

**IHB File No. S1/1100**

**CIRCULAR LETTER 46/2001  
8 October 2001**

**REVISED IHO WORK PROGRAMME 2001 – 2005**

Reference: CL19/2001 dated 2 April 2001.

Dear Sirs,

Please find herewith a copy of the revised IHO Work Programme 2001 – 2005.

Amendments have been made in accordance with comments received from Member States and the IHB. The layout has also been revised to indicate those tasks already completed and the planned deadlines for the remaining tasks. The modifications to the layout are explained in the Introduction.

On behalf of the Directing Committee  
Yours sincerely,

A handwritten signature in cursive script, reading "Giuseppe Angrisano".

Rear Admiral Giuseppe ANGRISANO  
President

Annex A: Revised Work Programme 2001 – 2005



**INTERNATIONAL HYDROGRAPHIC ORGANIZATION**

**WORK PROGRAMME OF THE IHO FOR THE PERIOD 2001 – 2005\***

**Updated September 2001**

[\* This plan covers five years, and is updated annually.]

## **WORK PROGRAMME OF THE IHO FOR THE PERIOD 2001 – 2005**

### **Introduction**

1. The detailed IHO Work Programme for 2001 – 2005 is based on the objectives and goals of the IHO, which are established in the IHO Strategic Plan.
2. The Work Programme contains details of the tasks to be undertaken within each of the five IHO programme areas.
3. This revision has identified and thus produced the necessary changes. The former "Ongoing Tasks" are now identified as "Objectives" as they are permanent targets rather than precise tasks. The priorities already identified (HP, MP and LP) have been maintained for that category.
4. The former "Project tasks" and "Key Targets" have been grouped under the heading "Tasks", as they refer to the same concepts. A general deadline of proposed achievement has been assigned to each of them. Tasks already accomplished have been identified with the word "DONE".
5. Some duplications and unclear concepts have been eliminated and some priorities adjusted in accordance with comments received from Member States.
6. The inclusion of the former Element 3.6. "Editorial and Publications Management" under Programme 4 as the new Element 4.1. "Information Management" has produced changes both to the Tables of budget distribution and to the pie-charts. These elements could be re-worked following any specific request from M.S.

## Contents

Programme 1	page 4
Programme 2	page 6
Programme 3	page 9
Programme 4	page 14
Programme 5	page 16

## Key to Objectives

<p><b>[HP] = High Priority.</b> <b>[MP] = Medium Priority.</b> <b>[LP] = Low Priority.</b></p>
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**IHO WORK PROGRAMME  
2001 - 2005**

**Programme 1**

**Co-operation with Member States and with International Organizations**

**Element 1.1 - Co-operation with Member States**

The aim of this element is to continue the development of international navigation services through:

**Objectives**

**O 1.1.1** The work of the regional hydrographic commissions, including the implementation of the schemes of international charts, and the increase in the number of INT charts published. [HP]

*Action: RHC's*

**O 1.1.2** Encouraging bi-lateral and regional co-operation based on agreements between National Hydrographic Offices, which provide for a balanced exchange, whether by means of products, services or copyright compensation. [HP]

*Action: Nations concerned + IHB+ RHC's*

**O 1.1.3** Encouraging Member States' participation in IHO subsidiary bodies [HP].

*Action: RHC's + IHB*

**Tasks**

**Task 1.1.1** Study the establishment or enlargement of regional hydrographic commissions in NAVAREA VIII, North East Pacific, Baltic Sea and East Asia [2001-2002].

*Action: RHC + IHB + Nations concerned*

**Element 1.2 - Co-operation with International Organizations**

The aim of this element is to continue the collaboration with other international organizations.

**Objectives**

**O 1.2.1** Continuous interaction with IMO, IOC, IALA, ICA, IEC, ISO, FIG, and WMO, working particularly through [HP]:

- The IMO Maritime Safety Committee [MSC], the Technical Co-operation Committee [TC], the Sub-committee on Safety of Navigation [NAV], the Committee on Search and Rescue [COM-SAR] and other bodies of the IMO.
- The GEBCO programme, and the IOC programmes for Ocean mapping and other programmes
- Joint initiatives with IALA and IAPH and other organizations with competence in the development of navigation infrastructure.
- FIG, through various joint groups
- The ISO technical working group on spatial data standards [TC 211]
- The UN Informal Consultative Process on Oceans and Law of the Sea (UNICPOLOS)
- The UN Assembly, at which the IHO is an observer.

### Tasks

**Task 1. 2. 1** Formalize relationships with ICA and IEC through signature of Co-operation Agreements [by 2003].

*Action: IHB*

**Task 1. 2. 2** Co-operate with IMO and the Government of Italy in establishing and formalizing a consortium to support IMA Trieste. [DONE]

**Task 1. 2. 3** Formalize relationships with IALA through signature of a Co-operation Agreement. [DONE]

*Action completed:*

- *Co-operation Agreement IMO-IMA-IHO signed on 16 November 2000*
- *Co-operation Agreement with IALA signed in June 2001*

### Element 1. 3 - Co-operation with non-Member States

#### Objectives

**O 1. 3. 1** Establishment and development of relations with non Member States, particularly through RHCs in view of their possible IHO membership and of their hydrographic development. [HP]

#### Tasks

**Task 1.3. 1** Initiate formation of an RHC for NAVAREA VIII, North Pacific (Canada, USA, Mexico and Central America) and membership enlargement of East Asia RHC and Baltic Sea RHC. (see also Task 1.1.1) [2001-2002]

*Action: Chairmen NAVAREAS, RHC's and IHB*

## Programme 2

### Capacity Building

#### Element 2.1 - Technical Co-Operation

##### Objectives

- O 2.1.1** Assess continuously the hydrographic surveying, nautical charting and nautical information status of nations and regions where hydrography is developing and provide guidelines for the development of local hydrographic capabilities. Identify regional and sub-regional requirements, encourage development and discuss the possibilities for technical and financial assistance and training. [These actions can be carried out in conjunction with IMO, IALA, and IAPH and other relevant national or international organizations in order to embrace the totality of requirements for navigation infrastructure, such as maritime administration, ports services and aids to navigation and should include the co-operation of the RHC concerned.] [HP]

*Action: RHC's Chairmen and IHB*

- O 2.1.2** Encourage the coordinated provision of technical and financial assistance to hydrographic development projects by establishing close relationships with national agencies and relevant international organizations which may provide funding or other support. [HP]

*Action: RHC's Chairmen and IHB*

- O 2.1.3** Encourage and follow the development of bilateral or multi-lateral arrangements between countries having well established hydrographic offices, and hydrographic survey organizations, and those desiring to establish or expand their hydrographic capabilities. [MP]

*Action: RHC's Chairmen, Nations and IHB*

- O 2.1.4** Encourage the development of greater training capacity and additional courses for hydrographic personnel from developing nations. [HP]

*Action: RHC's Chairmen, IHB and Nations*

- O 2.1.5** Encourage development of capacity for ENC production worldwide. [HP]

*Action: RHC's and IHB*

- O 2.1.6** Coordinate technical co-operation projects regarding hydrography, nautical cartography and safety of navigation through the FIG/IHO Technical Assistance and Co-operation Co-ordination Working Group [TACC]. [MP]

*Action: RHC's and IHB*

- O 2.1.7** Identify aid agencies which are potential sources of funds, and actively seek their assistance. [MP]

*Action: IHB*



## Tasks

**Task 2. 1. 1** Continuation of a project for the development of Hydrography, Nautical cartography and safety of Navigation infrastructure in Central America, in co-operation with COCATRAM. [2001-2002]

*Action: IHB, COCATRAM, countries and RHC involved*

*NOTE: The first part of this project was achieved in December 2000.*

**Task 2. 1. 2** Study the establishment or development of national hydrographic departments and the creation or enlargement of RHC in the areas of NAVAREA VIII, North East Pacific (Canada, USA, Mexico, Pacific coast of Central America), Asia (Cambodia, Vietnam) and Baltic countries (Lithuania, Latvia) [2001-2002]

*Action: IHB, countries and RHC involved*

**Task 2. 1. 3** Creation of a study team to assess the status of Hydrography, Aids to Navigation and Safety to Navigation in Western and Central Africa (with IMO, IALA, IAPH and others), with a view to formulating a development project. This is an initiative of regional states. [2001-2002]

*Action: EAtHC countries, IHB*

**Task 2. 1. 4** MEDA Project 7 and MEDA project Part 2 (with EC and IMA Trieste). [by 2003]

*Action: IHB, IMA and IMO, MEDA Steering Committee*

**Task 2. 1. 5** Project for Safety of Navigation Services on Lake Victoria (with IMO and IALA). [by 2003]

*Action: IHB, IMA and IALA*

**Task 2. 1. 6** Technical Co-operation for the Development of Hydrography and Aids to Navigation in the Black Sea (with EC and countries involved). This is an initiative of regional states. [by 2003]

*Action: Black Sea WG on Safety of Navigation, MBSHC, IHB and IALA*

**Task 2. 1. 7** Continue and develop the contacts with the Asian Development Bank, European Commission, Global Environment Facility, World Bank, and with national agencies supportive of bilateral projects. [2001-2005]

*Action: IHB and RHC's*

**Task 2. 1. 8** Carry out visits of Technical Cooperation to the following countries and organizations:

**Central America and Mexico** - see Task 2. 1. 1. and 2.1.2. (2001)

**Asia** – Cambodia, Vietnam and NAVAREA VIII countries - see Task 2.1.2. [2002]

**Baltic countries (Latvia, Lithuania)** - see Task 2.1.2. (2002)

**Central and Western Africa** - see task 2. 1. 11 [2001-2002]

**Organizations** - Asian Development Bank, UNDP, World Bank. [2001-2002]

**Red Sea** - Eritrea, Saudi Arabia, Yemen. [by 2005]

**Task 2. 1. 9** Research the establishment of an IHO scholarship scheme for students from developing countries, and propose budget provisions. [by 2003]

*Action: IHB and Nations*

## Element 2.2 - Membership

### Objectives

O 2.2.1 Encourage entry of new Member States [HP]

*Action: RHC's and IHB*

O 2.2.2 Encourage Member States to provide a prompt response to membership applications from non-member states which wish to join the IHO, in support of the action of the Monaco Government (Depositary of the IHO Convention). (MP)

*Action: IHB*

### Tasks

Task 2.2.1 Study the implementation of a less complex procedure for accession to IHO membership. [DONE]

*Action: IHB implemented (see proposals to the XVI I.H. Conference)*

Task 2.2.2 Take measures to avoid suspension of Member States, and to restore the rights of suspended Members. [by 2003]

*Action: IHB*

Task 2.2.3 To encourage Member States to decide on the ratification of the amendments to the Convention proposed in 1987 and 1997. [2001-2002]

*Action: IHB implemented (see proposals to the XVI I.H. Conference)*

## Element 2.3 — Financial Assistance

The IHB considers it more appropriate that this element be a part of the objectives in Element 2.1. Technical Cooperation. Therefore, all items have been transferred to Objectives and Tasks under Technical Cooperation.

## Programme 3

### Techniques and Standards Support

The principal work of this programme will be divided into six elements: Nautical Cartography, Hydrographic Surveying, Training and Education, Data for GIS Applications, Maritime Safety Information and Translation Services.

#### Element 3.1 - Nautical Cartography

##### Objectives

- O 3.1.1** Continuation of the co-operative work on development of ECDIS services, particularly:
- 3.1.1.1 On-going refinement and expansion of specifications and standards through the CHRIS and its working groups, with links to the CSC and ISO. **[HP]**  
*Action: IHB and M.S.*
  - 3.1.1.2 Support and encouragement for the production and distribution of ENC data sets through the WEND Committee, the Northern Europe RENC, and other emerging vehicles. **[HP]**.  
*Action: IHB and RHCs and Committees*
  - 3.1.1.3 Participation in the regulatory, testing and certification aspects of ECDIS through the IMO/IHO HGE and IEC/TC80 in matters concerning ECDIS, RCDS, and ECS. **[HP]**  
*Action: IHB*
  - 3.1.1.4 Develop contacts with the international bodies representing private industry [umbrella organizations], to reduce potential conflicts and to maximize quality and availability of adequate digital nautical products, by inviting their participation in appropriate IHO forums, and through IHO participation in non-government activities such as Open ECDIS Forum [OEF]. **[HP]**  
*Action: IHB and RHC's*
- O 3.1.2** Continuation of participation in the development of standards for cartography and geographic information in association with groups such as DGIWG, ICA and ISO, in order to ensure that the interests of IHO members receive attention in the formulation of standards. **[HP]**
- O 3.1.3** Continuation of the development of the international [paper] chart series through the relevant committees and bodies. **[MP]**  
*Action: CSC, RHCs, INT Chart Co-ordinators*
- 3.1.3.1 Development of new symbology for ship routeing, including archipelagic sea lanes, vessel traffic services, environmentally sensitive areas, etc. **[MP]**  
*Action: CSC and IHB*
  - 3.1.3.2 Progress of the work of the Committee for the Standardization of Nautical Publications, particularly the development of standard formats for Notices to Mariners, and for Sailing Directions and other nautical publications. **[MP]**  
*Action: CSNP and IHB*

- 3.1.3.3 Resolution of issues concerning the extension of the INT chart scheme to include large scale charts. [MP]

*Action: CSC, RHC's and INT Chart Co-ordinators*

- O 3.1.4** Provide technical advice to Member States and users of IHO standards on cartographic systems and processes, and construction of national chart schemes [see also programme 2 element 1]. [MP]

*Action: IHB*

#### Tasks

- Task 3.1.1** Revise, develop, and maintain the following publications:  
S-52, S-57 New Editions [2001-2002], M-4, M-11, S-23, [by 2003], S-59 [by 2005]

*Action: Committees, WGs and IHB*

- Task 3.1.2** Complete harmonization of IHO standards with ISO standards. [by 2003]

- Task 3.1.3** Co-ordinate and publish regional ENC production and service plans, commencing with Europe in 2000, followed by North America, South East Asia and the Caribbean by 2001, South West Pacific and South America. [by 2005]

### Element 3.2 - Hydrographic Surveying

#### Objectives

- O 3.2.1** Through the S-44 Working Group, continue the development of specifications and standards for the execution of hydrographic surveys and related activities such as tidal observations, through the existing working groups. [MP]

*Action: WGs and IHB*

- O 3.2.2** Monitor and inform IHO Member States about :
- data acquisition items
  - geodesy and remote sensing techniques and utilisation of new techniques[MP]

*Action: RHCs and IHB*

- O 3.2.3** Through the Tidal Committee, monitor and inform IHO Member States about developments in tidal observations, especially the space based research programmes relating to tidal constituents [Topex Poseidon, ERS, ] [MP]

*Action: Tidal Committee and IHB*

- O 3.2.4** Respond to requests for advice from relevant international organizations and Member States on the Hydrographic aspects of the UN Convention on the Law of the Sea [MP].

*Action: ABLOS and IHB*

#### Tasks

- Task 3.2.1** Compilation of the IHO Manual on Hydrographic Surveying. [2001-2002]

*Action: WG and IHB*

- Task 3.2.2** Development of the WEB version of the IHO Hydrographic Dictionary [Project DHYDRO]. [2001-2002]

*Action: WG and IHB*

**Task 3. 2. 3** Development of a S-57 profile for a standard exchange format for hydrographic source data. **[by 2003]**.

*Action: WG and IHB*

**Task 3. 2. 4** Consult Member States on the need to establish standards for surveying in navigable rivers and inland waterways, to address special subjects such as hydrometric levels, survey techniques, depiction of coasts, shifting channels etc. **[by 2003]**.

*Action: RHCs and IHB*

**Task 3. 2. 5** Revise, develop and maintain the following publications : S-32, S-60 **[Done]** S-44, S-50, S-51, S-55 **[by 2005]**

*Action: WGs and IHB*

### **Element 3. 3 - Training and Education**

#### **Objectives**

**O 3. 3. 1** Development of standards of competence for hydrographic surveyors and nautical cartographers, and recognition of courses. Reviewing and maintenance of the Standards to take account of emerging new technologies and methods. **[HP]**

*Action: IAB, IHB*

**O 3. 3. 2** Improve the level of international hydrographic competence and to provide guidance to the international hydrographic community about hydrographic education through the Joint FIG/IHO International Advisory Board on Standards of Competence for Hydrographic Surveyors. **[HP]**

*Action: IAB and IHB*

**O 3. 3. 3** Encourage the worldwide establishment of courses in hydrography and nautical cartography, advising on their submission for recognition from the IHO/FIG Advisory Boards, in order to increase the number of international courses conforming to agreed standards. **[MP]**

*Action: IAB, RHCs and IHB*

#### **Tasks**

**Task 3. 3. 1** Complete the development of the 9<sup>th</sup> edition of the Standards of Competence. **[DONE]**

**Task 3. 3. 2** Revise, develop and maintain M-5, M-6 [new publication] and S-47. **[DONE ]**

*Action: IAB and IHB*

**Task 3. 3. 3** Development of Standards of Competence for Nautical Cartographers through the new Advisory Board. **[2001-2002]**

**Task 3. 3. 4** Initiate actions with international funding agencies for the promotion of hydrographic training and education in developing countries. **[2001-2005]**

*Action: IHB and Nations*

**Task 3. 3. 5** Consult with Member States on the need to establish specific standards for cartography in navigable rivers and inland waterways. **[by 2003]**

*Action: RHCs and CSC*

**Task 3.3.6** Delivery of training courses relating to the promulgation of MSI [by 2005].

*Action: IAB, CPRNW and IHB*

### **Element 3.4 - Data for Geomatics Applications**

#### **Objectives**

**O 3.4.1** Assist Member States to optimize and extend the use of their hydrographic data sets for purposes other than navigation through:

3.4.1.1. Development of generic product and service specifications. Investigate, through the Subgroup of TSMAD for Hydro Survey Data and Exchange, how to include these data as a part of S-57. [HP].

*Action: RENCs*

3.4.1.2. Development of the interpretation of the law of the sea through the ABLOS group. [HP]

*Action: ABLOS and IHB*

3.4.1.3. Monitor and contribute to development of training standards for geomatics applications. [MP]

*Action: IHB*

3.4.1.4. Monitoring of geomatics developments around the world, especially those connected with coastal zone data management and the development of national, regional and global and spatial data infrastructures [LP].

*Action: Nations and IHB*

**O 3.4.2** Participation in the development of standards for cartography and geographic information, and the alignment of IHO standards with more general standards for spatial data, through the work of:

- ISO TC 211 Working Group 5 [HP] *Action: Nations and IHB*

- Global Spatial Data Infrastructure [MP] *Action: IHB in co-operation with ICA*

- ICA Commission on Spatial Data Standards [MP] *Action: IHB*

**O 3.4.3** To continue to contribute to the development of worldwide ocean and shallow water mapping through:

3.4.3.1 Re-affirming the role of Hydrographic Offices in collecting and managing digital bathymetric data for GEBCO and ocean mapping projects [HP].

*Action RHCs and IHB*

3.4.3.2 Participating in the definition and development of GEBCO and IOC products and projects including the IOC sponsored regional international bathymetric charts. [HP].

*Action: IHB in co-ordination with IOC*

3.4.3.3. Co-operating with IOC and the United Nations in monitoring the naming of undersea features in international waters. [HP]

*Action: SCUFN and IHB*

3.4.3.4. Encouraging Member States to contribute data for international ocean mapping [MP].

*Action: RHCs and IHB*

3.4.3.5. Continuing development of the digital data centre at Boulder, Colorado [MP].

*Action: RHCs and IHB*

3.4.3.6. Providing an information service for Oceanographic matters [LP].

**Action : IHB**

#### Tasks

**Task 3. 4. 1** Revise, develop and maintain the following publications :  
B-2, B-4, B-6, B-7, and B-8 [2001-2005]

*Action: WGs and IHB*

**Task 3. 4. 2** Complete harmonization of IHO spatial data standards with ISO standards [2001-2002]

*Action : TSMAD and IHB*

**Task 3. 4. 3** Organize the GEBCO Centenary Conference in 2003 [by 2003].

*Action: IHB in co-ordination with IOC*

#### Element 3. 5 - Maritime Safety Information

#### Objectives

**O 3. 5. 1** Encourage the implementation of the GMDSS through the work of the NAVAREA co-ordinators and the Committee for the Promulgation of Radio Navigational Warnings [CPRNW]. [HP].

*Action: CPRNW and IHB*

**O 3. 5. 2** Improve the global standards for disseminating Maritime Safety Information in co-operation with IMO and WMO [MSI] [HP].

*Action: CPRNW and IHB*

#### Tasks

**Task 3. 5. 1** Revise, develop and maintain the following publications :

S-53 and Appendix [DONE] . M-12 [by 2003] *Action: IHB*

#### ~~Element 3. 6 - Editorial and Publications Management~~

**This element has been transferred to Programme 4 under the name of "Information Management".**

#### Element 3.6 - Translation Services

#### Objectives

**O 3. 6. 1** Provide translation services into the languages of the Organization, in accordance with the obligations established in the IHO Basic Documents and IHO Resolutions (publications M1 and M3) [HP].

*Action: IHB supported by Nations as appropriate*

**O 3. 6. 2** Provide informal verbal interpretation services at IHB when required [MP].

*Action : IHB*

## **Programme 4**

### **Information Management and Public Relations**

#### **Element 4.1. Information Management**

The aim of this element is disseminating relevant information to IHO Member States, Organizations and individuals, taking advantage of powerful new technologies.

#### **Objectives**

**O 4.1.1** Maintain and develop an informative IHO Web-site as the principal means for distribution of information. Organize the production and distribution of the IHO publications in appropriate languages, through the IHO Web site, CD-ROMs and when appropriate in printed form. [HP].

*Action: IHB*

**O 4.1.2** Provide other information to Member States through the issue of Circular Letters. [HP]

*Action: IHB*

**O 4.1.3** Operate and maintain the graphic arts facilities of the IHB, both mechanical and computerized. [HP]

*Action: IHB*

#### **Tasks**

**Task 4.1.1** Complete transition of IHO publications to digital media. [2001-2002]

**Task 4.1.2** Start a new internal IHB re-structure for Information Management. [2001-2002]

**Task 4.1.3** Provide an annual distribution of IHO publications on CD-ROM. [2001-2005]

**Task 4.1.4** Revise, develop and maintain the following publications :  
M-2 [2001-2002] ; P-4 , P-5, P-7 [Annually] ; P-6 (every 5 years)  
M-1 (2001-2002) ; M-3 [Permanently updated]

#### **Element 4.2 - Public Relations**

#### **Objectives**

**O 4.2.1** Raise awareness of the importance of hydrography, and ensure that the need for and responsibilities of hydrographic offices are properly understood, particularly in government and in the user community [2001-2005].

*Action: IHB+Member States*

**O 4.2.2** Monitor and inform Member States concerning dealings with academia and industry, in order to best harness the research and development capabilities available in these sectors [2001-2005].

*Action: IHB+Member States*

**O 4.2.3** Provide briefings to senior decision makers on request and during visits to Member and Non-Member States [2001-2005].

*Action: IHB*



## Tasks

**Task 4. 2. 1** Deliver papers on this subject at appropriate conferences and seminars [2001-2005].

*Action: IHB*

**Task 4. 2. 2** Issue press releases during all major IHO meetings [2001-2005].

*Action: IHB*

**Task 4. 2. 3** Production of the new edition of M-2 in three languages [2001-2002].

**NOTE: The English version of the new edition of M-2 will be published by end 2001.**

**Task 4. 2. 4** Monitor and inform Member States about appropriate comparative information concerning responsibilities and resources employed, in order to provide a “benchmarking” service to identify “best practice” [see note below] [2001-2002].

*Action: IHB+Member States*

**Task 4. 2. 5** Establish a collection of public information material already in use by Member States [2001-2005].

*Action: IHB*

**Task 4. 2. 6** Monitor and inform Member States about developments in quality management, and encourage quality management accreditation (ISO 9000), to strengthen the position of hydrographic offices as quality service providers [by 2003].

*Action: IHB and Nations*

**Task 4. 2. 7** Develop an information paper/web entry for promoting hydrography as an interesting career which is recognized by educational institutions [by 2005].

*Action: IHB*

**Task 4. 2. 8** Establish a compendium of legal cases related to charting and nautical accidents [by 2005].

*Action: IHB*

**Note 1:** 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".

## **Programme 5**

### **General Organization Development**

#### **Element 5.1 - IHO Corporate Development**

This element is established to manage appropriate development of the IHO, in order to ensure that it is able effectively to address the tasks set by Member States.

#### **Objectives**

**O 5.1.1** To conduct an annual update of the IHO inter-sessional Work Programme [HP].

**O 5.1.2** To maintain at the IHB a library with an appropriate collection/compendium of technical books and journals for reference and research [especially those produced by maritime organisations.] [MP/LP].

*Action: IHB*

**O 5.1.3** To encourage the improvement of communications within the Organization, particularly encouraging the use of digital media [eg e-mail, digital publications etc.] [MP].

*Action: IHB*

**O 5.1.4** To research opportunities for the exchange of staff between HOs and IHB. [Decision 3, XVth IH Conference] [LP].

*Action : IHB*

#### **Tasks**

**Task 5.1.1** To study further re-structuring of the Organization so that it can better respond to the requirements of Member States and the objectives articulated in the Strategic Plan, and to improve cost-effectiveness. [by 2005].

#### **Element 5.2 - IHO Administration**

**Objectives** [Routine] *Action: IHB*

##### **O 5.2.1 IHO Financial Management**

- 5.2.1.1 Financial Planning , budgets, financial administration
- 5.2.1.2 Manage Member States' contributions, and monitor timely payment
- 5.2.1.3 Manage investment of IHO funds
- 5.2.1.4 Provide a service for the sale of publications to interested users
- 5.2.1.5 Book keeping, accounting and financial reporting
- 5.2.1.6 IHB Shop and miscellaneous activities

##### **O 5.2.2 IHB Personnel Management**

- 5.2.2.1 Personnel administration
- 5.2.2.2 Staff development
- 5.2.2.3 Manage retirement funds, medical insurance etc.

##### **O 5.2.3 IHB Secretariat Administration**

- 5.2.3.1 Registry and Reception Service
- 5.2.3.2 Postage, telephones, customs etc

5.2.3.3 Hotel reservations and other services to representatives of M.S. in Monaco.

**O 5. 2. 4 IHB Travel Administration**

5.2.4.1 Programme, arrange, and monitor travel for IHB staff

**Tasks**

- Task 5. 2. 1** Complete a report on reviewing of IHB salaries 6 months before the XVI I.H. Conference including new salary structures to apply to IHB Cat B staff [2000]. **NOT DONE**
- Task 5. 2. 2** Prepare the budget for period 2003 -2007 [2001-2002].
- Task 5. 2. 3** Complete proposals for incentives for prompt payment of contributions, including proposals to reduce the financial burden to small nations [by 2003].
- Task 5. 2. 4** Develop the budget presentation software to enable presentation of a programme based budget from 2003 onwards. [by 2003].
- Task 5. 2. 5** Study of staff assessment procedures [by 2003].
- Task 5. 2. 6** Study of alternative social security arrangements [2001]. **Examined and proved not possible to implement.**

**Element 5. 3 - Property and Information Technology**

**Objectives** [Routine. Action : IHB].

**O 5. 3. 1 IHB Property Administration**

- 5.3.1.1 Building repairs and maintenance
- 5.3.1.2 Occupational Health and Safety
- 5.3.1.3 Office equipment and furnishings
- 5.3.1.4 IHB purchasing function
- 5.3.1.5 Inter-sessional Conferences, Meetings and Receptions at IHB

**O 5. 3. 2 IHB Information Technology**

- 5.3.2.1. Manage the maintenance of the WEB site and the enhancement of the IT facilities i.a.w. the IT Master Plan
- 5.3.2.2. Administer the IHB Local Area Network

**Element 5. 4 - Host Government Affairs. Routine. Action : IHB**

- O 5. 4. 1** Implement the Host Agreement [HP].
- O 5. 4. 2** Relations with the Monegasque Government at all levels, and with Monegasque diplomatic posts in key countries and the UN, including visits, briefings etc. Management of all aspects of applications for membership and accessions to the Convention [HP].

**Element 5. 5 - IHO Conferences**

- Task 5. 5. 1** Organise XVI IH Conference and Exhibition [2001-2002].