

**HARMONIZATION OF IHO VOTING PROCEDURES  
AND OF IHO REGULATIONS**

Reference: Decision No. 61, XVth I.H. Conference (1997)

Dear Sir,

It was decided (Decision No. 61) at the XVth I.H. Conference (April 1997) that a study was to be carried out by the IHB on the voting procedures of the Organization.

The IHB has now completed this study and has prepared a detailed report, a copy of which is attached herewith.

In summary, the Report recommends that the present rather complex arrangements for voting should be replaced by five rules, which are summarized in the tables here below:

**Rules for voting during Conferences :**

<b>2/3 ALL MEMBER STATES</b>	<b>2/3 MEMBERS PRESENT</b>	<b>SIMPLE MAJORITY MEMBERS PRESENT</b>
Amendments to General Regulations and Finance Regulations	1) Amendments to Convention 2) Approval of budget	1) Conference decisions 2) Insertion of Resolutions (a minimum 1/3 of all M.S. will be necessary)

**Rules for voting by correspondence :**

<b>2/3 OF ALL MEMBER STATES</b>	<b>SIMPLE MAJORITY OF ALL MEMBER STATES</b>
Amendments to General Regulations and Finance Regulations	Questions about <u>technical and financial issues</u>

The report also proposes some substantial changes to the Finance Regulations.

**Harmonization of texts**

Whilst working on the first report, it became evident that a second report was needed to harmonize the texts of the IHO Basic Documents. A copy of this report is also attached.

In summary this report recommends that most of the Rules of Procedure for I.H. Conferences should be deleted, simply because they duplicate other regulations. The IHB has prepared a revised draft version of the Basic Documents, in order to illustrate the effect of the proposed changes. A copy of this is attached.

**Action requested of Member States**

Member States are requested to comment on these proposals. These comments will be incorporated in the final reports, which will be sent to Member States for a decision in 2001.

Comments should be sent to the IHB **by 30 November 2000**.

On behalf of the Directing Committee,  
Yours sincerely,



Commodore John LEECH  
Director

Encls: Annex A: Report on Harmonization of IHO Voting procedures  
Annex B: Report on Harmonization of IHO Basic Documents  
Revised version of the IHO Basic Documents (M-1)

**HARMONIZATION OF THE VOTING PROCEDURES CONTAINED IN  
THE IHO BASIC DOCUMENTS**

**A REPORT FROM THE IHB**

**BACKGROUND**

Decision No. 61 of the XVth I.H. Conference requires the IHB to carry out a study on the voting procedures established in the IHO Basic Documents. This decision followed discussion of Proposal 10, which recommended that an effort should be made to remove inconsistencies and duplication in the voting arrangements laid down in these documents.

The following report examines the present wording in the Basic Documents and suggests some amendments.

The Convention of the IHO is the primary text, and the changes proposed are aimed at harmonizing the wording in the other texts of the Basic Documents (General Regulations, Financial Regulations and Rules of Procedure) to accord with the Convention.

**1. THE PRESENT VOTING ARRANGEMENTS**

The present voting arrangements are presented in the table below:

**TABLE 1**  
**Majorities of vote established by the Convention**

**Only During Conferences**

Amendments to Convention (See Note 1)	2/3 M.S. present	Conv. XXI, RC 53
Approval of budget	2/3 M.S. present	Conv. V (e), RC 54
Conference decisions	Simple majority Members present	Conv. VI-5, RC 50

**During Conferences OR by correspondence**

Amendments to General and Financial Regulations	2/3 of all M.S.	Conv. V (f), RC 54
<b>Insertion</b> of Resolutions in the Repertory of T.R. (See Note 2)	Simple majority of all M.S. with a minimum 1/3 M.S.	Conv. VI-5, RC 54
Adoption of any particular <i>regulations</i> that may prove to be necessary, notably on the status of Directors and staff. (See Note 3)	2/3 of all M.S.	Conv. V (g)

**Only by correspondence**

Questions concerning the technical functioning of the IHO	Simple majority of all M.S.	Conv. VI-6
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**Note 1** An amendment to this Article has been pending since 1997.

**Note 2** The text of CONV and R.C. 52 mentions Insertion, but not deletion or amendment.

**Note 3** This text was probably intended to establish the majority required to approve some future Staff Regulations or Statutes of the Staff, regulations which did not exist at the time. The Staff Regulations were finally drafted in 1974, 4 years after the entry into force of the Convention.

**TABLE 2**

**Majorities of vote established by documents different from the Convention**

**Only during Conferences**

Decisions of Conference Committees and subsidiary bodies (except F.C.). (See Note 4)	Simple majority of M.S. present	RC 25 (b)
Recommendations of the F.C. (See Note 5)	2/3 Members present	GR 13, RC 32

**Only by correspondence**

Recommendations of the F.C. (See Note 5)	If includes increase of contributions = 2/3 ALL M.S.	FR 8
	On the annual budget = 2/3 M.S. responding	FR8
Approval of the Annual Report (Finance) (See Note 5)	2/3 M.S responding	FR 20

**Note 4**

R.C. 25 (b) and RC 32 refer to **Decisions** of Conference Committees and subsidiary bodies and **Decisions** of the Finance Committee respectively. This is incorrect, as Conference Committees (including the Finance Committee) only make "**Recommendations**" which are subsequently approved by Conference decisions. (See Article 12 of the G.R. which is very clear in this respect when establishing the duties of the F.C. The sentence "Examine and *recommend for approval*" is used for all actions of this Committee.)

**Note 5**

In the present documents, finance items are unnecessarily complicated, as many different majorities are established for the various items related to Finances. Under Convention VI-6, it is stated that between sessions of the Conference, the Bureau may consult M.S. by correspondence on questions concerning the technical functioning of the Organization. It is proposed to include within these questions those related to routine financial matters, for example recommendations of the FC.

**2. CONSIDERATIONS**

Voting by correspondence requires a minimum number of responses. This is why Convention VI-6 establishes that the simple majority when voting by correspondence will be based on the TOTAL number of Member States.

Only the Convention should fix the voting majorities. References in the other Basic Documents must be made to the Convention when dealing with this subject.

Certain aspects of the voting arrangements in the Finance Regulations need to be brought into line with other voting regulations.

Article V (g) of the Convention does not seem to apply any longer. The “Regulations” referred to therein had not been drafted when the article was included in the Convention in 1970, but they were approved in 1974 under the names of “Agreement between the IHO and the Government of Monaco” (Host Agreement) and “IHB Staff Regulations”. However, as this Article V (g) is a part of the Convention, it is not recommended to delete it.

## **CHANGES PROPOSED TO TEXTS IN BASIC DOCUMENTS** (changes are underlined)

### **A. To General Regulation 13**

#### **ARTICLE 13**

The advice and recommendations of the Finance Committee shall be taken in accordance with the provisions of Convention VI-6

### **B. To the Financial Regulations 8 (b) and 20**

#### **ARTICLE 8 (b)**

Those recommendations which include an increase in the level of contributions or in the total level of current operating costs higher than approved by the Conference in the 5-yearly budget shall be referred by the Directing Committee to Member Governments for approval following the provisions of the Convention VI-6.

Other recommendations on the annual budget will be submitted by the Directing Committee to Member Governments for their information and comments, which should be returned to the IHB within three months.

#### **ARTICLE 20** **(New Article 7)**

Every year the Directing Committee shall submit to the members of the Finance Committee for their comments a report on the financial administration over the past financial year. After the Directing Committee and the Chairman of the Finance Committee have jointly studied all comments received, the Directing Committee will forward to the Member Governments the Final Financial Report, together with any comments by members and by the Chairman of the Finance Committee. [all after this has been deleted, relating to “approval” of the Finance Report]

### **C. To the Rules of the Conference**

Note: The report in Annex B: "Harmonization of IHO Basic Documents" proposes the deletion of a number of the "Rules of Procedure for Conferences" among which are Rules 25 and 32. Therefore, no change will be necessary if the proposed deletion is approved.

**Rule 25**

Delete Rule 25

**Rule 32**

The advice and recommendations of the Finance Committee shall be taken in accordance with the provisions of Convention VI-6

**3. CONCLUSION**

The Voting Majorities established by the Convention and reflected in other documents will be as follows, after the changes proposed :

**During Conferences :**

<b>2/3 ALL MEMBER STATES</b>	<b>2/3 MEMBERS PRESENT</b>	<b>SIMPLE MAJORITY MEMBERS PRESENT</b>
Amendments to General Regulations and Finance Regulations	Amendments to Convention Approval of budget	Conference decisions Insertion of Resolutions (a minimum 1/3 of all M.S. will be necessary)

**By correspondence:**

<b>2/3 OF ALL MEMBER STATES</b>	<b>SIMPLE MAJORITY OF ALL MEMBER STATES</b>
Amendments to General Regulations and Finance Regulations	Questions about <u>technical and financial issues</u>

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## HARMONIZATION OF THE TEXTS OF THE IHO BASIC DOCUMENTS

## A REPORT FROM THE IHB

**Background**

The Document "Rules of Procedure for International Hydrographic Conferences" was not considered as a "Basic Document" until 1977 (Decision of the XIth I.H. Conference). Although some discrepancies with the Convention and General Regulations were pointed out by some delegates, the text was adopted by the majority required and it was included, together with the Convention and General and Financial Regulations in a single publication called M-1 Basic Documents. However, it seems that several items are purely copied from the other Documents, and the duplication can create some confusion. It is therefore proposed to delete from the Rules for IH Conferences the following Rules, which are duplicated in other documents, either the Convention or the General and Financial Regulations:

**Rules 2, 3, 4, 5, 7, 11, 12** (summarizes the agenda reports, but is incomplete and there could be more subjects than those listed.) **13, 14, 15** (taken from GR but changed), **17** (to review, due different method followed in the practice) **18** (unnecessarily restrictive), **27, 28, 29, 30, 31, 32**, (duplications), **33** (unnecessary having RC 34), **36** (unnecessary), **37** (duplication and unnecessary), **49, 50, 51, 52, 53, 54, 55, 56, 57, 59**, (This should have been cancelled following the deletion agreed by M.S. of IHO Resolution S 52.2, in 1998) **60, 62**, (amendments pending since 1987), **63, 64** (confusing, establishes another different voting!!!!) and **65** (unnecessary)

The remaining RCs (**RC 6, 8, 9, 16, 17, 19, 20** (deleting reference to RC 58), **21, 34, 35, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 61**(20 in total) should be transferred to the General Regulations under Section "IH Conferences".

To eliminate ambiguities, it is proposed to *remove* the references to Conference Committees (see **GR 8** and **RC 10, 21, 22, 23, 24** and **25**). In accordance with the comments and decisions taken during the 2<sup>nd</sup> Extraordinary Conference and other IHO Reports, the future IH Conferences should only have Plenary Sessions.

**CHANGES PROPOSED**

<b>1. Deletions</b>
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**General Regulation 8 (b)**

**General Regulation 36** – Delete the second sentence of the paragraph "The election shall be held by secret ballot as the first item on the agenda of the first plenary meeting, following close of work in the Committees".

**Financial Regulation 1** (as the reference to General Regulations will be no longer valid)

**Rules of Procedure Conference - .**

1, 2, 3, 4, 5, 7, 10, 11, 12, 13, 14, 15, 18, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 36, 37, 49, 50, 51, 52, 53, 54, 55, 56, 57, 59, 60, 62, 63, 64, 65.

## 2. Transfers

1. General Regulations **11, 12, 13** and **14** to the Financial Regulations.
2. Rearrangement of the articles of the Financial Regulations.
3. RC **6, 8, 9, 16, 19, 20, 35, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 58, and 61** to General Regulations.

## 3. Final Comments

- a. It is recalled that Member States have already approved the changes to the G.R. as proposed in C.L.s 25/98 and 4/99.
  - b. All changes already approved and those proposed in the two reports submitted have been taken into account in the attached new version of the IHO publication M-1 "Basic Documents", which also includes the "IHO Strategic Plan".
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INTERNATIONAL HYDROGRAPHIC ORGANIZATION

**DRAFT ONLY**

**BASIC DOCUMENTS  
OF THE  
INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
(IHO)**

- CONVENTION ON THE INTERNATIONAL HYDROGRAPHIC ORGANIZATION
  - GENERAL REGULATIONS OF THE IHO
  - FINANCIAL REGULATIONS OF THE IHO
- RULES OF PROCEDURE FOR INTERNATIONAL HYDROGRAPHIC CONFERENCES
- AGREEMENT BETWEEN THE IHO AND THE GOVERNMENT OF H.S.H. THE PRINCE OF MONACO  
REGARDING THE HEADQUARTERS OF THE ORGANIZATION
  - IHO STRATEGIC PLAN

2000 Edition

MONACO

#### NOTE

The terms "Member Governments and "Member States" are considered equivalent and are used interchangeably throughout the text.

**CONVENTION**  
**ON THE**  
**INTERNATIONAL HYDROGRAPHIC ORGANIZATION**



# CONVENTION ON THE IHO

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# CONVENTION ON THE INTERNATIONAL HYDROGRAPHIC ORGANIZATION

The Governments Parties to this Convention,

CONSIDERING that the International Hydrographic Bureau was established in June 1921 to contribute to making navigation easier and safer throughout the world by improving nautical charts and documents;

DESIRING to pursue on an intergovernmental basis their cooperation in hydrography;

HAVE AGREED as follows :

## ARTICLE I

There is hereby established an International Hydrographic Organization, hereinafter referred to as the Organization, the seat of which shall be in Monaco.

## ARTICLE II

The Organization shall have a consultative and purely technical nature. It shall be the object of the Organization to bring about :

- (a) The co-ordination of the activities of national hydrographic offices;
- (b) The greatest possible uniformity in nautical charts and documents;
- (c) The adoption of reliable and efficient methods of carrying out and exploiting hydrographic surveys;
- (d) The development of the sciences in the field of hydrography and the techniques employed in descriptive oceanography.

## ARTICLE III

The Members of the Organization are the Governments Parties to this Convention.

## ARTICLE IV

The Organization shall comprise :

- The International Hydrographic Conference, hereinafter referred to as the Conference;
- The International Hydrographic Bureau, hereinafter referred to as the Bureau, administered by the Directing Committee.

## ARTICLE V

The functions of the Conference shall be :

- (a) To give general directives on the functioning and work of the Organization;
- (b) To elect the members of the Directing Committee and its President;
- (c) To examine the reports submitted to it by the Bureau;
- (d) To make decisions in respect of all proposals of a technical or administrative nature submitted by Member Governments or by the Bureau;
- (e) To approve the budget by a majority of two thirds of the Member Governments represented at the Conference;
- (f) To adopt, by a two thirds majority of the Member Governments, amendments to the General Regulations and Financial Regulations;
- (g) To adopt, by the majority prescribed in the preceding paragraph, any particular regulations that may prove to be necessary, notably on the status of the directors and staff of the Bureau.

## ARTICLE VI

1. The Conference shall be composed of representatives of the Member Governments. It shall meet in ordinary session every five years. An extraordinary session of the Conference may be held at the request of a Member Government or of the Bureau, subject to approval by the majority of the Member Governments.
2. The Conference shall be convened by the Bureau on at least six months' notice. A provisional agenda shall be submitted with the notice.
3. The Conference shall elect its President and Vice-President.
4. Each Member Government shall have one vote. However, for the voting on the questions referred to in Article V(b), each Government shall have a number of votes determined by a scale established in relation to the tonnage of their fleets.
5. Conference decisions shall be taken by a simple majority of the Member Governments represented at the Conference, except where this Convention provides otherwise. When voting for or against is evenly divided, the President of the Conference shall be empowered to a decision. In the case of resolutions to be inserted in the Repertory of Technical Resolutions, the majority shall in any event include the affirmative votes of not less than one third of the Member Governments.

6. Between sessions of the Conference the Bureau may consult the Member Governments by correspondence on questions concerning the technical functioning of the Organization. The voting procedure shall conform to that provided for in paragraph 5 of this Article, the majority being calculated in this case on the basis of the total membership of the Organization.
7. The Conference shall constitute its own Committees, including the Finance Committee referred to in Article VII.

#### ARTICLE VII

1. The supervision of the financial administration of the Organization shall be exercised by a Finance Committee on which each Member Government may be represented by one delegate.
2. The Committee shall meet during sessions of the Conference. It may meet in extraordinary session.

#### ARTICLE VIII

For the fulfillment of the objects defined in Article II it shall be the responsibility of the Bureau, in particular :

- (a) To bring about a close and permanent association between national hydrographic offices;
- (b) To study any matters relating to hydrography and the allied sciences and techniques, and to collect the necessary papers;
- (c) To further the exchange of nautical charts and documents between hydrographic offices of Member Governments;
- (d) To circulate the appropriate documents;
- (e) To tender guidance and advice upon request, in particular to countries engaged in setting-up or expanding their hydrographic service;
- (f) To encourage co-ordination of hydrographic surveys with relevant oceanographic activities;
- (g) To extend and facilitate the application of oceanographic knowledge for the benefit of navigators;
- (h) To cooperate with international organizations and scientific institutions which have related objectives.

#### ARTICLE IX

The Bureau shall be composed of the Directing Committee and the technical and administrative staff required by the Organization.

#### ARTICLE X

1. The Directing Committee shall administer the Bureau in accordance with the provisions of this Convention and the Regulations and with directives given by the Conference.
2. The Directing Committee shall be composed of three members of different nationality, elected by the Conference, which shall further elect one of them to fill the office of President of the Committee. The term of office of the Directing Committee shall be five years. If a post of director falls vacant during the period between two Conferences, a by-election may be held by correspondence as provided for in the General Regulations.

**NOTE : By Decision N° 5, the XIIIth I.H. Conference approved a different system for the election of Directors. A new wording was approved for paragraph 2 of Article X of the Convention. This amendment was referred to all Contracting Parties in accordance with Article XXI of the Convention. At the date of publication of this edition, the majority of two thirds of the Member Governments has not yet been reached. The text approved at the XIIIth Conference is given below, and will replace the former text if the approval is eventually obtained.**

2 The Directing Committee shall be composed of three directors, one the President and two other directors, each of different nationality, elected by the Conference. The Conference shall first elect the President and then the other two directors. The term of office of the Directing Committee shall be five years. If a post of director falls vacant during the period between two Conferences, a by-election may be held by correspondence as provided for in the General Regulations."

3. The President of the Directing Committee shall represent the Organization.

#### ARTICLE XI

The functioning of the Organization shall be set forth in detail in the General Regulations and Financial Regulations, which are annexed to this Convention but do not form an integral part thereof.

#### ARTICLE XII

The official languages of the Organization shall be English and French.



### **ARTICLE XIII**

The Organization shall have juridical personality. In the territory of each of its Members it shall enjoy, subject to agreement with the Member Government concerned, such privileges and immunities as may be necessary for the exercise of its functions and the fulfilment of its object.

### **ARTICLE XIV**

The expenses necessary for the functioning of the Organization shall be met :

- (a) From the ordinary annual contributions of Member Governments in accordance with a scale based on the tonnage of their fleets;
- (b) From donations, bequests, subventions and other sources, with the approval of the Finance Committee.

### **ARTICLE XV**

Any Member Government which is two years in arrears in its contributions shall be denied all rights and benefits conferred on Member Governments by the Convention and the Regulations until such time as the outstanding contributions have been paid.

### **ARTICLE XVI**

The budget of the Organization shall be drafted by the Directing Committee, studied by the Finance Committee and approved by the Conference.

### **ARTICLE XVII**

Any dispute concerning the interpretation or application of this Convention which is not settled by negotiation or by the good offices of the Directing Committee shall, at the request of one of the parties to the dispute, be referred to an arbitrator designated by the President of the International Court of Justice.

### **ARTICLE XVIII**

1. This Convention shall be open in Monaco on 3 May 1967, and subsequently at the Legation of the Principality of Monaco in Paris from 1 June until 31 December 1967, for signature by any Government which participates in the work of the Bureau on 3 May 1967.
2. The Governments referred to in paragraph 1 above may become Parties to the present Convention:
  - (a) By signature without reservation as to ratification or approval, or
  - (b) By signature subject to ratification or approval and the subsequent deposit of an instrument of ratification or approval.
3. Instruments of ratification or approval shall be handed to the Legation of the Principality of Monaco in Paris to be deposited in the Archives of the Government of the Principality of Monaco.
4. The Government of the Principality of Monaco shall inform the Governments referred to in paragraph 1 above, and the President of the Directing Committee, of each signature and of each deposit of an instrument of ratification or approval.

### **ARTICLE XIX**

1. This Convention shall enter into force three months after the date on which twenty-eight Governments have become Parties in accordance with the provisions of Article XVIII, paragraph 2.
2. The Government of the Principality of Monaco shall notify this date to all signatory Governments and the President of the Directing Committee.

## ARTICLE XX

After it has entered into force this Convention shall be open for accession by the Government of any maritime state which applies to the Government of the Principality of Monaco specifying the tonnage of its fleets, and whose admission is approved by two thirds of the Member Governments. Such approval shall be notified by the Government of the Principality of Monaco to the Government concerned. The Convention shall enter into force for that Government on the date on which it has deposited its instrument of accession with the Government of the Principality of Monaco which shall inform the Member Governments and the President of the Directing Committee.

## ARTICLE XXI

1. Any Contracting Party may propose amendments to this Convention.
2. Proposals of amendment shall be considered by the Conference and decided upon by a majority of two thirds of the Member Governments represented at the Conference. When a proposed amendment has been approved by the Conference, the President of the Directing Committee shall request the Government of the Principality of Monaco to submit it to all Contracting Parties.
3. The amendment shall enter into force for all Contracting Parties three months after notifications of approval by two thirds of the Contracting Parties have been received by the Government of the Principality of Monaco. The latter shall inform the Contracting Parties and the President of the Directing Committee of the fact, specifying the date of entry into force of the amendment.

**NOTE: By Decision N° 13, the XVth I.H. Conference approved to add a new paragraph 4 to this Article. This amendment was referred to all Contracting Parties in accordance with Article XXI of the Convention. At the date of publication of this edition, the majority of two thirds of the Member Governments has not yet been reached. The text approved at the XIIIth Conference is given below.**

*Any amendment to this Convention that has not entered into force is null and void at the opening of the next ordinary Session, unless the Conference decides otherwise.*

## ARTICLE XXII

1. Upon expiration of a period of five years after its entry into force, this Convention may be denounced by any Contracting Party by giving at least one year's notice, in a notification addressed to the Government of the Principality of Monaco. The denunciation shall take effect upon 1 January next following the expiration of the notice and shall involve the abandonment by the Government concerned of all rights and benefits of membership in the Organization.
2. The Government of the Principality of Monaco shall inform the Contracting Parties and the President of the Directing Committee of any notification of denunciation it receives.

## ARTICLE XXIII

After the present Convention enters into force it shall be registered by the Government of the Principality of Monaco with the Secretariat of the United Nations in accordance with Article 102 of its Charter.

IN WITNESS WHEREOF the undersigned, duly authorized thereto, have signed this Convention.

DONE at Monaco on the third day of May nineteen hundred and sixty-seven, in a single copy in the English and French languages, each text being equally authentic, which shall be deposited in the Archives of the Government of the Principality of Monaco, which shall transmit certified copies thereof to all signatories and acceding Governments and to the President of the Directing Committee.

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**GENERAL REGULATIONS**  
**OF THE**  
**INTERNATIONAL HYDROGRAPHIC ORGANIZATION**



# GENERAL REGULATIONS OF THE IHO

1. Consultative nature of the Organization
2. Activities of the Organization

## INTERNATIONAL HYDROGRAPHIC CONFERENCE

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4. Preparation and organization
5. Representation
6. Observers :
  - a) Governments not Parties to the Convention
  - b) International organizations
  - c) National organizations
  - d) Participation
7. Seats
  - a) Seating order
  - b) Provisional seating
8. Working languages of the Conference
9. Reports submitted
10. Proposals
  - a) Submitting of proposals
  - b) Late proposals
  - c) Proposals submitted during a Conference
  - d) Handling matters by correspondence
11. Extraordinary sessions
12. President and Vice-president
  - a) Nomination
  - b) Absence
  - c) Powers
13. Secretariat
  - a) Summary records
  - b) Conference documents
14. Conduct of business
  - a) Quorum
  - b) Permission to speak
  - c) Point of order
  - d) Time allowed
  - e) Precedence of motions
  - f) Proposals on the same subject
  - g) Voting proposals separately
  - h) Amendments to proposals
  - i) Order of voting amendments
  - j) Withdrawal of motions
  - k) Voting
  - l) Scrutineers

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15. Activities
16. Official representatives
17. Relationship
18. Questions of general interest
19. Exchange of information.
20. Requests for information
21. Distribution of information
22. Languages for communication with IHB

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### **23. Rights and duties**

- a) Administration
- b) Scientific and technical assignments
- c) Programme Budget

### **24. Decisions**

#### **25. Questions by correspondence**

- a) By Circular Letter
- b) Even voting on questions being resolved by correspondence

#### **26. Circumstances not provided for in the Regulations**

#### **27. Term of office**

- a) Term of office of directors
- b) Re-election of a director
- c) Age limit for candidates
- d) Director elected between Conferences

#### **28. Expiration of term of office**

#### **29. Incapacitation for duty**

#### **30. Responsibilities**

- a) Distribution of responsibilities among directors
- b) Lack of unanimity in decisions
- c) Prevailing of President's view

#### **31. IHB Staff**

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#### **33. IHO Yearbook**

#### **34. IH Bulletin**

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## **ELECTION OF THE IHB DIRECTING COMMITTEE**

#### **36. Provisions of the Convention**

#### **37. Votes**

- a) Number of votes
- b) Estimates of tonnage to determine number of votes

#### **38. Nomination of candidates**

#### **39. Qualification of candidates**

#### **40. Content of nominations**

#### **41. Candidates**

- a) Publication of candidates' particulars
- b) Distribution to delegations

#### **42. Method of voting for election of Directing Committee**

#### **43. Rules for election of directors**

#### **44. Date at which new Committee takes office**

#### **45. By-election to fill vacancy**

#### **46. Precedence**

## **ARTICLE 1**

The Organization is a consultative agency. It has no authority over the hydrographic offices of the Governments Parties to the Convention.

## **ARTICLE 2**

The activities of the Organization are of a scientific or technical nature and shall not include matters involving questions of international policy.

## **INTERNATIONAL HYDROGRAPHIC CONFERENCE**

### **ARTICLE 3**

The International Hydrographic Conference shall meet in ordinary session every five years at the seat of the Organization at a date fixed at the close of the previous session.

### **ARTICLE 4**

The International Hydrographic Conference shall be prepared and organized by the Bureau.

### **ARTICLE 5**

Each Member Government may be represented at the Conference by one or more delegates, one of whom should preferably be the head of the national hydrographic office. No delegate of one Member Government may vote on behalf of another Member Government. Travelling and hotel expenses of delegates shall be defrayed by their respective Governments.

### **ARTICLE 6**

The Directing Committee shall be authorized to invite observers from :

- (a) Governments that are not Parties to the Convention : one or two observers each, if proposed by a Member Government or the Directing Committee and subject to approval by two thirds of the Member Governments.
- (b) International organizations whose activities are connected with those of the Bureau : one or exceptionally two observers each. A list of such organizations shall be notified by the Directing Committee to Member Governments in advance, so that they may have opportunity to raise objections or suggest additions.
- (c) National organizations of Member Governments which have had or are likely to have occasion to collaborate with the Bureau, under the conditions prescribed in the preceding paragraph.
- (d) Observers may, upon invitation by the President and with the consent of the Conference, participate, without vote, in the deliberations of the Conference in matters of direct concern to them. Observers shall receive copies of all documents issued during the Conference.

### **ARTICLE 7**

- (a) Members' delegations shall be seated in the Conference Hall in alphabetical order (French listing) starting with the letter drawn by lot at the close of the previous Conference. At the end of the Conference a further letter shall be drawn to establish the seating order at the next Conference.
- (b) Any representative to whose admission a Member may have made objection shall be seated provisionally with the same rights as other representatives until the Conference has given its decision.

### **ARTICLE 8**

The working languages of the Conference shall be English, French, Spanish and Russian.

### **ARTICLE 9**

The Conference shall examine the reports of the Bureau on its work since the previous Conference. These reports shall be submitted to Member Governments by the Bureau at least two months before the Conference.



#### **ARTICLE 10**

- (a) Twelve months before the opening of the Conference, the Bureau shall invite representatives of Member Governments to submit the proposals that they wish to discuss at the Conference. At least eight months before the Conference these proposals, as well as those submitted by the Bureau, shall be circulated to all Member Governments.
- (b) Proposals submitted after that date shall be accepted only if they are signed by representatives of at least three Member Governments.
- (c) Proposals may also be submitted during the Conference. They must, in addition to the proposing delegation, be signed by two other delegations who, without necessarily approving the proposal, support its discussion by the Conference. Such proposals must be submitted to the President of the Conference and may not be discussed less than twenty-four hours after being officially announced.
- (d) Items of a technical and administrative nature included in the agenda of a session of the Conference, consideration of which has not been completed in that session, may be handled by correspondence unless otherwise decided by the Conference

#### **ARTICLE 11**

- (a) Unless the ordinary International Hydrographic Conference has specifically decided otherwise, the foregoing rules of procedure shall apply to extraordinary sessions.
- (b) Government delegates to extraordinary sessions shall be chosen as far as possible in the light of the questions submitted for consideration.

#### **ARTICLE 12**

- (a) Eight months before the opening of the Conference, the Bureau shall invite Member States to submit the name of a suitable candidate for election as President of the Conference ; Member States should have previously established that the candidate is willing to have his name put forward and that there is unlikely to be a candidate for election to the Directing Committee at the Conference from the same country. Four months before the opening of the Conference, the Bureau shall circulate a list of nominated candidates for election as President of the Conference and, if necessary, request Member States to vote so that the candidate receiving the most votes may be informed in good time before the opening of the Conference. Immediately before the opening of the Conference, the Heads of Delegations of Member States shall meet to agree on the nomination of the Vice President of the Conference from amongst the representatives attending from Member States. The Conference shall, at its first plenary session, confirm the election of the Conference President and elect the Vice President of the Conference.
- (b) If the President is absent from a meeting, or any part thereof, or, for any reason, is unable to carry out his duties until the expiry of his term of office, the Vice-President shall act as President. A Vice-President acting as President shall have the same powers and duties as the President.
- (c) In addition to exercising the powers conferred upon him elsewhere by these Regulations, the President shall declare the opening and closing of each plenary session, direct the discussions in plenary sessions, ensure observance of these Regulations, accord the right to speak, put questions and announce decisions. He shall rule on points of order and shall have complete control of the proceedings at any meeting. The President may, in the course of discussion of an item, propose to the Conference the limitation of the time to be allowed to speakers, the limitation of the number of times each representative may speak, the closure of the list of speakers, or the closure of the debate. He may also propose the suspension or the adjournment of the meeting or the adjournment of the debate on the item under discussion. He shall ensure that a roll-call is made before any vote is taken in plenary sessions and announce clearly the actual number of votes required for a majority in each case.

#### **ARTICLE 13**

- (a) The Bureau shall prepare summary records, in English and French, of all meetings. These summary records shall be distributed to the participants as soon as possible after the closing of the meetings to which they relate. The participants shall inform the Bureau in writing of any corrections to their own statements that they wish to have made; such corrections should normally be made within two working days.
- (b) All supporting documents to agenda items of the Conference and its subsidiary bodies and summary records shall be issued in the official languages of the Organization, English and French.. All reports, resolutions, recommendations and decisions of the Conference and its subsidiary bodies shall be drawn up in one of the official languages and translated into the other.

#### **ARTICLE 14**

- (a) QUORUM. - A majority of the Members represented at the Conference shall constitute a quorum for meetings of the Conference. At meetings of Committees and subsidiary bodies a majority of Member States which are members of that body shall form a quorum.

- (b) **PERMISSION TO SPEAK.** - No representative may address the Conference without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.
- (c) **POINT OF ORDER.** - During the discussion of any matter, a representative may rise to a point of order, and the point of order shall be immediately decided by the President in accordance with these Rules of Procedure. A representative may appeal against the ruling of the President. The appeal shall be put to the vote immediately and the President's ruling shall stand unless overruled by a majority of the Members present. A representative rising to a point of order may not speak on the substance of the matter under discussion.
- (d) **TIME ALLOWED.** - The Conference may, on the proposal of the President, limit the time to be allowed to each speaker on any particular subject under discussion.
- (e) **PRECEDENCE OF MOTIONS** - The following motions shall have precedence, in the order indicated below, over all other proposals or motions before the meeting
  - to suspend a meeting
  - to adjourn a meeting
  - to adjourn the debate on the question under discussion, and
  - for the closure of the debate on the question under discussion.
 Permission to speak on a motion falling within (a) to (d) above shall be granted only to the proposer and, in addition, to one speaker in favour of and two against the motion, after which it shall be put immediately to the vote.
- (f) **PROPOSALS ON THE SAME SUBJECT** - If two or more proposals relate to the same subject, the Conference, unless it decides otherwise, shall vote on the proposals in the order in which they have been submitted. Proposed amendments to parts of the "Basic Documents of the IHO" which require different majorities for approval shall be in separate proposals.
- (g) **VOTING PROPOSALS SEPARATELY** - Parts of a proposal or an amendment thereto shall be voted on separately, if the President so decides, or if any representative of a Member requests that the proposal be divided. The resulting proposal shall then be put to a final vote in its entirety; if all the operative parts of a proposal or amendment have been rejected, the proposal or amendment shall be considered to be rejected as a whole.
- (h) **AMENDMENTS TO PROPOSALS** - A motion is considered to be an amendment to a proposal if it merely adds to, deletes from, or revises part of that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote and if the amendment is adopted the amended proposal shall then be voted on. Once a motion or proposal has been put to the vote and either adopted or rejected, no further motions or amendments to that motion or proposal shall be discussed. This does not preclude the introduction of a new proposal.
- (i) **ORDER OF VOTING AMENDMENTS** - If two or more amendments are moved to a proposal, the Conference shall first vote on the amendment deemed by the President to be furthest removed in substance from the original proposal, and then on the amendment next furthest removed therefrom, and so on, until all amendments have been put to the vote.
- (j) **WITHDRAWAL OF MOTIONS** - A motion may be withdrawn by its proposer at any time before voting on it has begun, provided that the motion has not been amended or that an amendment to it is not under discussion. A motion withdrawn may only be re-introduced if signed by representatives of three Members.
- (k) **VOTING** - The Conference shall normally vote by show of hands. However, any Member may request a roll-call vote, which shall be taken in the French alphabetical order of the names of the Members, beginning with the Member whose name is drawn by lot by the President. The vote of each Member in any roll-call shall be inserted in the summary record of the meeting concerned.
- (l) **SCRUTINEERS** - The President shall appoint five scrutineers from the delegations present who shall proceed to scrutinize the votes cast. All invalid votes cast shall be reported to the Conference.

## **INTERNATIONAL HYDROGRAPHIC BUREAU**

### **ARTICLE 15 - ACTIVITIES**

In accordance with the provisions of Article VIII of the Convention, the Bureau shall undertake the scientific and technical activities necessary for the attainment of the objectives of the Organization.

### **ARTICLE 16 – OFFICIAL REPRESENTATIVES**

For its relations with the Bureau, each Member Government shall designate an official representative, preferably the head of its hydrographic office.

## **ARTICLE 17 - RELATIONSHIP**

The Bureau shall keep in close communication with the hydrographic offices of Member Governments. It may also correspond with related scientific organizations of Member Governments, provided that it informs the official representative of the Government concerned (Article 16 above). Furthermore it may correspond with similar bodies of other Governments and with international organizations.

## **ARTICLE 18 – QUESTIONS OF GENERAL INTEREST**

The Bureau shall bring to the notice of the hydrographic or other competent offices of the Member Governments any hydrographic work of an international character and problems of general interest that it might be useful to study or to undertake. It shall strive for the solution of such problems or the undertaking of such work by seeking the necessary collaboration between Member Governments.

## **ARTICLE 19 – EXCHANGE OF INFORMATION**

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.

## **ARTICLE 20 – REQUESTS FOR INFORMATION**

The Bureau shall satisfy as far as possible all requests from representatives of Member Governments for information or advice related to its work. Matters which can be dealt with directly between two national hydrographic offices should not normally be referred to the Bureau.

## **ARTICLE 21 – DISTRIBUTION OF INFORMATION**

The Bureau shall issue and distribute the publications referred to in Articles 32 to 35 and any other documents requested by the Conference.

## **ARTICLE 22 – LANGUAGES FOR COMMUNICATION WITH THE IHB**

In their communications with the Bureau, representatives of Member Governments may use languages other than the official languages of the Organization, but the Bureau shall not be held responsible for any delay or misinterpretation which may ensue.

## **DIRECTING COMMITTEE**

### **ARTICLE 23 – RIGHTS AND DUTIES**

- (a) The Directing Committee shall administer the Bureau in accordance with the provisions of the Convention and the Regulations and with directives given by the Conference.
- (b) It shall be responsible for the carrying out by the Bureau of the scientific and technical assignments entrusted to it.
- (c) The Directing Committee, taking into consideration the work of Committees and Working Groups, should present to all ordinary Conferences a Programme Budget proposal containing the work programme to be carried out during the following period, and the financial implications related to it, to be analyzed, discussed and decided upon at Plenary Session. The plan should be distributed to all Member States at least 4 months before the Conference.

### **ARTICLE 24 - DECISIONS**

In the period between two Conferences, should no appropriate provision be made in the Convention or the Regulations, the Committee shall make any administrative or technical decisions which may be necessary, with the reservation that they be referred to the next Conference.

## **ARTICLE 25 – QUESTIONS BY CORRESPONDENCE**

- (a) If the Committee considers that any questions should be referred to the Member Governments for solution, it shall send a circular letter to their representatives, in accordance with Article VI(6) of the Convention, requesting them to notify the Bureau of the opinion of their respective Governments.
- (b) When voting for or against is evenly divided, the question shall be deferred to the next Conference.

## **ARTICLE 26 – OTHER DECISIONS**

If circumstances preclude observation of the procedure prescribed in the Regulations, the Committee shall make the necessary decisions and give Member Governments an immediate account of the fact.

## **ARTICLE 27 – TERM OF OFFICE**

- (a) The directors shall be elected for a period of five years.
- (b) The directors shall be eligible for re-election for a second five-year period.
- (c) A candidate must be less than sixty-six years old in the year of his election or re-election.
- (d) When a director is elected to fill a vacancy occurring between Conferences, his term of office shall end at the same time as his predecessor's would have done had he retained the post.

## **ARTICLE 28 – EXPIRATION OF TERM OF OFFICE**

The duties of the Directing Committee shall terminate on the last day of August following the regular election of a new Directing Committee at an International Hydrographic Conference. The new Directing Committee shall assume their duties on 1 September.

## **ARTICLE 29 – INCAPACITATION FOR DUTY**

A director who has been incapacitated for duty for six consecutive months, or otherwise for an aggregate of twelve months, during his term of office shall automatically cease to be a director.

## **ARTICLE 30 - RESPONSIBILITIES**

- (a) Pursuant to the Article X of the Convention, the President is the leader of the Directing Committee. The President and the two other directors shall each have particular responsibility for one or more branches of the work of the Bureau, but the Directing Committee shall deliberate on all important questions.
- (b) When all members of the Directing Committee are available and unanimity of view cannot be achieved, decisions shall be taken by the President with the concurrence of one other director. In instances where the two other directors disagree with the President, the matter may be referred by the Directing Committee to Member Governments.
- (c) If only two directors are available and a decision cannot be postponed, the view of the President or acting President shall prevail.

## **ARTICLE 31 – IHB STAFF**

The staff of the Bureau shall be under the control of the Directing Committee. It shall consist of technical and administrative assistants and employees. The staff shall be appointed by the Committee as necessary.

## **PUBLICATIONS**

## **ARTICLE 32 – ANNUAL REPORT**

At the beginning of each year the Bureau shall publish a report on its activities, inviting Member Governments to comment on it within a period of three months of publication of the report. The Bureau should then forward all comments received, together with the Bureau's responses to them, by Circular Letter.

### **ARTICLE 33 - YEARBOOK**

The Bureau shall issue a Yearbook giving all necessary information on the hydrographic offices of the Member Governments and, insofar as such information can be obtained, on those of other Governments.

The Yearbook shall include the addresses of the official representatives and the following information :

- (i) A list of Governments which have participated in the work of the Bureau between the date of its creation and the date of entry into force of the Convention.
- (ii) A list of Member Governments.
- (iii) A list of Governments which have denounced the Convention pursuant to Article XXII.
- (iv) A table of tonnages of Member Governments' fleets.
- (v) A table showing the shares, contributions and number of votes of the Member Governments.

### **ARTICLE 34 – I.H. BULLETIN**

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

### **ARTICLE 35 – OTHER PUBLICATIONS**

The Bureau shall issue special publications on technical subjects of interest to hydrographic offices.

### **ELECTION OF THE DIRECTING COMMITTEE**

### **ARTICLE 36 – PROVISIONS OF THE CONVENTION**

The directors shall be elected by the Conference in accordance with the provisions of Articles V(b), VI(4) and X(2) of the Convention.

### **ARTICLE 37**

- (a) For the election of the directors, each Member Government shall have two votes; those Governments which have 100 000 tons of shipping or more shall have supplementary votes in accordance with the following scale

<b>GROSS TONNAGE</b>	<b>SUPPLEMENTARY VOTES</b>
<b>100 000 - 499 999</b>	1
<b>500 000 - 1 999 999</b>	2
<b>2 000 000 - 7 999 999</b>	3
<b>8 000 000 and above</b>	4

- (b) The estimates of tonnage shall be made in accordance with these Financial Regulations.

### **ARTICLE 38 – NOMINATION OF CANDIDATES**

Each Member Government may nominate one candidate, who shall be of the nationality of the proposing country. If possible, nominations should reach the Bureau at least three months before the Conference. The list of candidates shall be closed ten days prior to the opening of the Conference.

### **ARTICLE 39 - QUALIFICATIONS**

Every candidate should have had considerable sea experience and have extensive knowledge of practical hydrography and navigation. In the elections, the technical and administrative ability only of the candidates should be taken into consideration. No particular rank or other standing is required of them.

## ARTICLE 40 – CONTENT OF NOMINATIONS

Every nomination shall be accompanied by a note giving the candidate's qualifications for the position. To facilitate comparison of the candidates' qualifications the statements of service shall be compiled in a uniform manner as follows :

### General

1. Name.
2. Nationality.
3. Date of birth.
4. Titles and decorations.

### Education and Promotions

5. Education (periods, including specialized or special qualifications)
6. Languages (speaking and reading knowledge).
7. Promotions.

### Service

8. Hydrographic service
  - (a) Sea service (periods and posts).
  - (b) Shore service (periods and posts).
9. Non-hydrographic service
  - (a) Sea-service (periods and posts).
  - (b) Shore-service (periods and posts).

### Scientific activities

10. Publications.
11. Research work and awards.
12. Scientific societies (member of, past and present).

### Additional information

(Signature of candidate and of forwarding authority).

## ARTICLE 41 – CANDIDATES PARTICULARS AND DISTRIBUTION

- (a) The names of the candidates, with the statements of service, shall be published by the Directing Committee as soon as they are received.
- (b) The Bureau shall collate the lists of names submitted and present them, together with the statements of service, to each delegation at the opening of the Conference.

## METHOD OF VOTING

### ARTICLE 42

- (a) There shall be three separate ballots, one for each of the three members of the Directing Committee.
- (b) To register their votes for electing each member of the Directing Committee, in each of the three ballots, the delegations shall inscribe on a number of voting papers equal to the number of votes to which each delegation is entitled the name of one of the candidates whom they wish to elect.
- (c) In each successive ballot, the candidate being voted for must be of a different nationality from one already elected.
- (d) Any voting paper not completed in strict accordance with paragraphs (b) and (c) shall be nullified.

### ARTICLE 43

- (a) The three candidates of different nationalities receiving the largest number of votes in the three separate ballots shall be considered elected.
- (b) In each ballot, in the event that two or more candidates equally receive the largest number of votes, a new ballot should be held to determine the relative positions only of those candidates who obtained the largest number of equal votes.
- (c) When the three directors have been elected, a separate ballot shall be held to elect one of them as President of the Directing Committee. For this purpose, delegations shall inscribe on their allotted number of voting papers the name of the director they wish to make President.
- (d) The number of votes actually received by each director shall determine the order in which they may be called upon to replace the President elected.

- (e) In the case of a tie, a second ballot shall be held to determine the relative positions of the directors who obtained the same number of votes.

#### **ARTICLE 44 – DATE AT WHICH NEW D.C. TAKES OFFICE**

When voting has been completed, the President of the Conference shall invite the newly-elected directors to take up their duties on the first day of September following their election.

#### **ARTICLE 45 – BY-ELECTION TO FILL VACANCY**

- (a) If a post of director falls vacant during the period between two Conferences and more than two years before the next Conference is due to meet, the Directing Committee shall conduct a by-election by correspondence to fill the vacancy.
- (b) In such a case, the Bureau shall invite Member Governments to send lists of candidates. On receipt of these lists the election shall be held observing the procedure already described.
- (c) On completion of the above-mentioned procedure, the Committee shall immediately notify Member Governments of the result of the ballot and invite the director elected to take up his duties.

#### **ARTICLE 46 - PRECEDENCE**

A director elected to fill a vacancy shall take third place among the directors.

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## **FINANCIAL REGULATIONS OF THE IHO**



# **FINANCIAL REGULATIONS**

## **FINANCE COMMITTEE**

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- 2. Meetings of the F.C.**
  - a) Regular meetings
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## **CONTRIBUTIONS**

- 12. Calculation of shares**
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- 14. Tables of Tonnages**
- 15. Date, rate and increase of contributions**
- 16. Contribution of a member acceding after 1<sup>st</sup> July**
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## **TREASURY – WORKING CAPITAL**

- 21. Control by D.C.**
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- 24. Report on financial administration**
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- 26. Dissolution of the Organization**



# **FINANCIAL REGULATIONS**

## **FINANCE COMMITTEE**

### **ARTICLE 1**

The Chairman of the Finance Committee shall be elected at the first plenary session of the Conference. He shall be assisted by a Vice-Chairman elected at the same time. In the event of the Chairman's resignation, or if circumstances prevent him from fulfilling the duties of his office, the Vice-Chairman shall automatically replace him. A new Vice-Chairman should then be elected by Member Governments by correspondence, and this should also apply in the event of the resignation of the Vice-Chairman. The duties of the Chairman and the Vice-Chairman shall normally continue for the five years between Conferences.

### **ARTICLE 2**

- (a) The Chairman and Vice-Chairman of the Finance Committee shall meet with the Directing Committee regularly and preferably twice per year. A report of each meeting shall be made and circulated to Member States by the Directing Committee, after agreement with the Chairman and Vice-Chairman of the Finance Committee
- (b) Dates of meetings of the Finance Committee shall be fixed by its Chairman in arrangement with the Directing Committee

### **ARTICLE 3**

- (a) During its ordinary session, the Committee shall :
  - (i) examine and recommend for approval the Finance Report by the Directing Committee for the preceding 5-year financial period,
  - (ii) examine and recommend for approval the budget for the coming 5-year financial period.
  - (iii) examine and give at least preliminary advice on the budget for the year following the Conference.

These recommendations and advice are submitted to the Conference.

- b) Between its ordinary sessions, working normally by correspondence, the Finance Committee shall :
  - (i) examine and recommend for approval the budget for the coming financial year,
  - (ii) examine and comment upon the Annual Report, Part 2 - Finance, submitted by the Directing Committee, concerning the financial administration by the Directing Committee of the preceding financial year,
  - (iii) study any questions related to finance which the Directing Committee or Member States may submit.

### **ARTICLE 4**

Between Conferences, the Finance Committee may meet in extraordinary session on the request of at least three Governments or of the Directing Committee. The Directing Committee shall consult the Finance Committee by correspondence concerning the 5-yearly and annual budgets and on transfers of credit between budget chapters in accordance with provisions laid down in these Financial Regulations and on all other important financial or administrative questions.

### **ARTICLE 5**

The advice and recommendations of the Finance Committee shall be taken in accordance with the provisions of Article VI-6 of the Convention.

## **BUDGET**

### **ARTICLE 6**

- (a) The budget shall be established for five years and calculated, as from 1 January 1998, on the basis of the French Franc.
- (b) The financial year of the Bureau shall coincide with the Gregorian calendar year.

### **ARTICLE 7**

Any balancing of income and expenditure shall be prohibited in the presenting of the budget.

## ARTICLE 8

- (a) The Directing Committee shall draw up the estimated 5-yearly budget and forward it to the Member Governments for examination at least three months in advance of the Finance Committee's session.
- (b) Between Conferences, the Directing Committee shall submit to the Finance Committee, in March each year, budget estimates for the following financial year. In considering the budget estimates, the Finance Committee shall make necessary recommendations for adjusting anticipated income and expenditure in order to ensure the financial stability of the Organization. Those recommendations which include an increase in the level of contributions or in the total level of current operating costs higher than approved by the Conference in the 5-yearly budget shall be referred by the Directing Committee to Member Governments for approval following the provisions of the Convention VI-6. Other recommendations on the annual budget will be submitted by the Directing Committee to Member Governments for their comments, which should be returned to the IHB within three months
- (c) Contribution adjustments shall be made by altering the share value, effective from 1 January of the following year.

## ARTICLE 9

The Directing Committee shall carry the budget into effect. The Directing Committee shall ensure that expenditure and commitments conform with the budgetary provisions.

## ARTICLE 10

Transfers of credit may be permitted in order to modify the amount of the appropriation of various chapters. They must not result in the creation of new chapters.

The Directing Committee may make transfers of credit provided that such transfers do not exceed 10% of the total appropriation of any one of the chapters concerned. Such transfers shall be reported, with the necessary justification, in the financial section of the Annual Report.

Transfers of larger amounts shall require prior authorization by the Finance Committee.

## ARTICLE 11

After the close of the financial period corresponding to a budget, no further financial obligations under it may be incurred. Outstanding obligations may be met for a further period of three months.

## CONTRIBUTIONS

### ARTICLE 12

The annual contributions of Governments Parties to the Convention shall be payable in French Francs, and shall be paid into the Bureau's bank accounts. Such contributions shall be determined by the following rules :

- (a) Each Government shall subscribe two shares;
- (a) Those Governments which have 100 000 gross tons of shipping or more shall contribute supplementary shares in accordance with the following scale :

GROSS TONNAGE	SUPPLEMENTARY SHARES
100 000 - 249 999	1
250 000 - 454 999	2
455 000 - 719 999	3
720 000 - 1 049 999	4
1 050 000 - 1 449 999	5
1 450 000 - 1 924 999	6
1 925 000 - 2 479 999	7
2 480 000 - 3 119 999	8

3 120 000 - 3 849 999	<b>9</b>
3 850 000 - 4 674 999	<b>10</b>
4 675 000 - 5 599 999	<b>11</b>
5 600 000 - 6 629 999	<b>12</b>
6 630 000 - 7 769 999	<b>13</b>
7 770 000 - 9 024 999	<b>14</b>
9 025 000 - 10 399 999	<b>15</b>
10 400 000 - 11 899 999	<b>16</b>
11 900 000 - 13 529 999	<b>17</b>
13 530 000 - 15 294 999	<b>18</b>
15 295 000 - 17 199 999	<b>19</b>
17 200 000 - 19 249 999	<b>20</b>
19 250 000 - 21 449 999	<b>21</b>
21 450 000 - 23 804 999	<b>22</b>
23 805 000 - 26 319 999	<b>23</b>
26 320 000 - 28 999 999	<b>24</b>
29 000 000 and above	<b>25 (max.)</b>

- (c) The value of a share, in French Francs, is shown in the annual budget of the IHB.

### ARTICLE 13

In application of the Convention and the General and Financial Regulations, the tonnage figures of the Member Governments shall be obtained by adding to 6/7 of the displacement tonnage of ships of war exceeding 100 tons, the gross tonnage of all other vessels exceeding 100 tons.

### ARTICLE 14

- (a) A table of national tonnages shall be brought up to date by the Directing Committee before each ordinary Conference. Seven months before the Conference the Bureau shall ask Governments to supply their tonnage figures as of 1 July of the year preceding that of the Conference. Two months before the Conference the Bureau shall distribute to Governments a revised table of tonnages.
- (b) This table of national tonnages and that of shares and votes shall be submitted to the Conference for approval, and shall enter into force on 1 January of the year following that of the Conference. Except as provided for in paragraphs (c) and (d) below, these tables shall remain in force until 31 December of the year of the subsequent Conference.
- (c) When a Government desires to accede to the Convention, it shall declare the amount of tonnage of its fleets. The Directing Committee shall enter this amount in the table of tonnages as soon as accession becomes effective.
- (d) A Government wishing to amend its tonnage figure as it appears in the table of tonnages must give notice of the amended tonnage at least six months before the start of the next financial year.

### ARTICLE 15

- (a) Governments' annual contributions to the ordinary budget shall be due on 1 January of the corresponding financial year. Payment must be punctual.
- (b) Notice of the date of dispatch of the contribution must be promptly given to the Bureau.
- (c) Annual contributions or portions thereof not paid before 1 January of the succeeding financial year shall be increased by interest from that date at the rate of one per cent for each month or portion thereof.

## **ARTICLE 16**

A Government acceding to the Convention shall be liable to pay its contribution for that year only if its accession takes effect before 1 July. If its accession takes effect on or after that date it shall be liable only for half that contribution.

## **ARTICLE 17**

Outstanding contributions and accrued interest shall be shown in a table annexed to the report on financial administration which is submitted to the Finance Committee by the Directing Committee.

## **ARTICLE 18**

The suspension of the rights of a Member Government pursuant to the provisions of Article XV of the Convention shall be notified by the Directing Committee to the Government concerned on or shortly after 1 July of the year in which a third annual contribution would be due. Any Member Government thus deprived of its rights of membership shall remain obligated to the Bureau for the two years' contributions and accrued interest outstanding at the time of suspension.

## **ARTICLE 19**

- (a) Any Member Government which pays only part of its contribution shall be given two years in which to make good the deficit, starting from the first notice given by the Bureau. At the end of this period its rights and benefits of membership shall be suspended until the balance due, including accrued interest, is paid.
- (b) The suspension of rights under the terms of paragraph (a) above shall become effective as of 1 July of the year in which the two-year period expires.

## **ARTICLE 20**

The Principality of Monaco shall enjoy special treatment. In consideration of the fact that it provides the Bureau with premises free of charge, it shall not pay any contribution but shall retain its right of vote.

## **TREASURY - WORKING CAPITAL**

### **ARTICLE 21**

All Bureau funds shall be under the control of the Directing Committee. No expenditure exceeding 2,500 FF may be incurred without prior approval of one of the members of the Directing Committee. Payments exceeding 25,000 FF require prior approval of the full Committee.

### **ARTICLE 22**

To ensure the financial stability of the Bureau, and to avoid any treasury difficulties, the Bureau shall have at its disposal a working capital the amount of which shall correspond, at the beginning of each year, to not less than half the total annual contributions of Member Governments.

### **ARTICLE 23**

The Bureau shall have at its disposal a reserve fund, the amount of which shall be fixed by the Conference. This fund is exclusively designed to enable the Organization to meet extraordinary expenditure. It shall only be used in exceptional circumstances.

## **CONTROL**

### **ARTICLE 24**

Every year the Directing Committee shall submit to the members of the Finance Committee for their comments a report on the financial administration over the past financial year. After the Directing Committee and the Chairman of the Finance Committee have jointly studied all comments received, the Directing Committee will forward to the Member Governments the Final Draft Financial Report, together with any comments by members and by the Chairman of the Finance Committee. At the same time, the Directing Committee shall give information on the value of the movable and immovable property of the Organization.



## **ARTICLE 25**

An External Auditor shall be appointed by the Finance Committee at the International Hydrographic Conference; his term of appointment shall be for a period of 5 years, subject to annual confirmation by the Finance Committee. The external auditor shall check the cash in banks or on hand and the available or negotiable assets. He shall ensure that the accounts are drawn up according to the accounting rules observed by the profession, that they are in accordance with the directives given by the Conference and that they reflect in a true manner the results of the Organization's activity at the end of the year. He shall report annually on the accounts submitted by the Finance Committee. A copy of the External Auditor's Annual Report shall be attached to the draft Annual Report by the Directing Committee to the Members of the Finance Committee. Such auditing may be carried out at any time.

## **ARTICLE 26**

In the event of dissolution, the balance of the accounts of the Organization shall be divided amongst the Governments which are still Parties to the Convention on the day when the latter ceases to have effect. Any credit balance shall be divided amongst these Governments in proportion to the total amount of their contributions since 1921. Any debit balance shall be divided amongst these Governments in proportion to their last annual contribution.

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## TABLE OF ADJUSTMENTS

GENERAL REGULATIONS	
NEW	FORMER
1 to 6	No change
6 d	R.C. 6
7	R.C. 8 and 9.
8	7
9	8
10	9
10 d	R.C. 16
11	10
12 a	R.C. 17
12 b	R.C. 19
12 c	R.C. 20
13 a	R.C. 35
13 b	R.C. 38
14 a	R.C. 39
14 b	R.C. 40
14 c	R.C. 41
14 d	R.C. 42
14 e	R.C. 43
14 f	R.C. 44
14 g	R.C. 45
14 h	R.C. 46
14 i	R.C. 47
14 j	R.C. 48
14 k	R.C. 58
14 l	R.C. 61
15 to 33	No change
34	34 changed (C.L. 25/99)
35 to 42	No change
43	43 + 44
44	45
45	46
46	47
FINANCIAL REGULATIONS	
1	GR 11 c
2 a	GR 14
2 b	GR 11 b
3	GR 12
4	GR 11 a
5	GR 13 changed
6	2
7	3
8	8 changed
9 to 11	No change
12	4
13	5
14	6
15	13
16	14
17	15
18	16
19	17
20	7
21	12
22	18
23	19
24	20
25	21
26	22



**AGREEMENT**  
**BETWEEN THE IHO AND THE GOVERNMENT**  
**OF H.S.H. THE PRINCE OF MONACO**  
**REGARDING THE HEADQUARTERS**  
**OF THE ORGANIZATION**



## **AGREEMENT**

### **BETWEEN THE INTERNATIONAL HYDROGRAPHIC ORGANIZATION AND THE GOVERNMENT OF H.S.H. THE PRINCE OF MONACO CONCERNING THE HEADQUARTERS OF THE ORGANIZATION AND ITS PRIVILEGES AND IMMUNITIES ON THE TERRITORY OF THE PRINCIPALITY**

The International Hydrographic Organization, hereinafter referred to as the Organization, and the Government of H.S.H. the Prince of Monaco,

Considering that Article I of the inter-governmental Convention on the International Hydrographic Organization, signed on 3 May 1967, provides that the headquarters of the Organization shall be in Monaco,

Desiring to determine the conditions of the establishment of such headquarters and to define the privileges and immunities of the Organization in Monaco,

Have agreed as follows :

#### **ARTICLE 1**

The Government of H.S.H. the Prince of Monaco recognizes the legal personality of the Organization and its capacity to :

- (a) contract,
- (b) acquire and dispose of movable and immovable property,
- (c) institute legal proceedings.

#### **ARTICLE 2**

The Organization shall enjoy on Monegasque territory the independence and liberty of action to which it is entitled as an intergovernmental organization, and in accordance with the provisions of this Agreement.

#### **ARTICLE 3**

- I. The headquarters of the Organization shall comprise the premises it now occupies or may occupy for the fulfilment of its duties, exclusive of any premises used for residential purposes by its Staff.
- II. The premises currently occupied by the Bureau of the Organization in the building located Quai Antoine 1er (N° 4) shall be granted free of charge for use of the Organization for a period of 99 years as from the date of entry into force of this Agreement, by the Principality, which, in addition to the normal owner's responsibilities, agrees to assume responsibility for expenses for its heating, lighting and water supply; the Organization shall be responsible for other expenses incurred in upkeep of the interior which are normally the responsibility of the occupant.

#### **ARTICLE 4**

- I. The headquarters of the Organization shall be inviolable. Officers and officials of the Principality of Monaco shall be entitled to enter only with the consent of, or at the request of, the President of the Directing Committee or a person acting on his behalf. This consent may be assumed in the case of fire or other disasters requiring prompt protective action.
- II. The Organization shall not allow its premises to be used by any person seeking refuge from justice following a crime or serious offence or against whom a writ, a legal sentence, a deportation order, or a decision to expel has been issued by the authorities in Monaco.

#### **ARTICLE 5**

- I. The Organization shall enjoy immunity from legal process except in so far as in any particular case the Organization has expressly waived immunity, the waiver being notified by the President of the Directing Committee or a person acting on his behalf.
- II. The movable property and assets of the Organization, wherever located, and the buildings which constitute its headquarters, shall enjoy immunity from execution except in so far as in any particular case the Organization has

expressly waived immunity, the waiver being notified by the President of the Directing Committee or a person acting on his behalf.

- III. The property referred to in paragraph II above shall also enjoy immunity from search, requisition, confiscation or sequestration and from any other form of administrative or legal constraint.

#### **ARTICLE 6**

The archives of the Organization and, in general, all documents owned or held by it shall be inviolable.

#### **ARTICLE 7**

- I. Without being subject to financial control, regulation or moratoria, the Organization shall have the right, within the scope of its official activities, freely to :
- (a) receive and hold funds and currency of any nature and operate accounts in any currency;
  - (b) transfer its funds and currency within the territory of Monaco and from Monaco to another country or vice-versa.
- II. In exercising the rights conferred on it by this Article, the Organization shall take account of any representations made to it by the Government of H.S.H. the Prince of Monaco in so far as it considers that these can be complied with without prejudice to its own interests.

#### **ARTICLE 8**

- I. The Organization, its assets, income and other property shall be :
- exempt from all direct tax, it being understood, however, that the Organization shall not seek exemption from taxes which are, in fact, only payment for services rendered;
  - exempt from taxes on import and export of goods and from prohibition and restrictions on imports and exports as regards goods or items imported or exported by the Organization for official purposes as defined in Article VIII of the Convention of 3 May 1967 referred to above (particularly all hydrographic, oceanographic and nautical publications, issued by the Bureau or received by the Bureau from States Members of the Organization, from States with which the Bureau corresponds, or scientific organizations), it being understood, however, that goods or items imported under such conditions may in no circumstances be disposed of, nor may they be lent out free of charge, on Monegasque or French territory, except with the prior agreement of the relevant Monegasque or French authorities.
- The above facilities shall in no way be considered as preventing the relevant authorities from taking appropriate security measures.
- II. The Organization shall be responsible in the normal way for the payment of indirect tax included in the price of goods sold or services rendered. However, any such tax paid on large purchases or operations effected by the Organization for the purposes defined in the preceding paragraph shall be reimbursable under conditions to be determined by mutual agreement between the Organization and the Government of H.S.H. the Prince of Monaco.

#### **ARTICLE 9**

In so far as is compatible with the international conventions, regulations and arrangements to which the Government of H.S.H. the Prince of Monaco is party, the Organization shall enjoy, in respect of its official communications of whatever nature, terms at least as favourable as those accorded to diplomatic missions in Monaco as regards any priority in communications and freedom of such communications.

#### **ARTICLE 10**

- I. The Government of H.S.H. the Prince of Monaco shall undertake, except where reasons of public order preclude it, to permit the entry into the Principality and the residence therein, without charge for visas and without delay, for the term of their duty or mission with the Organization, of representatives of Member Governments and observers from States with which the Bureau corresponds who are invited to participate in the sessions of the organs of the Organization or in conferences or meetings convened by the latter, as well as experts or persons called by it for consultative purposes.

- II. The persons concerned may not, for the duration of their missions, be compelled by the Monegasque authorities to leave the territory of Monaco save where they have abused the privileges of residence accorded to them in activities unconnected with their duties or missions with the Organization. The right of the Government of H.S.H. the Prince of Monaco to expel such officials would, however, be exercised only after prior consultation with the President of the Directing Committee or a person acting on his behalf.
- III. Such persons are not exempt from application of the effective rules governing quarantine and public health.
- IV. During their missions and when travelling on the territory of the Principality, the persons referred to in this Article shall enjoy :
  - (a) immunity from personal arrest or detention and from seizure of personal baggage, except if caught in the act of committing an offence, and
  - (b) inviolability of official papers and documents.
- V. If such persons are not of Monegasque nationality or permanently resident in Monaco, they shall also enjoy immunity from judicial process, even after completion of their mission, for all acts, including words spoken and written, done by them in the performance of their official duties, within the scope of their responsibility. This immunity shall not apply in the case of infringement by the persons concerned of the regulations governing the circulation of motor vehicles or of damage caused by a motor vehicle owned or driven by them.

#### ARTICLE 11

The Personnel of the Organization comprises :

- (a) the three Directors of the Bureau;
- (b) the Assistants, Heads of sections, permanent officials with duties of responsibility in the fields of the technical or administrative activities of the Bureau;
- (c) the other permanent officials charged with execution of work in the technical or administrative sections of the Bureau;
- (d) non-permanent employees.

#### ARTICLE 12

- I. The personnel specified in Article 11 (a), (b) and (c) shall be accorded :
  - (a) immunity from judicial process, even after termination of their duties, for all acts, including words spoken and written, done by them in the performance of their official duties within the scope of their responsibility. Such immunity shall not apply in the case of infringement by an official of the regulations governing the circulation of motor vehicles or of damage caused by a motor vehicle owned or driven by him;
  - (b) exemption from any possible tax on the remuneration received for their activities with the Organization;
  - (c) the conditions provided in Article 10 above as regards entry into Monaco and residence therein;
  - (d) if they were formerly resident abroad, the right to import their household and personnel effects free of customs duty when first taking up their duties;
  - (e) a special identity card issued by the relevant authorities for themselves, their wives and dependent children;
  - (f) in periods of international crisis, the facilities for repatriation offered to members of diplomatic missions.
- II. Furthermore, personnel in categories (a) and (b) shall be entitled to free temporary importation of a motor vehicle.
- III. The Government of H.S.H. the Prince of Monaco is not bound to accord to permanent residents of Monaco of French nationality the privileges mentioned in paragraph I(b) above, nor to its own citizens and to permanent residents of Monaco the privileges mentioned in paragraph I (c, d, f) and paragraph II above.



### ARTICLE 13

- I. The privileges and immunities provided for in this Agreement are not established with a view to granting the beneficiaries any personal advantages. They are instituted solely to ensure in all circumstances, the free functioning of the Organization and the complete independence of the persons on whom they are conferred.
- II. The President of the Directing Committee or, in his absence, a person acting on his behalf, or, in the case of representatives at the general Conference, the Government of the State concerned, shall have the right and the duty to waive such immunities when they consider that such immunities will impede the course of justice and when this can be done without prejudice to the interests of the Organization.

### ARTICLE 14

The provisions of this Agreement shall not affect the right of the Government of H.S.H. the Prince of Monaco to take any measures it may consider advisable for the security of Monaco and the safeguard of public order.

### ARTICLE 15

Any difference of opinion between the Government of H.S.H. the Prince of Monaco and the International Hydrographic Organization concerning the interpretation of this Agreement, if not settled by negotiation, shall be referred for a final and irrevocable decision to a committee of three judges, comprising :

- (a) an arbiter designated by the Government of H.S.H. the Prince of Monaco,
- (b) an arbiter designated by the Organization;
- (c) an arbiter designated by both parties by mutual agreement, or, should such agreement not be obtained, by the President of the International Court of Justice.

### ARTICLE 16

- I. This Agreement shall enter into force following exchange of the instruments of approval of the Government of H.S.H. the Prince of Monaco and notification of approval by the International Hydrographic Organization.
- II. At the request of either Party, consultations shall take place respecting the implementation, revision or extension of this Agreement. In the event of negotiations not resulting in an accord within a period of one year, this Agreement may be denounced by giving two years' notice.

Done at Monaco, on the tenth day of August, nineteen hundred and seventy-eight, in two copies in the French language.

The President of the Directing Committee  
of the International Hydrographic Bureau

The Minister of State

(signed)

(signed)

Rear Admiral George Stephen RITCHIE

André SAINT-MLEUX





**INTERNATIONAL HYDROGRAPHIC ORGANIZATION**

**STRATEGIC PLAN**

**April 2000**

**Note: This document was approved by the Member States of the IHO in March 2000**



# INTERNATIONAL HYDROGRAPHIC ORGANIZATION

## STRATEGIC PLAN

### Background

The International Hydrographic Organization is an inter-governmental organization whose members are the governments of maritime states. Established in 1921, the Organization provides a forum for the improvement of services to marine navigation through the discussion and resolution of hydrographic issues at the international level. It assists member governments to deliver these services in the most cost effective way through their national hydrographic offices. The IHO is governed by an international convention which has been ratified by 69 Member States [2000].

### Definition

Hydrography is defined as;

"That branch of applied science which deals with the measurement and description of the physical features of the navigable portion of the Earth's surface and adjoining coastal areas, with special reference to their use for the purpose of navigation".

The hydrographic services provided by the IHO Member States have two principal elements, acquisition of information, and provision of information services. They serve two principal groups of users, navigators, and users of Geographic Information Systems [GIS].

### Rationale

National hydrographic offices provide services to assist the safe and efficient navigation of ships, as well as hydrographic data essential for the sustainable use of the marine environment. The principal service is the provision of nautical information, including nautical charts, notices to mariners, sailing directions, data for integrated navigation systems and other products and services.

The provision of accurate and up to date charts offers significant economic and commercial benefits through facilitation of maritime trade and other marine activities. It also helps to prevent accidents which may result in the loss of life and property and in pollution of the marine environment.

Because navigation as well as marine administration and sciences are international activities, it is necessary to have a means of co-ordinating the work of national agencies and of standardizing products and services, in order to provide an effective world-wide service. This is the rationale for the IHO.

### Mission

The mission of the IHO is to facilitate the provision of adequate and timely hydrographic information for world-wide marine navigation and other purposes, through the co-ordination of the endeavours of national hydrographic offices.

### Objectives

The Objectives of the IHO are set down in Article II of the Convention. It is the object of the Organization to bring about :

- [a] The co-ordination of the activities of national hydrographic offices ;
- [b] The greatest possible uniformity in nautical charts and documents ;
- [c] The adoption of reliable and efficient methods of carrying out and exploiting hydrographic surveys ;
- [d] The development of the sciences in the field of hydrography and the techniques employed in descriptive oceanography. [see note]

Note: The text of item [d] above is taken to include many contemporary scientific and GIS applications in the coastal zone and in offshore waters.

### Benefits

The main beneficiary of the work of the IHO is the mariner, who receives a coherent, standardized and well co-ordinated service for safe and cost-effective navigation.

The Governments of Member States also receive important benefits from IHO participation, because an efficient world wide nautical service improves the safety of shipping and reduces the risks of casualties and environmental damage. Additionally, co-operative development of standards, procedures and products reduces unnecessary duplication of national efforts. The IHO also provides technical advice and assistance to help Governments to improve the services provided by their national hydrographic offices.

Additionally, Governments benefit from the work of the IHO in developing the application of hydrographic data to other national tasks. There is a growing demand for hydrographic data for purposes other than navigation, especially for fishing, offshore industry, coastal protection, harbour construction, and marine scientific research. Applications include decisions on national maritime boundaries, coastal zone management, modelling of marine areas, study of habitats, assessment of the state of the marine environment, and exercise of national rights in maritime zones.

The benefits of hydrographic work are recognized in a number of international instruments, notably the Convention on Safety of Life at Sea (SOLAS), the United Nations Convention on the Law of the Sea (UNCLOS), and the United Nations Convention on the Environment and Development (UNCED).

## **Strategic Issues**

The main strategic issues currently facing the IHO and its member hydrographic offices are:

### Transition to the digital era.

- Successful transition to provision of digital services, including production, distribution and updating

### Achievement of an adequate global hydrographic data coverage.

- Ensuring that good quality hydrographic data is available throughout the world where needed

### Responding to the external environment.

- Providing an appropriate and timely response to developments in government policy, technology, distribution, etc

### Achievement of adequate funding.

- Ensuring that sufficient funding is available for the provision of required services

### Capacity building.

- Building effective national organizations, with appropriate numbers of skilled staff and equipment [with special reference to the developing world]

### Providing services other than for navigation.

- Ensuring that the national hydrographic data are available for GIS applications to satisfy the needs of scientists, administrators and other institutions with interests in marine issues, and that the data are fully and conveniently available to them.

## **Goals of the IHO**

The goals of the IHO reflect the objectives of the Organization and the need to address the strategic issues facing the Members. The current goals are:

### 1. To help the Member States to fulfil their present roles and to anticipate future demands as effectively and efficiently as possible, particularly by:

- Acting as a focal point and forum on all matters relating to best practice in hydrography and management;
- Fostering exchange and co-operation between HO s;
- Stimulating new developments for hydrographic services;
- Developing and disseminating minimum standards;
- Encouraging regional co-operation.

### 2. To achieve global coverage of effective hydrographic services, through:

- Assessing adequacy of current coverage, prioritizing areas of concern, and encouraging work to improve the situation;
- Encouraging the establishment of new HO s, and striving to raise the capabilities of all HO s;
- Expanding membership of IHO.

### 3. To raise global awareness of the importance of hydrography, through:

- Ensuring that the roles and responsibilities of national HO s are properly understood;
- Promoting the benefits of the work of national HO s;

- Providing support for funding initiatives, especially for developing nations.

4. To maintain an efficient and effective Organization through appropriate corporate management and development.

## **Programmes**

In order to meet its current goals, the IHO manages five principal programmes:

### **1. Co-operation between Member States and with International Organizations**

This programme addresses the requirement of Goals N° 1 and 2 through co-ordinated activities at the regional or world-wide level, via:

- Creation and operation of the regional hydrographic commissions, and other relevant subsidiary bodies of the IHO;
- Representation of IHO interests at relevant international organizations;
- Intensification of co-operation between the hydrographic services of Member States;
- Co-operation between IHO and non-member states;
- Encouraging all maritime nations to become Member States.

### **2. Capacity Building**

This programme addresses principally the requirements of Goals N°. 1, 2, and 3 either through the development of hydrographic capabilities in nations where such development is needed, or through assistance in some specific fields to nations with an already established hydrographic capability, via:

- Advisory assessments to identify requirements and shortcomings;
- Promotion and co-ordination of technical co-operation and training from developed nations;
- Promotion and co-ordination of funding and other assistance from international aid agencies;
- Raising political awareness of the requirements for and benefits of hydrographic services;
- Encouraging the establishment of new Hydrographic Offices.

### **3. Techniques and Standards Co-ordination and Support**

This programme addresses the requirement of Goals Nos.1 and 2 through the following activities:

- Acting as a focal point and forum for the interchange of information on all matters relating to pertinent current and emerging technologies and operational techniques and their application to hydrography;
- Stimulating new developments for provision of hydrographic services, especially digital services;
- Developing appropriate standards, through technical subsidiary bodies;
- Disseminating all information relating to the above in the working languages of the Organization.

These activities are generally divided into seven specialities; cartography and hydrographic information services, hydrographic surveying, navigation, training, GIS applications and services, publications management, and translation services.

### **4. Public Relations and General Management Support**

This programme addresses the requirements of Goals Nos.1, 2 and 3 by:

- Raising public awareness of the importance of hydrography, and ensuring that the need for and responsibilities of hydrographic offices are properly understood [public relations support];
- Ensuring the availability of information about the work of the Organization and its Members;
- Exchanging “benchmarking” information in regard to methods and resources employed for the achievement of objectives, to assist Member States to achieve the best results [see note];
- Exchanging information about relevant developments in the non-government sector;
- Exchanging information on the development and application of hydrographic services in support of science, coastal zone management etc, possibly within the framework of a national spatial data infrastructure.

Note: Benchmarking is defined as "a continuous, systematic process for evaluating the products, services and work processes of organizations that are recognised as representing best practices for the purpose of organisational improvement".

### **5. Corporate Affairs**

This programme addresses the requirements of Goal No. 4, and provides “housekeeping” services for the IHO, under five main headings:

- Corporate Development for the Organization, including strategic planning, structural change, etc;
- I.H. Bureau Administration, including financial management, staff management, property services, secretarial services, printing services, information technology, travel etc;
- I.H. Conferences and other meetings; Relations with Host Government; IHO Membership Administration;

Further information about these five programmes is set out in the document “ Work Programme of the IHO, 2000–2004”.

**Attachment:** Schematic Diagram.





## IHO STRATEGIC PLAN - SCHEMATIC

<i>Objectives of the IHO</i>				
a. Co-ordinate work of NHOs b. Uniformity in Charts		↓	c. Efficient methods for surveys d. Development of sciences	
<i>Strategic issues</i>				
1. Transition to digital era 2. Global data coverage 3. Manage external environment			4. Adequate funding 5. Capacity building 6. Services not for navigation	
↓				
<i>Goals</i>				
	1 Assist Member States ↓	2 Global Coverage ↓	3 Public Relations ↓	4 Effective Organization  ↓
<i>Activities</i>				
	1.1. Act as a focal point 1.2. Foster exchange and co-operation 1.3. Stimulate new developments 1.4. Develop and disseminate standards 1.5. Encouraging regional co-operation	<b>2.1. Assess the adequacy of current coverage</b> 2.2. Develop HOs 2.3. Encourage IHO membership	3.1. Raise awareness of the importance of hydrography 3.2. Explain need and responsibilities of HOs 3.3. Promote the need and the benefit of HOs' work 3.4. Provide support for funding	
<i>Structures / Expertise</i>				
<b>Member States</b>	X	X	X	
<b>Hos</b>	X	X	X	
<b>RHC</b>	X	X	X	
<b>IHC</b>	X	X		X
<b>IHB</b>	X	X	X	X
<b>Other IHO Bodies</b>	X	X	X	X
<i>Programmes</i>				
1. International Co-operation	X	X	-	-
2. Capacity Building	X	X	X	-
3. Techniques and Standards	X	X	-	-
4. P. R. and Management	X	X	X	-
5. Corporate Affairs	-	-	-	X