

**STATUTES**  
of the  
**MESO -AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION (MACHC)**  
as amended by the 24<sup>th</sup> Conference of the Commission (December 2023)

**TABLE OF CONTENTS INCLUDING ANNEXES AND SUPPORTING APPENDIXES:**

**Contents:**

ARTICLE 1: ABOUT THE COMMISSION:.....	2
ARTICLE 2: THE MEMBERS: .....	2
ARTICLE 3: AIMS OF THE COMMISSION:.....	2
ARTICLE 4: ORDINARY CONFERENCES: .....	3
ARTICLE 5: THE CHAIR AND VICE-CHAIR:.....	4
ARTICLE 6: LOCATION OF THE CONFERENCES: .....	4
ARTICLE 7: PREPARATION AND EXECUTION OF THE CONFERENCE .....	4
ARTICLE 8: CONFERENCE ACTIONS AND DECISIONS:.....	5
ARTICLE 9: CORRESPONDENCE: .....	5
ARTICLE 10: EXTRAORDINARY CONFERENCES: .....	6
ARTICLE 11: EXPENSES: .....	6
ARTICLE 12: THE STATUTES:.....	6
ARTICLE 13: LANGUAGE OF THE COMMISSION:.....	6
SIGNATURES OF FULL MEMBERS:.....	7
SIGNATURES OF ASSOCIATE MEMBERS: .....	8
APPENDIX 1 TO ANNEX 1: STRUCTURE FOR NATIONAL REPORTS TO RHCs: .....	12
APPENDIX 2 TO ANNEX 1: INPUT TO THE IHO PUBLICATION P-5 (YEARBOOK): .....	17
APPENDIX 3 TO ANNEX 1: INPUT TO THE IHO PUBLICATION C-55:.....	20
APPENDIX 4 TO ANNEX 1: NATIONAL MSI SELF-ASSESSMENT:.....	21
ANNEX 2: THE GEOGRAPHIC REGION COVERED BY THE COMMISSION:.....	23
ANNEX 3: MACHC DISASTER RESPONSE FRAMEWORK:.....	24
APPENDIX 1 TO ANNEX 4: FLOW DIAGRAM:.....	29
APPENDIX 2 TO ANNEX 4: SELECTION OF MACHC REPRESENTATIVE(S) TO THE IHO COUNCIL - EXAMPLE OF VOTING PAPER:.....	30
ANNEX 5: MACHC ONGOING/PERMANENT ACTIONS:.....	31

## **ARTICLE 1: ABOUT THE COMMISSION:**

- a. The Meso-American & Caribbean Sea Hydrographic Commission (MACHC) has been constituted in conformity with IHO Resolution 2/1997 "Establishment of Regional Hydrographic Commissions (RHC)", as amended by the International Hydrographic Organization (IHO), included as Annex 1. The Commission should provide, in pursuance of the resolutions and recommendations of the IHO, regional coordination with regard to nautical information, hydrographic surveys, production of nautical charts and documents, technical cooperation, capacity building (CB) projects and marine spatial data infrastructure (MSDI) projects, related to the work of the IHO, and shall be governed according to these Statutes.
- b. The geographic Region covered by the Commission shall be that defined by the IHO INT Charting Scheme Region B, included as Annex 2, hereafter referred as "the Region". The hydrographic basins flowing into the defined geographic Region are part of it.

## **ARTICLE 2: THE MEMBERS:**

- a. Full Members of the Commission shall be IHO Member States within the Region that are signatories to these Statutes.
- b. Associate Membership is open to any non-IHO Member State within the Region that is a signatory to these Statutes. Other IHO Member States that contribute to the objectives of the IHO through their activities in the fields of hydrography, nautical charting, nautical information or navigational warnings, marine spatial data infrastructure (MSDI) and related fields in the Region and are signatories to these Statutes may be accepted as Associate Members. Associate Members have the same rights and obligations as the Full Members of the Commission except the right to vote or to be elected Chair or Vice Chair.
- c. The Chair shall also invite other IHO Member States that are not signatories to these Statutes but that contribute to the objectives of the IHO by their activities in the fields of hydrography, nautical charting, nautical information or navigational warnings, marine spatial data infrastructure (MSDI) and related fields in the Region to attend as Observers. International Organizations, Non-Governmental Organizations, Industry and Academia stakeholders may be invited by the RHC to participate as Observers or Subject Matter Experts.

## **ARTICLE 3: AIMS OF THE COMMISSION:**

- a. The Commission, which is an integral element in achieving the objectives of the IHO and which promotes the aims of the Organization at the regional level, shall have an advisory, scientific and technological character; it shall not exert any authority over the Hydrographic Offices or other institutions responsible for hydrography and navigation of the Member countries and activities shall not extend to matters concerning international political issues.
- b. The Commission has a limited but important role in regional disaster preparedness and response (in support of the IHO Resolution 1/2005). The Commission through the Chair aims to act as a broker of hydrographic demand (from the affected countries) and supply (by countries offering assets). For this purpose, a MACHC Disaster Response Framework has been established to prepare the MACHC to respond to coordinate response efforts internally and with regional partners, as resources allow. This Framework is included as Annex 3. The Chair cannot assume Members' or Observers' responsibilities for Diplomatic clearance needed to deploy those hydrographic assets.
- c. Particular aims of the Commission are:

1. To promote technical co-operation and training in the domain of hydrographic surveying, marine cartography and nautical information.
2. To examine in its area of interest, matters with which the IHO is concerned, avoiding any interference with the authorities of the IHO Secretariat and of any other bodies set up by the IHO. Wherever possible, regional activities should align with and support the intent and objectives of the approved IHO Work Programme.
3. To stimulate all countries of the Region to expand their hydrographic activities and to encourage them to seek advice and technical assistance from the IHO Secretariat and other organizations in order to strengthen their hydrographic capabilities, including, but not limited to, crowdsourced bathymetry (CSB) and satellite-derived bathymetry (SDB).
4. To facilitate the exchange of information related to surveys, research and/or scientific and technical development to assist in planning and organizing the hydrographic activities in the widest sense of the aims, but without interference in national responsibilities.
5. To implement the agreed INT and ENC Chart Schemes for the Region and to monitor their suitability.
6. To carry out studies and projects through committees or working groups of the Commission so as to provide input to the IHO and related international initiatives when deemed necessary.
7. To identify the MACHC Representative(s) to the IHO Council, as outlined in the guidance provided at Annex 4.
8. To examine the role hydrography can play in disaster risk reduction, for instance by capacity building.
9. To ensure that regional capacity building activities are aligned and coordinated in accordance with the IHO CB Strategy and with CB procedures and practices developed by the Capacity Building Sub-Committee (CBSC).
10. To align other regional activities with the approved IHO Strategic Plan and Work Programme, taking into account the actions, recommendations and outcomes of the Inter-Regional Coordination Committee (IRCC). The MACHC will establish committees or working groups and select leadership of them, as appropriate, to advance these regional priorities.
11. To ensure a coordinated and cohesive regional approach is considered for the implementation of the S-100 Universal Hydrographic Data Model by engaging with data owners, product and service providers, and other stakeholders as appropriate.

#### **ARTICLE 4: ORDINARY CONFERENCES:**

- a. The Commission shall meet in ordinary Conference in a country of the Region at least twice between two successive ordinary sessions of the IHO Assembly.
- b. The Members shall be represented at the Conferences by the heads of the Hydrographic Authorities or their nominees or, where such services do not exist, by heads of national authorities responsible for hydrography and navigation.
- c. The presence of at least one-half of the Full Members of the Commission shall constitute the necessary quorum to hold the meeting.
- d. An invitation to attend the Conference shall always be sent to the IHO Secretariat.

- e. The Chair shall invite those countries of the Region that are not Members of the Commission and the Chairs of adjacent RHCs to send Representatives to attend the Commission Conferences as Observers. Any Member may propose to the Chair the invitation of technical experts as Observers. Observers can participate in the discussions and in the working groups set up by the Commission but shall not have voting rights.
- f. The host country may limit the number of participants to not more than two per country according to the availability of facilities.

#### **ARTICLE 5: THE CHAIR AND VICE-CHAIR:**

- a. The Conferences of the Commission are conducted by the Chair with the assistance of the Vice-Chair.
- b. The Chair and Vice-Chair of the Commission shall be from a Full Member of the Commission, elected on a rotational basis. Under normal circumstances, the term for the Chair and Vice Chair will be two years. If the period between Conferences exceeds two years, the term will extend until the end of the next Conference.
- c. At the conclusion of a Conference, Full Members will offer suggestions regarding the election of a new Chair and Vice-Chair. In order to assure continuity, it is suggested that the Vice Chair be elevated to the position of Chair for the next period.
- d. If the Chair is unable to officiate at the Conference, they will be replaced by the Vice-Chair. If neither is able to officiate, they shall each be replaced by their designated Representative.
- e. The incoming Chair shall take office three months after the conclusion of an ordinary Conference.

#### **ARTICLE 6: LOCATION OF THE CONFERENCES:**

- a. At the end of each Conference, those Full Members interested in hosting the following Conference shall put forward their candidatures. Proposals for holding the Conference in a country of an Associate Member may also be considered. Where no other compelling circumstances exist, priority shall be given to a Full Member which has not yet hosted a Conference, or to the one which did so the longest time ago.
- b. The host country will assist with the arrangement of authorizations and visas, so as to facilitate attendance at the Conference.

#### **ARTICLE 7: PREPARATION AND EXECUTION OF THE CONFERENCE**

- a. The Chair shall prepare the Provisional Agenda in conjunction with the Members at least two months before its opening. The Provisional Agenda shall normally include the standard items suggested in relevant IHO guidance (for example, National Reports, INT Charts and ENC scheme). The first item shall be the Chair's report on the activities of the Commission since the last Conference. All Conference Documents shall be made available on the IHO/MACHC web site at least one month prior to the meeting.
- b. Members' Proposals to be included on the Agenda of a Conference should be sent to the Chair for the next Conference at least four months in advance of the date agreed for the commencement of the Conference.
- c. The Agenda shall be adopted by the Commission at the beginning of each Conference.
- d. The Commission can modify the order of discussion of the different items of the Agenda during the Conference.

- e. Proposals of Members not included in the Agenda shall be submitted to the Chair and, with the agreement of the Members, shall be added to the Agenda for consideration.
- f. Each Full Member has one vote and votes shall be indicated by a show of hands.
- g. The Chair prepares a list of (extant) action items for each Conference, with a suggested way ahead. The Chair will update the list as part of the minutes of the Conference.
- h. At the end of each Conference, the Chair shall present the Actions and Decisions taken in the working language of the Commission. Sixty (60) days after the close of the Conference, the Chair will submit to the Full Members and Participants a Draft Report (in the working language of the Commission) which will include those Actions and Decisions, as well as any supporting information submitted. Full Members shall report any objections and amendments to the report within 21 days. Any objections to the report shall be made by electronic mail.
- i. Between Conferences, if necessary, subjects may be discussed and decided by correspondence in the MACHC working language.
- j. In preparation for, during and between Conferences, the Chair may appoint a Secretary who will assist them. The duties of the Secretary could include the following:
  - 1. To collate, three months before the Conference, all proposals from the Full Members, to be included in the Agenda.
  - 2. To forward Proposals and the Provisional Agenda to the Chair and Vice Chair at least two months prior to the Conference.
  - 3. To prepare and distribute a list of participants at least one month prior to the Conference.
  - 4. To receive and to forward any requirements from the Members to the Chair and Vice Chair as appropriate.
  - 5. To prepare for the Chair, a report of the Conference within 45 days following its conclusion, including the discussions, Actions and Decisions taken, as well as any supportive information that was submitted.
  - 6. To prepare the final report and forward it to the IHO Secretariat.
  - 7. To assure with the host country, the organization of the Conference.

#### **ARTICLE 8: CONFERENCE ACTIONS AND DECISIONS:**

- a. The Actions and Decisions of the Conference shall usually be reached by consensus among Full Members. If consensus cannot be reached, Actions and Decisions shall be adopted by a simple majority of the Full Members present. In case of an equal number of votes (tie), a second vote shall take place after listening to the comments of the Representative of the IHO Secretariat.
- b. The Chair each day shall prepare a written text of the Decisions taken on each item of the Agenda and shall see to its distribution to all the attendees present for the next day.
- c. At the end of the Conference, the Chair shall read the text of the Actions and Decisions taken. All Decisions become operative immediately. A list of MACHC ongoing / permanent actions is at Annex 5.

#### **ARTICLE 9: CORRESPONDENCE:**

- a. The Chair shall send, within 60 days after the closing of the Conference, the Draft Report regarding the discussions, Actions and Decisions taken during the Conference to each of the Full Members for its approval, and for Associate Members and Observers to comment. The Full

[Return to Table of Contents](#)

Members shall send back their approval or any amendments within 21 days after its receipt. Any objection shall be resolved by correspondence.

b. The Final Report of the Conference shall be sent to the Full Members, Associate Members, Observers and the IHO Secretariat.

#### **ARTICLE 10: EXTRAORDINARY CONFERENCES:**

a. The Chair may convene an Extraordinary Conference of the Members of the Commission when their Representatives are assembled for a session of the IHO Assembly, inviting others qualified to attend as Observers.

b. In the case of urgent matters, which cannot be treated by correspondence nor can be delayed for the next Conference, the Chair, in agreement with the Full Members may convene an Extraordinary Conference, either in person or virtually as circumstances dictate.

#### **ARTICLE 11: EXPENSES:**

a. The Chair and the host country shall be responsible for the organization of the Conferences.

b. Travelling, hotel and per diem expenses of participants at Conferences shall be the responsibility of the nation or the organization of the participant.

c. All expenses related to the provision of the venue and associated facilities for Conferences shall be the responsibility of the host country.

d. In order to support Spanish speaking participants at meetings of the Commission (see Article 13), all participants are strongly encouraged to provide in-kind and/or financial support to enable simultaneous translation at the meetings.

#### **ARTICLE 12: THE STATUTES:**

a. The IHO Secretariat shall be the custodian of these Statutes.

b. The modification of the Statutes requires the approval of at least two-thirds of the Full Members of the Commission.

c. If modifications to the extant Statutes are agreed by those Full Members attending a Conference, but they do not receive the approval of at least two-thirds of the Full Members as required, the Chair shall submit the proposal(s) by mail to all Full Members with information copies to Associate Members. Final approval shall be subject to the provisions of Article 12b. All approved modifications to the Statutes shall then appear in the report of the Conference.

#### **ARTICLE 13: LANGUAGE OF THE COMMISSION:**

a. The working language of the Commission shall be English, with simultaneous translation at meetings to and from Spanish being provided by the host country, with the support of other collaborating Members or organizations if required (see Article 11d).

**SIGNATURES OF FULL MEMBERS:**

Country	Signatory Details	Signature
<b>BRAZIL</b>	Name: Title/Post:	
<b>COLOMBIA</b>	Name: Title/Post:	
<b>CUBA</b>	Name: Title/Post:	
<b>DOMINICAN REPUBLIC</b>	Name: Title/Post:	
<b>FRANCE</b>	Name: Title/Post:	
<b>GUATEMALA</b>	Name: Title/Post:	
<b>GUYANA</b>	Name: Title/Post:	
<b>JAMAICA</b>	Name: Title/Post:	
<b>MEXICO</b>	Name: Title/Post:	
<b>NETHERLANDS</b>	Name: Title/Post:	
<b>SURINAME</b>	Name: Title/Post:	
<b>TRINIDAD AND TOBAGO</b>	Name: Title/Post:	
<b>UNITED KINGDOM</b>	Name: Title/Post:	
<b>UNITED STATES OF AMERICA</b>	Name: Title/Post:	
<b>VENEZUELA</b>	Name: Title/Post:	

**SIGNATURES OF ASSOCIATE MEMBERS:**

<b>Country</b>	<b>Signatory Details</b>	<b>Signature</b>
<b>ANTIGUA AND BARBUDA</b>	Name: Title/Post:	
<b>BARBADOS</b>	Name: Title/Post:	
<b>BELIZE</b>	Name: Title/Post:	
<b>COSTA RICA</b>	Name: Title/Post:	
<b>EL SALVADOR</b>	Name: Title/Post:	
<b>GRENADA</b>	Name: Title/Post:	
<b>HAITI</b>	Name: Title/Post:	
<b>HONDURAS</b>	Name: Title/Post:	
<b>NICARAGUA</b>	Name: Title/Post:	
<b>PANAMA</b>	Name: Title/Post:	
<b>SAINT LUCIA</b>	Name: Title/Post:	
<b>ST. KITTS AND NEVIS</b>	Name: Title/Post:	
<b>ST. VINCENT AND THE GRENADINES</b>	Name: Title/Post:	



## ANNEX 1: IHO RESOLUTION 2/1997:

<b>ESTABLISHMENT OF REGIONAL HYDROGRAPHIC COMMISSIONS (RHC)</b>	<b>2/1997 as amended</b>	<b>IHO A-2</b>	<b>T1.3</b>
---	--------------------------	----------------	-------------

### GENERAL:

1. The mission of the IHO is to create a global environment in which States provide adequate and timely hydrographic data, products and services and ensure their widest possible use. To accomplish this mission, Member States are to pursue, on an intergovernmental basis, their cooperation on hydrographic activities on a regional basis.
2. IHO Member States have established regional coordination as an essential factor to support enhancements in the exchange of information and foster training and technical assistance between all nations. To effectively implement this, Regional Hydrographic Commissions (RHCs) are recognized by the Assembly as the primary organs to bring together coastal States within a region to progress the work of the IHO and extract the highest societal value of Member States' effort for the benefit of the nation, region and wider global marine geospatial community.
3. The IHO has established an Inter-Regional Coordination Committee (IRCC) with the aim to establish, coordinate and enhance cooperation in hydrographic activities amongst States on a regional basis, and between regions, especially on matters associated with Capacity Building; the World-Wide Navigational Warning Service; General Bathymetry and Ocean Mapping; Marine Spatial Data Infrastructures; Education and Training and the implementation of the WEND suitable for the need of international shipping. The IRCC is the IHO Committee tasked to coordinate and engage directly with RHCs on regional activities.

### ESTABLISHMENT OF REGIONAL HYDROGRAPHIC COMMISSIONS:

4. It is resolved that the IHO Secretariat and the relevant IHO subordinate bodies shall encourage IHO Member States having common regional interests in data collecting or nautical charting to form RHCs to cooperate in the undertaking of surveys and other projects. Recognized by the Assembly, the RHCs shall complement the work of the Organization, establish common regional approaches, and balance regional issues with global geospatial needs.
5. RHCs should provide, in pursuance of the resolutions and recommendations of the IHO, regional coordination with regard to nautical information, hydrographic surveys, production of nautical charts and documents, technical cooperation, capacity building (CB) projects and marine spatial data infrastructure (MSDI) projects, related to the work of the IHO. RHCs, led by IHO Member States, should enable the exchange of information and consultation among the hydrographic services of all coastal States concerned in the region. Geographically adjacent RHCs should liaise with each other to coordinate the provision of hydrographic services. Cooperation among all RHCs, including among those not adjacent, is encouraged. RHCs should be aware of the technical maturity level and fiscal challenges that may influence state involvement. The processes and management of the RHC meetings should be designed to accommodate the broad participation of nations within the region.
6. RHCs should regularly assess the status of nautical information, navigational warnings, hydrographic surveying, nautical charting, hydrographic capacity and requirements within their region and provide reports to the work of the relevant IHO subordinate bodies and inputs to relevant IHO publications.
7. RHCs should be properly constituted, follow standard processes where possible, and have activities in line with the objectives of the IHO as described in Article II of the Convention on the IHO, and Article 8 of the IHO General Regulations. Regional activities should align with and support the intent and objectives of the approved IHO Work Programme. RHCs should take into account the actions, recommendations and outcomes of the IRCC.

[Return to Table of Contents](#)

8. Geographical areas of the RHCs will normally coincide with INT chart regions, modified as appropriate to meet regional requirements and special circumstances. There are special provisions for Region M (Antarctica) because of its special status.

9. The working languages used by the RHCs should be agreed upon by their members and designated to ensure the best communication between participants. The reports and IHO documents relating to RHC activities shall be in at least one of the official languages of the IHO. For correspondence with the IHO Secretariat, one of the official languages shall be used.

10. The IHO Secretariat shall be invited to attend the meetings of RHCs as Permanent Observer.

#### **MEMBERSHIP:**

11. RHC membership may include full Members and Associate Members willing to contribute to the objectives of the IHO in the fields of hydrography, nautical charting, nautical information or navigational warnings, marine spatial data infrastructure (MSDI) and related fields in the region concerned. The roles of full members, associated members and observers should be defined by each RHC, in line with the IHO General Regulations. The invitation procedures for membership should be established by each RHC, following approaches that are open, inclusive and supportive of a regional coordination role.

12. Full membership is reserved for IHO Member States within the region who sign the statutes of the RHC. Associate membership is available to other IHO Member States or other nations who are non-IHO members and being signatories of the statutes of the RHC. International Organizations, Non-Governmental Organizations, Industry and Academia stakeholders, active in the region concerned may be invited by the RHC to participate as Observer or Subject Matter Expert.

#### **LEADERSHIP:**

13. Leadership of the RHC should be documented within the Commission Statutes, and establish the position of Chair, Vice-Chair, and Secretary, with associated selection process, and term of duties. Duties of the Commission Leadership are encouraged to be in line with this Resolution and the IRCC document titled Roles and Responsibilities of Regional Hydrographic Commission Chairs.

14. The Chair of the RHC will provide the secretariat support for the RHC meetings and the intersessional coordination within the region. The IRCC shall maintain a list of responsibilities of the Chairs to enable the work of the RHCs in the IRCC document titled Roles and Responsibilities of Regional Hydrographic Commission Chairs.

#### **PROVISION OF HYDROGRAPHIC SERVICES:**

15. RHCs are recognized by the IHO to coordinate the breadth of regional activities needed to fulfil the provisioning of hydrographic services for international treaty or other regulatory requirements, and general marine geospatial information needs. RHCs will identify and assess INT Charts and ENC coverage within the region, highlighting those areas of significant navigational risk to the producer nations, and work to resolve the issues in a timely manner. As new marine geospatial products and services are developed within the S-100 Universal Hydrographic Data Model, RHCs should engage with data owners, product and service providers, and other stakeholders as appropriate to ensure a coordinated and cohesive regional approach is considered.

#### **CAPACITY BUILDING:**

16. Where CB is required, RHCs are recommended to establish an internal body to deal with CB matters. All RHCs are encouraged to appoint a CB Coordinator to ensure that regional capacity building activities are aligned and coordinated in accordance with the IHO CB Strategy and with CB procedures and practices developed by the Capacity Building Sub-Committee (CBSC). Such

[Return to Table of Contents](#)

appointment should be reflected in the RHC Statutes to define the role of the CB Coordinator. This part-time allocation to assist RHCs should come primarily and ideally from Hydrographic Offices (HOs) within the region. If that is not possible then the RHC might agree to request support from another RHC or a HO that might wish to take that responsibility.

17. The CB Coordinators should be nominated having in mind the importance of continuity; should be in regular contact with the corresponding RHC Chair as well as with the CBSC Chair, the IHO Secretariat and the relevant NAVAREA Coordinators. Ideally CB Coordinator should be a CBSC member with access to RHC meetings. However, RHCs may nominate a CBSC member different from the CB Coordinator.

#### **OTHER RHC ACTIVITIES:**

18. RHCs are also encouraged to establish other committees and working groups, as appropriate, to pursue regional priorities including those that align with IHO global strategic objectives. These include efforts to establish regional charting schemes, elimination of ENC overlaps and gaps, marine spatial data projects, among others. The procedures for establishing such groups, their leadership and duration should be determined internally as RHCs see fit.

#### **REPORTING:**

19. Chairs of RHCs shall report to the IHO Assembly on RHC activities, the findings of the assessments made in accordance with paragraph 6, future plans and the agreed key targets that support RHC tasks detailed in the IHO Work Programme. The Chairs of RHCs shall also submit reports to the IRCC meetings and an annual report to the IHO Secretariat indicating progress made against the agreed key targets in the IHO Work Programme. Between sessions of the IHO Assembly, reports of studies or other activities, which may be considered of general interest to all IHO Member States, shall be sent by Chairs of RHCs to the IHO Secretariat for general dissemination.

20. The following structure is recommended for National Reports made to RHCs. These reports are intended to streamline information to be considered by the RHC Conferences and to be used by the IHO Secretariat to update the Country Information System (CIS):

## **APPENDIX 1 TO ANNEX 1: STRUCTURE FOR NATIONAL REPORTS TO RHCs:**

### **Executive Summary:**

#### **1. Hydrographic Office / Service:**

General, including updates for the IHO Yearbook, e.g. reorganization

Note: use the available template for updates to the Yearbook or the online system

Use separate sections if more than one national HO works within region for a single Member State.

#### **2. Surveys: Coverage of new surveys**

New technologies and /or equipment new ships

Crowdsourced and satellite-derived bathymetry – national policy

Challenges and achievements

#### **3. New charts & updates:**

ENC coverage, gaps and overlaps

ENC distribution method RNCs

INT charts

National paper charts

Other charts, e.g. for pleasure craft Challenges and achievements

#### **4. New Publications & Updates:**

New Publications

Updated publications

Means of delivery, e.g. paper, digital

Challenges and achievements

#### **5. MSI:**

Existing infrastructure for MSI dissemination Statistics on work of the National Coordinator

New infrastructure in accordance with GMDSS Master Plan

Challenges and achievements

Note: use of the WWNWS template for this section

#### **6. C-55: Latest Update:**

Note: use the available template to update C-55 or the online system

#### **7. Capacity Building:**

Offer of and/or demand for Capacity Building

Training received, needed or offered

Status of national, bilateral, multilateral or regional development projects with hydrographic component (In progress, planned, under evaluation or study) Definition of proposals and requests to the IHO CBSC

#### **8. Oceanographic Activities:**

##### **General**

GEBCO/IBC's activities, GEBCO Seabed 2030 activities

[Return to Table of Contents](#)

Tide gauge network New equipment

Challenges and achievements

9. **Spatial Data Infrastructures:**

Status of MSDI

Relationship with the NSDI

Involvement in regional or global MSDI efforts National implementation of the

Shared Data Principles - including any national data policy and impact on marine data

MSDI national portal

Best practices and lessons learned

Challenges and Achievements

10. **Innovation:**

Use of new technologies Risk assessment

Policy matters

11. **Other Activities:**

Participation in IHO meetings Meteorological data collection Geospatial studies

Preparation for responses to disasters Environmental protection

Engagement with the Maritime Administration Aids to Navigation matters

Magnetic and gravity surveys International engagements Etc.

12. **Conclusions:**

[Provide a short conclusion that highlights any of the following]

- a. Areas of significant achievement (main achievements during the year)
- b. Areas of particular concern (main challenges and/or obstructions)
- c. Any other matters of interest to the MACHC (plans that affect the region)
- d. Lessons learned to share

**NATIONAL REPORT FROM [Name of the Country] TO THE MACHC[meeting number]**

**1. Hydrographic Office/Service:**

- a. Name of the institution: [name of the institution submitting the report]
- b. Description:  
[General description, including updates for the IHO Yearbook e.g. reorganization]
- c. Submitted by: [name and e-mail of the responsible for the report]

[Detailed information to update IHO Publication P-5 (Yearbook) is submitted as Annex A to this report as detailed in IHO Resolution 2/1997. If a State has updated the IHO Publication P-5, this section could simply say that IHO Publication P-5 has been verified.]

**2. Surveys:**

[Describe any significant developments since the last MACHC Conference in surveys related to the items below]

- a. Coverage of new surveys
- b. New technologies and/or equipment
- c. New ships
- d. Crowdsourced and satellite-derived bathymetry - national policy
- e. Challenges and achievements

[Detailed information about surveys to update IHO Publications P-5 (Yearbook) and C-55 (Status of Hydrographic Surveying and Charting Worldwide) is submitted separately and directly to IHO Secretariat.]

**3. New Charts & Updates:**

[Describe any significant developments since the last MACHC Conference in charting related to the items below]

- a. ENCs coverage, laps and overlaps
- b. ENC distribution method
- c. RNCs
- d. INT charts
- e. National paper charts
- f. Other charts, e.g. for pleasure craft
- g. Challenges and achievements

[Detailed information about charting to update IHO Publications P-5 (Yearbook) and C-55 (Status of Hydrographic Surveying and Charting Worldwide) is submitted separately and directly to IHO Secretariat.]

**4. New Publications & Updates:**

[Describe any significant developments since the last MACHC Conference in nautical publications related to the items below]

- a) New Publications
- b) Updated publications
- c) Means of delivery, e.g. paper, digital

d) Challenges and achievements

[Detailed information to update IHO Publication P-5 (Yearbook) is submitted separately and directly to IHO Secretariat.]

5. **MSI:**

[Describe the status of Maritime Safety Information (MSI) related to the items below]

- a. Existing infrastructure for MSI dissemination
- b. Statistics on work of National Coordinator
- c. New infrastructure in accordance with GMDSS Master Plan
- d. Challenges and achievements

[Detailed information about MSI to update IHO Publication C-55 (Status of Hydrographic Surveying and Charting Worldwide) is submitted separately and directly to IHO Secretariat. The national self-assessment of MSI is also submitted separately.]

6. **C-55:**

[Describe any significant developments]

[The detailed table with the latest information to update IHO Publication C-55 (Status of Hydrographic Surveying and Charting Worldwide) is provided separately and directly to IHO Secretariat.]

7. **Capacity Building:**

[Describe the need for or ability to offer Capacity Building in relation to the items below]

- a. Offer of and/or demand for Capacity Building
- b. Training received, needed, offered
- c. Status of national, bilateral, multilateral or regional development projects with a hydrographic component. (In progress, planned, under evaluation or study)
- d. Description of proposals and requests to the IHO CBSC (specific requests for support)

8. **Oceanographic Activities**

[Describe any significant developments in oceanographic activity since the last MACHC Conference related to the items below]

- a. General
- b. GEBCO/IBC's activities, GEBCO Seabed 2030 activities
- c. Tide gauge network
- d. New equipment
- e. Challenges and achievements

9. **Spatial Data Infrastructures:**

[Describe any significant MSDI development since the last MACHC Conference related to items below]

- a. Status of MSDI
- b. Relationship with the NSDI
- c. Involvement in regional or global MSDI efforts
- d. National implementation of the Shared Data Principles - including any national data policy and impact on marine data

- e. MSDI national portal
- f. Best practices and lessons learned
- g. Challenges and achievements

10. **Innovation:**

- a. Use of new technologies
- b. Risk assessment
- c. Policy matters

11. **Other Activities:**

[Describe any other significant developments of interest to the MACHC since the last MACHC Conference related to the items below]

- a. Participation in IHO meetings
- b. Meteorological data collection
- c. Geospatial studies
- d. Preparation for responses to disaster
- e. Environmental protection
- f. Engagement with the Maritime Authority
- g. Aids to Navigation matters
- h. Magnetic/Gravity surveys
- i. International engagements
- j. Etc

12. **Conclusions:**

[Provide a short conclusion that highlights any of the following]

- e. Areas of significant achievement (main achievements during the year)
- f. Areas of particular concern (main challenges and/or obstructions)
- g. Any other matters of interest to the MACHC (plans that affect the region)
- h. Lessons learned to share



**APPENDIX 2 TO ANNEX 1: INPUT TO THE IHO PUBLICATION P-5 (YEARBOOK):**

[https://iho.formstack.com/forms/web\\_form\\_p5](https://iho.formstack.com/forms/web_form_p5)

Country:

Organization:

<b>Contact information / Informations de contact / Información de contacto</b>	
<ul style="list-style-type: none"> <li>- National Hydrographer or equivalent</li> <li>- Directeur du service hydrographique ou équivalent</li> <li>- Director del Servicio Hidrográfico o equivalente</li> </ul>	Post: Name: Postal address: Tel: Fax: Email:
<ul style="list-style-type: none"> <li>- Head of the Hydrographic Office (if different from the person indicated above)</li> <li>- Directeur du Service Hydrographique (si différent de la personne indiquée ci-dessus)</li> <li>- Director del Servicio Hidrográfico (si diferente de la persona indicada anteriormente)</li> </ul>	Post: Name: Postal address: Tel: Fax: Email:
<ul style="list-style-type: none"> <li>- Other point(s) of contact</li> <li>- Autre(s) point(s) de contact</li> <li>- Otros punto(s) de contacto</li> </ul>	
<ul style="list-style-type: none"> <li>- Web site</li> <li>- Site web</li> <li>- Sitio web</li> </ul>	
<b>Country information / Informations sur le pays/ Información sobre el país</b>	
<ul style="list-style-type: none"> <li>- Declared National Tonnage</li> <li>- Tonnage national déclaré</li> <li>- Tonelaje Nacional Declarado</li> </ul>	Tonnage: Date:
<ul style="list-style-type: none"> <li>- National day</li> <li>- Fête nationale</li> <li>- Fiesta nacional</li> </ul>	
<ul style="list-style-type: none"> <li>- Date of establishment and Relevant National Legislation</li> <li>- Date de mise en place et législation nationale pertinente</li> <li>- Fecha de constitución y legislación nacional pertinente</li> </ul>	

INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
MESO-AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION

<ul style="list-style-type: none"> <li>- Date first joined IHO</li> <li>- Date d'adhésion à l'OHI</li> <li>- Fecha de adhesión a la OHI</li> </ul>	
<ul style="list-style-type: none"> <li>- Date ratification Convention</li> <li>- Date de ratification de la Convention</li> <li>- Fecha de ratificación de la Convención</li> </ul>	
<ul style="list-style-type: none"> <li>- Remarks on membership</li> <li>- Remarques sur l'adhésion</li> <li>- Comentarios sobre la adhesión</li> </ul>	
<b>Agency information / Information sur l'agence / Información sobre la agencia</b>	
<ul style="list-style-type: none"> <li>- Top level parent organisation</li> <li>- Organisme mère</li> <li>- Organización asociada de nivel superior</li> </ul>	
<ul style="list-style-type: none"> <li>- Principal functions of the organisation or the department</li> <li>- Attribution principales de l'organisme ou du département</li> <li>- Principales funciones de la Organización o departamento</li> </ul>	
<ul style="list-style-type: none"> <li>- Annual operating budget</li> <li>- Budget annuel</li> <li>- Presupuesto anual</li> </ul>	
<ul style="list-style-type: none"> <li>- Total number of staff employed</li> <li>- Effectifs totaux</li> <li>- Número total de personal empleado</li> </ul>	
<ul style="list-style-type: none"> <li>- Number of INT charts published</li> <li>- Nombres de cartes INT publiées</li> <li>- Número de cartas INT publicadas</li> </ul>	
<ul style="list-style-type: none"> <li>- Total number of paper charts published</li> <li>- Nombre total de cartes papier Publiées</li> <li>- Número total de cartas de papel publicadas</li> </ul>	
<ul style="list-style-type: none"> <li>- Number of ENC cells published</li> <li>- Nombres de cellules ENC publiées</li> <li>- Número de células ENC publicadas</li> </ul>	

INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
MESO-AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION

<ul style="list-style-type: none"> <li>- Number of Other charts</li> <li>- Nombre d'Autres cartes</li> <li>- Número de Otras cartas</li> </ul>				
<ul style="list-style-type: none"> <li>- Type of publications produced</li> <li>- Type d'ouvrages produits</li> <li>- Tipo de publicaciones producidas</li> </ul>				
<ul style="list-style-type: none"> <li>- Detail of surveying vessels / aircrafts</li> <li>- Détail des bâtiments hydrographiques / aéronefs</li> <li>- Detalle de los buques hidrográficos / aeronaves</li> </ul>	<ul style="list-style-type: none"> <li>- Name</li> <li>- Nom</li> <li>- Nombre</li> </ul>	<ul style="list-style-type: none"> <li>- Displacement</li> <li>- Déplacement</li> <li>- Desplazamiento</li> </ul>	<ul style="list-style-type: none"> <li>- Date Launched</li> <li>- Date demise en service</li> <li>- Fecha de botado</li> </ul>	<ul style="list-style-type: none"> <li>- Number of crew</li> <li>- Nombre de l'équipage</li> <li>- Tripulación</li> </ul>
<ul style="list-style-type: none"> <li>- Other information of interest</li> <li>- Autres informations utiles</li> <li>- Otra información de interés</li> </ul>				

**APPENDIX 3 TO ANNEX 1: INPUT TO THE IHO PUBLICATION C-55:**

Covering the status of hydrographic surveying and charting worldwide

[https://iho.formstack.com/forms/web\\_form\\_c55](https://iho.formstack.com/forms/web_form_c55)

Country:

<b>C-55 Summary for:</b>				<b>Comments on Charts:</b>
Country:				
Country Iso Code:				
Country SubCode:				
INT Region:				
Country/Depend:				
Last updated:				
Provided by:				
<b>Chart coverage</b>	<b>Passage (%)</b>	<b>Coastal (%)</b>	<b>Port (%)</b>	<b>Comments on Surveys:</b>
INT				
RNC				
ENC				
<b>Status of Paper Charts</b>				
Paper charts with depths in meters (%)				
Paper charts referenced to a satellite datum (%)				
<b>Status of Surveys</b>	<b>Adequate (%)</b>	<b>Resurvey (%)</b>	<b>No survey (%)</b>	
0-200m				
> 200m				
<b>MSI</b>	<b>Y/N</b>	<b>Comments on MSI:</b>		
Local warning				
Coastal warning				
Nav warning				
Port warning				
<b>GMDSS</b>	<b>Y/N</b>	<b>Comments on GMDSS:</b>		
Master Plan				
Area A1				
Area A2				
Area A3				
NAVTEX				
SafetyNET				

**APPENDIX 4 TO ANNEX 1: NATIONAL MSI SELF-ASSESSMENT:**

Country:

Organization:

1. **Maritime Area:**

*[Describe maritime area including details of the geographic boundaries]*

2. **Operational Points of Contact for the National Coordinator:**

INSTITUTION	TELEPHONE	FACSIMILE	EMAIL

3. **GMDSS Master Plan**

*[Report on the status of the GMDSS Master Plan: Is it up to date? When was the last update?]*

*[Specifics of equipment used and software version with date up-dated]*

Equipment Type for Ports and Local Area	Software Version	Date of Up-date

*[Detail the number of warnings identified as immediate priority (requiring transmission within 30 minutes) and the average elapsed time for passing to NAVAREA Coordinator, as reported to the last MACHC Conference]:*

Year Y-2		Year Y-1		Year Y	
Total	Average elapsed time	Total	Average elapsed time	Total	Average elapsed time
xx	xx.x Mins	xx	xx.x Mins	xx	xx.x Mins

4. **NAVTEX Coverage:**

*[Diagram of NAVTEX Stations and service areas within maritime area; Contact details for NAVTEX Stations; Confirm operational status has been validated]*

5. **Operational Issues:**

*[New infrastructure in accordance with GMDSS Master Plan; Problems encountered?]*

6. **Contingency Planning:**

*[Provide information regarding contingency plans that have been established and future plans where appropriate. Also report on any testing of the plan that has been conducted]*

7. **Capacity Building:**

*[Demands for Capacity Building, Training requested or received, any offered, status of national, bilateral, multilateral or regional development projects with MSI component]*

8. **Other Activities:**

*[Participation in other IHO or IMO Working Groups, Regional Hydrographic Commissions, regional conferences related to MSI over past year]*

9. **National Maritime Website:**

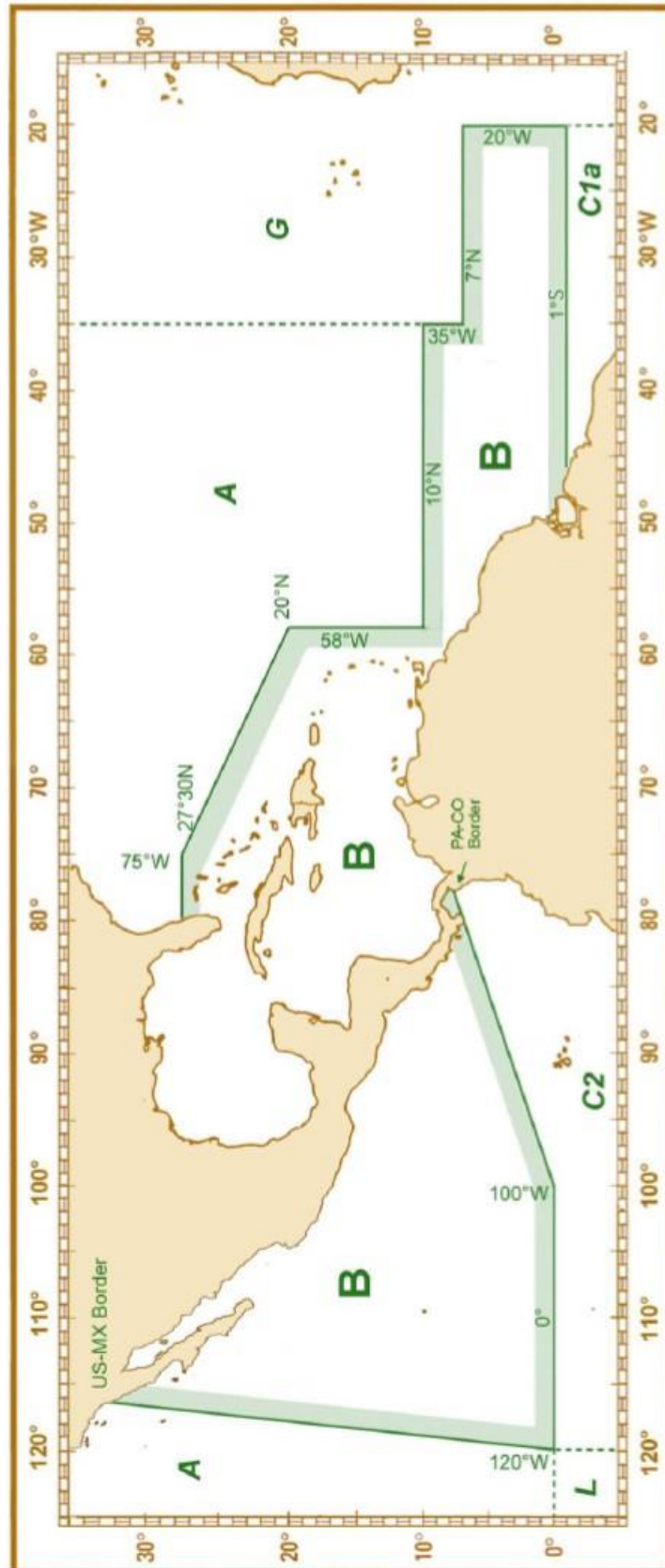
*[Address, statistics (if permitted by national legislation); how often is the information on your web site updated? Do you display the date and time of the last update on your web site?]*

10. **Recommendations** *[If any]*

11. **Summary:**

*[Please provide a short summary of this paper which will be included in the final report of the Conference]*

INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
MESO-AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION  
**ANNEX 2: THE GEOGRAPHIC REGION COVERED BY THE COMMISSION:**



### **ANNEX 3: MACHC DISASTER RESPONSE FRAMEWORK:**

As adopted at MACHC20

#### **1. Introduction:**

This plan aims at preparing the MACHC to respond to disasters in accordance with the Reference.

This will be done in two steps:

- a. Preparation activities; and
- b. Implementation activities following a disaster.

These two groups of activities are described below.

#### **2. Preparation of the Contingency Framework by MACHC coastal States:**

a. Inform the MACHC Chair on points of contact and the means of communication (attention should be given to provide alternative means of communication in case the country has no telephonic and e-mail access):

- i. Senior Point of Contact.
- ii. Working Point of Contact.
- iii. Communication means.

b. Prepare and keep updated with the MACHC Chair a checklist for key infrastructure in order to assess whether they are intact or need some urgent action. A generic template is provided in Annex A.

c. Prepare and keep updated a National Communication Plan identifying the stakeholders that will need to be contacted in order to obtain/to pass relevant information. Consider using alternative means of communication such as radio communications or Messenger App (e.g. Skype, Signal, Telegram, WhatsApp) if e-mail is not accessible.

d. Identify appropriate contacts in the national foreign Ministry to facilitate requests for help via diplomatic channels.

#### **3. Preparation of a GIS layer to support coordination:**

a. A GIS layer representing the hydrographic efforts to help the Chair in coordinating. For example, the layer could indicate the affected ports and routes, the deployment of surveys teams, supporting imageries, status of MSI, outcomes of Analysed Imagery, recommended routes for humanitarian ships, etc. Such a system has the potential to avoid duplications and assure the establishment of the priorities by the governments providing support. Chair will seek support to the establishment and maintenance of the GIS.

#### **4. Preparation of the Contingency Plan by the MACHC Chair:**

a. Compile the information provided in 2 and prepare a Communication Plan based on the information provided.

b. Prepare a list of (possibly) available assets that impacted coastal States can consider to request via diplomatic channels to the neighbouring States. A generic template is provided in Annex B.

#### **5. Response implementation activities by a coastal State following a disaster:**

a. Conduct the initial damage assessment of the key infrastructure using the checklist prepared in 2b.

b. Assess the specific effects on shipping of the existence of obstacles and any changes to the seafloor that can hinder navigation, taking full account of the effects of drifting obstacles which may also hinder preliminary survey results.

[Return to Table of Contents](#)



- c. Prepare a priority plan for survey and charting to ensure that the passage of support and supplies through maritime channels and ports, and the marking of new dangers where necessary.
- d. Inform the MACHC Chair the result of the assessment performed in 5a, b and c as soon as practicable.
- e. Prepare a list of necessary support (4b) to be communicated to the minister of foreign affairs via the chain of command in order to assure timely diplomatic clearance for other Members hydrographic assets as part disaster relief. Provide an information copy to the MACHC Chair.

The response to a disaster can be divided into activities for immediate response and a subsequent recovery response.

#### 6. **Implementation activities by the MACHC Chair:**

- a. Establish communication with the coastal State in distress in order to obtain the initial assessment (5a, b and c).
- b. Take the necessary actions in coordination with the coastal State.
- c. Prepare a situation awareness report to be disseminated to all the coastal States as established in the Communication Plan. Disseminate updates as deemed necessary.
- d. Communicate with the NAVAREA Coordinators to ensure awareness of the situation and that the necessary navigational information is disseminated.
- e. Liaise with the IHO Secretariat.
- f. Communicate with the appropriate Regional and International Organizations to share information and coordinate the efforts, for example:
  - i. CDEMA (<http://www.cdema.org>).
  - ii. RAC-REMPEITC Caribe (<http://www.racrempeitc.org>).
  - iii. IMO (<http://www.imo.org>).
  - iv. IALA (<http://www.iala-aism.org>).
  - v. MapAction (<http://www.mapaction.org>).
  - vi. Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions (<https://www.ctic.ioc-unesco.org/what-is-the-icg-caribe-ews>).
- g. Refer to the Communications Section of the MACHC Initiative Disaster Response website for a complete list of national points of contact and related regional organizations.
- h. Decide, based on the information collected, whether an Extraordinary Conference of the MACHC (or videoconference) is needed, in order to discuss in detail the problems, evaluate the damage and respond to requests for support.

#### 7. **Establishment of the MACHC Contingency Framework:**

The MACHC Contingency Framework will be prepared based on the information provided with the annexes and approved by each MACHC Conference or by correspondence as necessary, based on the information provided by the coastal States. The Chair should ensure a permanent agenda item on RHC meetings in order to monitor the readiness of the Commission to respond to disasters and conducting regular table-top exercises to evaluate the procedures.

#### 8. **Online Documents:**

This Framework, templates and other relevant documents are available on the Disaster Response Section of the MACHC Initiative website (<https://www.iho-machc.org/dr.html>). National Points of Contact should be updated annually. Documents will also include National Response Plans, experiences and related best practices.

**Annex A** - Template for the definition of the key infrastructure components and damage  
[Return to Table of Contents](#)

assessment in Coastal States.

**Annex B** – Template for (possibly) available assets that impacted coastal States can consider to request via diplomatic channels from neighbouring States.

### **Annex A**

#### **Template for the definition of the key infrastructure components and port damage assessment in Coastal States:**

1. Situation in each of the key ports, their accesses and critical passage points:
  - a. Existence of debris and obstructions and hazardous materials.
  - b. Possible changes to the charted depths.
  - c. Working condition of tide gauges.
  - d. Working condition of AtoN.
  - e. Piers, buildings available.
  - f. Fuel available.
  - g. Storage space available.
  - h. Vessels of opportunity available.
  - i. Capacity to disseminate key navigational information to the National MSI Coordinator.
2. Capacity of the National MSI Coordinator to:
  - a. promulgate the appropriate navigational warnings and necessary information and advice to shipping through existing channels (e.g. NAVTEX, EGC, etc.).
  - b. communicate with the NAVAREA Coordinator.
  - c. communicate with the other national agencies as established in the National Communication Plan.

### **Annex B**

#### **Template for (possibly) available assets that impacted coastal States can consider for request via diplomatic channels from neighbouring States:**

1. Reconnaissance/assessment flights.
2. Assessment using satellite imagery, including satellite-derived bathymetry.
3. Deployable survey teams.
4. Production of interim-ENC.
5. Preparation of situational awareness map.

#### **ANNEX 4: PROCEDURE FOR THE DESIGNATION OF MACHC REPRESENTATIVES TO THE IHO COUNCIL:**

Designation of MACHC representatives to the IHO Council shall be determined in compliance with IHO General Regulations Articles 2 and 16.

##### **Role and Authority of Representatives to the MACHC in the Council:**

1. IHO Member States representing the MACHC, shall occupy their seat on the Council for all sessions of the Council throughout the inter-sessional period between Assemblies.
2. All expenses connected with the participation of representatives to the Council shall be defrayed by their respective State, in accordance with IHO General Regulation Article 3.
3. In carrying out their role as a representative of the MACHC to the Council, the elected Members shall take into account the views of the Members of the Commission. A standing agenda item during the MACHC Conferences will cover IHO Council matters.

##### **Selection Procedure (see also flowchart Appendix 1):**

4. Three months before an ordinary session of the Assembly, the IHO Secretary-General shall inform the Chair of the MACHC of:
  - a. the number of seats allocated to the MACHC, and
  - b. those Members that are eligible for selection by the MACHC.
5. If the number of Members eligible for selection to represent the MACHC to the Council is equal to the number of seats on the Council assigned to the MACHC by the IHO Secretary-General under the terms of clause 4 above, then the aforementioned eligible Members will be designated as representatives of the MACHC.
6. If the number of Members eligible for selection to represent the MACHC to the Council is greater than the number of seats assigned to the MACHC by the IHO Secretary-General under the terms of clause 4 above, then the Chair of the MACHC will invite those Members that have been designated as eligible for selection to the Council to indicate if they wish to be considered as candidates for selection.
  - a. If the number of candidate Members is equal to the number of number of seats on the Council assigned to the MACHC, then these candidate(s) will be designated as representatives of the MACHC.
  - b. If the number of candidate Members is smaller than the number of seats on the council assigned to the MACHC, the candidate(s), if any, will be automatically designated and will be complemented by the eligible Member(s) that have not been representatives of the MACHC to the Council for the longest time. If this proves inconclusive, the Chair will consult with other eligible Members(s) to determine if they can serve as representative of the MACHC.
  - c. If the number of candidate Member States is greater than the number of seats on the council assigned to the MACHC, the candidate(s) to represent the MACHC to the Council will be designated through a voting procedure.

##### **Voting Procedure:**

7. The voting procedure will take place in the three months prior to the session of the IHO Assembly, preferably at a Conference of the MACHC otherwise by correspondence if no MACHC Conference is scheduled.
  - a. Each Full Member may submit one voting paper marking as many Candidate Members from the list as seats have been assigned to the MACHC (see example of voting paper in Appendix 2).
  - b. The quorum for a valid voting procedure is set at 50% of Members casting their

vote. Representatives of the MACHC to the Council are then elected by simple majority. An incomplete or blank voting paper is a valid voting option and does not count against the quorum.

c. If no quorum is achieved, the voting window is extended for two weeks and the chair invites the missing Members to cast their vote. The existing votes stand.

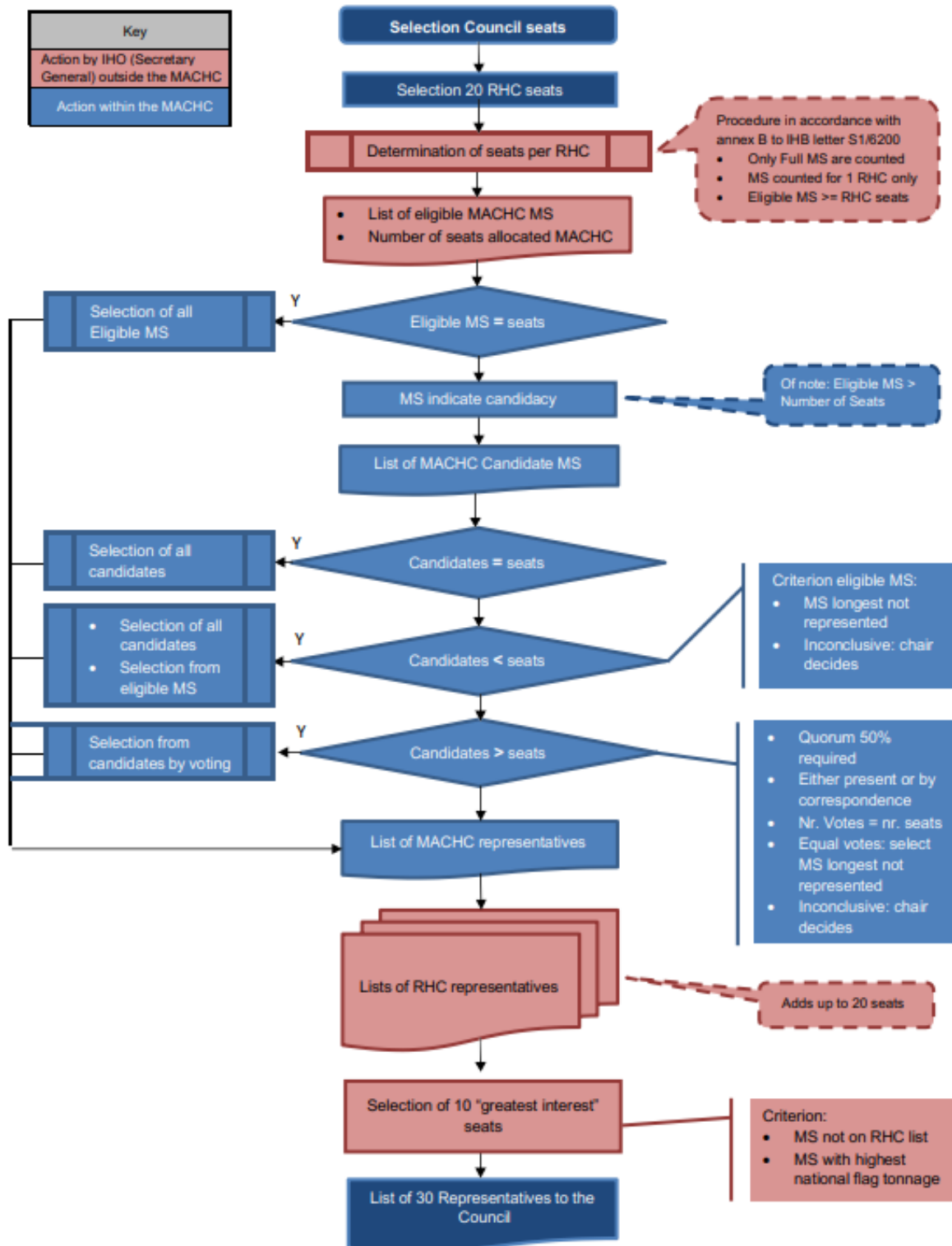
d. If still no quorum has been achieved, the Chair designates the representatives of the MACHC to the Council based on the votes cast. In case of a draw the candidate that has not been a representative of the MACHC to the Council for the longest time is designated as representative of the MACHC. If this proves inconclusive the Chair will designate a candidate as representative of the MACHC.

**Selection of the Representatives:**

8. The Members selected to represent the MACHC in the Council are normally represented by the head of the Hydrographic Office. Each Member shall inform the Chair of the MACHC and the IHO Secretary-General of the name of its official representative. An alternate may also be designated.

9. Members representing the MACHC shall inform the Chair of the MACHC and the IHO Secretary-General of any changes in representation, whether permanent or temporary, as soon as practicable.

**APPENDIX 1 TO ANNEX 4: FLOW DIAGRAM:**



**APPENDIX 2 TO ANNEX 4: SELECTION OF MACHC REPRESENTATIVE(S) TO THE IHO COUNCIL - EXAMPLE OF VOTING PAPER:**

**Part A:**

Number of Seats on Council allocated to the MACHC: *Chair inserts number in here*

(This is the number of boxes that may be marked below)

**Part B:**

To vote for a candidate State put an 'X' in the adjacent box. The number of boxes that may be marked is shown in Part A above.

Chair inserts candidate State A in here	Votes indicated with an X here
Chair inserts State B in here	Votes indicated with an X here
Chair inserts State C in here	Votes indicated with an X here
insert other States if appropriate	Votes indicated with an X here

Member: ..... Date: .....

Authorised By: ..... Position: .....

(Signature)

**ANNEX 5: MACHC ONGOING/PERMANENT ACTIONS:**

Source	Action Ref	Action/Decision Detail(s)	Responsible Party	Additional Comment(s)
MACHC24	3.1	MS consider participation in <a href="#">EWH project</a> and submit proposals	All Members	See also Action 15.1_1
MACHC24	10.1_1	Coastal States to review and update the MSDI inventory Survey on the MSDI website ( <a href="#">MACHC MSDI Inventory   Inventario de MACHC MSDI (google.com)</a> )	All Members	
MACHC24	10.1_3	MS to continue to consider data principles and standards for the MACHC MSDI efforts. Review the UN GGIM data principles as a starting point for the MMSDIWG	All Members	
MACHC24	15.1_1	MS to support <a href="#">EWH project</a> via further funding or in kind donations	All Members	See also Action 3.1
MACHC24	15.1_2	MS to report capacity building opportunities to CB Coordinator ( <a href="mailto:lucy.fieldhouse@ukho.gov.uk">lucy.fieldhouse@ukho.gov.uk</a> )	All Members	
MACHC24	15.1_3	MS to consider contributing eLearning material to the <a href="#">IHO Elearning centre</a> and raise awareness of any available Elearning courses that could be signposted to	All Members	
MACHC24	19.0_2	MS to contribute staff and intellectual effort to ECS Project Team	All Members	
MACHC23	23.2.3.2	RHC to discuss how NHOs can assume a geo-coordinating role to help ensure provision of data on a regional level	All Members	
MACHC23	23.2.3.3	MS to start or continue with the conversations regarding how climate change activities can be further investigated, and what can be the role of the IHO	All Members	
MACHC23	23.5.1.2	MS to make comment on the Capacity Building Procedure 11 titled 'MACHC Countries/Territories Capacity Building Phase Stage' within the MACHC CB Plan 2023-2025	All Members	
MACHC22	22.2.1.5	Maintain communications with the relevant NAVAREA and METAREA Coordinators to ensure the timely provision of MSI	All Members	
MACHC22	22.2.1.1.4	Coordinate the efforts on the implementation of S-100 and to promote the cooperation and sharing of best practices	MICCCWG Chair/All Members	
MACHC22	22.2.1.1.5	Members and submitting institutions are encouraged to consult Guidelines, the FAQs and the White Paper early in the process of preparing submissions for programme recognition	All Members	MACHC Sec intends to remove unless MS indicate to the contrary by 1 Apr 24 (noting Action 22.2.1.1.6 below)
MACHC22	22.2.1.1.6	Members and submitting institutions are encouraged to engage with the IHO Secretariat early in the process of them preparing submissions for programme recognition	All Members	

INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
MESO-AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION

Source	Action Ref	Action/Decision Detail(s)	Responsible Party	Additional Comment(s)
MACHC22	22.3.b.3.2	Facilitate the sharing of findings on future hydrographic capability of new technologies	All Members	
MACHC22	22.3.b.3.3	Share CATZOC/C-55 policies, in order to gain insight and seek harmonisation	All Members	
MACHC21	21.2.1.6	MS are invited to submit papers for publication in the <a href="#">International Hydrographic Review</a> . (to <a href="mailto:Nathanael.knapp@ukho.gov.uk">Nathanael.knapp@ukho.gov.uk</a> )	All Members	
MACHC21	21.2.1.1.11	MS encouraged to promote the vital need to map the entire seabed	All Members	
MACHC21	21.2.1.1.12	MS are encouraged to make existing seabed mapping data available for use by Seabed 2030 Project in the GEBCO Grid	All Members	
MACHC21	21.7.1.1	Follow up with The Caribbean Disaster Emergency Management Agency (CDEMA) Executive Director to explore collaboration opportunities for disaster response and for CDEMA to participate in the next MMSDIWG Meeting	MMSDIWG Chair	
MACHC20	20.5.1.2	Provide/update content for the Training Opportunities section in <a href="#">English</a> and <a href="#">Spanish</a> of the MACHC Initiative website. (Contact Percy Pacheco) Kongsberg, COCATRAM, Spain, etc	All Members	
MACHC20	20.5.2	COCATRAM 2020 Hydrography and Cartography Course content and logistics to be planned and participants from the region identified	CB Coordinator	MACHC Sec intends to remove unless MS indicate to the contrary by 1 Apr 24
MACHC20	20.5.3	MS to liaise with their IMO representatives to request joint technical visits with IALA and IHO (funded by the IMO) as part of the IMO MS Audit Scheme (VIMSAS)	All Members	
MACHC20	20.7.1.1	Provide/update senior and working level POCs for Disaster Response in <a href="#">English</a> and <a href="#">Spanish</a> on the MACHC Initiative website	All Members	
MACHC20	20.8.1.3	Members and all Coastal States are encouraged to make their other open marine spatial data available on the <a href="#">Caribbean Marine Atlas</a> to take advantage of the excellent existing infrastructure and not have to recreate it individually	All Members	