

## Meso-American and Caribbean Sea Hydrographic Commission

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**Date:** 18 November 2025

**MACHC Letter Numbers:** 09/2025

**To:** MACHC Member states and Associate Members

**Subject:** **Request for Feedback on the TOR and ROP for the MISC WG and Completion of the S-100 Diagnostic Form**

*Dear MACHC Colleagues,*

The Terms of Reference (TOR) and Rules of Procedure (ROP) for the International S-100 Coordination Working Group (MISC WG) have been drafted as part of the formal establishment process of the Working Group. These documents define its mandate, governance structure, and responsibilities in support of regional implementation of the IHO S-100 framework.

An initial review of the TOR and ROP has already been conducted within the MACHC International Chart Coordination Working Group (MICC WG). As part of the MACHC consultation process, all Members, Associate Members, and Observers are now invited to review the attached documents and provide comments or proposed amendments.

We kindly request that all feedback be submitted **no later than 5 December 2025** to: [machc.secretariat@mas.sr](mailto:machc.secretariat@mas.sr) or [nyang@mas.sr](mailto:nyang@mas.sr).

Your input is vital to ensure strong regional alignment and a shared working framework for the MISC WG.

### **S-100 Implementation Diagnostic Form**

To support the establishment of the MISC WG and to ensure a coordinated regional transition to the S-100 framework, the Working Group is conducting a short diagnostic to understand each Member State's current level of readiness. This information will help identify progress, capacity gaps, and areas where regional support may be needed.

All MACHC Members and Associate Members are therefore invited to complete the S-100 Implementation Diagnostic Questionnaire, available at the link below:  
<https://forms.gle/VULtQxcPUrZpTJsZ7>

**Deadline for submission: 5 December 2025**

Your timely participation will greatly strengthen MACHC's ability to coordinate and support the regional transition to S-100.



Thank you for your continued support and dedication to MACHC. We look forward to receiving your feedback and completed diagnostic forms.

With highest consideration and respect,

*Yours Sincerely,*

A handwritten signature in blue ink, appearing to read 'Bernice Mahabier', with a long horizontal flourish underneath.

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

**Annexes:**

ToR\_ROP\_MISCSWG\_draft version 1\_English  
ToR\_ROP\_MISCSWG\_draft version 1\_Spanish