

IHO File No. FO/599/01

**FINANCE COMMITTEE
CIRCULAR LETTER 02/2020
16 October 2020**

2nd SESSION OF THE IHO ASSEMBLY

MEETING OF THE FINANCE COMMITTEE

Monaco, 12 November 2020

References:

- A. Assembly Circular Letter 31 / 2020, dated 16 October 2020 - *2nd Session of the IHO Assembly as a remote event – Logistic Arrangements*
- B. Rules of Procedure of the IHO Finance Committee
- C. Finance Committee Circular Letter 03 / 2019

Dear Hydrographer,

1. In accordance with the arrangements announced in Reference A, the Finance Committee will hold its next regular meeting on Thursday 12 November 2020 from 13:30 to 14:45 as a remote event, as part of the 2nd session of the Assembly. In accordance with Rule 1 of Reference B, any Member State not denied voting rights and benefits may participate in the work of the Finance Committee.
2. In accordance with Rules 3 and 6 of Reference B, the draft agenda of the meeting is provided in Annex A. Member States have already been requested to submit their proposals for discussion by the Finance Committee, Reference C, however, due to the repeated need for rearrangement of the IHO Assembly and the meeting of the Finance Committee, Member States are again invited to submit proposals for discussion **no later than 2 November 2020** by using the the IHO Online Form System in Annex B, alternatively, submissions can be sent via e-mail (cl-lc@iho.int) with copy to or Fax (+ 377 93 10 81 40) using Annex B.
3. The technical arrangements to hold the Finance Committee meeting as a remote event are explained in detail in Reference A. Member States who wish to participate in the meeting of the Finance Committee are invited to follow the registration instructions explained in Reference A.
4. The election of the Chair and Vice Chair of the Finance Committee takes place during the Finance Committee meeting. Member States represented at the meeting may participate in the election. In accordance with the amended Rule 9 of the Rules of Procedure of the Finance Committee (Reference B), the Chair and Vice Chair shall be elected for a period of three years and hold office until the end of the next ordinary session of the Assembly (A-3).

5. The Secretariat received the nomination of Ms Isabelle Rosabrunetto (Monaco) for the position of Chair and the indication that Andrew Millard (United Kingdom) is ready to continue as of Vice-Chair.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Mathias Jonas', with a stylized flourish at the end.

Dr Mathias JONAS
Secretary-General

Annex A: Provisional agenda

Annex B: Proposals submission form https://IHO.formstack.com/forms/fccl_02_20

MEETING OF THE FINANCE COMMITTEE

Monaco, 12 November 2020

Provisional Agenda

Item	Time (CET / UTC+1)	Date / Description	Document
		Thursday 12 November	
	12:30 – 13:30	Technical testing of communication infrastructure (GoToWebinar system)	
FC-1	13:30-13:45	<i>Opening of the meeting</i>	
FC-2		<i>Adoption of the Agenda</i>	
FC-3		<i>Election of the Chair and Vice-Chair</i>	
FC-4	13:45-14:00	<i>The Financial report for the term 2017 – 2019</i>	A2_2020_F_01_EN
FC-5	14:00-14:10	<i>Implementation of the budget for 2020</i>	
FC-6	14:10-14:25	<i>The 3 years' budget 2021 – 2023</i>	Proposal 1.7
FC-7	14:25-14:35	<i>The annual budget for 2021 to be proposed to the Council for approval</i>	C4-05.3A
FC-8	14:35-14:45	<i>Report to Assembly – Closure of the meeting</i>	

MEETING OF THE FINANCE COMMITTEE

Monaco, 12 November 2020

RESPONSE FORM

IHO Online Form System https://IHO.formstack.com/forms/fccl_02_20

***(to be returned to the IHO Secretariat by 2 November 2020
e-mail: cl-lc@iho.int - Fax: +377 93 10 81 40)***

**Member
State:**

Contact:

E-mail:

1. Do you have any comments on the Agenda?

YES

NO

2. If YES, please provide your comments.