

**IHB File No. S1/1100**

<p><b>CIRCULAR LETTER 25/1999</b> <b>31 May 1999</b></p>
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**PROPOSED CHANGES TO THE WORK OF THE IHB**

Dear Sir,

**Introduction**

The Directing Committee wishes to advise the Member States of a number of initiatives for re-structuring the work of the IHB. The aim of the initiatives is to improve the cost-effectiveness of the Organization. The initiatives have been reviewed by the members of the Strategic Planning Working Group and have their broad support.

The initiatives are summarized in this Circular Letter, additional detail being provided in the Annexes.

The initiatives require the approval of certain changes to the General Regulations and Technical Resolutions of the IHO. A voting paper is attached for this purpose.

**Publications**

The publications programme is a major cost centre for the IHB, employing a Professional Assistant [part time], an editor, three translators and two printers, and involving considerable costs in the operation of the printing room. The modern revolution in information technology offers an opportunity to significantly improve the cost-effectiveness of the publications programme.

The Directing Committee proposes the establishment of an IHB Internet and Web site, directly operated and controlled by the IHB. All major publications will be available on this site [suitably protected where necessary], and also on CD-ROM. Printing will be discontinued, except for 8 documents. Other publications in hard copy will be available only via a basic "Print-on-Demand" service to those who require them. Some little used or outdated publications will be discontinued, and new arrangements will be made for the IH Review. These proposals are described in greater detail in Annexes A and B.

If these proposals are approved by Member States, it will be possible to leave vacant the post of Head Printer when the present incumbent retires in 2003 [but possibly earlier by mutual agreement]. This will result in a saving in salary costs. Other savings will arise from reduced operating expenses.

Approval of this proposal will require changes to Article 34 of the General Regulations, and cancellation of IHO Resolutions K 3.5 and Q 2.1.

### **Chart Collection**

The arrival of raster chart products, and the imminent arrival of ENC's, offers the opportunity to replace the paper chart collection, with the exception of the international (INT) chart series, with a collection of disks, reducing maintenance effort and saving space.

The chartroom also maintains a database of charts published by Member States. It is envisaged that at some time in the future all national hydrographic offices will offer their chart meta-data on their respective Web sites. When that occurs the IHB chart database will be discontinued.

The principal task of the Chart Room staff is the preparation of texts and graphics for IHO publications. It is expected that the re-structuring of the publications activities will allow this graphics and editing work to be undertaken by appropriately re-trained publications staff [whose own workload will have been reduced].

As a result of these changes, it should be possible to leave the position of cartographic assistant vacant upon retirement of the present incumbent in 2003 [but possibly earlier by mutual agreement]. This will provide a further saving in salary costs.

The proposal for changes to the chartroom is described in greater detail in Annex C.

Approval of this proposal will require the amendment of Article 19 of the General Regulations, and of Resolutions A 3.1 and B 5.5.

### **New or increased activities**

The Directing Committee considers that the savings identified above should be re-directed to other activities which have a high priority. In particular the DC is mindful of three issues raised by the Strategic Planning Working Group in relation to the work of the IHO:

- Transition to the digital era is a major strategic issue
- External expertise should be used when appropriate
- There should be a higher tempo of activity for existing tasks

The Directing Committee believes that these matters can be addressed within the budget envelope approved by the XVth International Hydrographic Conference, and by utilising savings made elsewhere.

### **Transition to the digital era**

The most important recent change to the IHB was approved by the XVth I.H. Conference, which authorized the creation of a new post of Professional Assistant to assist in the tasks associated with the transition to the digital era. [*Conference Decision No 5*]. This post has now been filled. This appointment will lead to a significant increase in activities associated with digital charting and standards, GIS applications, and data base development and management, as envisaged in Conference proposal 39. Member States will recall that this position has been created initially for a period of two years.

### **Use of external expertise**

Use of external expertise was foreshadowed by the XVth I.H. Conference, which encouraged the attachment of staff to the IHB for short periods [*Conference Decision No.3*], and for specific purposes [*Conference Decision No.34*]. The budgetary provision for this activity may also be used for hiring consultants, in cases where special expertise is not available from Member States. The initial budgetary provision will be equivalent to 50% of the cost of a Professional Assistant, and this will be reviewed in future years in the light of experience. It is envisaged that the use of external expertise will, for the most part, be at the Director and Category A level.

### **Higher tempo of activity**

A higher tempo of activity will be greatly facilitated by the arrival of the new Professional Assistant, and by the judicious use of external expertise.

Increasing the frequency of Conferences, if that is approved by Member States, should also assist the Organization to achieve a higher tempo of activities. The Strategic Planning Working Group is researching the benefits of holding Conferences more frequently, and will report to Member States towards the end of 1999.

### **Information Technology**

As with most Organizations, the IHB needs to use information technology as an important element of improving cost effectiveness in delivering results. The present IT budget stands at 100,000 Francs per annum, and it is intended to increase the amount by 100,000 Francs to allow the introduction of new applications for administration, communications and publications [including graphics].

As a result of the upgrading of IT facilities and the introduction of new work practices, it will be possible to leave vacant the post of one word-processing assistant, on retirement of the present incumbent in 2001, [or earlier by mutual agreement].

### **Training**

In the future, more effort will be directed to IHB staff development and training, in order to optimise the use of scarce staff resources. Development of IT skills will be an important focus.

### **Other Adjustments**

It is expected that some budget savings will flow from changes to administrative arrangements, for example insurance arrangements and cleaning contracts.

In recent years there has been a steady increase in the number of Member States, and it is anticipated that this trend will continue, which on the one hand will increase activity, but which will also increase revenue.

### **Budget Implications**

The broad budget implications of these changes are illustrated in the following table, which shows the major budget adjustments which are proposed for the five year period 1998 to 2002.

<u>Savings</u>		<u>New Costs</u>	
Salaries[-3]	700,000	Salaries [+1]	400,000
Publications	100,000	Secondments	250,000
Admin Savings	100,000	IH Conferences	200,000
New MS	200,000	IT Investment	100,000
		Training	50,000
		Travel	100,000
	<hr/>		<hr/>
	1,100,000		1,100,000

It can be seen from the table that the proposed adjustments are essentially budget-neutral. The salary of the new Professional Assistant, voted by the XVth I.H. Conference, has been absorbed in the interests of economy.

It should be noted that the table does not address the budgetary adjustments required to safeguard the Internal Retirement Fund [IRF]. This issue, including budget implications, is dealt with in detail in the Finance Report for the year 1997.

#### **Action required of Member States**

Member States are requested to approve the required changes to the General Regulations and Technical Resolutions as a “package”. A voting paper is attached at Annex D.

The Directing Committee considers that the proposed changes are essential to the future effectiveness of the IHO, and hopes that Member States will support them. Approval of the package of changes requires 32 votes in favour.

It is requested that voting papers be returned to the IHB **by 1 September 1999.**

On behalf of the Directing Committee,  
Yours sincerely,

Commodore John LEECH  
Director

- Annexes:
- A. Proposals for changes to IHO publications.
  - B. Proposals concerning the extension of the IHO Web site.
  - C. Proposals for the future of the IHB Chart Collection.
  - D. Voting Paper.

**RESTRUCTURING THE DISTRIBUTION OF INFORMATION AT THE IHB**

**BACKGROUND**

1. One of the most important activities of the IHB has been identified by the IHO Strategic Planning Working Group as the timely and wide-spread diffusion of relevant information. The existence of an active IHO Information Service (documentation centre) seems essential. This activity should be implemented in the most cost-efficient way.
2. The traditional means of distribution of information by the IHB has been printed documents sent by mail to the IHO Member States and other readers. Some limited use has been made of modern communications means (Internet, BBS etc.). The traditional system is not efficient enough for the timely diffusion of certain information, and in some cases the delays produced do not allow an active participation of all the IHO Member States in the tasks of the IHO.
3. It is therefore necessary for the IHB to face the future and update its means of disseminating information, taking advantage of powerful new technologies. It is clear that future development of communications will enable the IHB to offer IHO Member States a more modern, efficient and timely distribution of information, at reduced cost.
4. The IHB Directing Committee has been developing, from October 1998, a plan to achieve this task. The Project enclosed herewith is the result of the analysis and study of the practice followed by other organizations, such as IMO, and the comments and suggestions recorded during the two meetings of the Strategic Planning Working Group.
5. In order that this project may proceed, Member States must approve certain changes to the IHO General Regulations and Technical Resolutions. These are indicated in the Annex to this report.

## **RESTRUCTURING PROJECT FOR IHO PUBLICATIONS**

The core of the change proposed will be the establishment of a modern computerized /digital Information Centre as the major system of communication for the IHB. This will be an IHO Internet Web site, directly operated and controlled by the IHB. The main function of this site will be the provision of information, available to all users having access to the site.

The terms of functioning and the responsibilities of this Centre are being prepared by the Directing Committee, and are the subject of a separate Annex. The IHB has received a kind offer from SHOM to provide the necessary means for this site at no cost, and is very grateful for this co-operation. The Centre should be operational in early January 2000.

The establishment of the IHB Site as a major centre of communications will result in a series of changes to the present classic organization of the IHB printing programme. The present IHO publications have been divided into 3 Lists.

- List 1 includes the publications which will be discontinued;
- List 2 indicates those to be maintained in printed form; and
- List 3 includes publications which can be downloaded from the IHB Internet Web site.

The INTERNET access will be controlled by means of appropriate access arrangements. It will be offered GRATIS to IHO Member States, and will be made available to individuals by means of an annual subscription [to the publications package only].

The IHB will maintain reduced printing facilities to offer limited hard copies of certain publications to Member States which do not yet have Internet access. In addition, all IHO publications will be offered on CD-ROM format.

### **LIST 1. PUBLICATIONS TO DISCONTINUE :**

The following publications are obsolete and Member States have already agreed to their withdrawal;

- S-39 Precise Positioning Systems for Hydrographic Surveying (Series 1990)**
- B-5 Chart Indicating the Adequacy of Available Bathymetry for Determining Seafloor Topography**
- B-3 Annex to Catalogue of IHO Bathymetric Plotting Sheets**

### **LIST 2. PUBLICATIONS TO BE MAINTAINED IN PRINTED FORM.**

The following publications, which are either intended to contribute to the diffusion of the work and mission of the IHO, or have some specific characteristics which make their display on the Web site difficult, will be maintained in printed form.

- P-3 International Hydrographic Bulletin**
- P-4 Catalogue of Publications**
- P-6 Conference Proceedings**

**P-7 Annual Report**

**S-60 User's Handbook on Datum Transformations involving WGS-84**

**B-6 Standardization of Undersea Feature Names (Guidelines, Proposal Form, Terminology) (English/Chinese, English/Japanese and English/Russian versions).**

Note : The printing of these publications will be carried out at the IHB as long as offset facilities are available. Then, the work will be contracted out (commercial firm or Member States on behalf of the IHB).

### **LIST 3. DIGITAL PUBLICATIONS**

#### **LIST 3. A**

**Publications to be maintained in digital form on the Web site. They will also be available on CD-ROM or floppy disk. (See Note at the end of the List). No printed copies will be available.**

**P-5 IHO Yearbook** - The information will be put on the Web as Information on the Organization

**M-3 IHO Resolutions** - Printed copies will be available on request as long as the stock exists. Updates will be printed and distributed to holders, besides being on the Web.

**M-4 Chart Specifications** - Printed copies will be available on request until the stock is finished. Updates will be printed and distributed to holders, besides being on the Web.

**M-7 Staff Regulations** - Only available to M.S.

**M-11 List of INT Charts** - Printed copies will be available on request until the stock is finished. Updates to be printed and distributed to holders, besides being on the Web.

**S-23 Limits of Oceans and Seas**

**S-32 Hydrographic Dictionary**

**S-46 Correction of Echo soundings**

**S-49 Recommendations Concerning Mariners' Routeing Guides**

**S-50 Tidal constituent bank**

**S-52 ECDIS and Appendices**

The Presentation Library will not be available on the Web, but on CD-Rom only, except the User's Manual

**S-57 IHO Transfer Standard for Digital Hydrographic Data**

Printed copies will be available on request until the stock is finished. Maintenance and Updating documents will be only displayed on the Web.

**S-59 Status of Hydrographic Surveying and Nautical Charting in Antarctica** - Printed copies will be available on request until the stock is finished. Updates to be printed and distributed to holders, besides being on the Web.

**B-2 Catalogue of Plotting Sheets**

Printed copies will be available on request until the stock is finished.

**B-8 Gazetteer of Undersea Feature Names**

Note 1: Some publications, which are the result of mutual agreements, such as S-49, S-50, B-2, B-8 etc. will be maintained until the agreement is reviewed.

Note 2: If this project is approved by the IHO Member States, the IHB D.C. will propose at a later date the necessary changes to T.R. R.4.1 "Free distribution of Publications"

**LIST 3. B**

**Publications to be maintained in digital form on the Web site. They will also be available on CD-Rom. Printed copies (up to 2) will be available on request.**

**M-5 Standards of Competence for Hydrographic Surveyors**

**M-6 Reference Texts and Journals for Training in Hydrography**

**M-12 Lists of Lights**

**S-44 IHO Standards for Hydrographic Surveys**

**S-47 Training Courses in Hydrography**

**S-53 Navigational Warnings**

**S-55 Status of Surveying and Charting World Wide**

**B-4 Bathymetric Data**

**B-6 Standardization of Undersea Feature Names (Guidelines, Proposal Form, Terminology) (English/French and English/Spanish versions)**

**IH Review and IH Bulletin**

The project contains a proposal to discontinue the IH Review, combining the content with a streamlined IH Bulletin. The Review is a costly publication, conceived at a time when there were no professional journals relating to hydrography. Seventy five years later there are many journals and conference proceedings which publish professional papers and articles on subjects of interest to the hydrographic community. Indeed, in recent years, whilst original articles are regularly received, many articles published in the Review have been based on papers originally presented in other forums.

The DC is conscious that the Review has been a valuable source of information for researchers, and that it has also become a "Journal of Record" for the development of the science of hydrography. It has been the flagship production of the IHO. The DC proposes that these features should continue by the fusion of certain aspects of the Review with the Bulletin.

It is envisaged that the new Bulletin will be a modern publication with ten annual issues. It will contain information, as at present, about recent and future meetings, and a bibliography of interesting papers. It will also contain one or two technical articles of the type previously published in the Review. The section relating to newly published charts will be transferred to the Web site.

The DC is required, by the IHO Strategic Plan and the IHO Work Programme, to re-allocate resources to high priority activities. The proposals contained in this project are designed to improve the publication services offered to Member States, and at the same time to produce savings for re-allocation. To continue to publish the Review in its present form would impede this process.

[The DC has recently received an offer from a commercial publisher who is interested to take over the Review and to improve its content and circulation. The Directing Committee will research this alternative further, to see whether it offers additional cost/benefits. If it seems advisable, the DC will extend the proposals set out above to take advantage of this new initiative whilst maintaining the new format of the Bulletin.]

### **Circular Letters**

When appropriate access restrictions are in place, Circular Letters will be distributed by e-mail and put on the WEB. For Member States with no access to these means, Circular Letters will be printed and mailed. The annual List of Circular Letters will be put on the Web.

### **Savings**

A rough estimation has shown that the adoption of this programme may result in savings up to 300,000 FF annually, of which 200,000 relates to salaries and 100,000 relates to other costs of production. These savings would be fundamental to providing increased effort to other priority aspects of the IHB work, such as Technical Co-operation and ECDIS.

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## IHO REGULATIONS AND RESOLUTIONS AFFECTED BY THE CHANGES PROPOSED

### INTRODUCTION

The changes proposed for IHO publications affect certain Articles of the General Regulations and the IHO Resolutions. These are considered below :

### Articles of IHO General Regulations and IHO Technical and Administrative Resolutions dealing with Publications.

### GENERAL REGULATIONS

#### ARTICLE 34

- (a) The Bureau will publish two periodical publications : the International Hydrographic Review and the International Hydrographic Bulletin.
- (b) The International Hydrographic Review shall contain articles on hydrography and allied sciences and techniques, and on any other subjects of general interest to the Organization and to the various hydrographic offices.
- (c) The International Hydrographic Bulletin shall appear more frequently than the Review, and shall contain matters of the moment and information of a temporary or urgent nature. This publication shall also contain information on work carried out and projected by Members.

### IHB PROPOSAL

**It is proposed to delete paragraphs (b) and (c) and replace paragraph (a) by the following text :**

*"The Bureau will publish an International Hydrographic Bulletin including technical and miscellaneous information related to the mission and work of the International Hydrographic Organization."*

**Number of votes necessary = 2/3 Member States**

### IHO RESOLUTIONS

#### **K 3.5 PRECISE POSITIONING SYSTEMS FOR HYDROGRAPHIC SURVEYING (S-39)**

- 1.- It is recommended to exchange information on methods and systems recently developed concerning safety of navigation.
- 2.- The Directing Committee should examine the value of electronic aids and other newly developed instruments and methods used in hydrographic surveying, both in controlling the position of the survey vessel when outside the limits of visibility of offshore signals and in carrying out triangulation connection with land areas outside the range of normal triangulation.

- 3.- The Directing Committee should disseminate by any method which it judges to be preferable (I.H. Bulletin, I.H. Review or a special publication) any information concerning the utilization of radio-electric systems or radar as applied to ordinary navigation as well as to hydrographic surveying.
- 4.- It is resolved that S-39 shall be in the group of current publications.
- 5.- It is resolved that the present loose-leaf edition of S-39 shall be kept continuously up to date.
- 6.- It is recommended that the following methods be included in S-39:

Satellite Navigation  
Doppler Sonar.

#### **IHB PROPOSAL**

**It is proposed to cancel this publication, as already indicated in the responses to C.L. 64/1992. This requires the simple majority of Member States' responding, with a minimum 1/3 of M.S.**

#### **Q 2.1 INTERNATIONAL HYDROGRAPHIC REVIEW**

- 1.- It is resolved that the International Hydrographic Review shall continue to be published twice a year.

#### **IHB PROPOSAL**

**It is proposed to cancel this T.R.**

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## **NEW IHB WEB SITE**

Member States may recall that the present IHO Web site was created in July 1996 with considerable help from the French Hydrographic Service (SHOM) and has since then been hosted and operated by the Principal Establishment of SHOM (EPSHOM) according to requests by the Bureau.

Having gained some experience with this Web site, and also based on feedback from users, it became evident that the scope of the Web site had to be widened to be able to provide better services. The Bureau therefore started to develop a plan for the augmented site. The company SevenCs, Hamburg, Germany, volunteered to develop the new Web pages, and EPSHOM via SHOM expressed its willingness to continue to host the IHO Web site allowing that the Bureau could update the site directly from Monaco instead of EPSHOM staff. On this occasion, the Directing Committee would like to express its gratitude to SevenCs for the development work and to SHOM, particularly the EPSHOM staff involved in implementing and maintaining the IHO Web site, for their excellent continuous support.

The new IHO Web site will consist of four main sections. The first one will comprise the same information as on the present site and will be accessible without restrictions. The 2<sup>nd</sup> section will contain the IHO publications and access will be restricted to Member States and subscribers. Section 3 will contain data, which should only be accessible for Member States. The 4<sup>th</sup> section will contain links to other Web sites. A more detailed description of these sections can be found at Annex A.

Work to put the new site in place has commenced. It is planned to replace the present site by the new one in June without further notice. The IHO Web site may not be operational for one or two days during this transition period.

Initially the new site will contain the information already available on the present site. But the Bureau will try to have the IHO publications in section 2 uploaded as soon as effective access restrictions are in place. The same applies to section 3, which will be activated when suitable policy guidelines are in place.

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## **STRUCTURE OF NEW IHO WEB SITE**

Please note that this Appendix describes the planned structure of the new IHO Web site. The actual implementation may differ. Furthermore, the items listed for each section may be subdivided further.

### **Section 1: General**

This Section will be subdivided into:

- Activities of the IHO
- Key staff
- News
- Calendar of Meetings, Workshops and Conferences
- Corrections and Updates
- ECDIS news
- Free publications, including IHO Catalogue
- Promotional material

### **Section 2: IHO Publications**

This Section will be available to Member States and subscribers only, and will be subdivided into:

- Special publications
- Bathymetric publications
- Miscellaneous publications
- Bulletin
- Review
- Other publications

Please note that the files making up the IHO publications in this section will be in a file format called Portable Document Format (PDF). To be able to exploit files in PDF format a viewer called Acrobat Reader is required. This Reader exists for numerous platforms and operating systems and can be downloaded, free of charge, from numerous Internet sites. According to the WEB browser used, different procedures have to be used to choose between viewing a file on-line or downloading it.

### **Section 3: Member States only**

This section, which will contain data and information which should only be available to Member States, will be subdivided into:

- Circular Letters (English, French, Spanish)
- Basic Documents, Conference Proceedings, Resolutions
- Technical Assistance
- ECDIS related meetings (papers, minutes, ENC production data, etc.)
- Miscellaneous
- Directors Travel Plans

**Section 4: Links**

This section will be subdivided into:

- Member States
  - International Organizations
  - Publications of interest from various sources
  - Survey Companies
  - Equipment Manufacturers
  - Training Courses and Syllabi
  - Other
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**Appendix 2 to Annex B****ACCESS RESTRICTIONS FOR SECTION 2 OF IHO WEB SITE**

Two mechanisms for restricting access to this section will be used. The first one will be used if a Member State has direct and permanent access to the Internet and will not require any user input to obtain access. The second one will be used for all other cases and requires entering a user-id and password.

Member States are requested to answer two questions concerning access arrangements.

1. If you have direct access to the Internet (i.e. you are not using the services of an access provider) via a direct and permanent connection, please specify the constant part of your domain name (e.g. noaa.gov) and IP address. This information will be used to prepare a list, which can be parsed to limit access.

Domain name: \_\_\_\_\_ IP address: \_\_\_\_\_

2. If you have indirect access to the Internet, only a user-id and password mechanism can be used to control access. Please complete the following list, giving the names and e-mail addresses of your staff members who should have access to this part of the IHO Web site; you should also specify the user-id and password to be used by these staff members. The password should consist of a mixture of at least six alphanumeric characters using upper and lower case letters (e.g. Fi8O3d). Passwords like "Smith" or "Paris" will not be accepted. The first line below is a sample entry.

Name	E-mail	User-id	Password
John Doe	jdoe@nowhere.hell	doe	d21Kt1Q

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

**Appendix 3 to Annex B****ACCESS RESTRICTIONS FOR SECTION 3 OF IHO WEB SITE**

Only a user-id and password mechanism will be used to control access. This will allow Member States to select those staff members who should be authorized to access this part of the IHO Web site. Under normal circumstances this should be limited to 2-3 staff members for each Member State.

Member States are requested to complete the following list, giving the names and e-mail addresses of your staff members who should have access to this part of the IHO Web site. You should also specify the user-id and password to be used by these staff members. The password should consist of a mixture of at least six alphanumeric characters using upper and lower case letters (e.g. Fi8O3d). Passwords like "Smith" or "Paris" will not be accepted. The first line below is a sample entry.

Name	E-mail	User-id	Password
John Doe	jdoe@nowhere.hell	doe	d21Kt1Q

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

## PROPOSED CHANGES REGARDING THE IHB CHART COLLECTION

The Chart Collection is an activity of the IHO which has its origins in the early days of the Organization. The creation of a chart collection enabled the pooling of expertise in the compilation of charts in order to obtain some uniformity and the adoption of "best practice". It is felt that the need for this has diminished over the years, especially since the publication of the Chart Specifications of the IHO, and the International Chart Regulations, and also because of other priorities in IHO activities.

However, the chart collection is a useful reference library for IHB staff, in particular to answer the numerous requests which are received for information on cartography related matters. It is also used in support of GEBCO, as the IHO-IOC Gazetteer of Undersea Feature Names includes names to be shown on INT Charts at small scales. In addition, it allows the IHB to check the adherence to the IHO Chart Specifications, of INT Charts produced by IHO Member States.

The arrival of raster chart products, and the imminent arrival of ENC's, offers the opportunity to replace the paper chart collection with a collection of disks. It is therefore proposed to progressively cease the archiving of paper charts, as and when they are replaced or duplicated by digital charts. This will not apply to INT Charts, since the IHO INT Chart programme will continue to progress. A collection of INT charts will be maintained.

These changes to the chart archive will result in a small saving in maintenance work within the IHB, and in savings to Member States of the costs of sending paper charts to the IHB. In time it will also provide additional space for new or increased activities at the IHB.

It is intended to maintain the collection of hard copy publications, e.g. Sailing Directions, until such time as these are available in digital form.

In conjunction with the Chart Collection, the IHB has maintained a database of charts published by all Member States (more than 13,500 charts described, as of February 1999). This database is used as a general reference by Member States, especially by the world-wide chart producers. It is used by the IHB as a reference tool for the preparation and maintenance of several IHO publications. For many years the IHB has published monthly updates to the database in the I.H. Bulletin, i.e. the 'List of New Charts and New Editions'.

In future it is intended to provide the update service through the IHO Web site. At a later date the data base itself may be made available on the Web-site. However it is envisaged that at some time in the future all national hydrographic offices will offer their chart meta-data on their respective Web sites. When that occurs, references to national web-sites will be included in the IHO Web site, and the database service will be progressively reduced and eventually discontinued.

The position of Cartographic Assistant was created mainly for the purpose of maintaining the chart collection. However, over the years the incumbent of this position has become more and more involved in the production of graphics and text for publications and presentations, which now represent the majority of his work. It is expected that the re-structuring of the publications activities will allow this graphics and editing work to be undertaken by appropriately re-trained publications staff [whose own workload will have been reduced]. As a result it should be possible to leave the position of cartographic assistant vacant upon retirement of the present incumbent in 2003 [but possibly earlier by mutual agreement].

Approval of this proposal will require the amendment of Article 19 of the General Regulations, and of IHO Resolutions A 3.1 and B 5.5.

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**REGULATIONS AND RESOLUTIONS REQUIRING AMENDMENT****General Regulations, Article 19**

To enable the Bureau to achieve its purpose, the Hydrographic Offices of Member Governments shall forward copies of their new publications and new editions of their charts, as well as works or documents published by them or by other offices in their countries which may be of interest.

**It is proposed to replace this paragraph with the following text:**

*"To enable the Bureau to achieve its purpose, the Hydrographic Offices of Member Governments shall forward copies of their new international (INT) charts, electronic charts (raster and vector), as well as any nautical publications".*

**Technical Resolution A 3.1 – Notification of Issue of Nautical Products**

Note: "Products" within the context of this TR includes nautical charts and documents in analogue or digital format.

1.- It is resolved that, when any Hydrographic Office decides on the issue of a new product or a new edition of an existing product, it shall:

- a) publish advance notification in its Notices to Mariners, indicating the approximate date of availability (when possible), title and any information which can be of interest to users.
- b) communicate to the International Hydrographic Bureau (IHB) any other information concerning the product which may be of interest to other Hydrographic Offices, especially information concerning any new original data which may be included in the product.

2.- It is resolved that the IHB shall publish in the International Hydrographic Bulletin the information referred to in paragraph 1(a) and 1(b) above.

**It is proposed that paragraph 2 of this Resolution be cancelled and replaced with the following text:**

*"2.- It is recommended that the Bureau publish, from time to time, a list of any new or revised charts and nautical publications reported to it by Member States in order that other Member States may request copies of the publication from the publishing Member State."*

**Technical Resolution B 5.5 - Monitoring of Int Charts**

1.- It is resolved that the IHB will endeavour to examine all newly printed or adopted INT Charts, and to provide the concerned Member States with comments on any points of non-compliance with the Chart Specifications of the IHO for INT Charts, in order that a close conformity be achieved in future products.

The following conditions apply:

- a) No additional financial burden on the IHB.
- b) The CSC would be involved where necessary.
- c) The IHB would keep the workload under review.

**It is proposed that this paragraph be replaced with the following text:**

*"1.- It is resolved that the IHB will endeavour to examine all newly printed or adopted INT Charts, and to provide the concerned Member States with comments on any points of non-compliance with the Chart Specifications of the IHO for INT Charts, in order that a close conformity be achieved in future products."*

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## **VOTING PAPER**

In order to enable the package of measures described in this Circular Letter to be implemented, Member States are requested to vote on the changes required to the General Regulations and Technical Resolution:

In summary the package proposes the following changes;

### **General Regulations**

Article 19: to be amended as proposed in Appendix 1 to Annex C.

Article 34: to be amended as proposed in Appendix 1 to Annex A.

### **Resolutions**

Resolution A 3.1: to be amended as proposed in Appendix 1 to Annex C.

Resolution B 5.5: to be amended as proposed in Appendix 1 to Annex C.

Resolution K 3.5: to be cancelled.

Resolution Q 2.1: to be cancelled.

### **Publications Services**

The publications service of the IHO will be changed to take advantage of modern technology. In future the preferred publications medium will be digital on-line and CD-ROM, but a print on demand service will be offered to those Member States who require it.

### **Members States Chart Database**

To be progressively reduced, and replaced by a directory of Member States meta-data sites.

**VOTE**

The Directing Committee  
International Hydrographic Bureau  
B.P. 445  
MC 98011 Monaco CEDEX  
Principality of Monaco  
Telefax : +377 93 10 81 40  
E-mail : info@ihb.mc

Member State .....

Date of reply .....

**DO YOU AGREE TO THIS PACKAGE OF AMENDMENTS ?**

Yes

No

Comments:

.....  
.....  
.....  
.....

Signature : .....

Notes:

1. The number of "Yes" votes required for the approval of these changes is "32".
2. The voting papers should be returned to IHB **by 1 September 1999.**
3. Please remember to attach the information requested at Appendices 2 and 3 of Annex B.