



INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
MESO AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION



MACHC Letter 24 / 2010  
17 November 2010

To:  
Mr. Nigel Herbert  
Department of Maritime Affairs of St. Kitts & Nevis  
e-mail: <nigel.herbert@scaspa.com>; <nigel507@hotmail.com>

Subject: **XII<sup>th</sup> MACHC Meeting**

Dear Mr Herbert,

1. First of all, on behalf of the Meso American & Caribbean Sea Hydrographic Commission (MACHC), I would like to thank your kindly offer to St. Kitts & Nevis to host the XII<sup>th</sup> MACHC meeting in 2011.

2. As it was discussed during the XI<sup>th</sup> meeting in Paramaribo, Suriname, the Commission confirmed to have the XII<sup>th</sup> MACHC meeting in 2011, earlier December, and addressed me to contact you in order to coordinate the necessary arrangements. In this opportunity I propose to you the possible date of 5<sup>th</sup> – 9<sup>th</sup> December. I kindly ask you to verify if it is appropriate for your organization or, eventually, if an alternative would be better.

Regarding the logistic necessities, the usual practices of the meetings held by the IHO bodies, I should say it is expected from the host to provide:

- a place for the meeting, preferably with tables in a “U” disposition for an average of 40 persons with extra chairs behind those at the table;
- a secretariat with computers, printers, reproduction machines, international phone and fax, and qualified personnel to act as the Secretary assistants;
- projector (datashow) with a cable with sufficient length to achieve Chair place at the table;
- energy for personal computers (laptops) of Secretary and participants;
- transportation between hotels and the meeting place;

Additionally, although non mandatory, it has been showed useful for MACHC Members:

- simultaneous English – Spanish translation during the official meeting;
- audio records of the meeting;
- internet access (preferably WIFI) at the meeting room;
- coffee-breaks at inter-sectional official meetings;
- lunch on the official days of the meeting;
- to intermediate logistic arrangements for participants, such as special rates at hotels and transportation airport – hotels – airport; and
- general information about the city: distances, currency, touristic places, restaurants, and safety non safety and places.

As you know, MACHC is an IHO body with no budget and its administration is run by the Chair and the Secretary through the body they belong to, the National Hydrographic Service. So, theoretically MACHC does not provide or offer any support. However, it is usual for the hosting organizations to make arrangements with other hydrographic offices and private companies to get sponsorship for the variety of responsibilities. This is exactly what happened with the Barbados Port Inc., the host of the X<sup>th</sup> Meeting, and the Maritime Authority of Suriname, the host of the XI<sup>th</sup> Meeting.

Usually MACHC meetings expend from four to five days, depending on the Agenda, which is finalized two months before the beginning of the meeting.

3. Finally I would like to say that your positive response to MACHC in hosting its XI<sup>th</sup> meeting is a very positive step to the hydrographic development of the Caribbean Region. In order to provide participants with an adequate planning time frame, it would be useful to have your response on the best date to host the meeting no later than 30 January 2010, as well as the Person of Contact (name, e-mail, and phone and fax) the MACHC Secretary may keep in touch to coordinate arrangements details.

At this opportunity I would like to offer myself, my staff, and MACHC, to help with any subject that we may be of use.

Looking forward to hearing from you,



LUIZ FERNANDO PALMER FONSECA  
Vice Admiral (Brazil)  
Brazilian Director of Hydrography and Navigation - MACHC Chair

Copy:  
MACHC Member States; IHB; Observers

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Note: To improve the Commission's effectiveness, this letter is provided only by e-mail.