



**South West Pacific Hydrographic Commission**  
**(SWPHC)**



**STATUTES**  
**of the**  
**SOUTH WEST PACIFIC HYDROGRAPHIC COMMISSION (SWPHC)**  
(revised at the 15<sup>th</sup> 19<sup>th</sup> Meeting of SWPHC, Nadi, Fiji, 21-22 VTC, 23-25 February 2018 2022)

**ARTICLE 1. INTRODUCTION**

- a. The South West Pacific Hydrographic Commission (hereinafter referred to as "The Commission") is hereby established in conformity with ~~Resolution 2/1997 as amended of the International Hydrographic Organization (IHO)~~ IHO Resolution 2/1997 "ESTABLISHMENT OF REGIONAL HYDROGRAPHIC COMMISSIONS (RHC)" as amended. The Commission will provide, in pursuance of the resolutions and recommendations of the IHO, regional coordination of 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 area covered by the Commission (hereinafter referred to as "The Region"), ~~shown in Annex A~~ shall be that defined by the IHO INT Charting Scheme Region L, together with the waters of those Pacific Island ~~States~~ Countries and Territories that are members of the Pacific Community (SPC).

**ARTICLE 2. MEMBERSHIP**

- a. Full Members of the Commission shall be IHO Member States ~~in~~ within the Region ~~who are also being~~ signatories to these ~~statutes~~ Statutes.
- ~~b.~~ States lying within the Region who are not Full Members have the right to vote, each being entitled to one vote.
- ~~c.~~ Associate membership of the Commission is available to other IHO but who are Member States, or other nations who are non-IHO members, and being signatories ~~of~~ to these ~~statutes may become~~ Statutes. Associate Members ~~of the Commission. Other Member States of the IHO who have the same rights and obligations as the Full Members of the Commission except for the right to vote or to be elected Chair or Vice-Chair.~~
- ~~d.~~ Commission Members are expected to be willing to contribute to the safety of navigation through their activities in the fields of objectives of the IHO relating to hydrography, nautical charting ~~or~~ , nautical information in the region and are signatories to these statutes ~~may also become Associate Members. They, navigational warnings, marine spatial data infrastructure, capacity building, and related fields in the Region. All Members are represented by their national authorities responsible for hydrography and/or navigation government agencies involved in the provision of hydrographic information.~~

**Commented [A1]:** IHO Res 02-1997 as amended Article 11 paraphrased

**Commented [A2]:** Why is this wording different to that in 4c and Annex B point 14? Recommend choosing 1 and replicating for all to have a consistent use of language.

- c. ~~Associate Members shall have the same rights and obligations as the Full Members of the Commission, except the right to vote~~International Organisations, Non-Governmental Organisations, Industry, and the right to be elected as Chair or Vice-Chair.
- d. ~~Observers may take part in the discussions but shall not have voting rights.~~
  - i. ~~Adjacent Hydrographic Commissions and/or co-ordinating countries for Areas of IHO INT Charting Scheme bordering Academia stakeholders active in the Region L (i.e. Regions A, C2, H, J and K) may be invited to send representatives to attend the Commission's conferences as Observers.~~
  - ii. ~~Other Member States of the IHO who are not signatories to these statutes but who contribute to the safety of navigation by their activities in the fields of hydrography, nautical charting or nautical information in the region may also~~the Commission to participate as Observers.
  - iii. ~~Other States within the region who are not members of IHO may also attend the Commission's conferences as Observers.~~
  - iv. ~~Organizations active in the region in the fields of hydrography, maritime safety, or related fields may also participate as Observers.~~
- e. ~~Commercial Industry participation will be classed as an Observer or Expert Contributors. The Chair may invite Expert Contributors to attend the Commission as Observers~~Contributor.

### ARTICLE 3. OBJECTIVES

~~The objectives of the Commission, which is an integral part of the IHO, shall be:~~

The Commission will align its activities 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. Commission activities will align with and support the intent and objectives of the approved IHO Work Programme, and take into account the actions, recommendations, and outcomes of the IRCC.

The objectives of the Commission shall be:

- a. To promote technical co-operation and training, and to conduct joint research, where appropriate, in ~~the domain of~~ hydrographic surveying, ~~marine cartography, and nautical charting,~~ nautical information, ~~navigational warnings, marine spatial data infrastructure (MSDI) and related fields.~~
- ~~b. To examine the implications, in its area of interest, of matters of general interest with which the IHO is concerned, avoiding any interference with the prerogatives of the IHO Secretariat and of any other bodies set up by the IHO.~~
- b. To regularly assess the status of hydrographic surveying, nautical charting, nautical information, navigational warnings, hydrographic capacity and requirements within the Region and provide reports to the relevant IHO subordinate bodies, and inputs to relevant IHO publications.
- c. To ~~stimulate~~ contribute towards regional disaster preparedness and response (in support of the IHO Resolution 1/2005).
- ~~ed. To empower its Members to ~~widen~~ expand hydrographic activity in ~~its area of interest~~ the Region, and to encourage them to seek technical advice and assistance from the IHO Secretariat ~~in establishing~~ to establish and ~~strengthening~~ strengthen their hydrographic capabilities, and policies, including ~~crowdsourced bathymetry (CSB) and satellite derived bathymetry (SDB).~~~~
- ~~de. To facilitate the exchange of information ~~concerning~~ related to surveys, research or, scientific and technical developments, and to ~~aid~~ assist in the planning and organisation of hydrographic activities in the widest sense of the term, but without interference in ~~the national responsibilities of each Hydrographic Office.~~~~
- f. To ~~encourage development of~~ identify, coordinate and assess INT Chart Programme and ~~liaise~~ and ENC coverage for the Region.
- eg. To ensure a coordinated and cohesive regional approach is considered for the implementation of the S-100 Universal Hydrographic Data Model by engaging with the relevant Regional International Chart Committees, data owners, product and service providers, and other stakeholders as appropriate, in accordance with WEND Principles (S-57), WEND-100 Principles (S-1XX) and Guidelines on the WEND-100 Principles.
- fh. To encourage implementation of the Global Maritime Distress and Safety Systems System (GMDSS).
- ~~g. To carry out certain studies as an IHO Working Group when considered appropriate.~~

**Commented [A3]:** IHO Res 02-1997 as amended Article 15

**Commented [A4]:** Carried over from previous statutes and unique to SWPHC

- i. To encourage the application of the UN shared guiding principles for geospatial information management in order to ensure interoperability and extended use of hydrographic data in combination with other marine-related data.
- j. To establish other committees and working groups, as appropriate, to pursue regional priorities that align with IHO's global strategic objectives. These include efforts to establish regional charting schemes, elimination of ENC overlaps and gaps, and marine spatial data projects. All Members and Associate Members may contribute to the work of these committees and working groups. Observers may be invited to participate.
- k. To ensure that regional capacity building (CB) 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).
- l. To appoint the Commission's Representative(s) to the IHO Council, as outlined in the guidance provided in Annex B.
- m. To develop, implement and maintain a disaster response framework for the Region, and foster capacity building for disaster preparedness and response (IHO Resolution 1/2005 as amended).

#### ARTICLE 4. CONFERENCES

- a. The Commission shall meet in plenary Conference within the Region, at least twice between two successive ordinary sessions of the IHO Assemblies/Assembly. ~~The Conference shall normally be for three days. Time shall be allowed for bilateral~~Commission may hold Conferences and informal discussions virtually, by agreement.
- b. ~~An~~The Chair shall extend an invitation to attend the Conference shall invariably be addressed to the Directing Committee of the International Hydrographic~~HO Secretariat to attend Commission Conferences.~~
- c. Members shall be represented at Conferences by heads of Hydrographic Services/Authorities or their representatives/nominees, or, where such services/organisations do not exist, by heads of national authorities responsible for hydrography and navigation. They may also be accompanied by members of their staff, but it is most desirable that their number be kept to a minimum within the Member's jurisdiction.
- d. The presence of two-thirds (2/3) of the Full Members of the Commission shall constitute a quorum.
- e. ~~The Commission may set up small committees of Members interested in particular projects with the object of examining and executing such projects~~
- f. At the end of each Conference ~~the~~those Full Members ~~desirous of interested in~~ hosting the following Conference shall ~~put forward their candidatures. Proposals for holding the Conference in an~~ make application to the Chair. Expressions of interest by Associate ~~Member~~Members or ~~Observer State~~Observers to host a Conference may also be considered. Where no other compelling circumstances exist, priority shall be given to a Full Member ~~state~~which has not yet hosted a

Conference, or to the one which did so the longest time ago.

- f. ~~Requests for extraordinary meetings~~The host country will assist with the arrangement of authorisations and visas, to facilitate attendance at the Conference.
- g. The Chair may convene an Extraordinary Conference of the Members of the Commission ~~may be raised by~~ when their Representatives are assembled for a session of the IHO Assembly and extend invitations to other, suitably qualified, people to attend as Observers.
- h. In the case of urgent matters which cannot be treated by correspondence or delayed until 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 5. CHAIR AND VICE-CHAIR**

- g. ~~The Chair and forwarded to the Chair. Upon receipt the Vice-Chair will canvass~~ ether of the Commission shall be from Full Members to confirm the requirement of the Commission, elected on a rotational basis. Under normal circumstances, nominations shall be called for an extraordinary meeting and ascertain the most convenient venue and timing.

from Full Members

#### ARTICLE 5. CHAIR

- a. ~~At the conclusion of the Conference the Chair for the next positions of Chair and Vice-Chair at the Conference prior to each IHO Assembly. The Chair and Vice-Chair shall be elected for a three-year term by a simple majority of those Full Members present.~~
- a. ~~The Chair and Vice-Chair shall take up his/her/their duties within three/four months following the Conference. The Chair shall remain in office until the end of the next Conference but may stand for re-election.~~
- b. ~~A Vice-Chair shall be elected at the same time, in case the Chair requires a deputy to attend to the affairs of the Commission, including chairing of the Conference in the absence of the Chair.~~
- a.b. ~~In the interval between Conferences the outgoing Chair shall conclude the business of the last Conference within three months. Thereafter the The incoming Chair shall provide the secretariat/Secretariat for the Commission and shall attend to all matters of interest by correspondence for their term in office.~~
- c. ~~The Conferences of the Commission are conducted by the Chair with the assistance of the Vice-Chair.~~
- e. ~~If the Chair, or the Vice-Chair, is unable to officiate, he/she shall at a Conference, they will be replaced by his/her successor or deputy in his/her office.~~
- b.d. ~~In the absence of Vice-Chair. If both the Chair and Vice-Chair at a Conference, the quorum attending shall appoint a Conference Chair to facilitate proceedings are unable to officiate, they shall each be replaced by their designated Representative.~~

**Commented [A9]:** This aligns with the 3 year IHO Assembly and Work Programme.

#### ARTICLE 6. RESOLUTIONS/ACTIONS AND DECISIONS

- a. ~~Voting shall be by a show of hands, except when electing the Commission's Representative(s) on the IHO Council.~~
- a.b. ~~The resolutions/actions and decisions of the Conference/Conferences should normally be reached/confirmed by consensus/general agreement of the/those Full Members present. If consensus cannot be reached, resolutions/opinion is divided, actions and decisions, except those relating to the/these Statutes, shall/may be decided by a simple majority of those Full Members in attendance, either in attendance-person or virtually.~~
- c. ~~Should a vote be required, in the absence of consensus of Members, Full Members only will be entitled to vote, each having the right to one vote. The voting shall be by a show of hands.~~
- b.c. ~~At the end of the Conference, the Chair shall read the text of the actions and decisions taken during the Conference. All decisions become operative within three months after the Conference/immediately.~~
- d. ~~The Chair shall dispatch, within one month of the close of the Conference a copy~~

~~of the Summary, provide to each attending Full Member, Associate Member, and Observer a Draft Report containing the discussions, actions, and decisions and recommendations of the Conference for verification or comment to each Member, Associate Member and Observer. Comments are to reach. The Full Members shall send the Chair their approval of, or any amendments to the Draft Report within one month of their receipt of. Associate Members and Observers may comment on the Summary Report. Any objection shall be resolved by correspondence.~~

e. The Final Report of the Conference shall be sent to the Commission's Full Members, Associate Members, Observers and the IHO Secretariat.

f. Subjects may, if necessary, be discussed between Conferences and decided by correspondence.

#### **ARTICLE 7. SECRETARIAT FUNCTIONS**

a. Proposals to be included in the Agenda of a Conference must be sent to the Chair with a copy to the Vice-Chair at least three months before the date fixed for the opening of the Conference.

b. The Chair shall prepare the Provisional Agenda and List of Participants in consultation with the Vice-Chair and forward them to the participants at least one month before the opening of the Conference. ~~One of the items of the~~The Agenda shall ~~be the Chair's report on the~~include reports of intersessional activities of the Commission and IHO bodies since the last Conference.

c. The Chair will~~shall~~ report to the IHO Assembly on the activities and ~~future~~ plans of the Commission ~~to the relevant sessions of the International Hydrographic Conference, and the findings of the assessments made in accordance with Article 3b.~~ The Chair shall also submit reports to the IRCC meetings.

ed. Between sessions of the IHO Assembly, reports of studies or other activities, which may be considered of general interest to all IHO Member States ~~should, shall~~ be reported by the Chair sent to the IHO Secretariat for general dissemination.

~~d.e.~~ The Chair will also submit a report and the host country shall be responsible for the organisation of the Conference (see Annex C: Guidance Notes on the activities Hosting Meetings of the South West Pacific Hydrographic Commission for inclusion in the relevant IHO reports.)

#### **ARTICLE 8. EXPENSES**

- ~~a.~~ The host State shall normally be responsible for the organisation of the Conference for which this host State shall pay the expenses, except expenses described in 8(b) below. Where the Commission resolves that a Conference should be held in a regional State who has not agreed in advance to host the Conference then a method of arranging and funding the Conference must be determined by the Commission with the mutual agreement of the State.
- a. Travelling/Travel, hotel and per diem expenses of delegates and other attendees shall be defrayed by their respective organization/participants at Conferences shall be the responsibility of the participant's nation or organisation.
- b. All expenses related to the provision of the venue and associated facilities for Conferences shall be the responsibility of the host country.

#### **ARTICLE 9. SELECTION OF COMMISSION REPRESENTATIVE(S) TO THE IHO COUNCIL**

- a. The ~~State (s) selected to occupy the seat(s) on the IHO Council allocated to Secretary-General, in accordance with Article 16 (b) of the IHO General Regulations, will notify~~ the Commission will be elected once of the number of seats allocated to it on the Commission/IHO Council, and the names of the States eligible for selection ~~have been advised by the Secretary-General in accordance with Article 16 to occupy the seat(s).~~
- b. ~~(b) of the IHO General Regulations. The election~~ The election of the State(s) to be the Commission's Representative(s) on the IHO Council will be conducted according to the procedure agreed by the Commission, as outlined in the attached 'Rules For The Designation of SWPHC Members To The IHO Council' (Annex AB).

#### **ARTICLE 10. COMMUNICATIONS**

Members are required to ensure that their contact details in the IHO Yearbook (P-5) are correct. All official communications of the Commission will be dispatched to ~~members~~ Members in accordance with the IHO Yearbook details.

#### **ARTICLE 11. LANGUAGE**

The working language of the Commission shall be English.

#### **ARTICLE 12. ~~CHANGES TO THE STATUTES~~**

- a. The IHO Secretariat shall be the custodian of these Statutes.
- b. Members of the Commission may propose amendments to the present Statutes. These amendments shall be discussed at the Conference and the outcome included in the report of the Conference. An amendment must be approved by a these Statutes.



~~a.c.~~ Amendments to these Statutes require the approval of at least two-thirds (2/3) majority of the ~~all~~ Full Members of the Commission.

~~b.d.~~ If, because of absence any amendment to these Statutes is agreed to by those Full Members attending a Conference, but the number of Full Members, a decision cannot be reached at the Conference or due to the timing in favour is less than two-thirds of necessary changes must be resolved before the next Conference, it may be dealt with by correspondence all Full Members of the Commission, the Chair shall submit the proposal(s) to all Full Members requesting their decision, with copies to Associate Members for their information.

**ARTICLE 13. — CUSTODIANSHIP OF THE STATUTES**

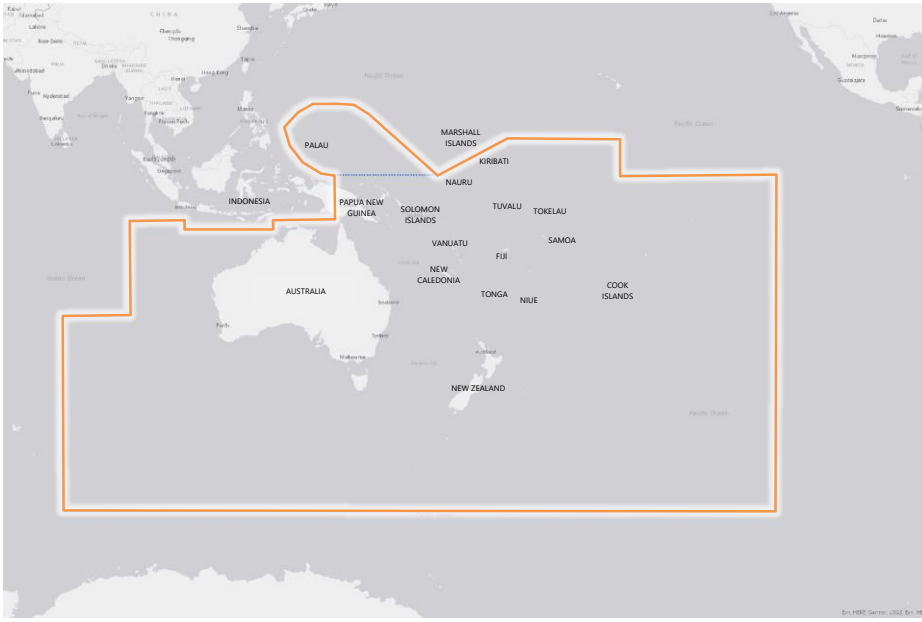
~~The IHO Secretariat will be the Custodian of the Statutes of the Commission.~~

Dated: ~~21 February 2018~~ 20 December 2021



**ANNEX A**

**South West Pacific Hydrographic Commission (SWPHC) Region**



## ANNEX B

### **RULES FOR THE DESIGNATION OF SOUTH WEST PACIFIC HYDROGRAPHIC COMMISSION (SWPHC) REPRESENTATIVES TO THE IHO COUNCIL**

The IHO Member State(s) selected to occupy the Seat(s) on the IHO Council allocated to the SWPHC (~~i.e. SWPHC Selected MS~~) shall be determined in compliance with IHO General Regulations Articles 2 and 16.

#### **Role and authority of the SWPHC Selected MSselected Member State(s) on the IHO Council**

1. The SWPHC Selected MSselected Member State(s) shall occupy their seat on the IHO Council throughout the inter-sessional period between Assemblies.
2. In carrying out their role ~~as the SWPHC Selected MS, Representatives, representatives~~ should take into account any relevant decisions, policies or directives established by the SWPHC and ensure that these are considered appropriately by the IHO Council.

#### **Responsibilities of the SWPHC selected MSMember State(s) on the IHO Council**

3. The SWPHC Selected MSselected Member State(s) on the IHO Council should represent the interests of the South-West Pacific region as a primary consideration.
4. ~~If the potential SWPHC Selected MS do not have the necessary delegation or authority they~~Prior to nomination for selection for the IHO Council, Member State(s) must secure the appropriate approval from their Minister or the Head of the relevant government department ~~prior to nomination for selection for the IHO Council.~~
5. All expenses ~~associated with~~incurred by representatives relating to participation ~~of SWPHC Representatives~~ on the IHO Council must be met by their respective States in accordance with IHO General Regulations Article 3.
6. The SWPHC Selected MSselected Member State(s) must be able to allocate appropriate resources to effectively execute their role. The ability to adequately resource representation for a three-year appointment must be a primary consideration for Member States when determining whether they should nominate for selection.

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

7. Three months before an ordinary session of the Assembly, the IHO Secretary-General shall inform the Chair of the SWPHC of:
  - a. the number of IHO Council seats allocated to the SWPHC; and
  - b. the IHO Member States that are eligible for selection by the SWPHC (Eligible MS).

8. The Chair of the SWPHC will invite Eligible MSs to indicate if they wish to be considered as Candidate MS for selection.

~~8.9.~~ If the number of Eligible MSCandidate MSs is equal to the number of seats allocated to the SWPHC by the Secretary-General under the terms of Clause 7 above, then the Eligible MSCandidate(s) will be automatically designated as the SWPHC representatives on the IHO Council.

10. If the number of Candidate MSs is less than the number of seats on the Council assigned to the SWPHC, the Candidate(s), if any, will be automatically designated and will be supplemented by one or more Eligible MSs that have not represented the SWPHC on the Council for the longest time. If this proves inconclusive, the Chair will consult with other Eligible MSs to determine if they can serve as SWPHC's representative on the Council.

9. If the number of Candidate MSs is greater than the number of seats allocated to the SWPHC by the IHO Secretary-General under the terms of Clause 7 above, then:

a. the Chair of the SWPHC will invite Eligible MS to indicate if they wish to be

## ANNEX A

~~considered as Candidates for selection.~~

~~10.11~~ if the number of Candidates is greater than the number of seats assigned to the SWPHC, a vote will take place, either at a Conference of the SWPHC, or by correspondence to the Chair and Vice-Chair of SWPHC if no SWPHC Conference is scheduled in the three months prior to an Assembly.

~~11.12~~ A valid voting process will be conducted in the following manner:

- ~~a.~~ at least two thirds of all SWPHC MS must participate in Each Full Member will submit one voting ~~or have voted via correspondence in paper indicating which of the listed Candidates, not exceeding the number of seats allocated time;~~
- ~~b.~~ voting, they wish to represent SWPHC on the IHO Council. Voting will, as far as possible, be via a secret ballot; (see example of voting paper in Appendix 2 to Annex B).
- ~~c.~~ each SWPHC MS must select one Candidate from the list of Candidates; and
- ~~b.~~ At least half (50%) of all Full Members must cast a vote to achieve a quorum for a valid voting process. An incomplete or blank voting paper is a valid voting option and counts towards the quorum.
- ~~c.~~ If the quorum is not achieved within the time allocated for returning votes, the voting window will be extended for two weeks, and the Chair invites the absent Full Members to cast their vote. The existing votes stand.
- ~~d.~~ If, after the extended voting period has expired, the quorum has not been achieved, the votes cast will be counted by the Chair and the Vice-Chair of the SWPHC and the SWPHC MS. In accordance with the greatest number of votes seats allocated to SWPHC, the highest polling Candidate MS will be designated as the SWPHC Selected MS/Member State(s) on the IHO Council.

~~12.13~~ If ~~an initial~~ the voting process conducted in accordance with Clause ~~10.12~~ results in a draw, ~~all SWPHC MS will be required to cast a secondary vote. The process for secondary voting will be the~~ process will be as follows:

- ~~a.~~ The only Candidates eligible for selection in the secondary vote will be those who drew in the primary vote.
- ~~b.~~ The Candidate with the greatest number of votes in the secondary voting will be designated as the SWPHC Selected MS.
- ~~c.~~ If the secondary vote results in a draw, the Chair of the SWPHC (or the Vice-Chair in circumstances where the Chair is one of the candidates in the secondary draw/Candidates) will cast/designate the Candidate(s) as representative of the deciding vote/SWPHC.
- ~~d.~~ The Chair (or Vice-Chair) of the SWPHC, when casting a deciding vote/designating the Candidate(s) is to give favourable consideration to the following factors:
  - i. whether the candidate has previously been a Representative on the IHO Council, in any capacity;
  - ii. if the candidate has previously been a Representative on the IHO Council, how much time has elapsed since they occupied this position; and

- iii. which candidate will provide the most effective representation for the interests of the SWPHC ~~Commission;~~

~~13.— If more than one seat is allocated to the SWPHC, the voting process detailed at Clauses 10 and 11 will be conducted for each subsequent seat. Selected MS in the preceding votes will be removed from the list of candidates.~~

~~14.— If the voting process is in contravention of Clause 10, it will be deemed to be invalid.~~

~~In the case of an invalid voting process, the SWPHC Selected MS~~**Designation of Representative(s) to the IHO Council**

- a.—~~The Member State(s) selected to represent the SWPHC on the IHO Council will be designated by the SWPHC Chair (or Vice-Chair if appropriate) giving consideration to the factors in 11(d).~~

## ANNEX A

### **Designation of SWPHC Representatives to the IHO Council**

~~15.14.~~ IHO Member States selected as SWPHC Representatives on the IHO Council would normally be represented by the head of the IHO Member States' State's agency responsible for hydrography, typically the national hydrographer. Each IHO Member State shall inform the Chair of the SWPHC and the IHO Secretary-General of the IHO of the name and contact details of its official representative. An alternative representative from the same IHO Member State An alternate may also be designated, either permanently or temporarily.

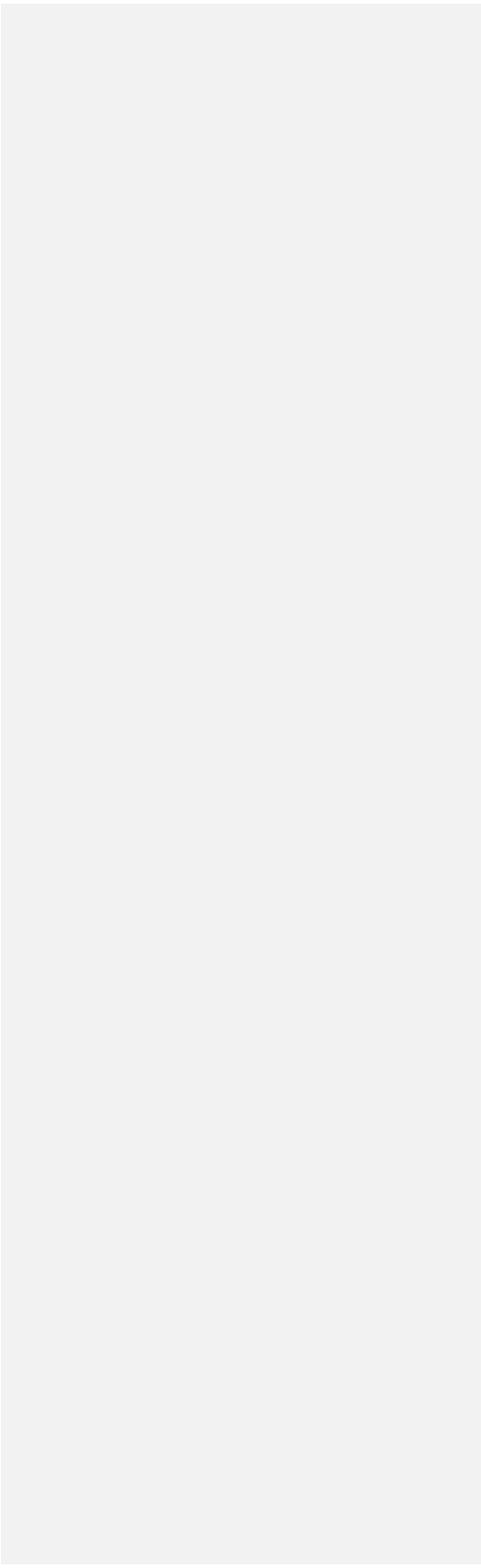
~~16.15.~~ SWPHC Selected MS on the IHO Council representative(s) must inform the SWPHC Chair of any changes in representation, whether permanent or temporary, as soon as practicable.

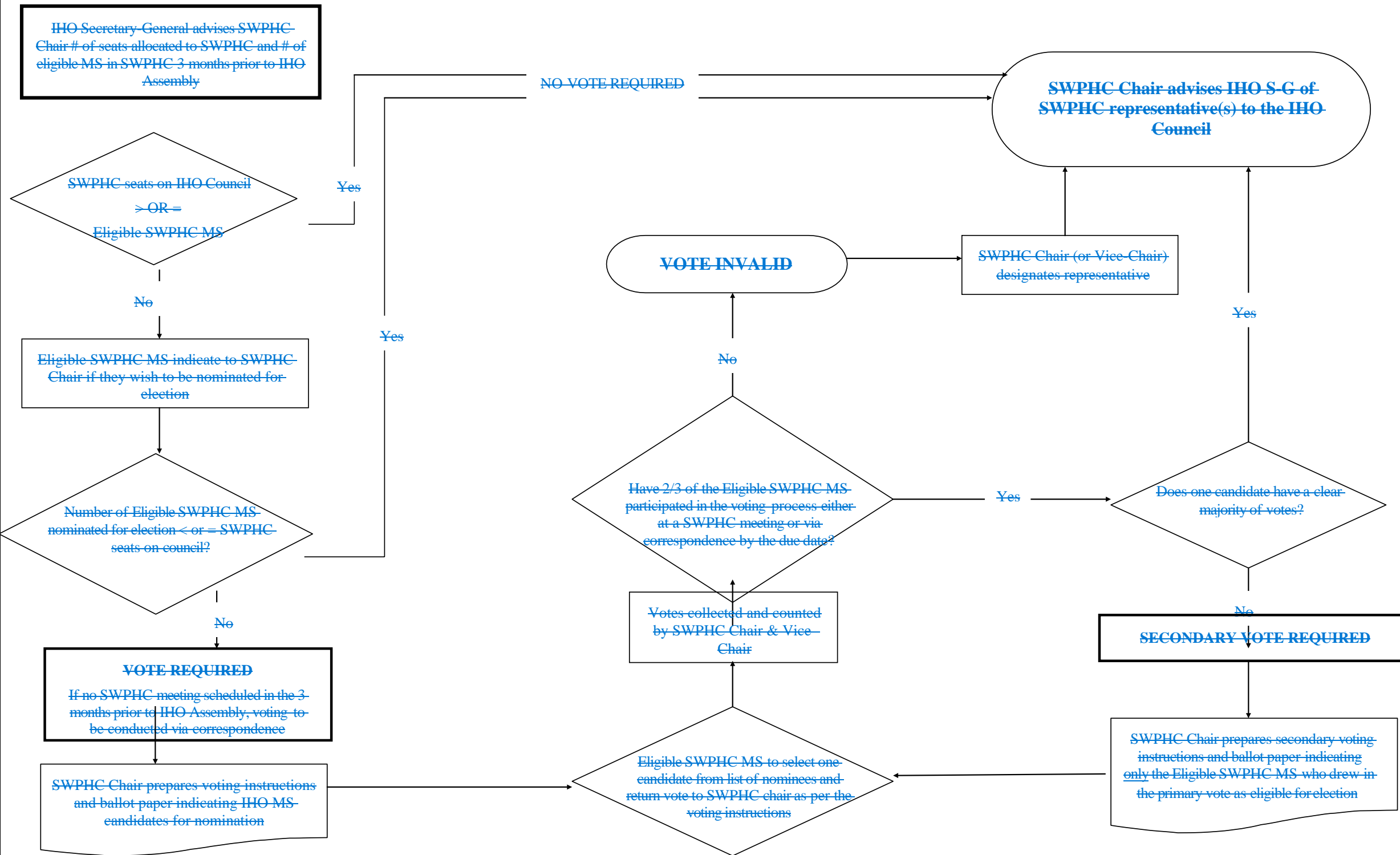
~~17.16.~~ SWPHC Selected MS representative(s) on the IHO Council must inform the SWPHC Chair if there is any impediment, whether permanent or temporary, to the execution of their responsibilities at any time during their tenure.

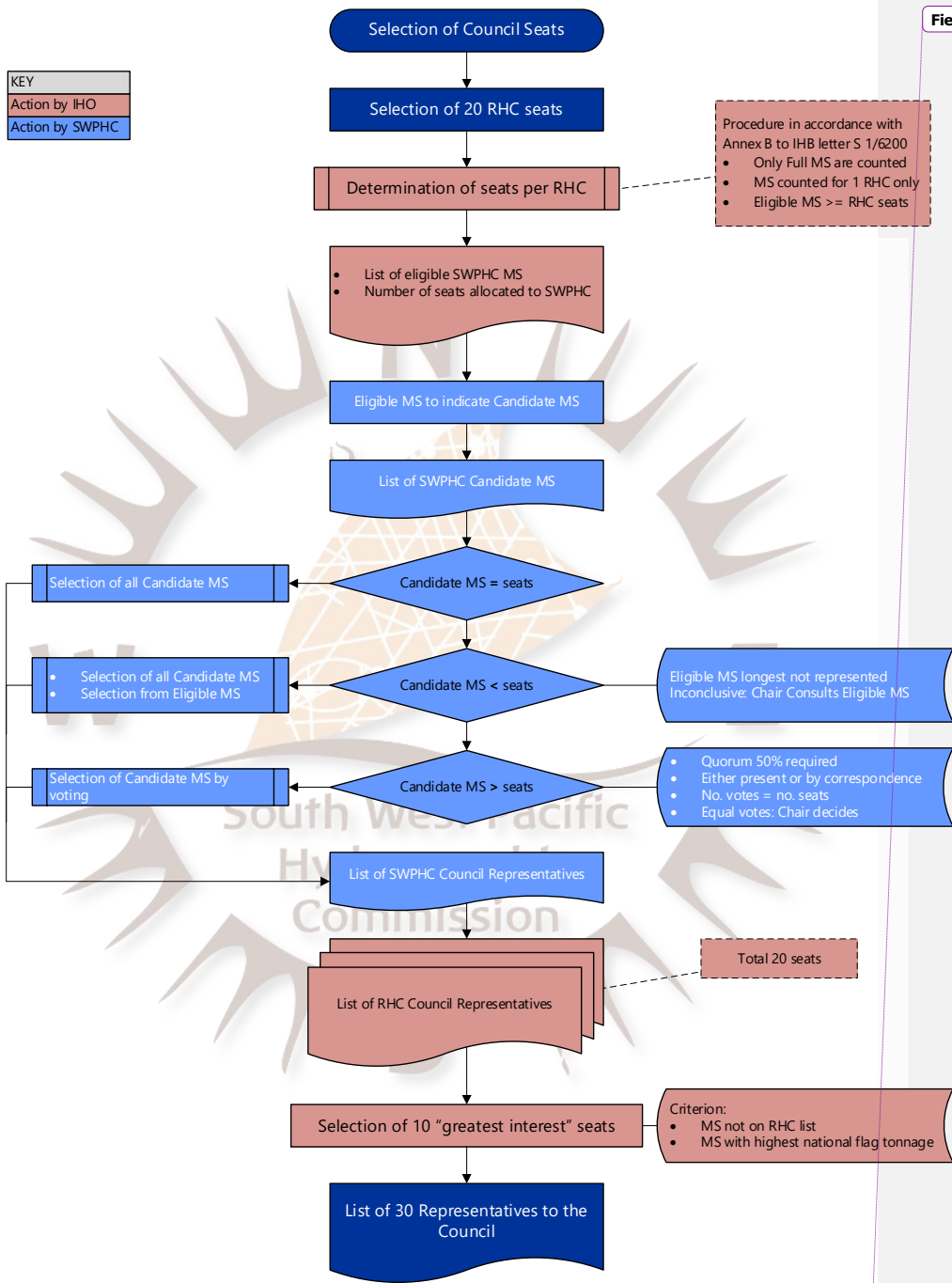
**Commented [A10]:** Again different wording to that above in 2d and 4c (might be better to be more consistent to use the same language throughout, unless it is intended to mean different things in each case)



| \_\_\_\_\_







**Appendix 2 to Annex AB to Statutes of the SWPHC**

**SOUTH WEST PACIFIC HYDROGRAPHIC COMMISSION (SWPHC)**

**Selection of State(s) that will occupy seat(s) on the IHO Council allocated to the**

**SWPHC Example of Voting Paper**

**Example of Voting Paper**

**Part A**

Number of Seats on Council allocated to the SWPHC: \_\_\_\_\_ (Chair inserts number in here)  
(This is the maximum number of boxes that may be marked below)

**Part B**

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

Chair inserts candidate State A in here	Vote indicated with an 'X' here
Chair inserts candidate State B in here	Vote indicated with an 'X' here
Chair inserts candidate State C in here	Vote indicated with an 'X' here
Insert other candidate States if appropriate	Vote indicated with an 'X' here

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

Authorised by: .....  
(Name)

Position: .....

.....  
(signature)

Member State: .....

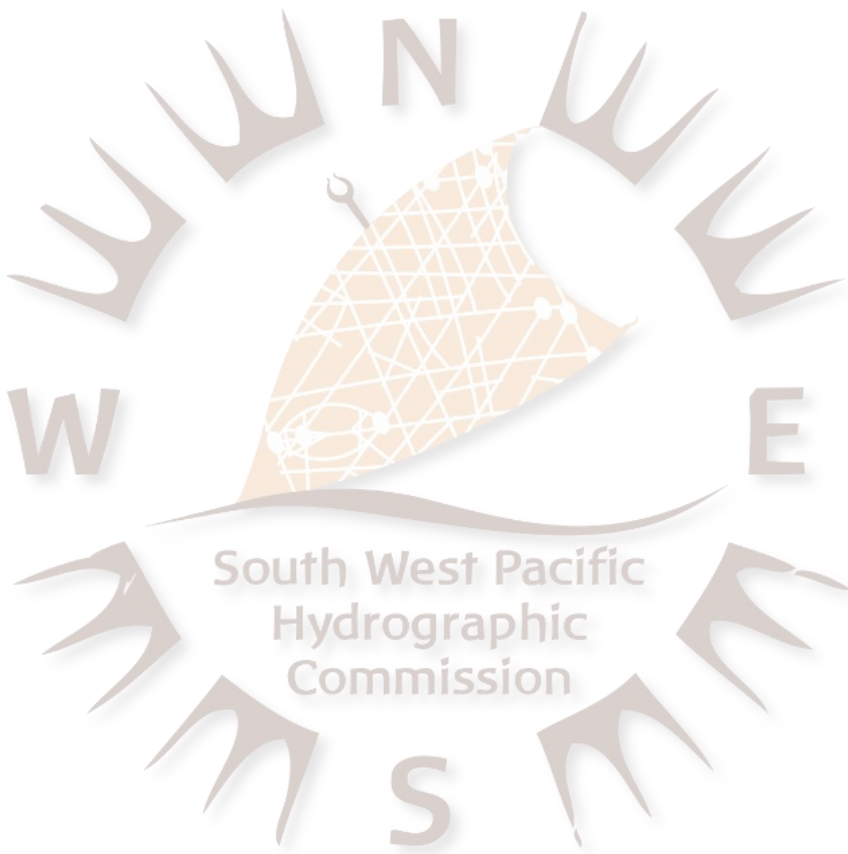
Authorised by: .....

Position: .....

Signature: .....

Date:

.....  
.....



## **Guidance Notes on Hosting Meetings of the South West Pacific Hydrographic Commission**

Based on text as agreed at the 12th South West Pacific Hydrographic Commission Meeting, 12-14 November 2013.

It is important that States offering to host a meeting of the South West Pacific Hydrographic Commission (SWPHC) appreciate the level of their responsibilities and obligations prior to commitment. The following guidance is a starting point for discussions and is not considered to be exhaustive.

States considering hosting a meeting should first consult the current Statutes of the SWPHC as this lays out the "rules" of the Commission.

Principal responsibilities of the host:

1. Provide a written confirmation to the SWPHC Chair of its offer of host a meeting.
2. Establish a reliable point of contact to enable communication between the host and the SWPHC Secretariat.
3. Identify a suitable conference venue and hotel facilities.
4. Negotiate with conference venue management:
  - a. Suitable dates (in consultation with Chair).
  - b. Meeting room layout and facilities (in consultation with Chair), coffee and lunch arrangements, and
  - c. Costs of conference room, facilities, refreshments.
5. Negotiate with hotel:
  - a. Group discount rates and conditions, and
  - b. Options for social events.
6. Provide logistics information to Secretariat for wider circulation.
7. All expenses related to the provision of the venue and associated facilities.
8. Provide letters of invitation to facilitate visa applications, as required.
9. Propose appropriate guests for opening ceremony.
- 1-10. Provide appropriate assistance and support to the Chair and delegates during their time in country.