

IHO File No. S1/6000  
(Sent by e-mail only)

Monaco, 28 October 2019

## SUBMISSION OF REPORTS TO THE 2<sup>nd</sup> SESSION OF THE IHO ASSEMBLY

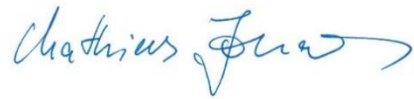
### References:

- A. Assembly Circular Letter No.1 dated 29 April 2019 - *Announcement and General Arrangements*
- B. Rules of Procedure of the IHO Assembly (Rule 10.c)
- C. IHO Resolution 2/1997, as amended – *Establishment of Regional Hydrographic Commissions (RHC)*
- D. Statutes of the IHO Hydrographic Commission on Antarctica (HCA)

**Dear Chair of the IHO Council,  
Dear Chairs of the Regional Hydrographic Commissions and the HCA,**

1. As indicated at Reference A, the 2<sup>nd</sup> Session of the IHO Assembly (A-2) will be held from 21 to 24 April 2020 in Monaco.
2. In accordance with Reference B, the Council shall report to the Assembly on the work of the Organization during the inter-sessional period between the 1<sup>st</sup> Session of the IHO Assembly and the 2<sup>nd</sup> Session of the IHO Assembly. In accordance with References C and D, the Chairs of the Regional Hydrographic Commissions (RHC) and the Chair of the IHO Hydrographic Commission on Antarctica (HCA) shall report their activities covering the inter-sessional period between the 1<sup>st</sup> Session of the IHO Assembly and the 2<sup>nd</sup> Session of the IHO Assembly.
3. Accordingly, the IHO Secretariat requests that the Chair of the Council, the Chair of the HCA and the Chairs of the RHCs submit their reports on the activities covering the period between the 1<sup>st</sup> Session of the IHO Assembly and the 2<sup>nd</sup> Session of the IHO Assembly (April 2017 - April 2020) to the IHO Secretariat ([info@iho.int](mailto:info@iho.int), copy to [dcoord@iho.int](mailto:dcoord@iho.int) and [adcc@iho.int](mailto:adcc@iho.int)) **no later than 15 December 2019** in digital format (in Word, not PDF), to allow for the reports to be edited, translated, compiled and issued to the Member States in accordance with the timetable provided in Reference A.
4. The Chair of Council is invited to report on the execution of the IHO Work Programme including the main outputs of the subordinate organs (HSSC, IRCC and SPRWG) and the assessment of the performance achieved.
5. The Chairs of the RHCs and the HCA are invited to report on the main activities and key achievements of the Commissions, hydrographic capacity and requirements within their regions, lessons learned, difficulties encountered and any outstanding challenges to be addressed.
6. A standard format for the RHCs and the HCA reports is provided in Annex A. The Annual Reports of the IHO, which are available from the IHO website at: [www.iho.int](http://www.iho.int) → Standards & Publications → download → P-7, and the previous reports of the RHCs to the annual IRCC meetings, which are available from the IHO website at: [www.iho.int](http://www.iho.int) → IHO Council, Committees & WG → IRCC), may be useful as references.
7. The Chairs of the Regional Hydrographic Commissions and the HCA will be invited for a short oral presentation, not exceeding five minutes, of their reports to the Assembly. The focus should be to highlight only the difficulties or challenges, special requirements and achievements which are anticipated as being of interest for Member States outside the respective region. Sample template for PowerPoint presentations of the report will be provided separately to the Chairs of the RHCs and the HCA later by the IHO Secretariat.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Mathias Jonas', with a long horizontal flourish extending to the right.

Dr Mathias JONAS  
Secretary-General

Annex A: Standard Report Format for the Reports of the RHCs and the HCA

**STANDARD REPORT FORMAT for RHCs and the HCA**

**REPORT OF THE .....**

1. **Chair:**  
**Vice-Chair:**
2. **Membership:**  
*(Please list the Member States, Associate Members and Observers)*
3. **Meetings:**  
*(Please provide dates and places for meetings held during the period)*
4. **Agenda Items:**  
*(Please list the principal agenda items or subjects dealt with during the period)*
5. **Difficulties encountered and challenges yet to be addressed:**  
*(Please list the significant difficulties encountered during the period, if any, and the challenges yet to be addressed)*
6. **Achievements/outputs/conclusions:**  
*(Please list the significant achievements/outputs/conclusions reached during the period)*
7. **Actions required of the Assembly:**
  - a) **note** the report of the .....
  - b) **take** any other action considered appropriate.