



Date: October 8, 2024

MICC Letter 02/2024

To:

MACHC Members

Subject: VACANT POSITION Chair and Vice Chair MACHC International S100 Coordination (MISC) Working Group

Dear Colleagues,

We are seeking highly motivated individuals to serve as the Chair and Vice Chair of the MACHC International S100 Coordination (MISC) Working Group. The successful candidates will lead this important working group, collaborating with diverse stakeholders and driving initiatives to achieve our organizational objectives.

About the Organization:

The Meso-American and Caribbean Sea Hydrographic Commission (MACHC) recognizes the need to actively develop and maintain official S-100 products and services “ENDS” , S-101, S-102, S-104, S-111, S-124 and S-129, that support ships engaged on international voyages in its region. Accordingly, it appoints and directs a working group to undertake this task. The working group shall be named the Region B or MACHC International S100 Coordination Working Group and is also designated by the acronym MISC Working Group (MISC WG)

The MISC is tasked with the development and maintenance of s100 products in digital formats, including:

- To study and evaluate issues related to S100 products of the region, in particular to coordinate the allocation of production responsibilities of products S-101, S-102, S-104, S-111, S-124 and S-129 that support ships engaged on international voyages.
- To develop and maintain an integrated international S100 scheme for the region.

- To reach decisions on the maintenance and updating of the documents for which it is responsible.
- To provide advice on S100 schemes to individual Member States, in order to encourage adherence to IHO S100 regulations, specifications and standards, and to promote and coordinate the production of products S-101, S-102, S-104, S-111, S-124 and S-129
- To develop proposals for new or amended S100 schemes to meet user needs (for example, the introduction of new or amended routing measures, the confirmed developments of international ports).
- To coordinate the development and maintenance of small / medium scale schemes, by regional agreement, to ensure consistent parameters are used in the compilation of S100 products.
- To act as the custodian and maintainer of official, version-controlled catalogues, depicting the status of published and planned S100 products, subject to formal review and approval by Member States of the MACHC. However, the S100 catalogues may be maintained by RENCs subject to MACHC's approval.
- To provide advice to the IHO Secretariat on any amendments required to maintain the International S100Web Catalogue.
- To provide advice to MACHC Chair and IHO Secretariat on any amendments required to maintain S-100.
- To undertake professional consideration of new information of interest to the MISC Working Group which may impact its business and responsibilities.

**Responsibilities:**

The Chair will report progress to meetings of the MACHC and at other reasonable times, on request.

Provide visionary leadership to guide the working group's strategic direction and initiatives.

Facilitate productive and inclusive meetings, ensuring effective communication and collaboration among group members.

Represent the working group to external stakeholders and advocate for its objectives within the organization.

Oversee and coordinate projects, ensuring timely completion and alignment with organizational goals.

Cultivate a culture of teamwork, innovation, and excellence among group members.

**Qualifications:**

Have Leadership skills.

Experience within the industry or a related field.

Communication and interpersonal skills, with the ability to engage and inspire diverse teams.

Commitment to advancing the field through collaboration and innovation.

Have the ability to strategize and execute initiatives that align with organizational objectives.

Previous experience in project management and successful execution of multi-disciplinary projects.

Must be a representative of a MACHC member state.

Interested candidates are invited to submit their letter, to the MACHC Chair ([machc.chair@ukho.gov.uk](mailto:machc.chair@ukho.gov.uk)) and Vice-Chair ([bmahabier@mas.sr](mailto:bmahabier@mas.sr)) by 31<sup>st</sup> of October.

Please ensure the subject line of your email includes "Chair and Vice Chair, MISC Working Group Application – [Your Name]".