchange key information, a one day BSHC25 Video Conference, will take place on **Tuesday 22<sup>nd</sup> September 2020, commencing at 09.00 CEST (UTC+2) and concluding no later than 12.15 CEST.**
2. The meeting will be Chaired by the BSHC Chair, Captain (PLN) Dariusz Kolator, and managed by the Hydrographic Office of the Polish Navy, using MS Teams as the communication platform.
3. This information letter gives the authority and is designed to aid BSHC Members to make their arrangements to take part in the one-day BSHC Video Conference.
4. Confirmation of attendance and registration should be completed as soon as possible but **no later than Tuesday 08<sup>th</sup> September 2020.**

### Registration

5. BSHC Members planning to take part in the one day BSHC25 Video Conference should complete the registration form at Annex A and send to the HOPN Secretary, Witold Stasiak [w.stasiak@ron.mil.pl](mailto:w.stasiak@ron.mil.pl), with a copy to the BSHC Chair Dariusz Kolator [d.kolator@ron.mil.pl](mailto:d.kolator@ron.mil.pl).

### Meeting Protocol

6. On the day, in order to keep a disciplined approach, Participants are kindly requested to observe the following simple rules:
  - a. Please switch cameras and microphones off when not talking – this will help preserve bandwidth;
  - b. If wanting to speak, please use the ‘raised hand’ icon;
  - c. Alternatively, posting a message in the chat area (text icon) can be used to attract attention or ask questions.

### Agenda

7. A draft agenda (Annex B) for the one-day BSHC25 Video Conference includes only the most important topics with time frame predicted for presentation (description/explanation). Members are invited to send proposals and suggestions to the Agenda as soon as possible to the BSHC Chair ([d.kolator@ron.mil.pl](mailto:d.kolator@ron.mil.pl)) and kindly asked to decide whether the expected presentation time is appropriate for the particular topics.  
A draft Agenda does not include presentations of National Reports (B.3) and BSHC Working Groups presentations (C), however BSHC Members are asked to provide required reports to the BSHC website (<https://iho.int/en/bshc25-2020>) thru IHO Secretariat or thru POC ([w.stasiak@ron.mil.pl](mailto:w.stasiak@ron.mil.pl)) to be available for all Members.  
A draft agenda item E.1 predicts for discussion and voting on combining the function of the Chair with the host. Acceptance will require changes to the BSHC Statutes of BSHC.

### Meeting Durations & Outline Programme

8. The conference will consist of two 90-minute sessions. The following outline programme is proposed, all times quoted in CEST (UTC+2):

09.00 – 10.30	Session 1
10.30 – 10.45	Coffee break
10.45 – 12.15	Session 2

### Lead POCs and Registration

9. a. The lead POC for the BSHC25 Video Conference:  
  
Witold Stasiak  
@ [w.stasiak@ron.mil.pl](mailto:w.stasiak@ron.mil.pl)  
☎ +48 500 246 278

10. Please complete and return the Registration Form at **Annex A** indicating your intentions of participation at BSHC25 Video Conference to the nominated POC above, **no later than Tuesday 08<sup>th</sup> September 2020.**

Records

11. With the agreement of Participants, the Conference will be recorded. Could you please indicate your consent for the Conference to be recorded on the Registration Form at Annex A.

Yours sincerely,

Captain (PLN) Dariusz KOLATOR  
Chair, BSHC

Annex:

**Annex A** – Registration Form  
**Annex B** – Draft Agenda