

From: **Peter Sparkes**  
**Chief Executive UKHO**  
**and SAIHC Chair**



21 June 2023

**To:** Members, Associate Members, and Observers of the IHO Southern African and Islands Hydrographic Commission (SAIHC)

**Subject:** National Report/Presentation, Statutes, Actions/ Registration

Dear SAIHC Colleagues,

I am delighted to see that so many of you have registered for the 19<sup>th</sup> meeting of Southern African and Islands Hydrographic Commission (SAIHC). I am writing to request the following items for your attention please:

### **National Reports/ Presentations**

Please can all Member States, Associates and Observers submit their National Reports/Presentations ahead of the Plenary, even if you are unable to attend SAIHC19, by submitting the reports it will help us to understand issues within the region so that we may develop ways of resolving them. **Action by 7 August 2023.**

You can find the template/structure provided on the [SAIHC19 \(2023\) | IHO](#) website.

All reports and presentations can be emailed to SAIHC Secretary, [monique.willoughby@ukho.gov.uk](mailto:monique.willoughby@ukho.gov.uk) and IHO secretary for uploading, [yong.baek@iho.int](mailto:yong.baek@iho.int) .

Please include the title of the agenda or document in the subject line of the email as:  
"[SAIHC19-Agenda xx] title of the Agenda or Document"

### **SAIHC Actions**

Annex A. Members to note the actions and email the secretary with any updates of completion or changes. **Action by 7 August 2023.**

### **Statutes**

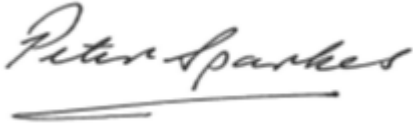
Attachment: Last updated May 2022. Members, please send amendments or suggestions to SAIHC Secretary. **Action by 7 August 2023.**

Finally, we encourage you to register on the IHO website if you have not done so already ( <https://online.iho-khoa.kr/registration> ). If you have not managed to book your accommodation yet, the Host has kindly arranged an extension on the discounted rate for the Le Meridien Hotel up until the 22 June 2023 if that is your choice of accommodation. Please

ensure that you email the Host and Secretary with your selected accommodation and flight details.

I would again like to thank you for your efforts and look forward to meeting you at SAIHC19 in Mauritius, to progress the goals of SAIHC and build on the success of previous meetings.

Yours sincerely

A handwritten signature in cursive script that reads "Peter Sparkes". Below the signature is a horizontal line.

Rear Admiral (Retired) Peter Sparkes  
Chair Southern African and Islands Hydrographic Commission (SAIHC)

**Annex A:**  
SAIHC Actions

**Attachments:**  
Statutes  
National Report presentation template  
Structure of National Report

## ANNEX A: SAIHC Actions 2023

Legend
White: Open
Light grey: Continuous
Light Green: Completed or Closed

No.	Ref	Action	Action By	Due date	Status
1	SAIHC18-1.3	Invite the Nairobi Convention to SAIHC19 to give a presentation brief	SAIHC Chair	SAIHC19	CLOSED
2	SAIHC18-1.4	Circulate the new approved Statutes and upload to the IHO SAIHC website	SAIHC Secretary		CLOSED
3	SAIHC18-2.3	Complete a Gap Analysis for each goal in the IHO Strategic Plan 2021-2026 (or report on progress)	All MS	C-6 18-20 October 2022	OPEN
4	SAIHC18-4.0	Circulate the SWPHC Gap Analysis template to MS	SAIHC Secretary/ Lucy		CLOSED
5	SAIHC18-4.0	Plan and host a VTC Workshop to share experience of completing a Gap Analysis	France, Norway, UK		CLOSED
6	SAIHC18-3.1 MSDI	To approve amendment to ToRs of MSDIWG reflecting change in CSB/Seabed 2030 Coordinator role, as outlined in Annex A of MSDI Report	All MS		CLOSED
7	SAIHC18-3.1 MSDI	All Member States to supply any further updates to report provided in April 22 to MSDIWG Chair (UK)	All MS	SAIHC19	ONGOING
8	SAIHC18-3.1 MSDI	Provide any feedback to the MSDI IGIF Maturity Roadmap quick start guide to MSDIWG Chair (UK)	All MS	SAIHC19	CLOSED
9	SAIHC18-3.3 CB	Inform CB Coordinator of any wider CB opportunities that the SAIHC region can benefit from (also for inclusion in the IHO Calendar)	All MS	SAIHC19	CLOSED
10	SAIHC18-3.3 CB	Consider contributing to the Empowering Women in Hydrography Project	All MS	2023	ONGOING
11	SAIHC18-3.3 CB	Review the SAIHC CB Workplan and consider the proposals for 2024	All MS	Feb 2023	CLOSED

## SAIHC19 Letter No 7/2023

No.	Ref	Action	Action By	Due date	Status
12	SAIHC18-3.4 AGL&RSWG	Interim Chair to write letter to members to discuss and coordinate a Technical Working Group Meeting to Lakes	Interim Chair		CLOSED
13	SAIHC18-3.4 AGL&RSWG	SAIHC Chair to write letter to Government bodies of members to encourage sharing of data to support safety of navigation	SAIHC Chair	July 2022	OPEN - PROPOSE CLOSE
14	SAIHC18-6.0	Contact Seychelles, Namibia, and Tanzania and ask them to produce a National Report that can be shared on the SAIHC webpage	SAIHC Secretary, Seychelles, Namibia, Tanzania	June 2022	CLOSED
15	SAIHC18-7.1	Send contact details to NAVAREA VII Coordinator to complete Annex D of Disaster Response Framework (Christoff Theunissen) Email: hydrosan@iafrica.com	All MS (except South Africa and India)	SAIHC19	OPEN
16	SAIHC18-5.2 CSB	Consider and update the SAIHC CSB Coordinator on any CSB activity in the SAIHC region.	All MS	SAIHC19	OPEN
17	SAIHC18-5.2 CSB	Member States not part of the CSBWG to consider joining and/or attending the CSBWG.	All MS	SAIHC19	OPEN
18	SAIHC18-5.2 CSB	Report the state of regional and national ocean mapping efforts to the SAIHC SCB Coordinator.	All MS	SAIHC19	OPEN
19	SAIHC18-5.2 CSB	SAIHC Members and Associate Members to contact SANHO to obtain data gatherers provided by NOAA to support data collection for seabed2030.	All MS	SAIHC19	OPEN
20	SAIHC18	Chair to provide updates to IRCC14 on SAIHC18 attendance success, AGL&RSWG achievements and to support the use of Seabed 2030 coverage as an indicator for SPI 2.2.1.	SAIHC Chair		CLOSED
21	SAIHC18-10.4	SAIHC Secretary and Mauritius to agree a date and confirm venue for SAIHC19.	SAIHC Secretary, Mauritius	SAIHC19	CLOSED

## SAIHC19 Letter No 7/2023

No.	Ref	Action	Action By	Due date	Status
		<b>SAIHC 17</b>			
22	SAIHC17-5.5	Engage with the PMAESA regarding collaboration opportunities and presenting at technical conference and report back at SAIHC18	UK & France	SAIHC18	CLOSED
23	SAIHC17-5.6	Invite the Nairobi Convention to SAIHC18 meeting to give a presentation brief	SAIHC Chair	SAIHC18	CLOSED
24	SAIHC17-6.1	Contact Seychelles, Angola, Comoros, Namibia, and Tanzania and ask them to produce a National Report that can be shared on the SAIHC webpage	SAIHC Secretary, Seychelles, Angola, Comoros, Namibia, Tanzania	April 2021	OPEN – PROPOSE CLOSE
25	SAIHC17-8.1	Members are invited to comment on the Draft Framework, and complete the contact details in Annex D	Member States	SAIHC18	OPEN
		<b>SAIHC 15/16</b>			
26	SAIHC15-14	Angola to provide an update on MSI structure at next SAIHC and send MSI information to both Portugal and South Africa.	Angola	December 2019	CLOSED
27	SAIHC16-5	Mozambique to update next SAIHC on how they have overcome their internal communication issues regarding the coordination of MSI.	Mozambique	SAIHC17	CLOSED
28	SAIHC15- 14	Comoros requested to improve communication with NAVAREA coordinator	Comoros	December 2019	CLOSED
29	SAIHC16 - 28	Portugal to engage with Angola on MSI warnings.	Portugal and Angola	SAIHC17	CLOSED