

From: **Rear Admiral Peter Sparkes**  
**Acting Chief Executive UKHO,**  
**UK National Hydrographer**  
**and SAIHC Chair**



SAIHC Letter No. 7/2020

20 July 2020

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

**Subject:** **SAIHC17 Working Groups Video Tele Conference (VTC)**

Dear SAIHC Colleagues,

I am delighted to confirm the SAIHC17 Working Groups VTC will convene on Monday 7<sup>th</sup> September. This will be conducted via Microsoft Teams and will include an introduction by the SAIHC Chair and an overview by IHO Secretariat. Working group meetings will follow by VTC, led by their respective Chairs, ICCWG (South Africa), MSDIWG (UK). I kindly ask you to register for the VTC via the IHO <http://online.iho-khoa.kr/cbm/conference/conference.asp> link by 14 August.

A Microsoft Teams invite will be sent out to all participants registered with specific timings, and a test VTC will be set up prior to the meeting to check connectivity and communications are working. The agenda for the VTC is at Annex A and all relevant documents and actions will be uploaded prior to the meeting. Furthermore, the respective Chairs of both working groups will send out more details ahead of these sessions.

A proposed VTC etiquette is at Annex B to address some of the challenges of meeting “virtually” rather than in person.

If you have any comments or feedback please share them by emailing [Ashley.Parker@ukho.gov.uk](mailto:Ashley.Parker@ukho.gov.uk) or [International.Relations@ukho.gov.uk](mailto:International.Relations@ukho.gov.uk).

Finally, I would to thank you again for your efforts in support of SAIHC and wish you and your families and colleagues all the very best as we look to overcome the effects of COVID-19 and return to some sort of normality.

Yours sincerely

Rear Admiral Peter Sparkes

Chairman Southern African and Islands Hydrographic Commission (SAIHC)

Enclosures: Annex A – SAIHC17 Working Group VTC Agenda

Annex B – VTC Etiquette

Annex A - SAIHC17 Working Group Draft Agenda and Timetable for the video tele conference 7<sup>th</sup> September

<b>Time BST GMT +1</b>	<b>Time MUT GMT +4</b>	<b>SAIHC17 Working Group VTC Monday 7<sup>th</sup> September</b>	<b>Action</b>
0700	1000	Login and administrative update	All
0710	1010	Chair Intro (welcome, update, VTC conduct, questions)	Chair
0735	1035	IHO Intro (overview of activities)	IHO Secretariat Rep
0800	1100	Break	All
0815	1115	ICCWG session 1	ICCWG Chair ZA
0915	1215	Break	All
0930	1230	ICCWG session 2	ICCWG Chair ZA
1030	1330	Break	All
1115	1415	ICCWG session 3	ICCWG Chair ZA
1215	1515	Break	All
1230	1530	MSDIWG	MSDIWG Chair UK
1330	1630	AOB	Chair
1345	1645	Chair Close	Chair

## Annex B – VTC Etiquette

- Be punctual, dial in early for the meeting and keep to the set times for sessions and breaks.
- Be professional, courteous and respectful to all colleagues on the call.
- Stay on mute when you're not talking to avoid background interference and echo on microphones.
- Raise your hand using the Microsoft Teams tool when you wish to make a comment or have any questions and wait to be addressed by the Chair.
- Make any comments, questions in the group chat and these will be addressed during the meeting.
- Introduce yourself before speaking.
- If connection is poor, please turn off video as this will use less bandwidth and hopefully still enable you to participate.
- Prepare for the meeting and have an update on necessary actions.
- Participate and engage where applicable.