



Meso-American and Caribbean Sea Hydrographic Commission

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Date: 20 October 2025

MACHC Letter Number: 07/2025

To: MACHC Member Coastal States

Subject: **MACHC Capacity Building Work Program: Seminar on Raising Awareness of Hydrography (Niterói, Rio de Janeiro, Brazil, 8 December 2025)**

Dear Esteemed Colleagues,

Seminar on Raising Awareness in Hydrography

1. The 2025 Capacity Building Work Programme of the International Hydrographic Organization (IHO) provides support for a regional seminar on *Raising Awareness in Hydrography*. This Seminar will precede the annual MACHC Conference and will focus on the Seabed 2030 Initiative.
2. Accordingly, a seminar will be held at the Headquarters of the Directorate of Hydrography and Navigation (DHN) in Niterói, Rio de Janeiro, on the 8 December 2025. The seminar will precede the 26th Conference of the Meso American - Caribbean Sea Hydrographic Commission (MACHC26) that will be held from 9 - 12 December 2025, at the same venue.
3. Outline details of the seminar are provided at **Annex A**. The Seminar is open to all but some limited funding to support attendance is available, details are in paragraph 6.

Working Language

4. All seminar presentations will be delivered in English.

Follow-on Meeting

5. Participants in the seminar are expected to remain in Brazil on completion of the seminar and to attend the MACHC26 Conference to consolidate the knowledge gained during the seminar and to experience how a Regional Hydrographic Commission (RHC) functions in the regional delivery of hydrographic services. In addition, the combination of

attendance at the seminar and attendance at the MACHC Conference will provide an excellent opportunity to establish or strengthen existing professional networks.

Funding Arrangements

6. The IHO Capacity Building Fund will pay for flights, accommodation and breakfast, for the seminar and the subsequent MACHC26 meeting for **ONE** participant per country from the distribution list below. If invited, countries have the ability to support any part of their nominated participants travel (for example, paying for airfare so that the IHO pays for the hotel or vice-versa) please indicate it in the response to this invitation.

7. **Please note** that no monetary allowances will be paid directly to participants. The IHO Capacity Building fund, and host nation, will cover the following expenses for individuals:

- Flights
- Accommodation with breakfast
- Lunch (included in the conference costs)

8. **Any additional expenses beyond the accommodation and travel provided by the CB Fund, such as travel insurance, pocket money, subsistence (including other meals beyond those hosted) and visa fees must be covered by the candidate or the candidate's organization.**

Nominations and Eligibility Criteria

8. Coastal States in the MACHC region are invited to consider nominating **ONE** suitable national representative who will benefit from the opportunity of attending the seminar. The representative will also be expected to fully participate and contribute to the subsequent MACHC Conference.

9. It is essential that the nominees representing their nations are employed by a national Hydrographic Office, a Maritime Authority or a related national agency in the nominating country and are in a position to influence the development of the national hydrographic infrastructure. In this respect, a statement indicating the role of the nominee in the national hydrographic infrastructure is required as part of the application process. The strength of these statements will help determine which participants are selected.

10. Noting the budgetary limitations, priority for funding will be given to those nations who have not been previously represented.

Application Procedure

11. To apply to attend the seminar, the following documents are required:

- Completed Excel Application Form (**Annex B**) - including the statement referred to in paragraph 8 - this will be used to determine the suitability of the candidate. **Please return this as an Excel spreadsheet document.**
- A copy of the applicant's valid passport within at least 6 months of expiration.

12. Applications to attend the seminar and copy of passport should be sent by email to Ms Lucy Fieldhouse, (email address: lucy.fieldhouse@ukho.gov.uk) with copy to MACHC Secretary Ms Nancy Yang (nyang@mas.sr), at your earliest convenience but **no later than 6 November 2025**.

13. **Please note it is the responsibility of the participants to acquire a Visa if required and to meet all other travel requirements ([Visa Requirements](#)). Details can be found in MACHC CL06/2025 and include:**

- Return or Onward Ticket (to demonstrate the intent to leave Brazil within the permitted timeframe)
- Proof of Accommodation (Hotel reservation or a letter from a host confirming lodging);
- Financial Means (evidence of sufficient funds to support the stay, such as bank statements, credit cards, or cash)
- Vaccination Certificate if required

14. If you require a personalized invitation for Visa application process and your internal national administrative purposes, please email lucy.fieldhouse@ukho.gov.uk and dhni.intrel@marinha.mil.br. Please provide your full name as on your passport, nationality, date of birth, job title and passport number (participants may send a copy of the main page of the passport).

Further Information

15. Should you need more information or have any special request, please contact, the MACHC CB Coordinator, Ms Lucy Fieldhouse (lucy.fieldhouse@ukho.gov.uk) or the MACHC Secretary Ms Nancy Yang nyang@mas.sr.

Yours sincerely,



Ms. Bernice Mahabier
Chair Meso-American and Caribbean Sea Hydrographic Commission

Distribution List:

Antigua and Barbuda	Guyana
The Bahamas	Haiti
Barbados	Honduras
Belize	Jamaica
Cuba	Nicaragua
Costa Rica	Saint Kitts & Nevis
Dominica	Saint Lucia
El Salvador	Saint Vincent and the Grenadines
Grenada	Trinidad and Tobago
Guatemala	Venezuela

Copy to:

Ms Lucy Fieldhouse (Coordinator, MACHC CBC)
MACHC Secretary

Attachments:

Annex A: Seminar Draft Agenda
Annex B: Digital Application Form

Seminar on Raising Hydrographic Awareness, MACHC Region,
SEABED2030 Workshop
Brazil, 8 December 2025



Draft Programme

Objective: To explore the goals, progress, challenges, and opportunities of the Seabed 2030 initiative, and how participants can contribute to its mission.

Time	Item	Lead
0830	Registration / Online platform	
0900 - 0915	Welcome & Introductions • Overview of the day • Participant introductions • Workshop objectives and expected outcomes • Quick participant survey	
0915-1000	Session 1: Introduction to Seabed 2030 • Background, vision and benefits of Seabed 2030 • Importance of ocean floor mapping • Seabed 2030 Project structure • Global partnerships and progress to date • Q&A (10 mins)	
1000 - 1050	Session 2: Mapping Technologies & Methodologies • Data collection ◦ Overview of current technologies (e.g., multibeam sonar, satellite altimetry, AUVs) (lightning talks?) ◦ Challenges in deep-sea mapping ◦ Transit Mapping ◦ Case studies from recent missions • Data processing tools and workflows	
1050-1110	Coffee break and Group Photo	
1110-1200	Session 3: Regional & National Contributions • Role of regional centers and national hydrographic offices	

	• Examples of successful collaborations • Discussion: How can we contribute locally?	
1200-1300	Lunch	
1300-1350	Session 4: Data Sharing, Standards & Ethics • Importance of open data and interoperability • GEBCO standards and data submission • Ethical considerations in seabed exploration • How to access data Group discussion: Barriers to data sharing	
1350-1440	Session 5: Interactive Exercise – Mapping Gaps & Opportunities • Participants work in small groups to: ◦ Review MACHC Web App ◦ Identify unmapped or under-mapped areas of interest ◦ Identify areas that are mapped but are not represented in the MACHC web app as having data ◦ Brainstorm potential partnerships or projects ◦ Consider logistical and technical needs • Group presentations (5 mins per group)	
1440-1500	Coffee break	
1500-1545	Session 6: The Future of Seabed 2030 • Vision for 2030 and beyond • Innovations on the horizon (e.g., AI, autonomous systems) • How to stay involved and informed	
1545-1615	Q&A and Open Discussion • Open floor for questions, reflections, and feedback • Capture ideas for future collaboration or follow-up • Post-event participant survey	
1615-1630	Wrap-Up & Next Steps • Summary of key takeaways • Resources and contact points • Thank you and closing remarks	