



IHB File No. S3/0104/IRCC
CBSC-1

CIRCULAR LETTER 16/2015
20 February 2015

THIRTEENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC13)
Mexico City, Mexico, 27-29 May 2015

and

SEVENTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE
(IRCC7) Mexico City, Mexico, 1-3 June 2015

References: A. IHO CL 57/2014 dated 12 August – *Outcome of IRCC6*
B. IHO CL 62/2014 dated 25 August – *Outcome of CBSC12*

Dear Hydrographer,

1. Following the kind invitation from the Ministry of the Navy of Mexico (*Secretaría de Marina - SEMAR*) to host the meetings of CBSC13 and IRCC7 in Mexico City, from 27 to 29 May and from 1 to 3 June 2015 respectively, I am pleased to confirm the meetings. Both meetings will take place at the Center for Advanced Naval Training (*Centro de Estudios Superiores Navales - CESNAV*) of the Ministry of the Navy (SEMAR) in Mexico City.

2. The IHB, in consultation with the Chairs of the CBSC and the IRCC, has started to prepare the meeting documents and the provisional agendas.

3. **Submission of documents for IRCC7.** Documents intended for consideration at IRCC7 should be submitted to the IRCC Secretariat in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" available on the IHO web site (Home > Committees and WG > IRCC - Meetings section) as follows:

Papers	Submission Deadline
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by IRCC	Not later than 13 April 2015 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages) commenting on submissions or proposals submitted as above	Not later than 11 May 2015 (three weeks before commencement of the meeting)
RHC Reports	
Information documents	

4. **Submission of documents to CBSC13.** Documents intended for consideration at CBSC13 should be submitted to the CBSC Secretariat in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" referred to in paragraph 3, as follows:

Papers	Submission Deadline
Requests of support to CBSC The submissions should follow the CB Procedures (www.iho.int → Capacity Building → Procedures)	Not later than 1 April 2015
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by CBSC	Not later than 8 April 2015 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages), commenting on submissions or proposals submitted as above	Not later than 6 May 2015 (three weeks before commencement of the meeting)
Information documents	

5. Documents received after the relevant deadline will be treated as information papers only. All documents for the meetings will be posted on the IHO website under Committees & WGs, in their respective sections, as soon as they are available. You are invited to consult the IHO website regularly.
6. The lists of the members of the IRCC and CBSC are maintained on the IHO website: (Home > Committees and WG > IRCC - Members section) and (Home > Committees and WG > IRCC > CBSC - Members section). Both meetings are open to all Member States, and to recognised observers who may participate, in accordance with the Terms of Reference of the CBSC and IRCC.
7. **Logistics.** General information is provided in Annex A to this letter. I would like to emphasize that hotel reservations are the responsibility of each participant. Annex B provides a common Registration Form that can be used for those attending one or both meetings.
8. **Registration.** Members of the CBSC and the IRCC, as well as observers, wishing to attend one or both of the meetings, are invited to send their Registration Form (Annex B) to the host organization (SEMAR) and to the IHB as soon as possible and **not later than 30 April 2015**. This will facilitate the overall logistic planning and the preparation of the meetings.
9. The points of contact for logistics, visa and accommodation assistance for both meetings are presented in Annex A.

On behalf of the Directing Committee
Yours sincerely,



Mustafa IPTES
Director

Annexes (*in English only*):
Annex A – Logistics Information
Annex B – Registration Form

THIRTEENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC13)
Mexico City, Mexico, 27-29 May 2015
and
SEVENTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC7)
Mexico City, Mexico, 1-3 June 2015

Logistics Information

Meetings

The CBSC13 and IRCC7 Meetings will be held at the Center for Advanced Naval Training (*Centro de Estudios Superiores Navales* - CESNAV) of the Ministry of the Navy (SEMAR) in Mexico City, at the following address:

Centro de Estudios Superiores Navales (CESNAV)
 Calzada de la Virgen 1800, Coyoacán
 Ex ejido San Pablo Tepetlapa, Distrito Federal CP 04840
 Ciudad de México, México

CESNAV (<http://www.cesnav.edu.mx/contacto/contacto.html>) is located in a military site and delegates must present an official identification (Passport) to be granted access.

Accommodation in Mexico City

The recommended accommodation is the Hotel Mas Sol (www.hotelmassol.com) located close to the meeting venue (see more information below under Daily transport to and from CESNAV). The following options are available at the Hotel Mas Sol:

- Junior suite 1/bed (2 persons), at the price of €40 EUR per room per night.
- Master suite 1/bed (2 persons), at the price of €45 EUR per room per night.
- Double bed (4 persons), at the price of €70 EUR per room per night.

Meeting participants are invited to arrange their own reservation directly with the hotel (**promotional code is not available**). **Further information about the hotel reservation / payment procedures will be posted in the IRCC7 and CBSC13 pages of the IHO website.**

The general information about Hotel Mas Sol and other hotels available in the vicinities of CESNAV is:

Hotel and location	Booking details	Room rates	Access to meeting
Hotel Mas Sol Av. Escuela Naval Militar No. 874 Col. Alianza Popular Deleg. Coyoacan 04800 Mexico City.	www.hotelmassol.com mas.sol.hotel@gmail.com Tel: +52 55 5679 6575	As above	12-15 minute walk
Hotel Holiday Inn Tlalpan Calzada de Tlalpan 1507 Col. Portales, Coyoacán 03300 Mexico City.	www.holidayinn.com Tel: +52 55 2595 2595 + 1101 Fax: 52 55 2595 2595	From 120€ per night	Taxi Transport time: 30 min.
Hotel Novo Coapa Calzada del Hueso 637 Colonia Tenorios 04650 Mexico City	www.booking.com	From 44€ per night	Taxi Transport time: 20 min.

Transportation to and from Mexico City

Mexico City is served by a number of airlines operating from the following airports:

- **Benito Juárez International Airport (México City)**
<http://www.aicm.com.mx/>
- **Adolfo Lopez Mateos International Airport (Toluca, Edo. México)**
<http://www.vuelatoluca.com/>

Transfer to and from the hotel can be done by authorized taxi services: Porto Taxi, Sitio 300, Nueva Imagen y Excelencia.

Daily transport to and from CESNAV

The Hotel Mas Sol is conveniently located approximately 1000m (12-15-minute walk) from CESNAV. Participants staying in other hotels are invited to arrange their own local transportation. Information about taxis and the local transportation system can be found at:

http://www.semovi.df.gob.mx/wb/stv/sitios_y_bases_de_taxis_regularizados.html

Situation map



CESNAV (Meeting Venue for the CBSC13 and IRCC7 Meetings) and hotel locations

General Information for Mexico City

Mexico City is located in Valle de México at South Zone of Cuenca de Mexico at 2,500m altitude, and is well known for its great gastronomy. The city offers to visitors a fusion of culture and European colonial architecture, history and legacy of Mexico-Tenochtitlan, near modern architecture of the capital.

In May/June the weather is cool and rainy. For more information please refer to the following websites:
www.df.gob.mx
www.mexicocity.gob.mx

Visa requirements

Depending on your nationality, the purpose and duration of your visit, you may require a visa to visit Mexico. We urge you to check visa requirements at your earliest convenience on the following website:
www.sre.gob.mx

Instructions:

<http://www.sre.gob.mx/serviciosconsulares/index.php/visas?layout=edit&id=102>

List of countries:

<http://www.sre.gob.mx/serviciosconsulares/images/stories/dgsc/pdf/visasordinarios.pdf>

If you require any assistance, or a letter of invitation, please liaise with the local point of contact.

Contact details

The primary point of contact regarding the meeting details, more particularly logistical, visa and accommodation assistance is as follows:

Capitán de Corbeta C.G. E.H.C . / Lt Cdr Jorge Abraham Martinez Vazquez

Jefe del Departamento de Ayudas a la Navegación y Control de Publicaciones / Department Chief Aids to navigation and publications control

E-mail: digaohm.navegacion@semar.gob.mx

Telephone: +52 5556246500 Ext. 7233

Fax: +52 5556798045

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Mexico City, Mexico, 27-29 May 2015**

and

**SEVENTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC7)
Mexico City, Mexico, 1-3 June 2015**

Registration Form (one for each participant)

**(to be returned to info@iho.int / Fax: +377 93108140) and
digaohm.navegacion@semar.gob.mx / Fax +52 5556798045
by 30 April 2015)**

CBSC Members, please indicate RHC or Country:	
IRCC Members, please indicate RHC or IRCC Body:	
Observers please indicate Country and Organization:	
Please indicate with an (x) your participation option:	() CBSC13 () IRCC7 () Both

HEAD or MEMBER			
RANK / TITLE			
SURNAME (Family Names)			
FIRST NAME (Personal Names)			
NATIONALITY			
PASSPORT NUMBER			
E-MAIL			
TELEPHONE			
NAME (S) OF ACCOMPANYING PERSON (S) (if any)			
FLIGHT DETAILS	Arrival	Date	
		Time	
		Flight Number	
	Departure	Date	
		Time	
		Flight Number	
ACCOMMODATION	Hotel Mas Sol	() Yes () No	
	Other hotel (Name)		

Note: please consider sending your registration form by e-mail or fax using the Excel file available in the CBSC13 and IRCC7 pages of the IHO website.