



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
Secretary E-Mail: emma.webb@ukho.gov.uk

Date: 20 August 2024

MACHC Letter Number: 04/2024

To: MACHC Member Coastal States

Subject: **MACHC CAPACITY BUILDING WORK PROGRAMME: SEMINAR ON RAISING AWARENESS OF HYDROGRAPHY - PANAMA CITY (PANAMA) -2 DECEMBER 2024:**

Dear Esteemed Colleagues,

Introduction:

1. The 2024 Capacity Building Work Programme of the International Hydrographic Organization (IHO) provides support for a Regional Seminar on Raising Awareness in Hydrography. Accordingly, this Seminar will be held at the W Panama Hotel in Panama City, Panama on the 2 December 2024. The Seminar will precede the 25th Conference of the Meso-American and Caribbean Sea Hydrographic Commission (MACHC25) that will be held from 3 - 6 December 2024, at the same venue. Outline details of the Seminar are provided at **Annex A**, whilst details of the MACHC25 were forwarded to you under MACHC Letter Number 03/2024 on 15 July 2024 which should be read in conjunction with this letter.

2. The International Maritime Organization (IMO) and the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA) are being invited to participate in the seminar together with the IHO, as part of the UN 'delivering as one' initiative.

Working Language:

3. All Seminar presentations will be delivered in English. However, it is intended to provide interpretation in Spanish.

Follow-On Meeting:

4. Participants in the Seminar are expected to remain in Panama on completion to attend the MACHC25 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:

5. The IHO Capacity Building Fund will pay for travel, accommodation, breakfast, lunch, for the Seminar and the subsequent MACHC25 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.

6. **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; and
- Lunch (included in the conference costs).

7. **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 Part 2 - this will be used to determine the suitability of the candidate.
- A copy of the applicant's valid passport (applicants need a passport that has an 'expiry date' at least 6 months after the day they arrive.)

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 Mrs Emma Webb Emma.webb@ukho.gov.uk), at your earliest convenience but **no later than 23 September 2024**. Please note the dates for registration at the W Hotel and for the MACHC25 Conference shown in the Invitation Letter under MACHC Letter Number 03/2024 on 15 July 2024.

13. **Please note it is the responsibility of the participants to acquire a Visa if required and to meet all other travel requirements (<https://www.migracion.gob.pa/>).**

14. If you require a personalized invitation for Visa application process and your internal national administrative purposes, please let Ms Lucy Fieldhouse (lucy.fieldhouse@ukho.gov.uk) and Mrs Emma Webb (Emma.webb@ukho.gov.uk) know immediately.

Further Information:

15. Should you need more information or have any special requests, please contact, the MACHC CB Coordinator, Ms Lucy Fieldhouse (lucy.fieldhouse@ukho.gov.uk) or the MACHC Secretary Mrs Emma Webb Emma.Webb@ukho.gov.uk.

Yours Sincerely,



Rear Admiral Angus Essenhigh OBE

Distribution List:

Antigua and Barbuda
The Bahamas
Barbados
Belize
Cuba
Costa Rica
Dominica
El Salvador
Grenada
Guatemala

Guyana
Haiti
Honduras
Jamaica
Nicaragua
Saint Kitts & Nevis
Saint Lucia
Saint Vincent and the Grenadines
Trinidad and Tobago
Venezuela

Copy to:

Ms Lucy Fieldhouse (Coordinator, MACHC CBC)
MACHC Secretary

Annexes:

Annex A: Draft Programme
Annex B: Digital Application Form

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



**SEMINAR ON RAISING HYDROGRAPHIC AWARENESS, MACHC REGION -
PANAMA, 2 DECEMBER 2024**

Draft Programme

Time	Event	Content	Chair / Presenter
Time tbc	Opening Session	Opening Address Introduction of participants Objectives of the Seminar	MACHC CB Coordinator
	Session 1 International Organisations	Coastal State Responsibilities and Obligations The International Hydrographic Organisation The International Association of Marine Aids to Navigation (IALA) and the IALA World-wide Academy	IMO IHO IALA
30 mins	Coffee Break	Group Photograph	
	Session 2 Hydrographic Surveying		CB Coordinator / Industry
1.5 hours	Lunch		
	Session 2 Continued Hydrographic Surveying		Industry
30 mins	Coffee Break		
	Session 3 Seabed2030	Regional Projects	