

IHB File No. S1/1100

**CIRCULAR LETTER 41/2002
26 September 2002**

IHO WORK PROGRAMME 2003-2007

Dear Hydrographer,

The attached Work Programme 2003-2007 was approved by the XVIth International Hydrographic Conference. Some minor amendments, mainly editorial, have been made, as suggested by the UKHO.

You are reminded that the Planning Cycle also approved by the XVIth I.H. Conference is as follows :

Planning Cycle for the 5-year Work Programme

The 5-year Work Programme will be reviewed on a yearly basis.

- Y (Jan) : The corresponding Annual Programme enters in force.
- Y+04 (Apr) : IHB evaluates the accomplishment of the preceding year's Work Programme and reports to Member States through the "IHO Annual Report", proposing changes (if needed) to the Programme in force and budgetary adjustments issuing from those changes, within the limits of the approved budget.
- Y+06 (Jun) : MS provide IHB with comments and proposals for changes to the Programme in force.
- Y+08(Aug) : If changes are proposed, the IHB submits the revised 5-Year Work Programme and Budget to Member States for approval.
- Y+10 (Oct) : MS approve the revised 5-Year Work Programme and its Budget.
- Y+12 (Jan) : The corresponding Annual Programme enters into force, and the Cycle is repeated.

During Conference years, Article 23 of the General Regulations will apply and the IHB will submit the new Work Programme and associated 5-year budget for the

intersessional period 4 months before the Conference. The Work Programme and proposed 5-Year budget will be discussed and approved by the Conference and will enter into force on 1st January of the year following the Conference. Then the Planning Cycle as described above will apply.

Note: "Y" means years.

On behalf of the Directing Committee
Yours sincerely,

(original signed)

Captain Hugo GORZIGLIA
Director

Encl: IHO Work Programme 2003-2007

IHO WORK PROGRAMME 2003-2007

Approved by the XVIth International Hydrographic Conference
(April 2002)

INTERNATIONAL HYDROGRAPHIC ORGANIZATION

WORK PROGRAMME OF THE IHO FOR THE PERIOD 2003 – 2007

**Approved by the XVIth I.H.Conference
April 2002**

INTRODUCTION

Article 23 of the General Regulations in force stipulates that 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 analysed, discussed and decided upon in Plenary.

The IHB submitted this Work Programme 2003-2007 (CONF.16/F/02 Add.1) together with the Five-Year Budget 2003-2007 (CONF.16/F/02) and it was approved by the XVIth IH Conference.

**IHO WORK PROGRAMME
2003 - 2007**

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 North East Pacific, Baltic Sea and East Asia [2003-2007].

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, IAPH, 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 [2003-2005].

Action: IHB

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 North East Pacific (Canada, USA, Mexico and Central America) and membership enlargement of East Asia RHC and Baltic Sea RHC. (see also Task 1.1.1) [2003-2007]

Action: Chairmen NAVAREAS, RHC's and IHB

Note: The Regional Hydrographic Commission for the North Indian Ocean (INT Chart Region J) was formed in February 2002 under the initiative of India.

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 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 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: Hydrographic Offices and IHB

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

Action: Hydrographic Offices and IHB

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

Action: Hydrographic Offices 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: TACC and Hydrographic Offices

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, Mexico (as Coordinator of the "Plan Puebla-Panama" and the Interamerican Development Bank . [2002-2003]

Action: IHB and relevant H.O.s

Task 2. 1. 2 Develop a study team to assess the status of Hydrography, Aids to Navigation and Safety of 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. [2003-2005]

Action: EAthC countries, IHB

Task 2. 1. 3 MEDA project Part 2 (with EC and IMA Trieste). [2002-2004]

Action: MEDA Steering Committee (IMO, IMA, IHB, EC and relevant H.O.)

Task 2. 1. 4 Project for Safety of Navigation Services on Lake Victoria (with IMO and IALA). [2003-2005]

Action: IMA, IALA and IHB

Task 2. 1. 5 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

Task 2. 1. 6 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

Task 2. 1. 7 Carry out visits of Technical Cooperation to the following countries and organizations:

Central America and Mexico - see Task 2. 1. 1. (2002-2004)

Asia –Myanmar, Thailand, Cambodia, Vietnam [2003-2005]

Russia and Baltic countries (Latvia, Lithuania) - (2002-2003)

Central and Western Africa - see Task 2. 1.2 [2003-2005]

Red Sea - Eritrea, Saudi Arabia, Yemen. [2005- 2007]

Organizations - Asian Development Bank, UNDP, World Bank. [2003-2007]

Task 2. 1. 8 Research the establishment of an IHO scholarship scheme for students from developing countries, and propose budget provisions. [by 2003]

Action: H.O.s IHB

NOTE: *This expenditure has not been included in the 5 year budget and may be only implemented by voluntary nations or by the IHB in case of excedent budget.*

Element 2. 2 - Membership

Objectives

O 2. 2.1 Encourage entry of new Member States. [HP]

Action: IHB

O 2. 2.2 Take measures to avoid suspension of Member States. (HP)

Action: IHB

O 2. 2. 3 Encourage Member States to provide a prompt response to membership applications from non-member states who 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 Carry out, through the work of the relevant WG, a complete revision of the IHO Basic Documents, including membership procedures addressed by the IHO Convention [2003-2004].

Task 2.2.2. Re-integrate suspended Member States [2003-2007].

- Dominican Republic
- Surinam (in cooperation with The Netherlands)
- Democratic Republic of Congo

Programme 3

Techniques and Standards Support

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

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, IEC 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** Participation in the development of standards for cartography and geographic information in association with groups such as DGIWG, ICA, IEC and ISO, in order to ensure that the interests of IHO members receive attention in the formulation of standards. **[HP]**
- O 3.1.3** 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 routing, 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 on the Standardization of Nautical Publications, (i.e. Sailing Directions and other nautical publications and monitor the development of standard formats for Notices to Mariners. [MP]

Action: SNPWG 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 [by 2004], M-4, M-11, S-23, [by 2003], S-59 [by 2005]

Action: Committees, WGs and IHB

- Task 3.1.2** Co-ordinate and publish regional ENC production and service plans, in Europe, North America, South East Asia and the Caribbean, South West Pacific and South America. [by 2005]

Element 3.2 - Hydrographic Surveying and Law of the Sea

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 and processing [MP]
 - geodesy and remote sensing 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

- O 3.2.5.** Development of the interpretation of the law of the sea through the ABLOS Group. [HP]

Action: ABLOS and IHB

Tasks

- Task 3.2.1** Compilation of the IHO Manual on Hydrographic Surveying. [2003-2004] (Started in 2001)

Action: WG and IHB

- Task 3.2.2** Development of the WEB version of the IHO Hydrographic Dictionary [Project DHYDRO]. [2003-2004] Started in 2001.

Action: WG and IHB

- Task 3.2.3** 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 3.2.4** Revise, develop and maintain the following publications : S-32, S-60, S-44, S-51, S-55 [2003-2007]

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: FIG/IHO A. Board

- 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: FIG/IHO A. Board

- 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: FIG/IHO A. Board

Tasks

- Task 3.3.1** Maintenance and updating of the 9th edition of the Standards of Competence and preparation of future editions, as necessary. [2003-2007]

- Task 3.3.2** Revise, develop and maintain M-5, M-6 [new publication] and S-47. [2003-2007]

Action: FIG/IHO A. Board

- Task 3.3.3** Development of Standards of Competence for Nautical Cartographers through the new Advisory Board. Maintenance and updating of these Standards. [2003-2007]

Action: FIG/IHO A. Board

- Task 3.3.4** Coordinate actions with international funding agencies for the promotion of hydrographic training and education in developing countries. [2002-2007]

Action: IHB and Nations

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. 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: H.O.s 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: H.O.s 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. Encouraging Member States to contribute data to 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-4, B-6, B-7, and B-8. [2003-2007]

Action: WGs and IHB

Task 3. 4. 2 Complete harmonization of IHO spatial data standards with ISO standards. **[by 2004]**

Action : TSMAD

Task 3. 4. 3 Assist in the organization of 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 . M-12. **[by 2003]**

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 up to date 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

Tasks

Task 4. 1. 1 Provide an annual distribution of IHO publications on CD-ROM. **[2003-2007]**

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

Task 4. 1. 3 Maintenance of an IHB Library of reference books and journals.

Element 4. 2 - Public Relations focused to enlarge the IHO

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 **[MP]**.

Action: H.O.s and IHB

Tasks

Task 4. 2. 1 Deliver papers on this subject at appropriate conferences and seminars and issue press releases during all major IHO meetings **[2003-2007]**.

Action: IHB

Task 4. 2. 2 Provide briefings on Hydrography and on the IHO to senior decision makers during visits to Member and Non-Member States **[2003-2007]**.

Action: IHB

Task 4.2.3 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] [2003-2007].

Action: H.O.s and IHB

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".

Task 4.2.4 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 [2003-2007].

Action: H.O.s and IHB

Task 4.2.5 Produce a new publication collating legal cases related to charting and nautical accidents [2003-2005].

Action: IHB

Programme 5

General Organization Development

Element 5.1 - IHO 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 review of the IHO inter-sessional Work Programme. [HP]

Action: H.O.s and IHB

O 5.1.2 To research opportunities for the exchange of staff between HOs and IHB. [Decision 3, XVth IH Conference] [LP].

Action : IHB

NOTE: The cost of exchange is only included in the budget under the form of training and therefore the possibility to implement this objective is limited.

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. [2003-2007]

Action: IHB

Element 5.2. – Translation Services

Objectives

O 5.2.1 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 H.O.s

O 5.2.2. Provide informal verbal interpretation services at IHB when required [MP].

Action : IHB

Element 5.3 - IHO Administration

Permanent Objectives

O 5.3.1 Financial Management

Action: Finance Committee and IHB

- 5.3.1.1 Financial Planning and administration
- 5.3.1.2 Management of the sale of publications.
- 5.3.1.3 IHB Shop and miscellaneous activities

O 5.3.2 IHB Staff Management and Administration

Action: IHB D.C. and Joint Staff Consultative Committee

- 5.3.2.1 Staff administration
- 5.3.2.2 Management of internal and external pension plans
- 5.3.2.3 Management of medical assistance and related insurance contracts
- 5.3.2.4 Permanent updating and maintenance of the IHB Staff Regulations in accordance with the variations of the source regulations adopted.

O 5.3.3 IHB Secretariat Administration

- 5.3.3.1 Registry, Reception Service, Mail and Communications
- 5.3.3.2 Hotel reservations and other services to representatives of M.S. in Monaco
- 5.3.3.3 Arrangement of travel for D.C. and Professional Staff.

Tasks

Task 5.3.1 Prepare the budget for period 2007 -2012 [2003-2007].

Task 5.3.2 Study of staff assessment procedures [by 2004].

Element 5.4 - Infrastructure and Information Technology

Permanent Objectives

Action : IHB

O 5.4.1 Office Management

- 5.4.1.1. Building maintenance and office equipment and furnishings
- 5.4.1.2. Occupational Health and Safety
- 5.4.1.3. Local purchases
- 5.4.1.4. Organization of Meetings and Receptions at IHB

O 5.4.2 IHB Information Technology

- 5.4.2.1. Manage the maintenance of the WEB site and the enhancement of the IT facilities i.a.w. the IT Master Plan
- 5.4.2.2. Administration of the IHB Local Area Network

Element 5.5 - Host Government Affairs

Action : IHB

O 5.5.1 Implementation and Observation of the Host Agreement. [HP]

O 5.5.2 Maintain good relations with the Monegasque Government and other authorities, including visits, briefings etc. Management of all aspects of applications for membership and accessions to the Convention **[HP]**.

Element 5.6 - IHO Conferences

Task 5.6.1. Organise the XVII IH Conference and Exhibition **[2007]**.

Task 5.6.1. Organize any other Extraordinary Conference or Inter-sessional Meeting, if approved.

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