



IHO File No. S3/6004

CIRCULAR LETTER 21/2018
23 February 2018

ADOPTION OF REVISIONS OF IHO RESOLUTIONS 5/1957, 1/1969, 9/1967, 5/1972, 1/2014, 4/1957, 8/1967, AND WITHDRAWAL OF IHO RESOLUTIONS 1/1965 and 2/1965

References:

- A. Document C-1 2.2 - *Revision of IHO Resolutions reflecting the amendments to the Convention on the IHO and the other Basic Documents of the IHO that entered into force on 8 November 2016*
- B. IHO CL 55/2017 dated 31 October: *Outcome of the 1st Meeting of the IHO Council – Summary Report (version 31 October 2017)*
- C. IHO CL 68/2017 dated 1 December – *Call for Approval of revisions of IHO Resolutions 5/1957, 1/1969, 9/1967, 5/1972, 1/2014, 4/1957, 8/1967, and withdrawal of IHO Resolutions 1/1965 and 2/1965 as endorsed or revised at the first meeting of the Council.*

Dear Hydrographer,

1. In accordance with Art. 6. (b) and Art. 6. (g) (i) of the IHO General Regulations (Reference C) and following the instructions of the Council (Reference B, Action C1/16 refers), the approval of Member States on the revision of numerous IHO Resolutions reflecting the amendments to the Convention on the IHO and the other Basic Documents of the IHO that entered into force on 8 November 2016 was requested by Reference C.
2. The Secretariat would like to thank the following 51 Member States that replied to Reference C: Algeria, Argentina, Australia, Bangladesh, Belgium, Brazil, Canada, Chile, Colombia, Croatia, Cuba, Cyprus, Ecuador, Estonia, Finland, France, Germany, Greece, Guatemala, India, Iran (Islamic Republic of), Ireland, Italy, Japan, Malaysia, Malta, Mauritius, Monaco, Mozambique, Netherlands, Nigeria, Norway, Oman, Pakistan, Papua New Guinea, Poland, Portugal, Qatar, Republic of Korea, Romania, Russian Federation, Saudi Arabia, Singapore, Slovenia, South Africa, Spain, Sweden, Tunisia, United States of America, Ukraine and Uruguay.
3. All 51 Member States approved the proposed revisions of the noted IHO Resolutions. Two Member States offered comments in addition to their vote. These comments and the outcome of their review by the Secretariat are provided in Annex A to this Circular Letter.
4. When Reference C was issued, there were 87 Member States of the IHO with three States suspended. In accordance with the provisions of the Convention on the IHO as amended, the minimum number of affirmative votes required was 28. As a result, and taking into account the editorial corrections reported in the Annex A, the proposed revisions of the IHO Resolutions 5/1957, 1/1969, 9/1967, 5/1972, 1/2014, 4/1957, 8/1967, and the withdrawal of the IHO Resolutions 1/1965 and 2/1965 have been adopted.

5. The final text (including the marked up editorial corrections) of the adopted Resolutions are reported in Annex B to H. All revisions will be incorporated into a new Edition of the IHO Publication M-3 *Resolutions of the IHO* to be completed by the Secretariat prior to the 2nd Council C-2 in October 2018.

Yours sincerely,



Dr Mathias JONAS
Secretary-General

- Annex A:** Member States' comments to IHO CL 68/2017 and responses from the IHO Secretariat.
- Annex B to H:** Revised versions of IHO Resolutions 5/1957, 1/1969, 9/1967, 5/1972, 1/2014, 4/1957, 8/1967, as amended

IHO File No S3/6004

CANADA (Vote: YES)

With regard to Resolution 5/1957 Canada asks the IHO Secretariat to consider modifying the first sentence in Rule 10 from:

"The Secretary-General shall review from time to time the list of NGOs to which the IHO has granted observer status, in order to determine whether or not the continuance of their status in any particular case is necessary and desirable",

to:

"The Secretary-General shall review from time to time the list of NGOs to which the IHO has granted observer status in order to determine whether or not, in any particular case, the criteria set out in Rules 1 to 5 are still being met by the NGO".

The Secretariat thanks Canada for the proposed editorial correction which gives clarity to periodical review of the status of observing NGOs.

COLOMBIA (Vote: YES)

At page 36 [Resolution 8/1967 - Procedure for considering proposals submitted by Member States to the Assembly or to the Council]: For the procedure for considering proposals submitted by Member States to the Assembly or to the Council, the number of weeks [for submission by Member States prior to the Assembly or the Council] is not mentioned.

The Secretariat thanks Colombia for spotting this missing word in the Spanish version only. The word "diez" has been added before "semanas" in the final version.

IHO File No. S3/6004

Approved revised Resolution 5/1957 as amendedEditorial changes shown in ~~red~~ / ~~red~~.

IHO RELATIONS WITH OTHER ORGANIZATIONS	5/1957 as amended	21/2018	T1.2
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1 The relations of the IHO with other organizations, whose activities are likely to be of interest, are normally conducted by the Secretary-General in accordance with the Convention, Article X. The Secretary-General may delegate this function to a Member State.

2 In conducting relations with other organizations, the Secretary-General should consult with Member States through the Council on relevant issues and shall ensure that it reflects the corporate views of the IHO.

3 When the importance of subjects of common interest justify it, the Secretary-General may propose to the Council:

- a) the establishment of an agreement or special arrangement governing the cooperation between the IHO and the organization concerned. Such agreement or special arrangement shall be approved by the Assembly in accordance with article 7 of the General Regulations. The Council may seek approval of Member States by correspondence in accordance with the provisions of article 6 (g) of the General Regulations; and
- b) the formation of a consultative body, consisting of representatives of the IHO and of one or several external organization(s). The title, terms of reference and composition of such a body shall be approved by the Assembly in accordance with article 7 of the General Regulations. The Council may seek approval of Member States by correspondence in accordance with the provisions of article 6 (g) of the General Regulations.

4 Accreditation to the IHO of Non-Governmental International Organizations.

Any Non-Governmental International Organization (NGIO), which is able to make a substantial contribution to the work of the IHO may be accredited and granted observer status. The regulations to be followed are:

Rule 1 Applicability

Subject to approval by the Assembly or by Circular Letter through the Council, the Secretary-General may grant observer status to any NGIO which is able to make a substantial contribution to the work of the IHO.

Rule 2 Purpose

Decisions to grant observer status to any NGIO shall be based on the principles that the purpose for entering into observer status shall be:

- a) to enable the IHO to obtain information, help or expert advice from the NGIO with special knowledge in the Organization's activities. Such information, help or advice can include (but not be limited to):
 - i) consolidated strategic advice on the work programme of the Organization, such as the needs of the user community, emerging technologies, required standards, data requirements and future trends;
 - ii) co-operation on programmes of mutual interest including the proposal of new programmes that fall under the responsibility of IHO;
 - iii) the effectiveness of the implementation of the technical activities of IHO, such as standards, specifications and capacity building;
 - iv) advice on issues relevant to the IHO, on request;
 - v) support to the programme of the IHO for capacity building;
 - vi) provision of representatives with special knowledge to IHO working groups.
- b) to enable such NGIOs whose activities have an important and direct bearing on the work of the IHO to express their points of view to the Organization. They may request information of interest from the IHO to be distributed to their members.

Rule 3 Objectives and activities of the NGIO

Before granting observer status to any NGIO, the IHO must be satisfied that the objectives and functions of the NGIO are in harmony with the objectives of the IHO, as defined in Article II of the Convention.

Rule 4 General Undertaking by the NGIOs

Observer status may not be granted to an NGIO unless it undertakes to support the activities of the IHO and to promote the dissemination of its principles and work, bearing in mind the objectives and functions of the IHO on the one hand and the competence and activities of the NGIO on the other.

Rule 5 Constitution and Structure of the NGIOs

Observer status may not be granted to any NGIO unless it has a governing body, an executive officer and a secretariat. It must also be authorized under its constitution to speak for its members through accredited representatives.

Rule 6 Privileges conferred by Observer Status

In addition to the provisions stipulated in the Rules of Procedure of the relevant organs, the granting of observer status to an NGIO shall confer the following privileges on that organization:

- a) the right to receive, for information, the Circular Letters and documentation for the sessions or meetings of the relevant organs of the IHO;
- b) the right to submit written statements on items of the Agenda of the relevant organs which are of interest to the NGIO concerned, after appropriate consultation with the Secretary-General, provided that such submission does not impede the smooth functioning of the IHO organ involved. The NGIO concerned shall give due

consideration to any comment which the Secretary-General may make in the course of such consultations before transmitting the statement in final form;

- c) the right to be represented by an observer at any meeting of the IHO at which matters of special interest to the NGIO concerned are to be considered;
- d) the right to receive the texts of resolutions adopted by the Assembly and of the appropriate supporting documents.

Rule 7 Status of the NGIOs at Meetings of the IHO

Normally one observer from each NGIO shall be admitted to any session or meeting. Such observer shall have no voting rights but may, on the invitation of the Chair and with the approval of the body concerned, speak on any item of the agenda of special interest to the NGIO of which they are the representative.

Rule 8 Granting of Reciprocal Privileges to the IHO

Any NGIO to which observer status is granted shall keep the IHO Secretariat informed of those aspects of its own activities which are likely to be of interest to the IHO, and shall accord to the IHO privileges corresponding to those which are granted to the NGIO by the IHO.

Rule 9 Consideration of Applications

The Secretary-General shall normally consider applications for observer status from NGIOs twice a year (March and September) and shall not consider re-applications from such organizations until at least two years have elapsed since the Assembly or the Member States, through Circular Letter, took a decision on the original application.

Rule 10 Periodic Review of the List of Observer NGIOs

The Secretary-General shall review from time to time the list of NGIOs to which the IHO has granted observer status, in order to determine whether or not, **in any particular case, the criteria set out in Rules 1 to 5 are still being met by the NGIO** ~~the continuance of their status in any particular case is necessary and desirable~~. The Secretary-General shall report the status of Observer NGIOs to the Assembly through the Council accordingly.

Approved revised Resolution 1/1969 as amended

QUESTIONS DEALT WITH BY THE SECRETARIAT BY CORRESPONDENCE	1/1969 as amended	21/2018	T2.1
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When the Assembly or the Council decides to refer a proposal to the Member States for adoption through correspondence, the Secretary-General shall fix a deadline for replies. The period of time allowed for replies should normally be two months unless the Assembly or the Council decides otherwise.

Approved revised Resolution 9/1967 as amended

PROCEDURE FOR ELECTION OF A SECRETARY-GENERAL OR DIRECTOR BY CORRESPONDENCE	9/1967 as amended	21/2018	T3.1
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1 This Resolution lays down rules of procedure to be observed when electing a new Secretary-General or a new Director by correspondence, as prescribed in Article 25 of the General Regulations. The letter X designates the date on which circumstances are such that the conditions prescribed by the General Regulations for an election by correspondence are fulfilled.

2 The person responsible for signing all related circular letters issued by the Secretariat is referred to thereafter as the "Authority". In accordance with Article 25 (c) of the General Regulations, the Authority responsible for conducting the election of a new Secretary-General by correspondence is the Chair of the Council. In accordance with Article 25 (d), the Authority responsible for conducting the election of a new Director by correspondence is the Secretary-General.

3 Not later than day X+5, the Secretariat shall send out a registered circular letter, express (by airmail, if necessary and copied by e-mail) containing directions for the submitting of candidatures.

4 Not later than day X+90, Member States wishing to submit candidatures shall communicate the name of the candidate proposed, accompanied by a note containing their qualifications for the post declared vacant, in accordance with Article 20 of the General Regulations. This communication must be made by registered letter, sent express (by airmail, if necessary) and copied by e-mail. In accordance with Article 17 of the General Regulations, the nationality of the candidates must be different to that of the standing Secretary-General and/or Directors.

5 The nomination shall contain a clause whereby the candidate accepts to take up their duties, if elected, not later than 35 days after the announcement of the successful candidate.

6 Not later than day X+105, the Secretariat shall send each Member State a registered circular letter, express (by airmail, if necessary) containing the list of eligible candidates, the candidates' service records and the voting papers. The number of voting papers shall correspond to the number of votes to which each Member State is entitled in accordance with Articles 18 of the General Regulations and Article 6 of the Financial Regulations. Each voting paper shall be inserted in a small white envelope bearing no inscription. A large brown envelope shall be included, with the address of the Secretariat on the front and the name of the Member State with the note "Election by correspondence" on the back.

7 Member States shall mark on their voting papers the name of the candidate for whom they wish to vote. They may write any element or combination of elements of the name indicated on the list of eligible candidates, such that it identifies the chosen candidate unambiguously. The name of only one eligible candidate should be written on each voting paper. There is no obligation to write the same name on each voting paper. Each voting paper shall be sealed in its plain white envelope, and all the white envelopes shall be inserted in the large brown envelope, which shall be dispatched to the Secretariat, registered and express (by airmail, if necessary). Votes by e-mail will not be valid. Dispatch must be made not later than day X+130.

8 On day X+145 at 10.00 hours, local time (Monaco), the Secretariat shall declare polling closed and assemble a scrutinizing committee consisting of the following members who shall count the votes:

- a) the Authority,
- b) at least one standing Director,
- c) two Managerial Members of the Secretariat Staff, and
- d) one non-Managerial Member of Staff and one or two volunteers from IHO Member States who do not have a candidate.

9 In the following cases votes shall become null and void:

- a) If a brown envelope contains a number of small white envelopes exceeding the number of votes to which the Member State concerned is entitled, all the voting papers therein shall be null and void; or
- b) If a small envelope contains two or more voting papers, all these shall be null and void; or
- c) If one voting paper bears the names of two or more candidates or an ambiguous indication, this paper shall be null and void.

10 Conversely, the following irregularities shall not entail the cancellation of votes:

- a) If a brown envelope contains a number of small envelopes inferior to the number of votes to which the Member State concerned is entitled, the voting papers received shall be considered valid;
- b) If a brown envelope contains one or more unsealed white envelopes the voting papers therein shall be considered valid, except in the cases set out in article 7 above;
- c) If the brown envelope or the white envelopes have been replaced by other envelopes, the voting papers shall still be considered valid, except in the cases set out in article 7 above;
- d) If a voting paper contains erasures or corrections or misspellings it shall be considered valid so long as the author's intentions are clear and unambiguous.

11 The candidate receiving the largest number of votes shall be elected. In the event that two or more candidates tie with the largest number of votes, the counting will be declared inconclusive and a new ballot restricted to those candidates shall be held by correspondence with the voting papers being sent out not later than day X+155 and the counting of the votes taking place on day X+195.

12 The results of the conclusive counting shall be communicated to all Member States at the earliest possible notice by registered circular letter, sent express (by airmail, if necessary) and copied by e-mail. An e-mail with acknowledgment of receipt shall be dispatched to the successful candidate as soon as the results are known.

13 The candidate elected shall take up their appointment at the earliest opportunity and in any case not later than day P+35 where the letter P designates the date of the announcement of the successful candidate. If this condition is not met, the post will be declared vacant and a new election will be conducted by correspondence.

Approved revised Resolution 5/1972 as amended

TONNAGE FIGURES	5/1972 as amended	21/2018	R2.1
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- 1 In preparation of each ordinary session of the Assembly, the Secretary-General shall ask Member States to supply their tonnage figures in accordance with Articles 5 and 6 of the Financial Regulations.
- 2 The Secretary General shall collate for reference purposes the information provided in the annual assessment¹ of the International Maritime Organization (IMO) applicable for the Assembly year.
- 3 In cases where no report has been received from a Member State by three months before the ordinary session of the Assembly, the Secretary-General shall include an estimated figure derived from the latest information available for warships and from the IMO assessment for all other vessels.

¹ IMO Notice of [year] Assessment. (Example: Doc. IMO A2/A/1.04 dated 1 December 2016).

Approved revised Resolution 1/2014 as amended

GUIDING PRINCIPLES FOR IHO FUNDS	1/2014 as amended	21/2018	-
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1. Purpose

- 1.1. The purpose of this Resolution is to describe the practices and procedures that govern the operation of the various funds operated by the IHO Secretariat on behalf of the IHO.

2. Introduction

- 2.1. Over the years, the IHO has established various funds in order to best meet its objectives and the achievement of the work programme.
- 2.2. Article 18 of the Financial Regulations of the IHO makes provision for an emergency reserve fund. According to Article 18, the emergency reserve fund is exclusively designed to ... *be used in exceptional circumstances*.
- 2.3. In addition to the emergency reserve fund, other funds have been created for specific, recurring, but non-annual events whose costs cannot easily be managed or met by the annual operational budget process. These funds are intended to cover such things as funding for the sessions of the Assembly, the relocation of Internationally Recruited Members of Staff taking up their appointment and on separation, major renovations in the IHO headquarters, printing and maintenance of the IHO Presentation Library (part of S-52) and the legacy, internally funded pension scheme for former IHO employees.
- 2.4. Additionally, other funds have been created that provide flexibility in how they are financed, and provide long term confidence in delivering against their objectives. Funding for the IHO Capacity Building Programme and the IHO-IOC GEBCO project are examples.
- 2.5. Maintaining these various funds provides the ability to support such things as expensive one-off projects, expenditures exceeding the possibilities of the annual budget, or simply to guarantee the sustainability of an activity or the organizational structure itself.
- 2.6. In all cases, the funds have been approved by Member States, are audited and then monitored on a regular basis by the Finance Officers' Meeting and presented to Member States through the Council as part of the IHO budget and governance process.

3. Use of Budget Surpluses

- 3.1. Recent studies have shown that in these days of global economic crisis, not-for-profit organizations that rely on a fixed subscription income, such as the IHO, should not avoid a budget surplus at the end of each year, but should actually aim towards that objective, in order to enable reserve funds, which could be essential for their longer term survival.
- 3.2. Maintaining a reasonable surplus is now considered good and safe management practice, especially for organizations like the IHO that are dependent on fixed contributions that could be withheld if some Member States face increasing economic and financial difficulties.

- 3.3. The existence of various dedicated funds enables any budget surpluses to be transferred to those funds, thereby providing an additional cushion against short-term reductions in income that may be encountered. Seeking to run a budget surplus has been the practice in the IHO for at least the last decade.

4. IHO Funds

4.1. GEBCO Fund

4.1.1. Description

- 4.1.1.1. The GEBCO Fund opened in 2002, using the proceeds from the celebration of the centenary of the GEBCO Project. Its purpose is to support the expenses of outside experts, within the framework of their participation in the GEBCO project.
- 4.1.1.2. Since 2007, the annual subsidy received from the Principality of Monaco has been added to the fund. Receipts of sales of the publication "*The History of GEBCO*" are also allocated to this fund.
- 4.1.1.3. Since 2009, the GEBCO Fund has received an additional allocation from the IHO annual budget, as agreed in the budget by Member States.
- 4.1.1.4. Other organizations may provide financial support to the GEBCO Project from time to time. Donated funds will be included in the GEBCO Fund but may be maintained and managed separately, according to any terms and conditions mutually agreed between the IHO and the donor organization at the time of the donation.

4.1.2. Expenditure that can be covered by the GEBCO Fund:

- 4.1.2.1. Travel expenses and per diem allowances in connexion with GEBCO activities;
- 4.1.2.2. Contract support for maintenance and development of the GEBCO website;
- 4.1.2.3. Contract support for maintenance, updating and development of the GEBCO gazetteer and other GEBCO products;
- 4.1.2.4. Administrative support for the management of the GEBCO Fund;
- 4.1.2.5. Costs associated with GEBCO promotional items; and
- 4.1.2.6. Any other expenditure specifically covered by the terms and conditions set by donor organizations described in clause 4.1.1.4 above.

4.1.3. Expenditure Approval Requirements

- 4.1.3.1. Expenditures are normally planned by the IHO Secretariat, based on proposals from the IHO-IOC GEBCO Guiding Committee, together with the three-year budget and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).
- 4.1.3.2. A specific procedure is being drafted by the GEBCO Guiding Committee.

4.2. Capacity Building Fund

4.2.1. Description

- 4.2.1.1. The Capacity Building Fund was created in 2005. It is governed by IHO Resolutions 4, 5, 6 and 7/2004, as amended.
- 4.2.1.2. The Fund has been established to underpin the IHO Capacity Building Programme.

- 4.2.1.3. The Capacity Building Fund is supported by:
 - 4.2.1.3.1. an annual contribution from the IHO Budget, as approved by Member States; and
 - 4.2.1.3.2. donations made by governments, other international organizations, funding agencies, public or private institutions, associations or private individuals in support of IHO Capacity Building initiatives.
- 4.2.1.4. Contributions earmarked for a specific capacity building initiative may also be received.
- 4.2.1.5. The funding of large projects is considered an activity for specialized agencies and not the IHO.
- 4.2.1.6. Other organizations may provide financial support to the IHO Capacity Building Programme from time to time. Donated funds will be included in the Capacity Building Fund but may be maintained and managed separately, according to any terms and conditions mutually agreed between the IHO and the donor organization at the time of the donation.

4.2.2. Expenditure that can be covered by the Capacity Building Fund:

- 4.2.2.1. Travel expenses, including fares, accommodation and per diem of participants attending CB courses and activities as set out in the CB Programme;
- 4.2.2.2. Course materials, such as textbooks or reference guides, etc.;
- 4.2.2.3. Local transportation is usually under the organizers' responsibility, unless it is requested and approved by the Capacity Building Sub Committee (CBSC);
- 4.2.2.4. Administrative support for the management of the CB Fund;
- 4.2.2.5. Consultancy in relation with CB; and
- 4.2.2.6. Any other expenditure specifically covered by the terms and conditions set by donor organizations described in clause 4.2.1.6 above.

4.2.3. Expenditure Approval Requirements

- 4.2.3.1. The allocation of funds follows a procedure established by the CBSC. Proposals are screened by the relevant Regional Hydrographic Commissions and given a priority. At its annual meeting the CBSC considers bids and develops a rolling CB Work Programme, taking into account the state of the CB Fund. The CBSC decides on priorities and amounts to be allocated to each approved project. This is based on the parameters and procedures established by the CBSC.
- 4.2.3.2. Funds not used within the calendar year remain in the Capacity Building Fund to be used in support of future Capacity Building activities identified in the IHO Work Programme.

4.3. Renovation and Enhancement Fund

4.3.1. Description

- 4.3.1.1. The Renovation and Enhancement Fund is intended to cover any major expenses required for the renovation and upkeep of the IHO headquarters infrastructure and premises.

4.3.1.2. An allocation to this fund is normally made annually from the operating budget, as approved by Member States through the Council.

4.3.2. Expenditure that can be covered by the Renovation and Enhancement Fund:

4.3.2.1. Refurbishing of all spaces in the IHO headquarters, including offices, hallways, conference room, chart room, kitchen and toilets;

4.3.2.2. Replacement of floor coverings and blinds;

4.3.2.3. Erection and modification of internal partition walls, doorways and openings;

4.3.2.4. Block renewal of furniture.

4.3.2.5. The purchase/replacement of assets (such as office equipment and administration software) and associated training and implementation costs.

4.3.3. Expenditure Approval Requirements

4.3.3.1. Expenditures are normally planned by the IHO Secretariat together with the three-year budget and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

4.4. Presentation Library Fund

4.4.1. Description

4.4.1.1. This fund was created in 1997 to enable the maintenance of the digital version of the publication INT 1, named "*IHO Presentation Library for ECDIS*" (part of S-52). Unlike other IHO publications, the Presentation Library relies entirely on contractor support for its maintenance. Maintenance is required on an irregular basis. The fund is supported entirely by the sale of the Presentation Library.

4.4.2. Expenditure that can be covered by the Presentation Library Fund:

4.4.2.1. Contract support for the maintenance of the IHO Presentation Library;

4.4.2.2. Contract support for the development of S-100 based portrayal standards and tools;

4.4.2.3. Logistics, travel expenses and a per diem allowance for expert contributors to attend meetings dealing with portrayal issues.

4.4.3. Expenditure Approval Requirements

4.4.3.1. Expenditures are normally planned by the IHO Secretariat, based on proposals from the IHO Hydrographic Services and Standards Committee, together with the three-year budget-and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

4.5. ABLOS Conference Fund

4.5.1. Description

4.5.1.1. This fund was created, in effect, in 1999 to cover expenses related to the Advisory Board on the Law of the Sea (ABLOS) Conference that takes place every two years.

4.5.1.2. The fund is supported by registration fees for the Conference. The fund covers the specific expenses for this event (in particular speakers' expenses), the balance remaining available for the organization of the following Conference.

4.5.1.3. An additional seminar "*ABLOS Tutorials*" can be supported by the fund.

4.5.2. Expenditure that can be covered by the ABLOS Conference Fund:

- 4.5.2.1. Travel expenses and a per diem allowance for speakers and tutorial leaders;
- 4.5.2.2. Office supplies;
- 4.5.2.3. Overtime for non-Managerial Members of Staff of the IHO Secretariat;
- 4.5.2.4. Transport of equipment when the venue is not the premises of the IHO Secretariat;
- 4.5.2.5. Hiring of equipment as necessary;
- 4.5.2.6. Caterers costs for the reception;
- 4.5.2.7. Any miscellaneous costs in connection with the Conference;
- 4.5.2.8. Travel expenses and per diem in connection with ABLOS activities, but only when funds in excess of 3,000 Euros remain after all expenses for a seminar / conference have been settled.

4.5.3. Expenditure Approval Requirements

- 4.5.3.1. The ABLOS Conference Fund is operated according to the guidelines annexed to ABLOS Rules of Procedures.

4.6. Assembly Fund

4.6.1. Description

- 4.6.1.1. The Assembly Fund is the successor to the former Conference Fund that was established after the Conference of 1967, by introducing, an annual variable contribution from the annual budget to cover the increasing expenses of conferences and similar type events (see page 519 of the English and French reports of the Conference of 1972).
- 4.6.1.2. Before this date, the Conference expenses were included in the budget for the year of the Conference, with sometimes a reduced sum assigned in the previous year for preparations.
- 4.6.1.3. The objective of this fund is to more evenly distribute the annual load on the IHO budget.

4.6.2. Expenditure that can be covered by the Assembly Fund:

- 4.6.2.1. Office supplies;
- 4.6.2.2. Interpreters/Translators;
- 4.6.2.3. Précis writers;
- 4.6.2.4. Overtime for the non-Managerial Members of Staff of the Secretariat;
- 4.6.2.5. Transport of equipment;
- 4.6.2.6. Acquisition, hiring and installation of audio-visual equipment;
- 4.6.2.7. Acquisition, hiring and installation of photocopying equipment;
- 4.6.2.8. Acquisition, hiring and installation of supplementary computer/IT services;
- 4.6.2.9. Installation of the exhibition;
- 4.6.2.10. Caterers costs for the reception and coffee breaks;
- 4.6.2.11. Other miscellaneous costs in connection with the Assembly.

4.6.3. Expenditure Approval Requirements

- 4.6.3.1. Expenditures are normally planned by the IHO Secretariat together with the three-year budget and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

4.7. Relocation Fund

4.7.1. Description

- 4.7.1.1. The 1997 Conference agreed the establishment of the Relocation Fund to support the cost of relocation of Directors and Assistant Directors at the beginning and end of their periods of service. Previously, this expenditure was met from the annual budget in the year of occurrence. This had the effect of destabilizing the budgetary presentations (see page 408 of the Conference report of 1997).

- 4.7.1.2. Chapter 8 of the Staff Regulation sets out the terms and conditions for the payment of relocation expenses.

4.7.2. Expenditure that can be covered by the Relocation Fund:

- 4.7.2.1. Outward journey and return for Internationally Recruited Members of Staff and their families;
- 4.7.2.2. Subsistence allowance, paid in accordance with the terms set out in the Staff Regulations;
- 4.7.2.3. Severance pay which corresponds to one month's net salary;
- 4.7.2.4. Expenses of moving of personal belongings and furniture.

4.7.3. Expenditure Approval Requirements

- 4.7.3.1. Expenditures are normally planned by the IHO Secretariat together with the three-year budget and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

4.8. Special Projects Fund

4.8.1. Description

- 4.8.1.1. The Special Projects Fund was established in 2012 to cover contract support for the completion of certain IHO work program items, such as the maintenance or drafting of standards, the editing or updating of complex publications, translations, and particular requirements identified by the Committees and other bodies of the Organization.

4.8.2. Expenditure that can be covered by the Special Projects Fund:

- 4.8.2.1. Contract support to deliver some or all parts of the approved IHO work programme tasks;
- 4.8.2.2. Logistics, travel expenses and a per diem allowance for expert contributors required at meetings dealing with the preparation and monitoring of the contracts.

4.8.3. Expenditure Approval Requirements

- 4.8.3.1. Expenditures are normally planned by the IHO Secretariat, based on proposals from IHO subordinate bodies, together with the three-year budget and reviewed with

each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

4.9. Internal Retirement Fund (IRF)

4.9.1. Description

4.9.1.1. Until August 31st, 1987, the retirement benefits of employees were supported by an internal, self-funded pension scheme. Retirement benefits for employees joining after 1 Sep 1987 are covered by private, personalised pension plans. In addition to the employer contributions to the pension scheme that are met from the salaries chapter of the IHO annual budget, the IHO must provide a guaranteed minimum pension for Locally Recruited Members of Staff.

4.9.1.2. The purpose of the Internal Retirement Fund is to maintain a capital sum that can be invested to ensure the provision of the pensions of retired and serving employees that are beneficiaries of the pre-1987 pension scheme and to guarantee the payment of a minimum pension for Locally Recruited Members of Staff recruited after 1 September 1987.

4.9.1.3. When a Locally Recruited Member of Staff recruited after 1 September 1987 chooses to receive a pension from the IHO on retirement, the accumulated capital lodged in their personalized retirement plan is transferred to the Internal Retirement Fund.

4.9.2. Expenditure that can be covered by the Internal Retirement Fund:

4.9.2.1. Payment of the retirement benefits to which the Staff Members recruited before 1 September 1987 are entitled in accordance with Annex A to the IHO Staff Regulations.

4.9.2.2. Payment of the retirement benefits for Locally Recruited Members of Staff recruited after 1 September 1987 who choose to receive a pension from the IHO in accordance with the option provided in the Staff Regulations.

4.9.3. Expenditure Approval Requirements

4.9.3.1. Expenditures are normally planned by the IHO Secretariat together with the three-year budget and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

4.10. IBSC Fund

4.10.1. Description

4.10.1.1. The establishment of the IBSC (International Board on Standards of Competence for Hydrographic surveyors and Nautical Cartographers) Fund was approved by IHO Member States in 2010 (see IHO CL72/2010). At the request of the then Treasurer organization, the International Federation of Surveyors (FIG - Fédération Internationale des Géomètres), the IHO Secretariat took over the role of Treasurer in 2015. This transfer permitted increased efficiency, accountability and improved governance, since the IHO Secretariat was already acting as Secretary of the Board and the IHO was considered to be the principal stakeholder organization regarding the work of the Board.

4.10.1.2. The fund is intended to support IBSC members' expenses to attend meetings of the Board and to make site visits to the venues of training programmes under the

purview of the Board and to assist in meeting the travel expenses of the IBSC Chair when participating in relevant IHO meetings.

- 4.10.1.3 The IBSC Fund is supported by fees levied on those institutions seeking recognition for the courses and training that they may conduct in conformance with the internationally recognized standards set by the Board.

4.10.2. Expenditure that can be covered by the IBSC Fund

- 4.10.2.1. Logistics, travel expenses and a per diem allowance for members of the IBSC to attend meetings and site visits related to the activities of the Board.

4.10.3. Expenditure Approval Requirements

- 4.10.3.1. The IBSC Fund is operated according to the provisions annexed to the IBSC Rules of Procedure.

Approved revised Resolution 4/1957 as amended

PREPARATIONS FOR SESSIONS OF THE ASSEMBLY AND MEETINGS OF THE COUNCIL	4/1957 as amended	21/2018	S1.1
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1 The Secretary-General is directed to prepare the sessions of the Assembly and the meetings of the Council in a detailed manner in order to have the maximum effect and for the purpose of saving the time of the delegates, and to supply the delegates in advance with as much detailed information as possible on the subjects to be discussed.

2 It is resolved that the Secretary-General shall prepare the schedule of the event (a session of the Assembly or a meeting of the Council) in accordance with the normal duration established by the relevant Rules of Procedure. If the questions to be handled are many and long, the schedule shall allow for meetings of appropriate length and, where necessary, meetings on Saturday mornings and afternoons as well. Furthermore, the Chair of the Assembly or of the Council may avail themselves of the possibility, in exceptional cases, of calling extraordinary meetings in the evening after 21.00.

3 It is resolved that the Secretary-General shall suggest to a submitting Member State, IHO organ, or Observer Organization that a proposal be not included in the agenda of the relevant event, but instead referred first to a subordinate body as appropriate, when such a solution would appear to be more appropriate.

Approved revised Resolution 8/1967

PROCEDURE FOR CONSIDERING PROPOSALS SUBMITTED BY MEMBER STATES TO THE ASSEMBLY OR TO THE COUNCIL	8/1967 as amended	21/2018	S1.3
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1. Each proposal submitted by Member States for consideration by the Assembly or the Council shall be circulated as soon as it is received by the Secretary-General to all Member States. Member States shall be invited to forward their comments on the proposals to reach the Secretariat at least three months before the opening day of the session of the Assembly or ten weeks before the opening day of the meeting of the Council.
2. Should the need arise, the Secretary-General should point out in the notice to all Member States which of the resolutions in force would be likely to affect or be affected by any of the proposals that have been submitted.
3. A document (the *Red Book*) containing all proposals, together with any subsequent comments submitted by other Member States shall be issued by the Secretary-General as part of the supporting documents in accordance with the relevant Rules of Procedure. The *Red Book* shall also contain the comments of the Secretary-General on the technical, administrative and financial implications of the proposals, as appropriate.