



IHO File No. S1/6100/2020

ASSEMBLY CIRCULAR LETTER N° 1
29 April 2019

2nd SESSION OF THE IHO ASSEMBLY (A-2)

Monaco, 21-24 April 2020

ANNOUNCEMENT AND GENERAL ARRANGEMENTS

References:

- A. 1st Session of the IHO Assembly Decision No. 27 (28 April 2017)
- B. Rules of Procedure of the IHO Assembly

Dear Hydrographer,

Assembly Announcement

1. In accordance with Reference A and B, the 2nd Session of the IHO Assembly will be held in Monaco from Tuesday 21 April to Friday 24 April 2020.
2. The meeting of the Finance Committee and the meeting of the Heads of Delegations will take place on Monday afternoon, 20 April 2020 at the Secretariat of the International Hydrographic Organization (IHO).
3. The Assembly is the principal decision-making organ of the IHO (Article V of the Convention on the IHO), and it is essential that all IHO Member States are represented not only to review the past activities of the Organization, but also to adopt an effective and realistic IHO Work Programme and Budget for the next three years.
4. The Provisional Assembly Programme is provided in Annex A to this Circular Letter.

Assembly Format and Programme

5. The Assembly will be held in the Auditorium Rainier III in Monaco. Registration will take place all day on Monday 20 April 2020. Other meetings and events which will be held during the Assembly period are as follows:
 - a. The Finance Committee will meet on Monday 20 April 2020 from 14:00 to 17:30 at the IHO Secretariat to review and discuss the finance and budget proposals. Due to the limited space available, it is proposed that a maximum of two representatives from each Member State attend the meeting.
 - b. A meeting and briefing intended to be exclusively for the Heads of Delegation of Member States will be held on Monday 20 April 2020 from 18:00 to 20:00 at the IHO Secretariat.
 - c. The Opening Ceremony for the Assembly will take place on Tuesday morning, 21 April 2020. New Member States that have joined the Organization since the First Session of the IHO Assembly will be invited to present their flag on this occasion.
 - d. Industry Stakeholders and Member States will be invited to mount exhibitions of their work and their hydrographic/nautical cartographic activities in two separate areas within the Auditorium Rainier III. The exhibitions will open on Tuesday, 21 April 2020 following the Opening Ceremony and will remain open until Friday 24 April 2020, closing at 12:00.
 - e. The Election for the position of IHO Director will be held on Friday morning, 24 April 2020.

6. Other meetings involving Member States can be organized during the Assembly period if required. Chairs of the relevant bodies wishing to convene such meetings are invited to inform the IHO Secretariat, by 31 December 2019, of their needs in terms of preferred dates and expected number of participants. This will enable the IHO Secretariat to make the necessary arrangements.

7. The Assembly will meet in plenary session to examine the reports of the Council Chair and Secretary-General corresponding to the Work Programmes of the IHO, together with any proposals submitted for the consideration of the Assembly, including the revision of the IHO Strategic Plan (refers to 1st Session of the IHO Assembly Decision No. 3) and the 2021-2023 IHO Work Programme and Budget. Any Proposals should refer to one of the three IHO Programmes. Topical issues related to the Programmes may also be considered, as appropriate.

8. Reports will be prepared by the IHO Secretariat, based on information available to the IHO Secretariat and input from the Chair of the IHO Council (supported by the IHO Committees – Hydrographic Services and Standards Committee (HSSC), Inter-Regional Coordination Committee (IRCC)) and Finance Committee (FC).

Submission of Proposals to the Assembly

9. In order to follow the timetable indicated in Rule 9 of the Rules of Procedure for IHO Assembly any proposal or related submission for consideration should be submitted by Member States, Council and Secretary-General not later than 20 December 2019.

10. All submissions related to the Assembly will be collated and translated by the IHO Secretariat and will be made available to Member States in both English and French.

Planned Assembly Circular Letters

11. Annex B contains a list of the Assembly Circular Letters that are planned to be issued together with target dates for action. Member States are requested to observe the deadlines for replies so that Assembly preparations can proceed as smoothly as possible.

Member States' Delegations and Registration

12. It is very important for the IHO Secretariat, to know as early as possible the number and names of representatives who will attend the Assembly in order to facilitate logistics and the configuration of the Assembly venue. Assembly registration will be available online from 1 September 2019 to 15 March 2020 via the IHO website (www.iho.int), which is scheduled to be revamped on 21 June 2019, at:

(Home > About IHO > Assembly > A-2 > Registration for Assembly)

Member States are invited to register as early as possible.

13. Member States that are not able to register online should forward a list of their delegates, specifying the Head of the Delegation, to the IHO Secretariat (by e-mail: info@iho.int or by fax: +377 93 10 81 40) not later than 1 March 2020 using the Delegates' Registration Form provided in Annex C or the Excel-based form which will be available at the above web address.

14. Please note that passport and visa requirements are the responsibility of each delegate. The necessary formalities must be completed before travelling to Monaco. Any delegates who may require personalized invitations for visa application purposes should contact the IHO Secretariat. There are no border-crossing formalities between France and Monaco, but a Schengen visa or other valid entry qualifications shall be necessary to enter France.

Hotel Accommodation

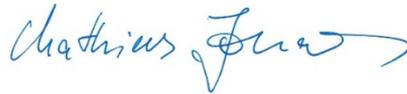
15. All participants should reserve their own accommodation. A list of hotels in the area that have been used by delegates in the past is provided at Annex D. Information is also available on the IHO website: www.iho.int and through the following web sites for hotel reservations: (http://www.monte-carlo.mc/index-hotels_monaco-fr.html) and (www.booking.com)

16. Hotel space will be at a premium as there are several other events taking place in Monaco at the same time as the Assembly. Bookings should therefore be made well in advance of the Assembly. Member States are strongly recommended to make hotel reservations as soon as possible. Any Member States requiring assistance with hotel reservations may contact Ms Lorene Chavagnas at: info@iho.int or by telephone +377 93 10 81 00.

Conclusion

17. The Assembly is the most important decision-making body of the IHO, and it is essential that all IHO Member States are represented to consider the proposals and reports that will be submitted and to formulate and adopt appropriate Resolutions. We look forward to seeing you in Monaco for this major event in April 2020.

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

Distribution:

- IHO Member States
- IHO Council Chair
- IHO Committee Chairs: IRCC, HSSC, FC
- IHO Observer Organizations / Agencies

Annexes:

- A. Provisional Assembly Programme
- B. Planned Assembly Circular Letters
- C. Delegates' Registration Form
- D. Hotel Information

PROVISIONAL ASSEMBLY PROGRAMME

Note: All events will take place at the Auditorium Rainier III except when indicated otherwise.

2nd SESSION OF THE IHO ASSEMBLY

Monaco, 21-24 April 2020

	Monday 20 April	all day	Registration of delegates
		PM	Meeting of the Finance Committee (IHO Secretariat) Meeting of Heads of Delegation (IHO Secretariat)
Day 1	Tuesday 21 April	AM	Opening Ceremony Opening of the Hydrographic Industry and the Member States' Exhibitions Official Photo
		PM	Report of Council Chair Report of Secretary-General Work Programme 1: Proposals and Topical Issues
Day 2	Wednesday 22 April	AM	Work Programme 1: Proposals and Topical Issues (Continued)
		PM	Work Programme 2: Proposals and Topical Issues
Day 3	Thursday 23 April	AM	Work Programme 3: Reports of RHC Chairs, Proposals and Topical Issues
		PM	Special Session for IHO-100
Day 4	Friday 24 April	AM	Election for the position of IHO Director Report of Finance Committee 2021-2023 Work Programme and Budget Hydrographic Industry and Member States Exhibitions close
		PM	Closing Ceremony

PLANNED ASSEMBLY CIRCULAR LETTERS (ACL)
2nd SESSION OF THE IHO ASSEMBLY
 Monaco, 21-24 April 2020

Target date for Issue	ACL N°	TITLE	Target date for replies from MS
29/04/2019	01	Announcement and General Arrangements	15 March 2020
03/05/2019	02	Call for Nomination of Candidates for IHO Director Position	10 April 2020
As replies arrive	02/bis	Nominations of Candidates for IHO Director Position	
06/05/2019	03	Invitation to Member States to submit Proposals to the Assembly	20 December 2019
08/05/2019	04	Observers at the 2 nd Session of the IHO Assembly	20 July 2019
15/05/2019	05	Ships' Visits and Receptions	01 November 2019
17/06/2019	06	Invitation to the Member States Exhibition held on 21-24 April 2020. Deadlines for Member States are: - intention to participate: - input form: - provision of display materials at the IHO Secretariat:	01 October 2019 01 February 2020 20 March 2020
25/08/2019	07	Invited Observers – (Responses to ACL 4) Submission of final lists for approval	30 October 2019
20/09/2019	08	Call for Tonnage Figures	01 December 2019
01/10/2019	09	Proposals submitted by MS, Council and Secretary-General. (Responses to ACL 3) Call for comments and additional proposals	15 December 2019
18/10/2019	10	Invite Candidates for the Chair of the Assembly	15 December 2019
20/10/2019	11	IHO Member States' Exhibition (Responses to ACL 6)	
10/11/2019	12	Approval of Final List of the Observers (Responses to ACL 7)	
20/12/2019	13	Election of the Chair of the A-2 (Responses to ACL-10) (Voting)	20 February 2020
03/02/2020	14	Distribution of Assembly Document: - Proposed 3-Year Work Programme & Budget of the IHO for 2021-2023 - Preliminary Finance Report for 2018-2020 - Draft revised IHO Strategic Plan - Provisional list of candidates for IHO Director Position	
10/02/2020	15	Distribution of Assembly Documents: - Provisional Agenda and Programme - Consolidated list of proposals and comments from MS (<i>Red Book</i>) - Reports of the Council Chair and Secretary-General, - Provisional List of Assembly Documents	
20 /02/2020	16	Distribution of Assembly documents: - Updated Assembly Programme and Provisional Agenda - Table of Tonnages, Shares and Votes - Provisional List of Participants	
15/03/2020	17	Response to ACL 15 – Election of the Chair of the 1 st Session of the IHO Assembly (Result of Voting process)	
30/01/2020	18	Participations at the Hydrographic Industry Exhibition	
10/04/2020	19	Final List of candidates for IHO Director Position	

DELEGATES' REGISTRATION FORM**(Only for those Member States that are unable to register on-line)****(to be returned to the IHO Secretariat no later than 1 April 2020)****2nd SESSION OF THE IHO ASSEMBLY**

Monaco, 21-24 April 2020

MEMBER STATE DELEGATION**COUNTRY:****Organization:**

Head or Member of Delegation	Rank or Title	First Name	Surname (Family Name) (1)	Accompanying person (s)

(1) Underline name generally used in case of double surnames as in Spanish-speaking countries

Submitted by: Rank or Title: First Name : Surname :**Contact Information:****e-mail:****Telephone:****Fax:**

HOTEL INFORMATION
2nd SESSION OF THE IHO ASSEMBLY
 Monaco, 21-24 April 2020

Hotels – in or very near MONACO
(should be booked as soon as possible)

HOTELS	Comments
NOVOTEL Monte-Carlo 16 Bld Princesse Charlotte MC Tel : 377 99 99 8300 Fax : 377 99 99 8310 E-mail : h5275@accor.com	***
Hotel Ambassador 10 avenue prince Pierre MONACO Tel : 377 97979696 Fax : 377 97979699 dulce@ambassadormonaco.com	***
Hotel de France 6 rue de la Turbie MONACO Tel 37793302464 Fax 37792161334 hoteldefrance@monaco.mc	**
Hotel Miramar 1 JF Kennedy, MC 98000 MONACO Tel : 93308648 Fax : 93302633 reservation@miramarmonaco.com www.miramarmonaco.com	***
Hotel Forum Place des Moneghetti, 06240 Beausoleil Tel : 33 4 93 789636 Fax : 33 4 93789638 Forumhotel2@wanadoo.fr info@forumhotel.net www.forumhotel.net	***

Hotel Olympia 17 Bis Bd G.Leclerc, 06240 Beausoleil Tel : 33 4 93781270 Fax : 33 4 93418504 olympiahotel@hotmail.com	***
Hotel CAPITOLE 19 Bld General Leclerc, 06240 beausoleil Tel : +33 493286565 fax : +33 493286569 E-amil : info@hotel-capitole.fr	***
Hotel Boeri 29 Bld G.Leclerc, 06240 Beausoleil Tel : 33 4 93783810 Fax : 33 4 93419095	**

Hotels accessible by Bus or train from Monaco



Hotels in MENTON Travel to Monaco by Bus N°100 (45 minutes) or Train (15 minutes)

Résidence Pierre et Vacances Les Rivages du Parc ***

Résidence Les Rivages du Parc
71 allée Louis Moreno,
06500 Menton
Tel : +33 8 91 70 10 08

Hôtel Princess et Richmond ***

617 promenade du Soleil,
06500 Menton
Tel : +33 4 93 35 80 20

HOTEL MEDITERRANEE ***

5 rue de la République
06500 MENTON
Tel : +33 4 92 41 81 81
Fax : +33 4 92 41 81 82
E-mail : info@hotel-med-menton.com
www.hotel-med-menton.com

Hotels in NICE (near train station) travel to Monaco by Train - (15 Minutes)

Ibis Nice Centre Gare ***

14, avenue Thiers,
06000 NICE
Tel : +33 4 93 88 85 55

Kyriad Nice Gare ***

35 boulevard Raimbaldi,
06000 Nice
Tel : +33 4 92 17 39 39

Hôtel Mercure Nice Centre Notre Dame ****

28 avenue Notre Dame,
06000 NICE
Tel : +33 4 93 13 36 36

Best Western Alba ***

41 avenue Jean Medecin,
06000 Nice
Tel : +33 4 93 88 02 88

Hotels in BEAULIEU SUR MER

(near train station)

Travel to Monaco by Bus N° 100 (30 minutes) or Train (10 minutes)

Hotel Ibis Styles Beaulieu Sur Mer****

3 boulevard du Maréchal Joffre (Entrance Hotel: rue Marius Maiffret),
06310 Beaulieu-sur-Mer
Tel : +33 4 93 01 12 15

Hotel Frisia***

2 boulevard Eugène Gauthier,
06310 Beaulieu
Tel : +33 4 93 01 01 04

Hotel le Havre Bleu**

29 boulevard du Maréchal Joffre,
06310 Beaulieu-sur-Mer
Tel : +33 4 93 01 01 40

Hotel Carlton ****
7 avenue Edith Cavell,
06130 Beaulieu sur Mer
Tel : +33 4 93 01 44 70

Hotels in VILLEFRANCHE SUR MER
Travel to Monaco by Bus N° 100 (40 minutes) or Train (12 minutes)

Hôtel Provençal **
4 avenue du Maréchal Joffre,
06230 Villefranche-sur-Mer
Tel : +33 4 93 76 53 53

Hotels in CAP d'AIL -
Travel to Monaco by Bus N° 100 (10-15 minutes)

Edmonds Hotel Brasserie
87 avenue du Trois Septembre,
06320 Cap-d'Ail
Tel : +33 4 93 78 01 01

Hôtel Miramar **
126 avenue du Trois Septembre,
06320 Cap-d'Ail
Tel : +33 4 93 78 06 60

Hôtel Normandy **
6 allée des Orangers,
06320 Cap-d'Ail
Tel : +33 4 93 78 77 77

Hôtel de Monaco ***
1 avenue Pierre Weck,
06320 Cap-d'Ail
Tel : +33 4 92 41 31 00

Hotels in ROQUEBRUNE CAP MARTIN
Travel to Monaco by Bus N° 100 (15-20 Minutes)
or Train (5 minutes)

Résidence "Le Golfe Bleu"
5, Rue Georges Drin,
06190 Roquebrune-Cap-Martin
Tel : +33 4 92 10 45 00

Hotel Regency **
98, avenue Jean Jaurès,
06190 Roquebrune-Cap-Martin, France
Tel : +33 4 93 35 00 91

Hotel Victoria ****
7 promenade du Cap,
06190 Roquebrune-Cap-Martin
Tel : +33 4 93 35 65 90

Hôtel Reine D'Azur
29 promenade du Cap,
06190 Roquebrune-Cap-Martin
Tel : +33 4 93 35 76 84

Hôtel Alexandra ***
93 avenue Sir Winston Churchill,
06190 Roquebrune-Cap-Martin
Tel : +33 4 93 35 65 45

APART HOTELS

ADAGIO – Aparthotel : Palais Joséphine
2A avenue du Général de Gaulle
06240 Beausoleil
Tel : +33 4 92 41 20 00
Fax : +33 4 92 41 20 01
Email : bsp@adagio-city.com
www.adagio-city.com

RESIDENCE PIERRE ET VACANCES
33 avenue du Général de Gaulle
06320 Cap-d'Ail
Tel : +33 4 93 41 73 00
Fax : +33 4 93 41 74 77
Email : cpc@pierreetvacances.com
www.pierre-vacances.com

ADAGIO – Aparthotel : Monte Cristo
2A rue des Martyrs de la Résistance
06240 Beausoleil
Tel : +33 4 92 10 52 50
Fax : +33 4 93 37 18 75
Email : mcl@adagio-city.com
www.adagio-city.com