

CIRCULAR LETTER 17/2002
24 April 2002

**TASKS AND MODUS OPERANDI OF THE STRATEGIC PLANNING
WORKING GROUP**

Reference: Decision No. 2 of the XVIth International Hydrographic Conference
(*Approval of the new Terms of Reference for the Strategic Planning Working
Group*).

Dear Sirs,

This Circular Letter is sent for action to the Chairmen of the IHO Regional Hydrographic Commissions and, in some cases, to the Coordinators of the INT Charting schemes in order to implement the decision of the first meeting of the new Strategic Planning Working Group which was held on Saturday 20 April 2002 at the IHB (the day following the conclusion of the XVIth International Hydrographic Conference).

At that meeting, which was chaired by Cdr. Frode KLEPSVIK (Norway) and co-chaired by Dr Wyn WILLIAMS (UK) and Dr Hideo NISHIDA (Japan) (all elected by the XVIth I.H. Conference), it was decided that, in implementation of the reference Conference Decision No.2, (attached herewith in the form of new Terms of Reference of the SPWG), each Regional Commission has to designate a representative to the SPWG, preferably at the level of Head of the Hydrographic Service.

The names of the representatives for the SPWG must be communicated to the IHB with a copy to the Norwegian Hydrographic Service, by the end of May 2002.

At this first SPWG meeting the following calendar for the subsequent meetings was decided:

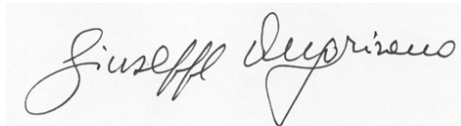
- 16-17 September 2002 at the IHB in Monaco.
- 20-21 January 2003 in India (place to be announced by the Indian Hydrographer).
- 26-27 May 2003 in Ottawa, Canada. *Note: after the meeting of 20 April in Monaco the IHB was informed that this meeting might be held in Lima, Peru alongside the WEND meeting in June 2003, in order to reduce travel expenses.*
- October 2003 in Singapore.

The Agenda (which will include a number of the proposals not discussed at the XVIth IHC) and relevant documentation for the first meeting will be distributed to the designated attendees by the IHB after consultation with the Chairman.

At the SPWG meeting of 20 April, it was also decided to open the participation in the SPWG to any IHO Member State wishing to attend. It is highly desirable that the Government of Monaco be permanently represented on the SPWG. The Directing Committee of the I.H. Bureau will attend all meetings.

The IHB will provide secretarial support to the Chairman. A forum discussion within the structure of the IHO Web site will be instituted by France (SHOM), and this forum will collect the suggestions and comments of the IHO Member States.

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in cursive script, reading "Giuseppe Angrisano". The signature is written in black ink on a light-colored background.

Rear Admiral Giuseppe ANGRISANO
President

Annex A: New Terms of Reference of the SPWG

-
- | | |
|-------------------------|---|
| Copy (for action) to: | - Chairmen of all Regional Hydrographic Commissions and Brazil, Coordinator of the INT Charting Scheme C1 |
| Copy (for information): | -Chairman and Vice-Chairmen of SPWG
-External Relations Department of the Government of Monaco |

NEW TERMS OF REFERENCE FOR THE SPWG

1. Give advice, when needed, to the IHB Directing Committee, regarding the content of the Strategic Plan and related Work Programme.
 2. Oversee and monitor the content of the Strategic Plan and related Work Programme.
 3. The SPWG will include representatives designated by the IHO Regional Hydrographic Commissions. Individual Member States may be represented if they consider it necessary.
 4. The SPWG shall request the assistance of legal experts when it is deemed necessary.
 5. The Chairman of the SPWG will be elected by the Conference.
 6. Consider unresolved IHO matters referred by the XVIth Conference and provide a report and recommendations by December 2003.
 7. Carry out a study on the need to revise the IHO Convention, providing the IHB Directing Committee with recommendations on any changes by December 2003.
 8. Consider the harmonization of the texts of the IHO Basic Documents and supply recommendations to the IHB Directing Committee by December 2003.
 9. Present the results of these studies to the IHB Directing Committee who will circulate a report to Member States by December 2003.
 10. Co-ordinate comments on the interim report and produce a final version by April 2004 in time to be considered by an Extraordinary Conference.
-