



**13th Meso American & Caribbean Sea Hydrographic
Commission Meeting
20-22 November 2012
La Antigua, Guatemala
List of Actions**

Action	Agenda Item	Agreements	Responsible Party	Due Date	Status
General:					
13.1.1 (12.1.1)	MACHC 12	MACHC Members should provide update information to IHO C-55 publication and update it at least once a year, reporting this action in the National Report	MACHC Members	Permanent	On going
13.1.2 (12.1.2)	MACHC 12	The Commission accepts IHB proposal to post the main documents of its meeting on the IHB website and keep the discussion documents on the website managed by NOAA.	Secretary / IHB	Permanent	On going
13.1.3 (12.1.3)	MACHC 12	The Commission to consider using one website for MACHC documentation. The Chair to circulate a proposal to achieve this.	USA / IHB	By 14th MACHC meeting	NOAA/IHB to discuss options. Report by end of MACHC on solution
13.1.4 (13.1.5)	MACHC 12	NL/VE to pursue discussions on bilateral agreement for data exchange in accordance with TR A3.4 (co-production, distribution of REPRMATS, etc.)	Netherlands/Venezuela	By 14th MACHC meeting	On going see para 7.1.3 additional Action Item 13.2.8
13.1.5 (13.1.9)	MACHC 12	Working Group Chairs and Chart Committee Coordinators are encouraged to produce quarterly reports.	WG Chairs and ECC & ICC Coordinators	Permanent Quarterly	On going
13.1.6 (13.1.10)	MACHC 12	ECC & ICC Coordinators to liaise and plan/organise their work flow in line with agreed Meso-American and Caribbean International Chart Coordinating Working Group (MACICCWG) Terms of Reference (ToR).	ECC & ICC Coordinators	Permanent By 13th MACHC Meeting	On going as MICC
13.1.1	4	The Commission accepts IHB proposal to post the main documents of its meeting on the IHB website and keep the discussion documents on the website managed by NOAA.	Secretary / IHB	Permanent	
13.1.2	4.1	Letter from Chair to encourage MS yet to ratify Protocol of Amendments to press their government for response	Chair	End Jan 2013	Completed
13.1.3	4.1	Letter from the Government of Monaco via IHO to encourage MS yet to ratify pending applications for IHO membership and to press their government for a response	IHO	End Jan 2013	
13.1.4	4.4	MACHC MS are encouraged to respond to the circular letter on WEND-WG revised guidelines when distributed	MACHC IHO Member States	When CL states	
13.1.5	4.8	MACHC Members should provide update information to IHO C-55 publication and update it at least once a year, reporting this action in the National Report	MACHC Members	Permanent MACHC14	
13.1.6	7	France, Mexico, UK, US to provide point of contact to review progress and work on assessing the viability of satellite Bathymetry and liaise on trials such as in Antigua	France, Mexico, UK, US	End Jan 2013	
13.1.7	7	Committee Coordinators are encouraged to produce quarterly reports.	Committee Chairs	Permanent Quarterly	
13.1.8	8.5	Chair to propose how observer organizations participate in MACHC and how to increase participation in MACHC business	Chair	By 14th MACHC meeting	
13.1.9	9	MACHC to provide resolution of Blue Economy in relation to hydrography.	MEIP	By end 13th MACHC meeting	Completed With IHO

Action	Agenda Item	Agreements	Responsible Party	Due Date	Status
13.1.10	13	MACHC Member States to include 'sharing experience in dealing with maritime disasters' as a standing MACHC agenda item.	Chair	Permanent By 14th MACHC Meeting	
13.1.11	13	Chair to invite the Caribbean Disaster Management Response to the 14th MACHC	Chair	By 14th MACHC meeting	
13.1.12	17	MACHC accepts the validity of Crowd Sourcing and requests the chair propose HSSC to assess the validity of its use.	Chair	End Jan 2013	
13.1.13	19.3	Chair to send letter to Nicaragua commending them on their progress in achieving a hydrographic office	Chair	End Jan 2013	Completed
13.1.14	19.4	Chair to look into providing Audio/Video facilities at next conference for delegates unable to attend	Chair	By 14th MACHC meeting	
13.1.15	20	Chair (Suriname) or IHO to participate in the Sea Trade Cruise Shipping conference in Miami (March 11-14, 2013)	Chair, IHO	By April 2013	
13.1.16	21	Chair (Suriname) and host (Netherlands) to organise MACHC14	Suriname, Netherlands	By 14th MACHC meeting	
MACHC Integrated Charting Committee (MICC):					
13.2.1	ENC	MICC to continue to monitor and update Region B ENC scheme for all Usage Bands, per the current work plan of MACHC MICC.	MICC Members	Ongoing	
13.2.2		Continue to update resolution of overlaps and gaps as reflected in the ECC Regional Coverage Report Annex A and B	MICC Members and Technical Coordinator	ASAP	
13.2.3		UK will forward projected M_COVR for Charco Azul and Roatan to MICC Technical Coordinator for update to MICC GIS. Charts will be based on GB charts 503 and 2493.	UK, MICC Technical Coordinator	March 13, 2013	
13.2.4		UK to provide update on anticipated production date of ENCs for Charco Azul and Roatan	UK	March 13, 2013 or Until complete	
13.2.5		Provide list of Cruise Line priority ports for the MACHC and other RHCs for consideration by respective charting groups	Celebrity Cruise Rep	ASAP	
13.2.6		UK and Celebrity Cruises (cruise industry) to discuss alternate sources of survey data and how/if it can be applied to charting products in the Bahamas.	UK and Celebrity Cruise Rep	Until complete	
13.2.7		US to provide update on production of new ENCs in the Panama Canal	USA	March 13, 2013 or Until complete	
13.2.8		NL produces ENC equivalent to INT 4108 in co-operation with VEN to achieve adequate coverage on very short notice. When appropriate VEN takes over with the publication of VE300100 and VE300200	NL, VEN	NL ENC completion 1 March 2013	
13.2.9	INT	MICC Technical Coordinator to look into adding ENC usage band column to INT Chart GIS	MICC Technical Coordinator	December 31 2012	
13.2.10		Venezuela and UK to review limits for INT 4102.	Venezuela, UK	March 13, 2013 or Until complete	
13.2.11		Colombia and UK review overlap between INT charts 4025 and 4011	Colombia, UK	ASAP	
13.2.12		MICC will explore possibilities for producing an on-line regional catalogue that includes all national coverage in the MACHC region.	MICC Members	March 13, 2013	
13.2.13		Include INT charts in National Chart catalogues according to S-4	MICC Members	Ongoing	
13.2.14		Contact Cuba regarding transfer of charts from Cuba to France, UK, Mexico. It is unclear which charts other than 4149 are to be transferred and who will assume responsibility. France wishes to withdraw from consideration of additional coverage.	MACHC Chair with information from MICC Chair	ASAP	

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13.2.15		Incorporate new INT Chart scheme, based on national coverage, for Mexico, Nicaragua and Colombia in the Pacific and Suriname, Venezuela and the US in the Caribbean. All countries are to provide limits and S-11 information to the MICC Technical Coordinator for update to the MICC GIS. The new scheme will be incorporated into the MICC GIS, reviewed by the MICC, and submitted to the CSPCWG and the IHO to change S-11.	Mexico, Nicaragua, Colombia, Suriname, Venezuela, US, MICC Technical Coordinator	March 13, 2013	
13.2.16		As National Charts are updated to meet S-4 standards, their status will be updated in S-11. National hydrographic offices are responsible to ensure that S-4 standards are properly applied to INT charts.	MACHC MICC Member States	Ongoing	
13.2.17		MACHC Pacific Coast - Mexico to work with UK on the boundaries between the existing Mexican INT charts and UK charts in neighbouring Pacific coast RHCs.	Mexico, UK, USCHC, SEPHC	March 13, 2013	
13.2.18	ADMN	All countries to update the list of participants with MICC Technical Coordinator	MACHC MICC Member States	ASAP and ongoing	
13.2.19		Update TORs to replace "WG" with "Committee" and "MACCIWG" with "MICC"	MICC Chair	Completed and provided to Secretary	
13.2.20		MACHC Chair to communicate new representative to WEND WG	MACHC Chair	ASAP	
13.2.21		MICC to decide on new combined format for MICC report to MACHC	MACHC MICC Member States	May 22, 2013	
13.2.22		MICC to provide IHB with briefing concerning Cuban ENC gaps. IHB will engage with Cuba at IMO-MSC and report back to the MACHC. MICC to continue to work with MACHC Chair, the IHO, and other channels toward improving communication with Cuba.	MICC Technical Coordinator, MICC Chair and IHO President	ASAP and ongoing	
13.2.23		Access REMPEITC AIS and ship routes to assess regional chart coverage and survey adequacy and related navigation risk	MICC Chair	March 13, 2013	
13.2.24		Provide national response re: CL 51 to IHB	MACHC MICC Member States	ASAP	
13.2.25		MICC to provide an updated report to 14th MACHC and MACHC Chair is invited to provide this report to the IHB as the region's contribution to global ENC and INT coverage so that it may be conveyed accordingly to the IMO.	MACHC MICC Member States	14th MACHC meeting	
13.2.26		In order to create the IHO worldwide ENC database, all ENC producers are encouraged to make their ENCs available to the RENCs, even if they are also distributed by different channels.	MACHC MICC Member States	Ongoing	
13.2.27		If Member Countries are unable to complete their ENC coverage, the MACHC, in partnership with appropriate authorities, should consider options to address this situation, in accordance with the IMO ECDIS Requirements and WEND principles.	MACHC MICC Member States	Ongoing	
13.2.28		If MACHC Member States are unwilling either to distribute ENCs or to have another country produce for them, the MACHC Chair will inform the Inter-Regional Coordinating Committee (IRCC). The IRCC will take appropriate action with the WEND Working Group, the IHB, and IMO.	MACHC MICC Member States	Ongoing	
13.2.29		MICC Technical Coordinator to update MACHC web site by linking to IHO MACHC site where documents for Commission meetings will be hosted. The NOAA website will serve as the archive site for past meeting documentation and Committee working documents.	MICC Technical Coordinator	Ongoing	
13.2.30		Expand Work Plan to include review of WEND Principles Implementation Guidelines and Risk Assessment Framework, and explore GIS depiction of survey quality	MICC Coordinator and Vice-Coordinator	ASAP	
Capacity Building (CB):					
13.3.1	7.2	CB coordinator to investigate further funding sources to enable training	CB Coordinator	On Going	
13.3.2	7.2	The CB Coordinator should work in close liaison with the adjacent Regional Hydrographic Commissions, including the EATHC.	CB Coordinator	Permanent	
13.3.3	7.2	CB coordinator to update 5 year plan	CB Coordinator	Permanent	
13.3.4	8.2	IALA to distribute via chair their questionnaire to assess nations IALA capability	IALA, Chair	End 2012	Completed

Action	Agenda Item	Agreements	Responsible Party	Due Date	Status
13.3.5	8.2	IALA to organize seminar on level 1+ course on Aids to Navigation Manager training	IALA, CB Coordinator	By MACHC 14	
13.3.6	8.7	Gulf of Fonseca project: 1. Decision to continue the project discussions with authorities from the three Member states. 2. Recognize that the future development of the Gulf of Fonseca can benefit from the works proposed by this project; including hydrography for the safety of navigation, physical oceanography for the protection of the marine environment, and coastal zone management. 3. Decision to keep this project Regional within Central America as much as possible.	PAIGH, Honduras, Nicaragua, El Salvador, UK, USA, COCATRAM	On Going	
13.3.7	19.1	Investigate the feasibility of Spanish online training similar to that of the Hydrographic Academy of University of Plymouth.	CB Coordinator	By MACHC14	
13.3.8 (12.2.8)	MACHC 12	Netherlands to liaise with Chair Organisation of East Caribbean States (OECS) to develop proposals for the establishment of regional deployable survey capability in 2012 for MACHC Members, Associate Members and non-Members.	Netherlands	By 31st August 2012	
Marine Economic Infrastructure Project (MEIP):					
13.4.1	7.3	MEIP to develop terms and conditions for accessing and using data held within MEIP	MEIP	by Feb 2013	
13.4.2	7.3	MEIP to identify "quick win" data to populate MEIP	MEIP	ongoing	
13.4.3	8.3	MEIP and REMPEITC to aspire to the least duplication of effort possible and REMPEITC to be invited to join MEIP teleconferences	MEIP REMPEITC	On Going	
13.4.3	8.4	Antigua and Barbuda to discuss with CCCCC coordination with the OECS project.	Antigua and Barbuda, CCCCC	by April 2013	
13.4.5	11	MEIP WG to develop a platform that will identify regional projects in collaboration with CB coordinator	MEIP	by April 2013	
13.4.6	11	MEIP WG to identify achievable projects within MACHC region in collaboration with CB coordinator	MEIP CB Coordinator	by MACHC 14 meeting	
13.4.7	11	Maritime Alliance to host, coordinate and invite MACHC, industry and donor organisation stakeholders to Maritime Funding session in Washington DC. To include videoconference for those unable to travel.	Maritime Alliance, MEIP Chair	end 2012	



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General:					
12.1.1	11	MACHC Members should provide update information to IHO C-55 publication and update it at least once a year, reporting this action in the National Report	MACHC Members	Permanent	
12.1.2	3	The Commission accepts IHB proposal to post the main documents of its meeting on the IHB website and keep the discussion documents on the website managed by NOAA.	Secretary / IHB	Permanent	
12.1.3	6.2	The Commission to consider using one website for MACHC documentation. The Chair to circulate a proposal to achieve this.	Chair	By 31st March 2012	In Progress
12.1.4	3	FR/VE to pursue discussions on bilateral agreement for data exchange in accordance with TR A3.4 (co-production, distribution of REPRMATS, etc.)* (*) This Resolution is related to Resolutions numbers 10-19, 10-38, 10-39, and 10-51 of the 10th MACHC	France/Venezuela	By 13th MACHC Meeting	
12.1.5	9	MACHC Member States to include 'sharing experience in dealing with maritime disasters' as a standing MACHC agenda item.	Chair	Permanent By 13th MACHC	
12.1.6	7	Working Group Chairs and Chart Committee Coordinators are encouraged to produce quarterly reports.	WG Chairs and ECC & ICC Coordinators	Permanent Quarterly	
12.1.7	11	ECC & ICC Coordinators to liaise and plan/organise their work flow in line with agreed Meso-American and Caribbean International Chart Coordinating Working Group (MACICCWG) Terms of Reference (ToR).	ECC & ICC Coordinators	Permanent By 13th MACHC Meeting	
12.1.8					
12.1.9					
12.1.10					

Capacity Building:

Action	Agenda Item	Agreements	Responsible Party	Due Date	Status
12.2.1	3	The Commission takes note of Jamaica's comment on CB matters of the necessity to have, besides training, an effort on technical capacity – equipment and survey's platforms – and also the IHB suggestion on to promote events on means to attain support to improve the hydrographic capacity, and requests the CB coordinator to take the appropriate action accordingly with the guidelines of the approved CB Plan.	CB Coordinator	By 13th MACHC Meeting, depending on priorities	
12.2.2	3	CB coordinator will review Global Environmental Facility projects (VIA THE GEF WEBSITE) to assess if there are other projects in the region that could be leveraged for CB support, as was done for the Gulf of Honduras Project.	CB Coordinator	By 13th MACHC Meeting, depending on priorities	In Progress
12.2.3	3	The CB Coordinator should work in close liaison with the adjacent Regional Hydrographic Commissions, including the EAHC.	CB Coordinator	Permanent	In Progress
12.2.4	6.4.2	CB coordinator to prepare a paper on hosting CB training in region and produce a 'how to host CB training' guide.	CB Coordinator	By 30th Jan 2011	Complete
12.2.5	6.4.2	Antigua to produce a local report on the Antigua CB Course	Antigua	By 30th Jan 2012	Complete
12.2.6	6.4.5	The CB Plan should be reviewed at the next Commission meeting. The following Member States will take part on the revision: A&B, BR, FR, NE, K&N, UK, with the collaboration of the PAIGH observer. The 2012 revision should have a long term plan (5 years) and consider: 1. Assessment of the CB progress made by MACHC to date, against the IHO CB Strategy and CB Work Program performance indicators; 2. Maintenance of the agreed MACHC CB Plan; 3. Consider to hold hydrographic trainings courses in venues where data updates are needed and take the opportunity to conduct the practical activities to get the required data; 4. Refine the action plan (against the IHO CB Strategy and CB Work Program performance indicators again) and in accordance with Member States priority requirements; 5. Prepare a job description for a consultant to address CB issues; and prepare technical specifications for a master plan for the Region; 6. If this Strategy is approved by MACHC Member States, a proposed roadmap for the implementation of this new Strategy to be drafted by MACHC CB Coordinator to be submitted for consideration by the CBSC.	CB Coordinator	Permanent By 13th MACHC Meeting	In Progress
12.2.7		MACHC Chair to send a letter to Dominican Republic and Guyana with a copy to the IMO representative in the Region, notifying the intention to pay a Technical Visit in conjunction with the IHB, and asking for possible obstacles.	CB Coordinator	By 31st January 2012	Complete

Action	Agenda Item	Agreements	Responsible Party	Due Date	Status
12.2.8		Netherlands HO to liaise with Chair Organisation of East Caribbean States (OECS) to develop proposals for the establishment of regional deployable survey capability in 2012 for MACHC Members, Associate Members and non-Members.	Netherlands HO	By 31st August 2012	In Progress
12.2.9		CB Coordinator to seek opportunities to build on the 'Haiti Hydrographic Surveying and Nautical Charting Workshop' of September 2011, in conjunction with the CBSC Chairman and IHB.	CB Coordinator	By 13th MACHC Meeting	In Progress
12.2.10		CB Coordinator to send Letters to MS about requesting technical visits - St Kitts, etc	CB Coordinator	By 31st January 2012	Complete

Electronic Chart Committee (ECC):

12.3.1		MACHC ECC to continue to monitor and update Region B, Atlantic side, ENC scheme for all Usage Bands, per the timetables indicated in Annex A of MACHC ECC report.	MACHC ECC Member States	By 13th MACHC Meeting	
12.3.2		MACHC ECC monitors and updates Region B, Pacific Ocean side, ENC scheme for all Usage Bands, per the timetables indicated in Annex A.	MACHC ECC Member States	By 13th MACHC Meeting	
12.3.3		MACHC ECC to explore options to provide a means to depict ENC schemes on a webpage, as a pilot project. The display should be interoperable and appropriate for GIS applications. Additionally, MACHC Member States should find it easy to update their ENC coverage.	MACHC ECC Member States	By 13th MACHC Meeting	
12.3.4		As a permanent task, MACHC Member States are invited to provide the ECC with their ENC production plans taking into account: - IMO requirements for mandatory carriage and priority regional ports; - the availability of adequate survey data for ENC production (keeping in mind that, in some areas, hydrographic offices may not produce ENCs if data are out - of - date or not compliant with S - 44 standards); and - the need to address national overlaps and consistency for all Usage Bands.	MACHC Member States	By 13th MACHC Meeting	
12.3.5		ECC to provide an updated report to 13th MACHC and MACHC Chair is invited to provide this report to the IHB as the region's contribution to global ENC coverage so that it may be conveyed accordingly to the IMO.	ECC Chair	By 13th MACHC Meeting	
12.3.6		In order to create the IHO worldwide ENC database, all ENC producers are encouraged to make their ENCs available to the RENCs, even if they are also distributed by different channels.	MACHC ENC producers	By 13th MACHC Meeting	
12.3.7		If Member Countries are unable to complete their ENC coverage, the MACHC, in partnership with appropriate authorities, should consider options to address this situation, in accordance with the IMO ECDIS Requirements and WEND principles.	Appropriate MACHC Member States	By 13th MACHC Meeting	
12.3.8		If MACHC Member States are unwilling either to distribute ENCs or to have another country produce for them, the MACHC Chair will inform the Inter-Regional Coordinating Committee (IRCC). The IRCC will take appropriate action with the WEND Working Group, the IHB, and IMO.	Appropriate MACHC Member States	By 13th MACHC Meeting	

International Chart Committee (ICC):

Action	Agenda Item	Agreements	Responsible Party	Due Date	Status
12.4.1	6.2	INT Chart Coordinator to update MACHC web site INT Chart data base.	INT Chart Comm. Chair, U	By 13 MACHC Meeting	
12.4.2	6.2	The INT Chart Committee should produce an INT Chart Plan which should include the Pacific Area of the region, and consider using national charts of the UK and US as interim products for future production of INT Charts. A framework should be presented for the Committee work for the MACHC intersectoral period.	INT Chart Comm. Chair, UK, US & Cuba	By 13th MACHC Meeting	
12.4.3	6.2	Cuba proposed that INT Chart 4017 be produced by another hydrographic service. US offered to produce this chart. Cuba also offered to pass relevant data to the INT chart producer of chart 4021.	US & Cuba	By 13th MACHC Meeting	
12.4.4	6.2	The ICC Chair shall send to the Secretary the updates regarding the INT Charts of Venezuela that have changed (see Action 11-46). Members States must send their updated data to the Secretary, include US information regarding INT Charts 4015, 4016, 4145, 4146, 4147, and 4148.	ICC Chair, MACHC Members and Secretary	By 13th MACHC Meeting	
12.4.5	6.2	The current limits of the INT Charts 4100 and 4102 shall be maintained . Venezuela will confirm the limits of the new INT Charts, as proposed: 4102A, 4104, 4106, 4108, 4110 and 4112.	ICC Chair, Venezuela	By 28th Feb 2012	
12.4.6	6.2	Cuba requested the cooperation of UK, USA, France and Mexico for the production and updating of the INT Charts 4149, 4154, 4158, 4166 and 4170.	Cuba, France, Mexco, UK, US	By 13th MACHC Meeting	
12.4.7	6.2	Cuba proposed that the USA maintain updating the INT Chart 4149 and becomes responsible for production of this chart.	Cuba, US	By 13th MACHC Meeting	