



**Chair**  
**Meso-American and Caribbean Sea**  
**Hydrographic Commission**

Office of the UK National Hydrographer  
UK Hydrographic Office  
Admiralty Way  
Taunton, Somerset, TA1 2DN, United Kingdom  
Telephone: +44 (0)1823 483920  
Chair E-Mail: [machc.chair@ukho.gov.uk](mailto:machc.chair@ukho.gov.uk)  
Secretary E-Mail: [emma.webb@ukho.gov.uk](mailto:emma.webb@ukho.gov.uk)

**Date:** 9 September 2024

**MACHC Letter Number:** 05/2024

**To:** MACHC Members, Associate Members, Observers, Secretariat and Contributing Organisations/Industry Coastal States

**Subject:** **MACHC Provisional Agenda and National Report/Presentation**

*Dear Esteemed Colleagues,*

I am delighted to share with you the Provisional Agenda for the 25<sup>th</sup> Conference of the Meso American and Caribbean Sea Hydrographic Commission (MACHC25) from Monday 2 December to Friday 6 December 2024 in Panama City, Republic of Panama; we welcome your comments.

**Action: by 27 Sep**

**National Reports/Presentations**

Please can all Member States, Associates and Observers submit their National Reports/Presentations ahead of the Plenary, even if you are unable to attend MACHC25; by submitting reports it will help us to understand the issues within the region so that we may develop ways of resolving them. **Action: by 8 Nov**

You can find the template/structure provided on the [MACHC25 \(2024\) | IHO](#) website.

All reports and presentations can be emailed to the MACHC Secretary [emma.webb@ukho.gov.uk](mailto:emma.webb@ukho.gov.uk) and IHO secretary for uploading.

Please include the agenda item number and title of the document in the subject line of the email as:

*'MACHC25 - Agenda xx title of the Agenda or Document'*

Nb. As noted in the Provisional Agenda, further information regarding the format for the delivery of the National Report Session will be disseminated later.

## **Accommodation**

MACHC25 participants are recommended to stay in the same venue as the meeting, W Panama, to promote networking. Please remember that W Panama has kindly offered all delegates a special room rate of USD139 per night (exclusive of taxes and tips) for single occupancy to include breakfast. To guarantee this special rate, delegates must ensure they make their hotel reservation by Saturday 28 September. **Action: Book W Panama accommodation by 28 Sep**

## **MACHC24 Actions**

Please find attached the MACHC24 Actions for you to review - these now include IRCC's recommendations. Please inform the MACHC secretary if you have any updates or comments.

Finally, we encourage you to register on the IHO website if you have not already done so, [IHO Online Registration \(iho-khoa.kr\)](http://iho-khoa.kr); registration will close on **18 October** for face to face delegates and **8 November** for Virtual delegates.

We look forward to seeing you in Panama!

*Yours Sincerely,*



Rear Admiral Angus Essenhigh OBE

## **Enclosures:**

Provisional Agenda MACHC25  
National Report Structure/Template  
Presentation Template (in English and Spanish)  
Annex A MACHC24 Actions and Decisions (with IRCC Recommendations added)  
MACHC IRCC16 Presentation

**NOTE: This letter is being sent by e-mail only**