

**Guidelines
for the
Evaluation of Proposed New Work Items
for
HSSC and its Subordinate Bodies**

Version 1.1, January 2009

Introduction

1. In order to best use the limited resources available to HSSC and its subordinate bodies, it is necessary to evaluate and prioritise proposed new work items. These guidelines are based on the principles originally agreed at CHRIS-13 and CHRIS-15 and revised and enhanced at CHRIS-18. They are intended to provide a uniform basis for evaluation and prioritisation.
2. Evaluation should be done as a two-stage process:
 - a. general consideration leading to acceptance or rejection; and if accepted,
 - b. establishment of priorities.

General acceptance

3. Before deciding to include a new item in the work programme of HSSC and its subordinate bodies, the following factors should be taken into account:
 - a. is the subject addressed by a proposal considered to be within:
 - (1) the scope of IHO objectives?
 - (2) the current IHO work programme?
 - b. has a need for the measure proposed been identified (for example, client demand, internal improvements)?
 - c. do adequate industry standards or solutions exist or are they being developed thereby reducing the need for action through HSSC and its subordinate bodies?
 - d. is the objective achievable in the existing HSSC and its subordinate bodies' work program?
 - e. What are the envisaged deliverables?

Establishment of priorities

4. Priorities for accepted work items should normally be assigned based on consideration of the following factors:
 - a. measures aimed at substantially preventing maritime casualties, marine pollution incidents or enhancing maritime security;
 - b. measures to overcome identified deficiencies in existing IHO standards and technical resolutions;
 - c. measures needed to align IHO standards and resolutions with those of other relevant international standards and recommendations;
 - d. measures required to take into account the introduction of new technologies and methods in maritime operations;
 - e. measures required to take into account new techniques in data acquisition, processing and management, and production techniques in hydrography;
 - f. measures leading to increased Hydrographic Office efficiency.

5. Follow up actions in response to specific requests from the International Hydrographic Conference or other international and intergovernmental organisations should be evaluated in light of paragraph 4 above unless specifically identified as urgent matters.

General remarks

6. When setting priorities, certain flexibility should be provided to allow for initiatives that could not be foreseen.
7. Once a decision has been made on the basis of the above for a new work item to be included in the work programme of HSSC and its subordinate bodies, an appropriate target completion date should be established, taking into account the urgency of the matter concerned.
8. In general, proposals for new work items as well as the revised work programs raised by WG Chairs as part of their annual reports should include a proposed priority for each work item, based on the guidelines above.
9. Wherever possible, proposed priorities for work items will be considered ahead of a meeting by a "Chair Group" comprising Chairman, Vice chairman, Secretary and all available Working Group Chairs. Final endorsement of work item priorities will rest with HSSC and be considered at the respective meeting.