



IHO File No. S1/6000/2017

**ASSEMBLY CIRCULAR LETTER N° 16**  
**03 February 2017**

**1<sup>st</sup> SESSION OF THE IHO ASSEMBLY**  
**Monaco, 24-28 April 2017**

**DISTRIBUTION OF ASSEMBLY DOCUMENTS**

**Preliminary Finance Report of the IHO – 2012-2016 (A.1/F/01)**  
**Proposed 3-year Budget for the period 2018-2020 (A.1/F/02)**  
**Proposed 3-year IHO Work Programme for the period 2018-2020 (A.1/WP1/02)**  
**Proposed Revised IHO Strategic Plan (A.1/WP1/03)**  
**List of candidates for Secretary-General and Directors of the IHO (A.1/E/01)**

References:

- A. Conference Circular Letter No. 1, dated 21 April 2016 - *Announcement and General Arrangements*
- B. Assembly Circular Letter No. 8 dated 23 August 2016 - *Revision of the Timeline for the Preparation of the 1<sup>st</sup> Session of the IHO Assembly (A-1)*
- C. Finance Committee Circular Letter No. 4, dated 5 December 2016 - *1<sup>st</sup> Session of the IHO Assembly - Meeting of the Finance Committee - Monaco, 23 April 2017*

Dear Hydrographer,

1. The IHO Secretariat is pleased to inform you that the following five Assembly Documents are now available on the IHO Website (see: [www.iho.int](http://www.iho.int)>Home> >Assembly documents):

A.1/F/01	Preliminary Finance Report of the IHO 2012-2016
A.1/F/02	Proposed IHO three-year Budget for the period 2018-2020
A.1/WP1/02	Proposed 3-year IHO Work Programme for the period 2018-2020
A.1/WP1/03	Proposed revised IHO Strategic Plan
A.1/E/01	List of candidates for the post of Secretary-General and Directors of the IHO

2. These documents have been prepared by the IHO Secretariat in accordance with the regulations and the established procedures.

3. Taking into account that the timetable for the 1<sup>st</sup> session of the IHO Assembly (A-1) allows one day (Sunday, 23 April 2017) for the preliminary discussion of financial affairs by the Finance Committee, you are kindly requested to return your remarks on the proposed IHO three-year Budget for the period 2018-2020 as soon as possible and, **no later than 10 March 2017**.

4. Following the deadline, a summary of all the comments received will be made available to the Member States.

5. Any comments made after the deadline must be expressed directly at the meeting of the Finance Committee on 23 April 2017 by the members concerned.

6. The IHO Secretariat would like to take this opportunity to remind Member States that have not yet registered that the deadline for the separate on-line registrations to the Finance Committee Meeting and the 1<sup>st</sup> Session of the Assembly is **01 March 2017**.

Yours sincerely,



Robert WARD  
Secretary-General