



**XVIIth INTERNATIONAL HYDROGRAPHIC CONFERENCE**

**MONACO, 7-11 MAY 2007**

**CONFERENCE DOCUMENT No. 1**

**REPORT OF THE STRATEGIC PLANNING  
WORKING GROUP  
2005 – 2006**



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## EXECUTIVE SUMMARY

In April 2005 the 3<sup>rd</sup> EIHC approved a protocol of amendments to the IHO Convention and invited the Monegasque Government to inform the IHO Member States and the President of the Directing Committee of the date of entry into force of the amendments. SPWG proposals on the principles for the future organization and procedures of the IHO were approved and the SPWG was tasked with carrying forward the principles established and to report to the XVII<sup>th</sup> IHC in May 2007.

This report details the work completed by the SPWG in accordance with that tasking, and is submitted for consideration by the XVII<sup>th</sup> IHC.

There were four main tasks: finalization of the Basic Documents; development of an Implementation Strategy for the new IHO structure; definition of Hydrographic Interest; a review of the status and progress of the IHO's Strategic Plan and Work Programme.

The SPWG worked through the various Regulations and Rules of Procedures to capture the decisions of the XVI<sup>th</sup> Conference, ensure harmonization with the amendments to the Convention already approved by the 3<sup>rd</sup> EIHC, and to rationalize the text in each document and between the documents. It constructed an implementation plan which :

- considered the dates and periodicity of IHCs and EIHCs;
- proposed transition arrangements for those changes which are part of the amendments and those which are independent of them (e.g. the establishment of the new Committee structure);
- proposed procedures for the formal establishment of the different structural elements, i.e. Assembly, Council, Secretariat, Finance Committee, subsidiary organs;
- defined the transition from Conference to Assembly, the establishment of the Council, and the transition of the President to Secretary General and of the Directors;
- maintained the present IHO Resolutions and the Circular Letters system, and
- recognised the work to be done on any associated minor changes required to the Host Agreement.

The SPWG concluded that the single criterion to be used for defining hydrographic interest for Council membership should, in the first instance, be Tonnage, confirming the decision of the 3<sup>rd</sup> EIHC. When the new structure is implemented, experience will be gained and the subject revisited at the latest at the second Assembly, in accordance with Article 17 (c) of the amended General Regulations.

The SPWG proposed some revisions to the IHO's Strategic Plan, but concluded that no fundamental change was necessary at this time to the Work Programme.

Fourteen proposals are made to the XVII<sup>th</sup> International Hydrographic Conference, resulting from SPWG work in 2005 – 2006.

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## 1. INTRODUCTION

The International Hydrographic Organization operates in accordance with a number of documents collectively referred to as the "Basic Documents of the IHO". With a view to addressing an increasing number of issues related to the updating of these Basic Documents, the IHO established in 1997 its Strategic Planning Working Group (SPWG).

In April 2002, the XVI<sup>th</sup> International Hydrographic Conference (IHC) resolved that there should be a thorough review of the Basic Documents of the IHO, and a review of the IHO's structure and procedures, to provide a more flexible, efficient organization. The SPWG was tasked to carry out these reviews and to make appropriate recommendations to an Extraordinary International Hydrographic Conference (EIHC) in April 2005.

In April 2005, the SPWG presented its report to the 3<sup>rd</sup> EIHC, which approved the proposed amendments to the Convention, and invited the Monegasque Government to inform the IHO Member States and the President of the Directing Committee of the date of entry into force of the amendments. The SPWG proposals on the principles for the future organization and procedures of the IHO were approved and the SPWG was charged by Conference Decision 8 with carrying forward the principles established and to report to the XVII<sup>th</sup> IHC in May 2007.

This report details the work completed by the SPWG in accordance with its revised terms of reference. It describes the SPWG membership, modus operandi, ToRs and Work Plan, and the progress in each of the major tasks placed on the SPWG by the 3<sup>rd</sup> EIHC. The report and the resulting proposals are submitted for consideration by the XVII<sup>th</sup> IHC.

A glossary of terms is given in Annex A, and a list of background documents in Annex B.

## 2. THIRD EXTRAORDINARY INTERNATIONAL HYDROGRAPHIC CONFERENCE

The 3<sup>rd</sup> EIHC met in Monaco 11 – 15 April 2005. The SPWG report "A Study into the Organizational Structure and Procedures of the IHO" (CONF.EX3/DOC.1) was presented, with a number of related Proposals (CONF.EX3/DOC.2). The 3<sup>rd</sup> EIHC:

- noted the report "A Study into the Organizational Structure and Procedures of the IHO";
- approved the amendments to the Convention set out in the Protocol of Amendments to the IHO Convention, subject to minor grammatical or editorial corrections, and requested the Government of His Serene Highness the Prince of Monaco to inform the Member States and the President of the Directing Committee of the date of entry into force of the amendments;
- agreed with the principles laid down for the IHO subsidiary organs structure, subject to more detailed study for submission to the XVII<sup>th</sup> IHC;
- agreed with the principles laid down for the selection procedures of members of the IHO Council, subject to amendments to the Draft General Regulations;
- agreed with the principles laid down for the guidelines of accreditation of Non Governmental International Organizations (NGIOs) and agreed to implement the rules regarding the granting of observer status to NGIOs, with immediate effect;
- agreed with the principles for the eligibility criteria and terms of office of the Secretary-General and Directors as proposed in the Draft General Regulations;

- agreed in principle with the structure of the revised IHO Basic Documents to be adopted at XVII<sup>th</sup> IHC;
- approved amendments to the present Terms of Reference for the SPWG.

### **3. SPWG WORK 2005 - 2006**

#### **3.1 Terms of Reference**

Decision No 8 of the 3<sup>rd</sup> EIHC approved amendments to the SPWG Terms of Reference (ToR). The amended ToRs, notified to IHO Member States (MS) by IHO Circular Letter 44/2005, are listed at Annex C.

SPWG ongoing activities are covered by:

- ToR 1: Give advice, when needed, to the IHB Directing Committee, regarding the content of the Strategic Plan and related Work Programme;
- ToR 2: Oversee and monitor the content of the Strategic Plan and related Work Programme.

Member States' representation on SPWG and its use of legal experts are covered by:

- ToR 3: The SPWG will include representatives designated by the IHO Regional Hydrographic Commissions. Individual Member States may be represented if they consider it necessary.
- ToR 4: The SPWG shall request the assistance of legal experts when it is deemed necessary.

ToRs 5 – 10 were completed at the XVI<sup>th</sup> IHC or at 3<sup>rd</sup> EIHC.

Three new ToRs incorporate the additional tasks agreed by the 3<sup>rd</sup> EIHC:

- ToR 11: Finalize the basic Documents based on the decisions of the Conference.
- ToR 12: Prepare in consultation with the IHB Directing Committee an implementation plan to take forward the decisions, for adoption at the next ordinary IHC in 2007 or earlier depending upon the date of ratification.
- ToR 13: Consider the definition of "Hydrographic interest", and report on the work at the XVII<sup>th</sup> IHC.

#### **3.2 Work Plan**

The SPWG's work reported herein was based on a Work Plan developed to ensure the timely delivery of the tasks placed upon it by the 3<sup>rd</sup> EIHC. The detailed SPWG Work Plan 2005 – 2006 has been published in various Minutes of the meetings, and is summarised in Annex D.

There were four main work strands. The first was work against ToR 11 - the finalization of the Basic Documents (General Regulations, Financial Regulations, Rules of Procedure for the Assembly, Rules of Procedure for the Council, Rules of Procedure for the Financial Committee). Every article was examined, revisited and agreed upon by the SPWG and by the Legal Experts, with a final consistency check after work was completed on the documents.

The second strand (ToR 12) was the development of an Implementation Strategy for the new IHO structure.

The definition of Hydrographic Interest (TOR 13) was the third strand: this was debated at most of the SPWG meetings in this period.

The fourth strand (ToRs 1, 2) was consideration of the status and progress of the IHO's Strategic Plan and Work Programme.

### **3.3 Membership & Modus Operandi**

The SPWG's membership included representatives designated by the IHO Regional Hydrographic Commissions (RHCs), together with individual Member States wishing to participate. All RHCs were represented with the exception of RSAHC. A full list of the participants is provided in Annex E.

The SPWG has continued to employ the modus operandi which proved successful in its work prior to the 3<sup>rd</sup> EIHC:

- Plenary SPWG meetings convened in different regions of the World to enable as many Member States as possible to participate;
- SPWG Chair Group meetings between plenary sessions to support, facilitate, and ensure the necessary momentum was maintained in the process;
- SPWG Legal Experts convened as required to harmonize the texts of the Basic Documents.

The SPWG met in plenary session three times, with six meetings of the Chair Group and four meetings of the Legal Experts. In addition, one meeting of IHB President, CHRIS and CBC Chairmen was held to expedite the task of developing reports for the future organization of the HSSC and IRCC. A list of the SPWG's meetings is provided in Annex F.

## **4. BASIC DOCUMENTS OF THE IHO**

The Basic Documents of the IHO comprise:

- The Convention
- Host Agreement between the IHO and the Government of His Serene Highness the Prince of Monaco
- General Regulations of the IHO
- Financial Regulations of the IHO
- Rules of Procedure of the Assembly
- Rule of Procedure of the Council
- Rules of Procedure of the Finance Committee.

The SPWG worked at length through the various Regulations and Rules of Procedures to capture the decisions of the XVI<sup>th</sup> Conference, ensure harmonization with the amendments to the Convention already approved by the 3<sup>rd</sup> EIHC, and to rationalize the text in each document and between the documents. The Legal Experts' meetings expedited completion of this process.

IHO Resolution T1.1. has been incorporated into Articles 6 & 7 of the General Regulations. An amended T1.1 has been developed to cover the period between the establishment of the two new Main Committees and the ratification of the amendments to the Convention.

It is proposed that any necessary editorial amendments to the Host Agreement be made by the IHB following ratification of the amendments to the Convention .

The final drafts of all the amended Basic Documents are presented to the XVII<sup>th</sup> IHC as separate proposals for approval.

## **5. IMPLEMENTATION PLAN FOR NEW IHO STRUCTURE**

The Day of Ratification of the amendments to the Convention is fundamental to the implementation strategy. The Day of Ratification (DoR) is the day on which two thirds of IHO Member States have notified the government of His Serene Highness the Prince of Monaco of their approval of the Amendments to the Convention. In accordance with Decision No.2 of the 3<sup>rd</sup> EIHC, the Amendments to the Convention and the new structure will enter into force three months after the Day of Ratification.

The simplest and most cost-effective scenario would be if the Day of Ratification (DoR) were such that the scheduled XVII<sup>th</sup> IHC could become the first Assembly held under the new IHO structure. However, it was recognized that this was probably unrealistic.

The implementation strategy will have to be adopted by the Member States well in advance of the eventual ratification date. It must include:

- consideration of the dates and periodicity of IHCs and EIHCs;
- transition arrangements for those changes which are part of the amendments and those which are independent of them (e.g. the establishment of the new Committee structure);
- procedures for formal establishment of the different structural elements, i.e. Assembly, Council, Secretariat, Finance Committee, subsidiary organs;
- the transition from Conference to Assembly;
- establishment of the Council;
- the transition of the President to Secretary General and of the Directors;
- maintenance of the present IHO Resolutions and of the Circular Letters system;
- any associated minor changes required to the Host Agreement.

The following implementation plan was adopted for proposal by the SPWG.

### **5.1 Subsidiary Bodies**

The SPWG concluded that the migration of existing subsidiary bodies into a structure of two main committees with subordinate bodies could be progressed ahead of the entry into force of the amendments to the Convention. It is proposed that this new structure comes into force on 1 January 2009, and that the Chairman of the existing CHRIS assumes the role of HSSC Chair, and the Chairman of the existing CBC the role of IRCC Chair, until the new Chairmen are elected.

It was appropriate for the SPWG to request the current Chairs of CHRIS and CBC to help in the conversion from the existing committees to the new, so the SPWG provided the two Chairs with ToRs:

- review the work of WGs and propose whether or not they continue;
- rationalise their associated WGs and propose the most effective structure;
- propose ToRs for WGs and Subgroups with meeting schedules.

The Chairs of CHRIS and CBC conferred with their members and submitted comprehensive reports to the SPWG. The subsequent discussions resulted in a table assigning responsibilities to the Council and main Committees, with reference to the existing bodies of the IHO, and organisational diagrams for the two Committees and their subordinate bodies.

The table of assigned responsibilities is in Annex G, the organisational diagrams are in Annex H and the proposed Terms of Reference of the two main committees are in Annex I.

## **5.2 Transition from Conference to Assembly**

Several options for the timing of the transitions were debated. The options varied in the timing of a subsequent Conference or Assembly if the Day of Ratification (DoR) was less or more than 3 months before a Conference. The final version (option 1 with a modification by Japan) selected by the SPWG was as follows:

- i) The planning for EIHCs should schedule them two years (not three) after an IHC. The future dates of IHCs and EIHCs should thus be 2007, 2009, 2012, 2014, etc.
- ii) If the DoR is more than 3 months before a Conference (whether an IHC or EIHC), then this Conference will become the 1<sup>st</sup> Assembly.
- iii) If the DoR is less than 3 months before a Conference, the 1<sup>st</sup> Assembly will be the next Conference (EIHC or IHC) scheduled *after* the one to be held within the immediate three month period. In this case, the Conference will initiate the selection of Council members and mandate the IHB/Secretariat to carry out the selection procedures through Circular Letter.

This is shown in time-line form in Annex J.

## **5.3 Establishment of the Council**

Two thirds of the seats on Council will be allocated for regional representation; the remaining one-third of the seats will be based on hydrographic interest.

The IHB issued a letter, dated 31 August 2005, to the Chairmen of all RHCs encouraging discussion of SPWG issues at RHC meetings, including progress of ratification of the amendments to the Convention, and procedures for electing its RHC representative to Council.

### **5.3.1 Member States not affiliated to a Regional Hydrographic Commission**

To facilitate the full and fair representation of the interests of each IHO Member State, it is important that each Member State is a member of an RHC. The SPWG encourages all Member States to establish or join Regional Hydrographic Commissions. At present, two MS are not in an RHC.

### **5.3.2 Hydrographic Interest**

This topic took up a considerable amount of the SPWG's time, and is reported in section 6.

## **5.4 Transition from IHB to Secretariat**

### **5.4.1 Candidate acceptance of conversion**

The change from a five-yearly Conference to three-yearly Assembly has implications for the length of service of Directors. The IHB sent IHO CL 2/2006 to Member States in January 2006 outlining the SPWG's view that the present dispositions of the IHO Convention on the term of office for Directors (Article X) should be respected and that candidates for the Directing Committee in the 2007 election (and later IHCs if necessary) should accept the conversion to the new system if the entry into force of the amendments to the Convention was achieved during their term of office. The SPWG proposals were accepted by MS, as indicated in CL 37/2006.

### **5.4.2 Salaries**

In the new structure, the Secretary General, will have extended and differing responsibilities compared to those of the two Directors, which need to be reflected in the salary scheme. The SPWG agreed that the salaries must be re-examined to reflect those differing responsibilities, that there was a need for the IHO Finance Committee to establish a Working Group, and tasked the IHB to seek the views of Member States. Accordingly, IHO CL 2/2006 was sent to Member States in January 2006. It outlined the guidelines proposed for the Working Group:

- a differentiated salary scheme for Secretary General and Directors, reflecting the difference in roles and responsibilities;
- a mechanism for periodic adjustments;
- allowance for representation and related criteria;
- consideration of additional benefits;
- consideration of any financial implications on the IHO budget.

The SPWG proposals were accepted by MS, as indicated in CL 37/2006.

## **6. DEFINITION OF HYDROGRAPHIC INTEREST**

The amendments to the IHO Convention state that Member States shall take one third of the seats on Council on the basis of hydrographic interest, and that the definition of hydrographic interest, and hence the Council composition, should be set out in the General Regulations.

To focus the debate on the definitions, the SPWG addressed the following questions:

- a. what is the purpose of defining “hydrographic interest”?
- b. what are the basic elements of hydrographic interests?
- c. how can statistical analysis of possible criteria inform the debate?

In examining the purpose of defining the term “hydrographic interest”, consideration was given to whether it was to be the basis for monetary contributions to IHO, or a seat on Council, or both of these, or for additional purposes not yet defined. The principle agreed by the SPWG was that the concept of “hydrographic interests” is only to be used for the selection of Council members.

In clarifying the importance of the criteria which may be used to identify “hydrographic interest” it was agreed that the criteria must be:

- relevant to the intended purpose;
- measurable and unambiguous;
- applicable to all Member States;
- mutually compatible if multiple criteria are to be used in combination;
- revisited/recalculated at regular intervals (eg at each Assembly).

The list of parameters considered by the SPWG is provided at Annex K. Many models were examined, which contained different definitions of the criteria, used singly or in combination, and different combinations of the criteria.

A clear statistical analysis was produced by Finland, which demonstrated the impact of various criteria and combinations of criteria, on potential Council membership and illustrated the degree to which Council composition might be affected by the use of different criteria.

The analysis is available on the IHO website. It concluded that Tonnage was as effective a criterion as any other and much the simplest to operate.

After many days of debate, over several meetings, the SPWG concluded that the single criterion to be used for defining hydrographic interest for Council membership should, in the first instance, be Tonnage. This confirms the proposal put to the 3<sup>rd</sup> EIHC and its decision N<sup>o</sup> 4. When the new structure is implemented, experience will be gained and the subject may be revisited. Each Assembly after the creation of the first Council could review all the possible definitions to see if a better one emerged. At the latest, this should be done at the second Assembly, in accordance with Article 17 (c) of the amended General Regulations.

## **7. IHO STRATEGIC PLAN, GOALS AND WORK PLAN**

SPWG ToRs 1 and 2 concern the Strategic Plan (SP) and Work Programme (WP). The SPWG comments on the status of these are at Annex L.

Based on its discussions, the SPWG submits a proposal to the Conference for a revision of the SP. With regard to the WP, it was concluded that no fundamental change was necessary at this time.

## **8. FUTURE OF SPWG**

Considering its present terms of reference, the SPWG believes that it has addressed them all, and at its latest meeting (May 2006) had identified no new tasks to be undertaken. The XVII<sup>th</sup> IH Conference should consider the future of the SPWG.

## 9. SPWG PROPOSALS TO THE XVII<sup>th</sup> IHC IN 2007

The SPWG proposals to the XVII<sup>th</sup> International Hydrographic Conference, resulting from its work through 2005 – 2006 are based on the following:

1. The Conference is requested to note the “Report of the IHO Strategic Planning Working Group 2005 - 2006”
2. The Conference is requested to approve the implementation strategy laid down in that report including the implementation schedule of the new structure with target dates for the Assembly and Council and scheme and conditions for the election of the Secretary General and Directors, subject to the ratification of the amendments to the IHO Convention.
3. The Conference is requested to approve the text of the amended IHO General Regulations. Implementation of these Regulations will be subject to ratification of the amendments to the IHO Convention.
4. The Conference is requested to approve the text of the amended IHO Financial Regulations. Implementation of these Regulations will be subject to ratification of the amendments to the IHO Convention.
5. The Conference is requested to approve the text of the amended Rules of Procedure of the IHO Assembly. Implementation of these Rules of Procedure will be subject to ratification of the amendments to the IHO Convention.
6. The Conference is requested to approve the text of the amended Rules of Procedure of the IHO Council”. Implementation of these Rules of Procedure will be subject to ratification of the amendments to the IHO Convention.
7. The Conference is requested to approve the text of the amended Rules of Procedure of the IHO Finance Committee. Implementation of these Rules of Procedure will be subject to ratification of the amendments to the IHO Convention.
8. The Conference is requested to approve the proposals put forward in the report submitted by the SPWG for the restructuring of the IHO Committees and other Groups.
9. The Conference is requested to approve the advanced entry into force of the re-structuring of the IHO Committees and other Groups, as proposed by the SPWG.
10. The Conference is requested to agree that on 1 January 2009 the Chairman of the existing CHRIS assumes the role of HSSC Chair, and the Chairman of the existing CBC assumes the role of IRCC Chair, until the new Chairs are elected by the Committees.
11. The Conference is requested to agree that the IHB Directing Committee, in consultation with the Chairmen of CHRIS and CBC, will provide the appropriate guidelines for the implementation of the re-structuring of the IHO Committees and other Groups before 1<sup>st</sup> January 2009.
12. The Conference is requested to establish a working group to revise the IHO’s Strategic Plan, based on the comments of the SPWG in Annex L herein and any further comments from Member States.

13. The Conference is requested to direct the IHB, following ratification of the amendments to the Convention, to liaise with the Monegasque government to make any necessary editorial amendments to the Host Agreement and to present the result to MS by Circular Letter for approval.
14. The Conference is requested to approve the text of an amended Resolution T1.1, which will enter into force on 1 January 2009 and be cancelled after the ratification of the amendments to the Convention.

#### **ACKNOWLEDGEMENTS**

In submitting this report on the SPWG's work in 2005 and 2006, the current Members take the opportunity to acknowledge the expertise and commitment of all those not listed in Annex E, in Hydrographic Offices around the World and in the IHB who have worked in support of the current membership, by contributing to the SPWG's work prior to 3<sup>rd</sup> EIHC, by providing their expertise by correspondence, and by contributing to the debate in RHC meetings.

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## ANNEX A

## GLOSSARY OF TERMS

## Abbreviations

ABLOS	Advisory Board on Law of the Sea
BSHC	Baltic Sea Hydrographic Commission
CBC	Capacity Building Committee
CG	[SPWG] Chair Group
CHRIS	Committee on Hydrographic Requirements for Information Systems
CL	Circular Letter
CPRNW	IHO Commission on Promulgation of Radio Navigational Warnings
DoR	Day of Ratification
EAHC	East Asia Hydrographic Commission
EAtHC	Eastern Atlantic Hydrographic Commission
ECDIS	Electronic Chart Display and Information Systems
EIHC	Extraordinary International Hydrographic Conference
ENC	Electronic Navigation Chart
GEBCO	General Bathymetric Chart of the Oceans
HCA	Hydrographic Committee on Antarctica
HGE	IMO-IHO Harmonization Group on ECDIS
HGMIO	IHO-IEC Harmonization Group on Marine Information Objects
HO	Hydrographic Office
HSSC	Hydrographic Services and Standards Committee
IAB	International Advisory Board
IALA	International Association of Marine Aids to Navigation and Lighthouse Authorities
ICAO	International Civil Aviation Organization
IEC	International Electro-technical Committee
IHB	International Hydrographic Bureau
IHC	International Hydrographic Conference
IHO	International Hydrographic Organization
IMO	International Maritime Organization
IRCC	Inter-Regional Coordination Committee
ISO	International Organization for Standardization
LEX	Legal Experts
MACHC	Meso-American and Caribbean Hydrographic Commission
MBSHC	Mediterranean and Black Seas Hydrographic Commission
MS	Member State(s)
MSI	Maritime Safety Information
NGIO	Non Governmental International Organization
NHC	Nordic Hydrographic Commission
NIOHC	North Indian Ocean Hydrographic Commission
NSHC	North Sea Hydrographic Commission
RHC	Regional Hydrographic Commission
ROPME	Regional Organization for the Protection of the Marine Environment
RSAHC	ROPME Sea Area Hydrographic Commission
SAIHC	Southern Africa and Islands Hydrographic Commission
SEPHC	South East Pacific Hydrographic Commission
SOLAS	The International Convention for the Safety of Life at Sea
SP	Strategic Plan
SPWG	Strategic Planning Working Group
SWPHC	South West Pacific Hydrographic Commission

ToR Terms of Reference  
UN United Nations  
UNCLOS United Nations Convention on Law of the Sea  
USCHC United States and Canada Hydrographic Commission  
WEND Worldwide Electronic Navigation Database  
WG Working Group  
WP Work Programme

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## ANNEX B

## BACKGROUND DOCUMENTS

**3<sup>rd</sup> EIHC Documents**

SPWG report "A Study into the Organizational Structure and Procedures of the IHO"  
Report of Proceedings of the 3<sup>rd</sup> Extraordinary International Hydrographic Conference.

**Reports of Chairmen of CHRIS and CBC**

CHRIS Chairman's Report to SPWG – Implementation of HSSC  
Report from the CBC Chairman on the Structure of the Inter-Regional Coordination and Capacity Building Committee to the 8<sup>th</sup> SPWG meeting.

**Minutes of recent SPWG Meetings**

Report of CG 16  
Report of SPWG 6  
Report of CG 17  
Report of SPWG 7  
Report of CG 18  
Report of CG 19  
Report of SPWG 8  
Report of CG 20  
Report of CG 21

**IHO Circular Letters**

CL Number	Subject
42/2005	3 <sup>rd</sup> EIHC Decisions and Decision No,2 – Approved Protocol of Amendments to the IHO Convention
44/2005	3 <sup>rd</sup> EIHC Decision No,8 – SPWG amended ToRs and draft Work Plan for 2005-2007
55/2005	Resolution of 3 <sup>rd</sup> EIHC – Final versions of Protocol of Amendments to IHO Convention and Consolidated Version of IHO Convention to be sent to Government of His Serene Highness the Prince of Monaco for submission to Governments of all Member States for approval
58/2005	Corrections to Protocol of Amendments to IHO Convention and Consolidated Version of IHO Convention (editorial amendments)
65/2005	SPWG Work – Agenda for 6 <sup>th</sup> meeting (July 2005, Sydney)
71/2005	Modifications to the IHO Convention – notification to MS governments
77/2005	SPWG Work – Report of 6 <sup>th</sup> SPWG meeting and request for legal expert participants
80/2005	SPWG Work – Legal Experts Group meeting, IHB 8-9 Sep 2005 (request for participants)
83/2005	Corrections to the Consolidated Version of IHO Convention (editorial amendments)
91/2005	SPWG Work – 2 <sup>nd</sup> Legal Experts Group meeting, Germany 26-27 Sep 2005 (request for participants)
107/2005	7 <sup>th</sup> Meeting of SPWG (Dec 2005, Mexico City) – Agenda & documents
118/2005	Correction to Protocol of Amendments to IHO Convention (editorial amendments)
126/2005	SPWG Work – 3 <sup>rd</sup> Legal Experts Group meeting, IHB 13-14 Feb 2005 (request for participants)
1/2006	Update – includes situation of voting for the amendments to IHO Convention and urges Member States to follow up on progress within their governments
2/2006	SPWG Proposals – Change from Directing Committee to Secretary-General and Directors; status of their salaries under the new IHO structure
37/2006	SPWG Proposals – Change from Directing Committee to Secretary-General and Directors; status of their salaries under the new IHO structure

CL Number	Subject
41/2006	SPWG Legal Experts Meeting
31 Aug 2005	Letter to Chairmen of RHCs following 6th SPWG meeting: Inclusion of SPWG developments on agenda for RHC meetings; development of procedure for RHC to select representatives to Council

**Availability of Reference Documents**

All documents listed above are available from the IHO website: [www.iho.shom.fr](http://www.iho.shom.fr)

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**TERMS OF REFERENCE FOR THE SPWG, AS AMENDED BY THE 3<sup>RD</sup> EIHC 2005**

The following amended Terms of Reference for the SPWG were decided by the Third Extraordinary International Hydrographic Conference in April 2005.

1. Give advice, when needed, to the IHB Directing Committee, regarding the content of the Strategic Plan and related Work Programme.
  2. Oversee and monitor the content of the Strategic Plan and related Work Programme.
  3. The SPWG will include representatives designated by the IHO Regional Hydrographic Commissions. Individual Member States may be represented if they consider it necessary.
  4. The SPWG shall request the assistance of legal experts when it is deemed necessary.
  5. The Chairman of the SPWG will be elected by the Conference.
  6. Consider unresolved IHO matters referred by the XVIth Conference and provide a report and recommendations by December 2003. – DONE (3<sup>rd</sup> EIHC)
  7. Carry out a study on the need to revise the IHO Convention, providing the IHB Directing Committee with recommendations on any changes by December 2003. – DONE (3<sup>rd</sup> EIHC)
  8. Consider the harmonization of the texts of the IHO Basic Documents and supply recommendations to the IHO Directing Committee by December 2003. – DONE (3<sup>rd</sup> EIHC)
  9. Present the results of these studies to the IHB Directing Committee who will circulate a report to Member States by December 2003. – DONE (3<sup>rd</sup> EIHC)
  10. Co-ordinate comments on the interim reports and produce a final version by April 2004 in time to be considered by an Extraordinary Conference. – DONE (3<sup>rd</sup> EIHC)
  11. Finalize the Basic Documents based on the decisions of the Conference.
  12. Prepare, in consultation with the IHB Directing Committee, an implementation plan to take forward the decisions for adoption at the next ordinary Conference in 2007, or earlier depending upon the date of ratification.
  13. Consider the definition of “Hydrographic interest”, and report on the work at the XVII<sup>th</sup> IHC.
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## ANNEX D

## SPWG WORK PROGRAMME 2005 – 2006 SUMMARY

Topics for discussion indicated by meeting in summary table below by:

✓

<b>Task</b>	<b>SPWG 6</b>	<b>SPWG 7</b>	<b>SPWG 8</b>
Implementation Strategy (ToR 12)	✓	✓	✓
Basic Documents (ToR 11)	✓	✓	✓
Hydrographic Interest (ToR 13)		✓	✓
Content of SP and WP (ToR 1, ToR 2)		✓	✓



## ANNEX E

## SPWG MEMBERS 2005 – 2006

Chair Group	Delegate	Country
Chairman	Mr. F. Klepsvik	Norway
Vice-Chairman	Dr. W. Williams	UK
Vice-Chairman	Dr. H. Nishida	Japan
IHB	V Adm A. Maratos	
SPWG Secretary (IHB)	Capt. F. Bermejo	

RHC *	Delegate	Country
BSHC/NHC	Mr. J. Korhonen	Finland
EAHC	Mr. You-Sub Jung Mr. Shin-Ho Choi Mr. Jung-hyun Kim Mr. OH Soon-Bock Mr. KIM Young-Bae Mr Rok Park Mr Hyun Kim	Republic of Korea
EatHC	V Adm A. Viegas Vadm J.A. De Brito Capt. Lopez Da Costa Mrs. R. Patricio Gomes	Portugal
MACHC	Lt Cdr R. Ponce	Mexico
MBSHC	Cdr P. Lusiani	Italy
NIOHC	Capt S.K. Jha Capt. SS Karnik Cdre Lucose, IN Mr L Rangreji (legal expert)	India
NSHC	IGA Y. Desnoës (until 30/9/05) IGA G. Bessero (from 1/10/05)	France
SAIHC	Capt A. Kampffer	South Africa
SWPHC	Capt R. Nairn Capt R. Ward	Australia
USCHC	R Adm S. De Bow Radm C. Andreasen Capt S. Barnum Mrs M. Danley	USA

\* See Glossary of Terms at Annex A for full RHC names.

Country	Delegate
Brazil	Capt W. Cavalheiro
Canada	Mrs S. Narayanan Mr Hinds
China	Mr. Xu Bin Sheng Mr Heping Mr. NG Kwok-Chu
Japan	Mr. K Shimizu Mr Kato
New Zealand	Mr. J. Spittal
Singapore	Capt. Khong Shen Ping Mr. Lim Wee Kiat Mr Ying-Huang
UK	Ms K Jones Mrs. E. Dunn

**LEGAL EXPERTS**

Country	Delegate
Canada	Mr Saheb-Ettaba
Germany	Dr Ehlers
India	Mr Rangreji
UK	Mr Hooton
US	Mrs Webster

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**SPWG MEETING SCHEDULE**

**Note:** The numbering of SPWG Plenary and Chair Group Meetings continues sequentially from those held prior to 3<sup>rd</sup> EIHC in April 2005.

**SPWG Plenary Meetings**

SPWG has continued its practice of convening plenary meetings in different regions of the World to enable as many Member States as possible to participate. In line with this, Plenary meetings of the SPWG were held:

SPWG 6	Wollongong, Australia	13 – 15 July 2005
SPWG 7	Mexico City, Mexico	5 – 7 December 2005
SPWG 8	Busan, Republic of Korea	2 – 4 May 2006

**SPWG Chair Group Meetings**

The SPWG Chair Group held three [*four*] meetings between the plenary sessions of SPWG:

Chair Group 16	Monaco/London	9 – 10 May 2005/ 9 June 2005
Chair Group 17	London	12 – 13 October 2005
Chair Group 18	Monaco	13 – 15 February 2006
Chair Group 19	London	21 – 22 March 2006
Chair Group 20	Monaco	29 – 30 June 2006
Chair Group 21	Monaco	27 July 2006

**SPWG Legal Experts**

The SPWG Legal Experts Group met:

Monaco	8 – 9 September 2005
Hamburg	5 – 6 October 2005
Monaco	13 – 14 February 2006
Monaco	1 – 2 June 2006

In addition, the UK Legal Expert attended Chair Group 17 meeting.

**SPWG Chairman/ President of IHB Directing Committee/ Chairmen of IHO CHRIS and CBC / Secretary SPWG Meeting**

There was one meeting of the SPWG Chairman, the President of the IHB Directing Committee, the Chairmen of IHO CHRIS and CBC and the SPWG Secretary to consider the guidelines and proposals for restructuring in advance of preparation of the CHRIS and CBC reports consideration at SPWG 7:

Monaco	31 August – 1st September 2005
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## ANNEX G

**ALLOCATION OF CURRENT RESPONSIBILITIES TO THE FUTURE COUNCIL  
AND MAIN COMMITTEES**

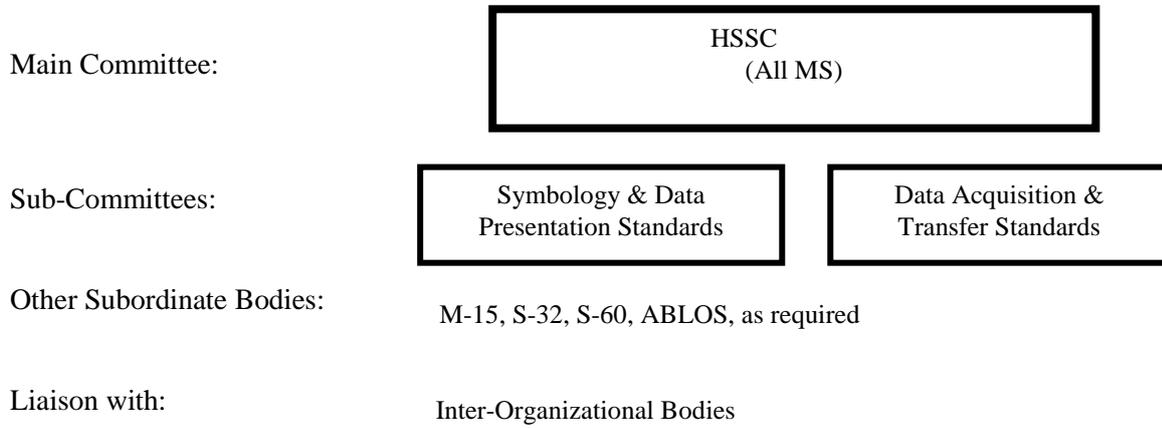
<b>Council</b>	<b>HSSC</b>	<b>IRCC</b>
SPWG	CHRIS	CBC
WEND (policy)	WEND (technical)	WEND (policy) – until transfer to Council
	ABLOS	IAB
	Hydrographic Dictionary (S-32)	CPRNW
	Tidal Committee	GEBCO
	Survey Standards (S-44)	RHCs
	HGE (dormant)	HCA
	HGMIO	B-8, S-55, S-23
	Symbols Booklet (M-15)	



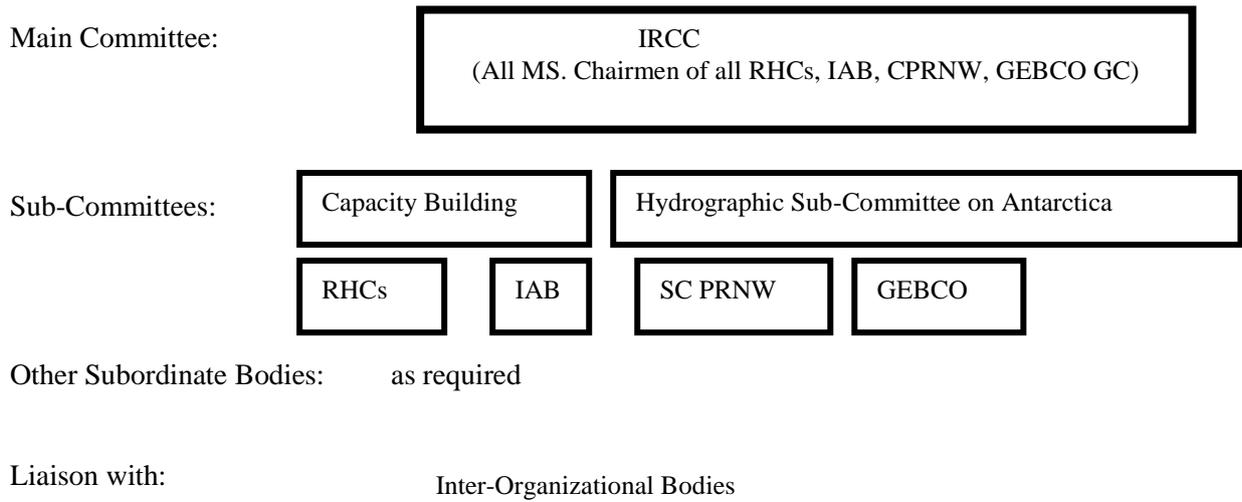
ANNEX H

**ORGANIZATIONAL DIAGRAMS FOR HSSC AND IRCC**

**HSSC**



**IRCC**





## ANNEX I

**TERMS OF REFERENCE OF THE HSSC AND IRCC  
AND THEIR SUBORDINATE BODIES**

<b>HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)</b>	<b>INTER REGIONAL COORDINATION COMMITTEE (IRCC)</b>
<p>Considering the need to promote and coordinate the development of standards, specifications and guidelines for official products and services to meet the requirements of mariners and other users of hydrographic information, the International Hydrographic Organization establishes a Hydrographic Services and Standards Committee (HSSC) with the following Terms of Reference and Rules of Procedure. The HSSC shall be the IHO Technical Steering Group acting on behalf of all Member States and shall report to each ordinary session of the International Hydrographic Conference (“<i>each ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>the Council and the Assembly through the Council</i>” when the Council and Assembly are established).</p>	<p>Considering the need to promote and coordinate the IHO activities that might benefit from a regional approach, as regard to the coordination of the Regional Hydrographic Commissions, and capacity building, radio navigational warnings and ocean mapping matters, the International Hydrographic Organization establishes a Inter Regional Coordination Committee (IRCC) with the following Terms of Reference and Rules of Procedure. The IRCC shall report to each ordinary session of the International Hydrographic Conference (“<i>each ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>each ordinary session of the Assembly through the Council</i>” when the Council and Assembly are established).</p> <p><b>Note:</b> The IRCC shall assume the responsibility of the policy matters related to the World-wide Electronic Navigational Chart Database (WEND) until the Council is established.</p>
<b>Terms of Reference</b>	<b>Terms of Reference</b>
<p>1. Monitor the requirements of mariners and other users of hydrographic information concerning the use of hydrographic products and information systems that may require data and information provided by national hydrographic authorities, and to identify those technical matters that may affect the activities and products of those authorities.</p>	<p>1. Establish, coordinate and enhance the cooperation of hydrographic activities amongst States on a regional basis, and between regions, especially on matters associated with Capacity Building; Promulgation of Radio Navigational Warnings; General Bathymetry and Ocean Mapping, Education and Training, and the implementation of the World-wide Electronic Navigational Chart Database (WEND) suitable for the needs of international shipping; Establish co-operation and partnership with governments, organizations and industry to enhance the delivery of CB programs and to ensure long-term sustainability</p>
<p>2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in hydrographic services, standards and related technical activities as directed by the International Hydrographic Conference (“<i>International Hydrographic Conference</i>” to be replaced by “<i>the Assembly</i>” when the Assembly is established) and provide advice and guidance to the IHO representatives as required.</p>	<p>2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in activities that require inter-regional cooperation and coordination as directed by the International Hydrographic Conference (“<i>International Hydrographic Conference</i>” to be replaced by “<i>the Assembly</i>” when the Assembly is established) and provide advice and guidance to the IHO representatives as required;</p>

<p>3 Study and propose methods and standards for the development and provision of official hydrographic data, nautical products and other related services.</p>	<p>3. Promote the co-operation with regional organizations concerned with the use of hydrographic and bathymetric data, information and products as well as MSI for navigation safety and all other marine purposes, including economic development, environmental protection and coastal resource management.</p>
<p>4. Promote technical exchange with other stakeholders, such as type-approval authorities, navigation equipment manufacturers, and the hydrographic data user community.</p>	<p>4. Keep updated the IHO Capacity Building Strategy and promote the Capacity Building and Training initiatives identified by the CBSC and IAB, facilitating the interaction between RHCs and potential donors at the international and regional levels, considering that the IHO has identified Capacity building as an strategic objective.</p>
<p>5. Prepare and maintain publications that describe and promote the recommended methods, standards, specifications and guidelines as adopted by the International Hydrographic Organization, and to advise Member States about implementation procedures.</p>	<p>5. Prepare and maintain publications related to the objectives of the Committee, such as Publications B-8, S-55 and S-23.</p>
<p>6. Prepare a Technical Work Program and propose it to each ordinary session of the International Hydrographic Conference (“<i>each ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>the Assembly</i>” when the Assembly is established). Consider and decide upon proposals for new work items under the Technical Work Program, taking into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Program.</p>	<p>6. Prepare an IRCC Work Program and propose it to each ordinary session of the International Hydrographic Conference (“<i>each ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>the Assembly</i>” when the Assembly is established). Consider and decide upon proposals for new work items under the IRCC Work Program, taking into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Program.</p>
<p>7. Monitor the execution of the Technical Work Program and report to each ordinary session of the International Hydrographic Conference (“<i>ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>meeting of the Council and Assembly</i>” when the Council and Assembly are established), including an evaluation of the performance achieved.</p>	<p>7. Monitor the execution of the Technical Work Program and report to each ordinary session of the International Hydrographic Conference (“<i>ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>meeting of the Council and Assembly</i>” when the Council and Assembly are established), including an evaluation of the performance achieved.</p>
<p>8 Propose the International Hydrographic Conference (“<i> the International Hydrographic Conference</i>” to be replaced by “<i>the Assembly through the Council</i>” when the Council and Assembly are established), the establishment of new Sub Committees, when needed, supported by a comprehensive cost-benefit analysis.</p>	<p>8 Propose the International Hydrographic Conference (“<i> the International Hydrographic Conference</i>” to be replaced by “<i>the Assembly through the Council</i>” when the Council and Assembly are established), the establishment of new Sub Committees, when needed, supported by a comprehensive cost-benefit analysis.</p>
<p>9. As required, establish Working Groups to fulfil the Technical Work Program, in conformance with IHO Technical Resolution T1.1 (<i>IHO Technical Resolution T1.1</i> to be replaced by <i>Article 6 of the General Regulations</i> when the revised IHO Convention enters force) and approve their Terms of Reference and Rules of Procedure.</p>	<p>9. As required, establish Working Groups to fulfil the Technical Work Program, in conformance with IHO Technical Resolution T1.1 (<i>IHO Technical Resolution T1.1</i> to be replaced by <i>Article 6 of the General Regulations</i> when the revised IHO Convention enters force) and approve their Terms of Reference and Rules of Procedure.</p>
<p>10. Monitor the work of its coordinating Sub-committees, Working Groups and other bodies directly subordinate to the Committee.</p>	<p>10. Monitor the work of its coordinating Sub-committees, Working Groups and other bodies directly subordinate to the Committee.</p>
<p>11. Review annually the continuing need for each Working Group previously established by the Committee.</p>	<p>11. Review annually the continuing need for each Working Group previously established by the Committee.</p>
<p>12. Liaise and maintain contact with other relevant IHO Committees to ensure that IHO work activities are coordinated.</p>	<p>12. Liaise and maintain contact with other relevant IHO Committees to ensure that IHO work activities are coordinated.</p>
<p>13. Liaise with other relevant international organizations and Non-Government International Organizations (NGIOs).</p>	<p>13. Liaise with other relevant international organizations and Non-Government International Organizations (NGIOs).</p>

**RULES OF PROCEDURE FOR THE HSSC AND THE IRCC**

<b>HSSC</b>	<b>IRCC</b>
1. The Committee shall be composed of representatives of Member States. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.	1. The Committee shall be composed of the Regional Hydrographic Commission Chairmen; the Chairmen of CBSC, PRNWSC, IAB and GEBCO Guiding Committee and open to all Member States of the IHO, that have formally expressed their desire to become Members. Accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.
2. A Director of the International Hydrographic Bureau (“ <i>the International Hydrographic Bureau</i> ” to be replaced by “ <i>the Secretariat</i> ” when the Secretariat is established) shall act as Secretary to the Committee. The Secretary shall prepare the reports required for submission to each ordinary session of the Conference ( <i>the Conference</i> to be replaced by <i>Assembly</i> and <i>Council</i> when the revised IHO Convention enters force).	
3. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference ( <i>Conference</i> to be replaced by <i>Assembly</i> when the revised IHO Convention enters force) and shall be determined by vote of the Member States present and voting. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.	
4. Meetings shall be held once a year, unless decided otherwise by the Committee. The venue and date shall be announced at least six months in advance. Meetings should normally be scheduled to precede a session of the International Hydrographic Conference (“ <i>International Hydrographic Conference</i> ” to be replaced by “ <i>Council or Assembly</i> ” when the Council and Assembly are established) by approximately four months. The Chairman or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. All intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the Committee.	4. The Committee shall meet once a year, by mid June whenever possible in conjunction with another conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants’ travel arrangements. The Chairman or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation venue and date shall be announced at least six months in advance. All intending participants shall inform the Chairman and Secretary in advance of their intention to attend meetings of the Committee.
5. Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Committee, decisions shall be taken by a simple majority of Member States present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all IHO Member States shall be required.	
6. The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and participants comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within three months of a meeting.	
7. The working language of the Committee shall be English.	

<p>8. The Committee shall progress its work primarily through Working Groups, each of which shall address specific tasks. A coordinating Sub-committee on Data Acquisition &amp; Transfer Standards and a coordinating Sub-committee on Symbology &amp; Data Presentation Standards shall coordinate the work of those working groups dealing with data and presentation standards respectively. These coordinating Sub-committees and their Working Groups shall operate by correspondence to the maximum extent practicable.</p>	
<p>9. Recommendations of the Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference as appropriate. (<i>"IHB or International Hydrographic Conference"</i> to be replaced by <i>"through the Council to the Assembly"</i> when the Council and Assembly are established).</p>	<p>8. Recommendations of the Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference as appropriate. (<i>"IHB or International Hydrographic Conference"</i> to be replaced by <i>"through the Council to the Assembly"</i> when the Council and Assembly are established).</p>
<p>10. These Rules of Procedure can be amended by simple majority of Member States present and voting at the Conference (<i>Conference</i> to be replaced by <i>Assembly</i> when the revised IHO Convention enters force) or by simple majority of all the IHO Member States if consultation is made by correspondence.</p>	<p>9. These Rules of Procedure can be amended by simple majority of Member States present and voting at the Conference (<i>Conference</i> to be replaced by <i>Assembly</i> when the revised IHO Convention enters force) or by simple majority of all the IHO Member States if consultation is made by correspondence.</p>

## TERMS OF REFERENCE FOR THE HSSC SUB-COMMITTEES

DATA ACQUISITION AND TRANSFERT STANDARDS SUB COMMITTEE (DATS)	SYMBOLGY AND DATA PRESENTATION STANDARDS SUB COMMITTEE (SDPS)
<p><b>Purpose:</b> Coordinate the development and maintenance of standards, specifications and guidelines for hydrographic data acquisition and the transfer of hydrographic data.</p>	<p><b>Purpose:</b> Coordinate the development and maintenance of standards, specifications and guidelines for the portrayal of hydrographic data and information in all relevant media.</p>
<p>1. Monitor and coordinate the work of its Working Groups and the maintenance of the IHO publications for which the Working Groups are responsible. A list of DATS Working Groups and their associated IHO publications is shown in the table below.</p>	<p>1. Monitor and coordinate the work of its Working Groups and the maintenance of the IHO publications for which they are responsible. A list of SDPS Working Groups and their associated IHO publications is shown in the table below.</p>
<p>2. Provide a core of expertise in standards and specifications associated with hydrographic data and provide technical advice and recommendations to HSSC as required.</p>	<p>2. Provide a core of expertise in the basic concepts of presentation of maritime geospatial information and provide technical advice and recommendations to HSSC as required.</p>
<p>3. Monitor developments in Data Acquisition and Transfer Standards.</p>	<p>3. Monitor developments in presentation technology and human perception analysis.</p>
<p>4. As directed by the HSSC, establish Working Groups to address specific work items, in conformance with IHO Technical Resolution T1.1 (<i>IHO Technical Resolution T1.1</i> to be replaced by <i>Article 6 of the General Regulations</i> when the amendments to the IHO Convention enter force) and approve their Terms of Reference and Rules of Procedure.</p>	
<p>5. Monitor progress of the relevant sections of the Technical Work Program and propose annual updates to include estimated time frames for progressing tasks.</p>	
<p>6. Liaise with the other HSSC coordinating Sub-committees and Working Groups to ensure that work activities are coordinate.</p>	
<p>7. Liaise with other relevant international organizations, as appropriate in order to fulfil the Technical Work Program.</p>	
<p>8. Report to HSSC, not less than seven weeks before an HSSC meeting, to include:</p> <ol style="list-style-type: none"> <li>a. progress of work items assigned to its Working Groups,</li> <li>b. proposals for any new work items including an impact statement,</li> <li>c. proposals for the establishment of new Working Groups,</li> <li>d. justification for existing Working Groups to continue, and</li> <li>e. any other recommendations.</li> </ol>	
<p>9. These Terms of Reference can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).</p>	

**List of DATS Subordinate Bodies**

(to be updated and confirmed at the first meeting of the HSSC and reviewed annually thereafter)

<b>Subordinate Body</b>	<b>Associated IHO Publication(s)</b>
Survey Standards and Methodology WG (SSMWG).	IHO Standards for Hydrographic Survey (S-44).
Data Transfer Standards WG (DTSWG).	Hydrographic Data Transfer Standards (S-57/S-100).
Digital Product Specifications WG (DPSWG).	Recommended ENC Validation Checks (S-58). Prod Specs for RNC (S-61). IHO Codes for Agencies Producing S-57 Data (S-62). IHO Data Protection Scheme (S-63). IHO Test Data Sets for ECDIS (S-64). ENC Production Guidance (S-65). ENC Product Spec/Profile (S-101).
Standardization of Nautical Publications WG (SNPWG).	Prod Specs for Nautical Publications (S10x, TRs).
Data Protection WG (DPWG).	IHO Data Protection Scheme (S-63).
Tides and Vertical Datums WG (TVDWG).	Guidelines for Tidal Data (M-3 and TRs).

**List of SDPS Subordinate Bodies**

(to be updated and confirmed at the first meeting of the HSSC and reviewed annually thereafter)

<b>Subordinate Body</b>	<b>Associated IHO Publication(s)</b>
Paper Chart Presentation WG (PCPWG).	Chart Specifications of the IHO and Regulations for International (INT) Charts (M-4). List of Booklets on Chart Symbols (M-15). Symbols, Abbreviations, Terms used on Charts (INT-1). Borders, Graduation, Grids and Linear Scales (INT2). Use of Symbols and Abbreviations (INT3). Guidance for the Preparation and Maintenance of INT Chart Schemes (M-11 Part A).
Digital Chart Presentation WG (DCPWG).	Specifications for Chart Content and Display Aspects of ECDIS (S-52).
Nautical Publications Presentation WG (NPPWG).	Nautical Information (M-3 (TRs)). Standardization of List of Lights and Fog Signals (M-12).

### RULES OF PROCEDURE FOR HSSC SUBCOMMITTEES

1	The Sub-Committees shall be subordinate of the HSSC and their work plans are subject to HSSC approval..
2	The coordinating Sub Committee shall be composed primarily of the Chairs of its Working Groups. The coordinating Sub Committee is also open to representatives of all Member States.
3	The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference ( <i>Conference</i> to be replaced by <i>Assembly</i> when the revised IHO Convention enters force) and shall be determined by vote of the Member States present and voting.
4	If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.
5	A Director or other officer of the IHB shall act as Secretary to the coordinating Sub-committee.
6	The working language of the coordinating Sub-committee shall be English.
7	The coordinating Sub-committee shall: <ul style="list-style-type: none"> <li>a. coordinate the work of its Working Groups,</li> <li>b. monitor the work of its Working Groups,</li> <li>c. evaluate the continuing validity of tasks assigned to its Working Groups,</li> <li>d. review the continuing need for each Working Group, and</li> <li>e. submit advice and proposals to the HSSC as required.</li> </ul>
8	The coordinating Sub-committee and its Working Groups shall operate by correspondence to the maximum extent practicable.
9	International Organizations and accredited Non-Government International Organizations (NGIOs) may attend meetings of the coordinating Sub-committee.
10	Expert Contributor participation is open to entities and organisations that can provide a relevant and constructive contribution to the work of the coordinating Sub-committee or its Working Groups. Expert Contributors shall seek approval for participation from the relevant Chairman. Expert Contributor status may be withdrawn in the event that a majority of the Member States represented in a coordinating Sub-committee or in a Working Group agrees that an Expert Contributor's continued participation in the respective forum is irrelevant or unconstructive to the work being undertaken. In the event that a large number of Expert Contributors seek to attend any meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.
11	Meetings shall be held once a year unless decided otherwise by the coordinating Sub-committee. The venue and date shall be announced at least six months in advance. Meetings should normally be scheduled to precede a meeting of the HSSC by approximately four months and be held in conjunction with those Working Groups that need to meet.
12	All intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the coordinating Sub-committee.

13	The draft record of meetings shall be distributed by the Secretary within five weeks of the end of meetings and participants comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be distributed to all participants and posted on the IHO website within three months of a meeting.
14	Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the coordinating Sub-committee, decisions shall be taken by a simple majority of Member States present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all IHO Member States shall be required.
15	These Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).

## TERMS OF REFERENCE OF THE IRCC SUBCOMMITTEES

CAPACITY BUILDING SUB COMMITTEE	PROMULGATION OF RADIO NAVIGATIONAL WARNING SUB COMMITTEE (PRNW)	FIG/IHO/ICA INTERNATIONAL ADVISORY BOARD (IAB)
1. Continuously assess the hydrographic surveying, nautical charting and nautical information status in nations and regions where hydrography is developing, using an adequate and agreed methodology. This includes developing and keeping up to date IHO publication "S-55 - Status of Hydrographic Surveying and Nautical Charting Worldwide".	1. Monitor and guide the International Hydrographic Organization (IHO)/ International Maritime Organization (IMO) World Wide Navigational Warning Service (WWNWS) which includes NAVAREA and coastal warnings.	1. Review at appropriate intervals (not exceeding two years) the recommended minimum standards of competence for hydrographic surveyors and nautical cartographers, taking into account comments and recommendations received from National Focal Points (NPF) and other authorities.
2. Cooperate with the International Hydrographic Bureau ( <i>"the International Hydrographic Bureau"</i> to be replaced by <i>"the Secretariat"</i> when the Secretariat is established) in the establishment and maintenance of close relationships with national agencies and international organizations, which may provide funding or other support to technical assistance projects, and study the procedures to access the funds for Technical Assistance available from such organizations.	2. Study and propose new methods to enhance the provision of navigational warnings to mariners at sea.	2. Maintain and promulgate all publications and documents resulting from the tasks carried out by the Board.
3. Cooperate with the Regional Hydrographic Commissions in the creation of Study Teams or Action Groups to carry out assessment studies in the areas identified by the IHO "Work Programme".	3. Facilitate the implementation of the major changes in procedures for disseminating navigational warnings which are required by the Global Maritime Distress and Safety Systems (GMDSS), adopted by the IMO.	3. Review the syllabi of programmes submitted by Hydrographic Offices, institutions and learned bodies taking into account comments and recommendations received from National Focal Points and other authorities.
4. Support the International Hydrographic Bureau ( <i>"the International Hydrographic Bureau"</i> to be replaced by <i>"the Secretariat"</i> when the Secretariat is established) in carrying out close and continuous monitoring of the assessments carried out and in identifying ideas aimed at the development of projects which may result from Study Teams or Action Groups' Reports, also contributing to share experience gained in this field.	4. Provide appropriate guidance to concerned IHO Member State Representatives to further the evolution of the WWNWS with respect to the full implementation of the GMDSS to include attendance at the Conferences of the Regional Hydrographic Commissions and to develop and monitor standards for watch stander training.	4. Provide advice and comments on such syllabi by comparison with the recommended minimum standards and award certificates of programme recognition to those institutions whose programmes meet the recommended standards.

<p>5. Co-operate with the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) in the provision of advice to all maritime nations requesting support to develop hydrographic capabilities, following the implementation of Regulation 9 of Chapter V, SOLAS</p>	<p>5. Encourage the development of bilateral or multi-lateral arrangements between NAVAREA, Sub-Area and National Co-ordinators in the provision of navigational warnings.</p>	<p>5. Review the procedures of submission.</p>
<p>6. Give direct support to the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) in drafting and keeping updated the Work Programme 2 "Capacity Building".</p>	<p>6. Prepare and review the various guidance documents for the WNWNS and evaluate any proposed amendments prior to formal IHO or IMO consideration.</p>	<p>6. Communicate with IHO through the IRCC, with FIG through the Chair of Commission IV, and with ICA through the Commission on Marine Cartography.</p>
<p>7. Review of the development of the IHO Work Programme 2 and the progress of the IHO Publication/Data Base "S-55".</p>	<p>7. Co-operate with other international organizations concerned with improving the global standards for disseminating Maritime Safety Information, namely IMO, WMO and IMSO.</p>	<p>7. Normally meet once each year.</p>
<p>8. Liaise and maintain contact with other relevant IHO bodies such as the IAB, to ensure that the IHO work activities are coordinated.</p>		<p>8. The FIG/IHO/ICA International Advisory Board shall be composed of members: of known competence in the civil, governmental or educational sectors of hydrographic surveying and nautical cartography, selected to provide as wide as possible a spectrum of knowledge and experience in educational practices, hydrography and nautical cartography, from different geographical areas, as far as reasonable</p>
<p>9. These Terms of Reference can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).</p>		<p>9. The Board shall have up to ten members, four provided by FIG, four provided by IHO and two provided by ICA. The Chairman shall have a seat in the IRCC and shall report on the activities of the Board to the IRCC Chairman for further report to each ordinary session of the International Hydrographic Conference (<i>“each ordinary session of the International Hydrographic Conference”</i> to be replaced by <i>“each ordinary session of the Assembly through the Council”</i> when the Council and Assembly are established).</p>

		<p>10. The Board shall have its permanent Secretariat at the International Hydrographic Bureau, (<i>the International Hydrographic Bureau</i> to be replaced by <i>the Secretariat</i> when the Secretariat is established). The Secretary shall be nominated by the Directing Committee of the International Hydrographic Bureau (<i>the Directing Committee of the International Hydrographic Bureau</i> to be replaced by <i>the Secretariat</i> when the Secretariat is established). The Secretary shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Board, as required. The Secretary shall provide a summary of the Board's activities to be included in the IHO Annual Report.</p>
		<p>11. The IHO shall finance the cost involved of the IHB (<i>the IHB</i> to be replaced by <i>the Secretariat</i> when the Secretariat is established) and Secretariat. Members of the Board are expected to be supported by their own organizations for travel expenses and work.</p>
		<p>12. Proposals from the Board to modify these Terms of Reference must be ratified by IHO, FIG and ICA following the procedures of these bodies.</p>
		<p>13. The internal functioning of the Advisory Board shall be ruled by Rules of Procedure issued and approved by the Board Members, as deemed necessary.</p>

**RULES OF PROCEDURE OF IRCC SUBCOMMITTEES**

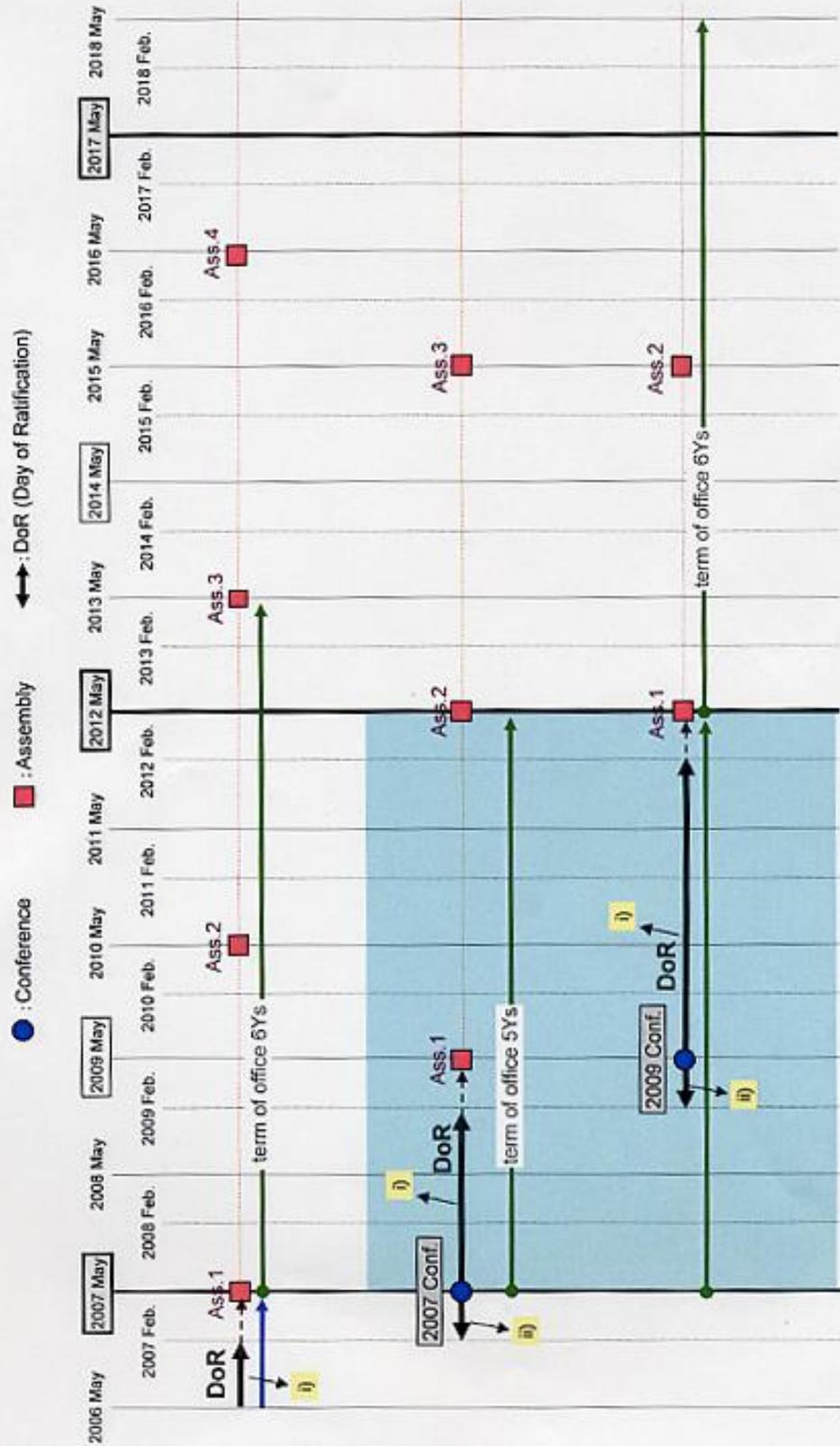
CAPACITY BUILDING SUB COMMITTEE	PROMULGATION OF RADIO NAVIGATIONAL WARNING SUB COMMITTEE (PRNW)	FIG/IHO/ICA INTERNATIONAL ADVISORY BOARD (IAB)
<p>1. The Sub Committee shall be composed of IHO Member States representatives, preferably Heads of National Hydrographic Offices. In accordance with IHO Resolution T 1.1, membership of the Sub-Committee is open to all Member States of the IHO, that have formally expressed their desire to become Members. Ideally appointed members should cover all RHCs, and provide broad experience and varied backgrounds. The Committee may invite observers to participate in the activities of the Sub-Committee.</p>	<p>1. The Sub Committee is composed of NAVAREA Co-ordinators, Member States, the International Hydrographic Bureau (“<i>the International Hydrographic Bureau</i>” to be replaced by “<i>the Secretariat</i>” when the Secretariat is established) and Ex-Officio Representatives from IMO, WMO and IMSO. The Commission may invite observers to participate in the activities of the Commission.</p>	<p>1. The IAB shall normally hold a meeting every year in May whenever possible in conjunction with another related conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants’ travel arrangements. Extraordinary meetings can be called by the Chairman or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Commission.</p>
<p>2. The Chairman and Vice-Chairman shall be a representative of a Member State and shall be determined by vote of the Member States participating in the Sub-Committee. IHO Administrative Resolution T 1.1 shall govern the length of tenure. The Sub-Committee shall also have a Secretary, nominated by the Directing Committee of the International Hydrographic Bureau (“<i>the Directing Committee of the International Hydrographic Bureau</i>” to be replaced by “<i>the Secretariat</i>” when the Secretariat is established).</p>	<p>2. The Chairman and Vice Chairman are elected by the Sub Committee from its membership at the first meeting after each ordinary session of the International Hydrographic Conference. IHO Administrative Resolution T 1.1 shall govern the length of tenure. The Sub Committee shall also have a Secretary, nominated by the Directing Committee of the International Hydrographic Bureau (“<i>the Directing Committee of the International Hydrographic Bureau</i>” to be replaced by “<i>the Secretariat</i>” when the Secretariat is established).</p>	<p>2. The Board shall elect, from amongst its members, a Chairman and a Vice-Chairman for a term of three years. Under agreement of all the Board’s members, the Chairman may be re-elected for a second period. FIG, IHO and ICA nominees on the Board shall hold these posts alternatively. On completion of the Chairman’s mandate, the Vice-Chairman shall automatically become the Chairman and a new Vice-Chairman shall be elected. It is expected that members shall serve on the Board initially for a period of six years.</p>
<p>3. The Chairman shall have a seat in the IRCC and shall report on the activities of the «Capacity Building Sub-Committee” to the IRCC Chairman for further report to each ordinary session of the International Hydrographic Conference (“<i>each ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>each ordinary session of the Assembly through the Council</i>” when the Council and Assembly are established).</p>	<p>3. The Chairman shall have a seat in the IRCC and shall report on the activities of the Sub Committee to the IRCC Chairman for further report to each ordinary session of the International Hydrographic Conference (“<i>each ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>each ordinary session of the Assembly through the Council</i>” when the Council and Assembly are established).</p>	

<p>4. The Sub-Committee shall have its permanent secretariat at the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established). The Secretariat shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Sub-Committee. The Secretary shall provide a summary of the Sub-Committee's activities to be included in the IHO Annual Report.</p>	<p>4. The Sub Committee shall have its permanent secretariat at the IHB, Monaco. The Secretariat shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Sub Committee. The Secretary shall provide a summary of the Sub Committee’s activities to be included in the IHO Annual Report.</p>	
<p>5. The Sub-Committee shall normally meet once a year, in early June whenever possible in conjunction with another conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants’ travel arrangements. The Chairman or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Sub-Committee, can call extraordinary meetings.</p>	<p>5. The Sub Committee shall normally hold a meeting every year in early September, whenever possible in conjunction with another related conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants’ travel arrangements. Extraordinary meetings can be called by the Chairman or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Sub Committee.</p>	
<p>6. Confirmation venue and date shall be announced at least six months in advance. All intending participants shall inform the Chairman and Secretary in advance of their intention to attend meetings of the Sub-Committee.</p>	<p>6. Confirmation venue and date shall be announced at least six months in advance. All intending participants shall inform the Chairman and Secretary in advance of their intention to attend meetings of the Sub Committee.</p>	
	<p>7. Members are expected to attend every meeting of the Sub Committee. Members who are not able to attend a meeting should appoint a proxy or send to the Chairman and Secretary, prior to the meeting, a written contribution on relevant items of the agenda.</p>	<p>3. Members are expected to attend every meeting of the Board, and to conduct business by correspondence between meetings. E-mail communication will be the normal method. Papers and information material will be posted on the IAB section of the IHO web-site.</p>
<p>7. Between meetings, the Committee business will be progressed by correspondence. E-mail communication will be the normal method. Papers and information material will be posted on the Sub-Committee’s section of the IHO web-site.</p>	<p>8. Between meetings, the Sub Committee’s business will be progressed by correspondence. E-mail communication will be the normal method. Papers and information material will be posted on the Sub Committee’s section of the IHO web-site.</p>	

<p>8. Decisions should generally be made by consensus. If votes are required, decisions shall be taken by simple majority of Members of the Sub-Committee present and voting. When dealing with matters by correspondence, simple majority of all Members of the Sub-Committee shall be required.</p>	<p>9. Decisions should generally be made by consensus. If votes are required, decisions shall be taken by simple majority of Members of the Sub Committee present and voting. When dealing with matters by correspondence, simple majority of all Members of the Sub Committee shall be required.</p>	<p>4. During the meetings, decisions shall be taken by simple majority vote of Members of the Board present. When dealing with matters by correspondence, simple majority of all Members of the Board shall be required. Recommendations of the Board shall be submitted to the IHO Member States for adoption through the IHB Directing Committee. (“<i>the IHB Directing Committee</i>” to be replaced by “<i>the Secretariat</i>” when the Secretariat is established).</p>
<p>9. Recommendations of the Sub-Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference as appropriate. (“<i>IHB or International Hydrographic Conference</i>” to be replaced by “<i>Secretariat to the Council or General Assembly</i>” when the Council and Assembly are established).</p>	<p>10. Recommendations of the Sub Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference as appropriate. (“<i>IHB or International Hydrographic Conference</i>” to be replaced by “<i>Secretariat to the Council or General Assembly</i>” when the Council and Assembly are established).</p>	
<p>10. The draft minutes of meetings shall normally be distributed by the Secretary within six weeks of the end of meetings and member comments should be returned within three weeks. Final minutes should be distributed and posted on the IHO website within three months of a meeting.</p>	<p>11. The draft minutes of meetings shall normally be distributed by the Secretary within six weeks of the end of meetings and member comments should be returned within three weeks. Final minutes should be distributed and posted on the IHO website within three months of a meeting.</p>	<p>5. The draft minutes of each meeting shall be distributed by the Chairman to the members of the Committee within one month of the meeting, and member comments should be returned within 2 months of the meeting. Final minutes will be posted on the IHO web-site and sent to IHO, FIG and ICA, to institutions running currently recognized courses and other appropriate organizations.</p>
<p>11. The working language of the Sub-Committee shall be English.</p>	<p>12. The working language of the Sub Committee shall be English.</p>	<p>6. The working language of the Board shall be English.</p>
<p>12. These Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).</p>	<p>13. These Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system). Committee.</p>	<p>7. The IAB Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).</p>

TRANSITION TIMELINE

Timing for Assembly (Option 1 amended by Japan)





## ANNEX K

## CRITERIA FOR DEFINITION OF HYDROGRAPHIC INTERESTS

Parameter	Debated Issues
Tonnage	<ul style="list-style-type: none"> <li>• does the list vary too slowly?</li> <li>• is there a link with hydrographic capability?</li> </ul>
Continental shelf and/or EEZ	<ul style="list-style-type: none"> <li>• has it been defined?</li> <li>• has it been approved by the UN?,</li> <li>• does it cover remote areas or only mainland areas?</li> </ul>
Number of charts:	<ul style="list-style-type: none"> <li>• national charts only?</li> <li>• in territorial waters only?</li> <li>• covering other areas like continental shelf?</li> <li>• if continental shelf, does this mean defined and approved by UN?</li> <li>• if outside national waters, only charts produced under a bilateral agreement?</li> <li>• based on a uniform (i.e. generic) scale? or charts actually produced?</li> <li>• charts produced for purposes other than SOLAS/UNCLOS?</li> <li>• types of charts</li> <li>• International Charts</li> <li>• national paper charts</li> <li>• ENCs</li> <li>• RNCs</li> </ul>
Hydrographic Surveying	<ul style="list-style-type: none"> <li>• Number of surveying ships</li> <li>• Ships owned by HO only? by the State? by industries? What about international contractors?</li> <li>• Number of surveying platforms rather than ships (i.e. including LIDAR etc)?</li> <li>• Number of surveying hydrographic systems <ul style="list-style-type: none"> <li>○ multi beam echo-sounders</li> <li>○ single beam echo-sounders</li> <li>○ side scan sonars</li> <li>○ Lidar systems</li> <li>○ Others</li> </ul> </li> <li>• Scale of investments into surveying</li> <li>• Types of areas surveyed</li> <li>• in national waters only?</li> <li>• areas beyond national waters? Open sea?</li> <li>• joint survey programs (e.g. under bilateral or multilateral agreements)</li> <li>• complexity of water (e.g. shallow versus deep water, according to S44 definitions?)</li> <li>• Size of areas surveyed</li> <li>• Percentage of total of national responsible area?</li> <li>• Area surveyed last year?, average last 3 years? other?</li> </ul>

Parameter	Debated Issues
Length of coastline	<ul style="list-style-type: none"> <li>• mainland only?</li> <li>• including islands?</li> <li>• remote areas?</li> <li>• complexity of coastline?</li> </ul>
IHO commitment	<ul style="list-style-type: none"> <li>• participation in committees, working groups, boards and RHCs</li> <li>• implementation of and support to IHO instruments, e.g. RENCs</li> </ul>
Involvement in Capacity Building	<ul style="list-style-type: none"> <li>• participation in Developing Projects</li> <li>• annual financial contribution to developing countries</li> </ul>
Size of merchant fleet	<ul style="list-style-type: none"> <li>• under national flag only</li> <li>• under foreign flag</li> </ul>
<input type="checkbox"/> Volume/value of seaborne trade	<ul style="list-style-type: none"> <li>• Imports/exports</li> <li>• through territorial waters</li> <li>• through international waters/straits</li> </ul>

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## ANNEX L

**CONSIDERATION OF THE STATUS AND PROGRESS OF THE STRATEGIC PLAN  
AND WORK PROGRAMME**

In commenting on the Strategic Plan, the SPWG made the following points:

1. Issues that can be considered in amending the planning cycle:
  - a. The need to have specific duration or not (see TR T5.1);
  - b. The need to have a specific IHO body for reviewing the Strategic Plan until the Council is set up.
2. Issues that can be considered in amending general information:
  - a. Background and definition of Hydrography need to be updated;
  - b. The IHO Mission should be reviewed to include “safety, environmental protection, security” and the efficient provision of Hydrographic Services;
  - c. The rationale must be improved to include some ideas on globalization and the use of hydrographic data and information for purposes other than navigation;
  - d. Reference to the relevant UN/GA Resolutions regarding the IHO.
3. Issues that can be considered for amending the Strategic Issues and the Programmes:
  - a. Reference to “Challenges for the IHO” may be included, containing the following items, or reflected in the Strategic Issues:
    - To produce a comprehensive coverage of ENCs;
    - To turn the WEND Principles into a practical and effective mechanism for safety, protection and security;
    - To involve the whole IHO membership in the formulation and adoption procedures, standards and actions described by the WP;
    - To ensure an equitable and sustainable means of funding the CB Programme and to improve its effectiveness;
    - To make the IHO standards wider known and accepted;
    - To ensure the proper and effective use by all Member States for the technological developments with the aim to enhance maritime safety, security and protection of the environment;
  - b. “Enhancing the status and effectiveness of the IHO” may be considered as the first Strategic Issue, where the IHO should be able “to respond effectively and efficiently to emerging trends, developments and challenges, striving for excellence in institutional governance and management”. To maintain an efficient and effective Organization as No 4 Goal (and not Strategic Issue) of the IHO may not be appropriate;
  - c. In “Capacity Building” as a Strategic Issue or as a programme, “Establish co- operation and partnership with governments, organizations and industry to enhance the delivery of its CB Programme and to ensure the long-term sustainability” should be probably mentioned;

- d. Under the “Techniques and Standards Co-ordination and support” programme to consider adding “actively engage the various stakeholders (Intergovernmental Organizations, NGOs, Industry and others) to support the technical work programme of the Organization”.
  4. The Objectives should reflect the revision of Article II as proposed in the protocol of amendments to the Convention.
  5. The new format of the Work Programme that has been used since 2004 after the approval of Member States represents in a much better and analytical way the different levels of the programmes, objectives tasks and budget associated with the programmes.
-