



IHO Files No. S1/6000/2020 & FO/598/01

**FINANCE COMMITTEE  
CIRCULAR LETTER 03/2019  
23 October 2019**

**2<sup>nd</sup> SESSION OF THE IHO ASSEMBLY**

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**MEETING OF THE FINANCE COMMITTEE**

**Monaco, 20 April 2020**

References:

- A. Assembly Circular Letter No.1 dated 29 April 2019 - *Announcement and General Arrangements*
- B. Rules of Procedure of the IHO Finance Committee
- C. 1<sup>st</sup> Session of the IHO Assembly – Decision No. 24.i

Dear Hydrographer,

1. In accordance with the arrangements announced in Reference A, the Finance Committee will hold its next regular meeting on Monday 20 April 2020 from 14:00 to 17:30 at the IHO Secretariat, as part of the 2<sup>nd</sup> 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 are requested to submit their proposals for discussion by the Finance Committee, **no later than 20 January 2020** by using the response form provided in Annex B.

3. 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 C), 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). Member States are requested to nominate a candidate for Chair or a candidate for Vice-Chair **no later than 20 January 2020** by using the response form provided in Annex-B.

4. The revised provisional agenda and supporting documents will be distributed to the Member States by the Secretariat in February 2020.

5. Member States wishing to attend the meeting of the Finance Committee are requested to register their delegates **not later than 1 March 2020** by using the registration form provided in Annex C and return it to the IHO Secretariat (by e-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) or by fax: +377 10 93 81 40).

6. The IHO Secretariat encourages Member States to use the IHO Online Form System by accessing the following links:

[https://iho.formstack.com/forms/web\\_form\\_fccl\\_03\\_2019\\_annex\\_b](https://iho.formstack.com/forms/web_form_fccl_03_2019_annex_b) and  
[https://iho.formstack.com/forms/web\\_form\\_fccl\\_03\\_2019\\_annex\\_c](https://iho.formstack.com/forms/web_form_fccl_03_2019_annex_c)

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

Annexes:

Annex A: Provisional Agenda

Annex B: Response Form for Comments on the Agenda and Nominations for Chair and Vice Chair of the Finance Committee

[https://iho.formstack.com/forms/web\\_form\\_fccl\\_03\\_2019\\_annex\\_b](https://iho.formstack.com/forms/web_form_fccl_03_2019_annex_b)

Annex C: Registration Form for the Finance Committee Meeting

[https://iho.formstack.com/forms/web\\_form\\_fccl\\_03\\_2019\\_annex\\_c](https://iho.formstack.com/forms/web_form_fccl_03_2019_annex_c)

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**Monaco, 20 April 2020**

**PROVISIONAL AGENDA**

1. Opening of the meeting
2. Adoption of the agenda
3. Election of the Chair and Vice-Chair
4. Any item for which inclusion has been requested by the Finance Committee
5. Financial statements for 2017-2019
6. Proposed budget for 2021-2023
7. Report to the Assembly
8. Any other business
9. Closure of the meeting

MEETING OF THE FINANCE COMMITTEE

Monaco, 20 April 2020

**RESPONSE FORM**

*(to be returned to the IHO Secretariat by 20 January 2020  
e-mail: [cl-ic@iho.int](mailto:cl-ic@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.

3. Do you wish to nominate a candidate for Chair or Vice Chair of the Finance Committee?

YES

NO

4. If YES, please provide the name of your candidate for Chair (A) or Vice Chair (B).

A)

B)

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**REGISTRATION FORM**

*(to be returned to the IHO Secretariat by 1 March 2020*

*E-mail: [cl-ic@iho.int](mailto:cl-ic@iho.int) - Fax: +377 93 10 81 40)*

**Member  
State:**

**Contact:**

**E-mail:**

1. Do you intend to participate in the Finance Committee meeting?

YES

NO

2. If YES, please provide the name of your representative(s).

Head:

Delegate: