

PROPOSED IHO WORK PROGRAMME & BUDGET FOR 2004

References: a) IHB CL 29/2003

Dear Hydrographer,

In accordance with the Work Programme Planning Cycle approved by Decision 14 b) of the XVth I.H. Conference, and based on the Work Programme 2003-2007 approved by Decision 14 a) of the XVIth IHC, the enclosed IHO Work Programme and Budget are provided for Member States' review, comment and approval. **Your approval is required by 30 October 2003 using the form at Annex D.**

The IHB has made the following changes in the presentation of the Work Programme to enhance its clarity and utility:

- ?? The IHO Work Programme 2003-2007 (Annex A) has been modified to provide a clear indication on the timing in which the tasks and other activities corresponding to the objectives of each programme (1 to 5) are to be performed. Your comments as to the usefulness of this tabular form and the scheduling of specific tasks are encouraged.
- ?? The wording of specific Tasks and Objectives used in the IHO Work Programme 2003-2007 has been revised to be more self-explanatory. The expected activity is more clearly stated and the differentiation between Objective (a goal) and Task (an activity) is more closely followed. Your comments are welcomed with respect to these clarifying changes.
- ?? The IHO 2004 Work Program (Annex B) is explicitly broken-out from the 5-year work programme.

With regard to the substance of the Work Programme the following changes have been incorporated in the documents at Annexes A and B:

- ?? **Programme 2, Capacity Building, Task 2.1.9** – The Marine Electronic Highway Project (Malacca Strait) is added to reflect IHO participation in this endeavour.
- ?? **Programme 3, Techniques and Standards, Objective 3.1.1** - The WEND Task Group is noted as a subsidiary body of WEND Committee with meetings scheduled as required during 2004.
- ?? **Programme 5, IHO Development, Task 5.1.1** - reflects the activities associated with the SPWG.

Member States' comments and approval of this Work Programme are requested by 30 October 2003. Changes proposed by Member States will be considered by IHB when preparing the final version of the 2004 Programme that will be implemented by January 2004.

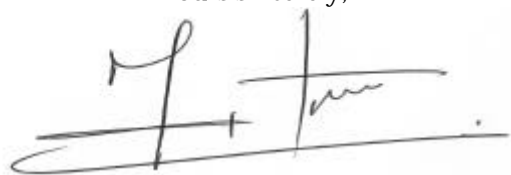
Please find at Annex C the "IHO 2004 Proposed Budget", prepared in accordance to the 2004 Work Programme and Five Year Budget approved by the XVIth IH Conference. Your attention is drawn to the following adjustments made in the preparation of this budget:

- ?? **A. Contributions** – Increased 3% from 2,316,468€ to 2,386,780€ with the addition of Kuwait as a member state, an adjustment in the tonnage of Yugoslavia, the restoration of Guatemala. The number of shares has increased to 617 and the provision for non-payment by suspended member states has reduced to 6 shares.
- ?? **I. Personnel Costs** – Increased 3% from 1,715,058€ to 1,766,904€ due to normal promotion of staff, regulated changes in entitlements and inflation costs.
- ?? **I. d) Payment to Retirement Funds** – Increased 27% from 144,069€ to 182,691€ to cover the required payment to the retirement plans of current employees. The level of this payment is set by regulations.
- ?? **I. m) Pensions to retired staff** – Reduced 18% from 164,786€ to 135,000€ due to refinement of forecast pension payments.
- ?? **II. a) Maintenance of IT equipment** – Increased 85% from 20,720€ to 38,450€ to reflect greater sophistication of IT systems and increased reliance on contract maintenance.
- ?? **II. j) Consultancy Expenses** – Reduced 23% from 123,484€ to 95,000€ (IIg & Iii) as forecast increased use of consultants has not materialized.

The above changes and other minor adjustments in the IHO 2004 Proposed budget are not of the magnitude to require a 2/3-majority approval of all Member States; however, **Members States' are required to approve the proposed budget using the form at Annex D by 30 October 2003.**

One final financial matter warranting your attention involves Decision 21 a) of the XVIth IHC that established a Working Group of the Finance Committee to study matters related to the alignment of IHB salaries to the UN system. The Directing Committee is pleased to announce the completion of this study and its resulting report. The report will be studied in a special meeting of the Finance Committee Officers to be held in late September 2003. Subsequently, the Working Group's report, together with the comments of the FCO, will be sent to Member States for comment. Based on the comments received from Member States, the Finance Committee will consider the implementation of the Working Group's recommendations and the need for adjustments to the budget that would require Member States' approval.

On behalf of the Directing Committee
Yours sincerely,



Vice Admiral Alexandros MARATOS
President

Encls: Annex A "IHO Proposed Five Year Programme Breakdown" (table format)
Annex B "IHO 2004 Proposed Work Programme" (enhanced wording)
Annex C "IHO 2004 Proposed Budget"
Annex D "Member State's Comment and Approval of IHO 2004 Proposed Work Programme and Budget" – Voting Paper

ANNEX A "IHO PROPOSED WORK PROGRAMME 2003-2007"

Programme 1 Co-operation with Member States and with International Organizations

Task ID	Description	2003	2004	2005	2006	2007	Comments
O 1. 1. 1.	Meeting of Regional Hydrographic Commissions						
	NIOHC	X	X	X	X	X	
	SAIHC	X		X		X	
	USCHC	X	X	X	X	X	
	RSAHC	X		X		X	
	NHC	X		X		X	
	NSHC		X	X		X	
	EAHC	X		X		X	
	MBSHC	X		X		X	
	BSHC	X		X		X	
	SEPHC	X		X		X	
	EAtHC		X		X		
	MACHC		X		X		
	SWPHC		X		X		
	Hydrographic Committee on Antarctic	X		X		X	
	SWAtHC (establishment under consideration)		X		X		
O 1. 2. 1.	Meetings of International Organizations						
	* International Maritime Organization (IMO)						
	- Assembly	X		X		X	
	- Council	X	X	X	X	X	
	- Technical Cooperation Committee (TC)	X	XX	XX	XX	XX	
	- Maritime Safety Committee (MSC)	X	XX	X	XX	X	
	- Subcommittee on Safety of Navigation (NAV)	X	X	X	X	X	
	- Marine Environment Protection Committee (MEPC)						only if needed
	- Subcommittee on Radiocomm. and SAR (COMSAR)	X	X	X	X	X	
	* Intergovernmental Oceanographic Commission (IOC)						

	- IOC Assembly	X		X		X	
	- IOC Executive Council		X		X		
	* Hydro Committee PanAm. Inst. Geog.and Hist.(PAIGH)	X		X		X	
	* Antarctic related organizations						
	- Antarctic Treaty Consultative Parties (ATCP)	X		X		X	
	- Scientific Committee on Antarctic Research (SCAR)						only if needed
	- Standing Comm. on Antarctic Log.and Oper.(SCALOP)						only if needed
	- Internat. Assoc. of Antarctic Tour Operators (IAATO)						only if needed
	- Council of Managers of Nat. Antarctic Prog.(COMNAP)						only if needed
	* United Nations (UN)						
	- General Assembly		X		X		
	- UNICPOLOS	X	X	X	X	X	
	- DOALOS		X		X		
	- UNGEGN		X		X		
	* Int. Assoc. Mar. Aids to Nav. and Lighthouses Auth. (IALA)						only if needed
	* Int. Association of Port and Harbors (IAPH)						only if needed
	* World Meteorologic Organization (WMO)						only if needed
	* Federation International of Surveyors (FIG)	X	X	X	X	X	
T 1. 1. 1	Study the establishment or enlargement of regional hydrographic commissions in:						
	* North East Pacific (2003-2007)	X					
	* Baltic Sea (2003-2007)			X	X		
	* East Asia (2003-2007)		X	X			
T 1. 2. 1.	* Formalize relationship with:						
	* ICA through signature of Co-operation Agreements [2003/5]	X					
	* IEC through signature of Co-operation Agreements [2003/5].		X				
T 1. 3. 1	Initiate:						
	* Formation of an RHC for North East Pacific (Canada, USA, Mexico and Central America) (see also Task 1.1.1) [2003/7]	X					
	* Membership enlargement of Baltic Sea RHC (see also Task 1.1.1) [2003-2007]			X	X		

* Membership enlargement of East Asia RHC. (see also Task 1.1.1) [2003-2007]		X	X			
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Programme 2 Capacity Building

Task ID	Description	2003	2004	2005	2006	2007	Comments
O 2. 1. 2.	Participate in Meetings of the Technical and Scientific Committee of IMA (Trieste)	X	X	X	X	X	
O 2. 1. 6.	Organize and Participate in Meetings of the Capacity Building Committee (IHOCBC)	X	X	X	X	X	
T 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]	X	X				
T 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]	X	X	X			
T 2. 1. 3	Participate in the Steering Committee of MEDA7 project Part 2 (with EC and IMA Trieste). [2002-2004]	X	X				
T 2. 1. 4	Participate in the development of a Project for Safety of Navigation Services on Lake Victoria (with IMO and IALA). [2003-2005]	X	X	X			
T 2. 1. 5	Contribute through Technical Co-operation in the Development of Hydrography and Aids to Navigation in the Black Sea (with EC and countries involved). [by 2003]	X					

T 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]		X	X	X	X	
T 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)	X					
	* Asia –Myanmar, Thailand, Cambodia, Vietnam [2003-2005]		X				
	* Russia and Baltic countries (Latvia, Lithuania) - (2002-2003)			X			
	* Central and Western Africa - see task 2. 1.2 [2003-2005]	X					
	* Red Sea - Eritrea, Saudi Arabia, Yemen. [2005- 2007]				X		
	* Asian Development Bank, UNDP, World Bank [2003-2007]		X	X	X	X	
T 2. 1. 8	Research the establishment of an IHO scholarship scheme for students from developing countries, and propose budget provisions. [by 2003]	X					
T 2. 1. 9	Participation in Meetings associated to the Marine Electronic Highway - Malacca Strait - (2003 - 2007)	X	X	X	X	X	New Task
T 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]	X	X				SPWG Task
T 2. 2. 2	Take action in order to Re-integrate suspended Member States [2003-2007]						
	* Dominican Republic		X				
	* Surinam (in cooperation with Netherlands)	X					
	* Democratic Republic of Congo	X					

Programme 3 Techniques and Standards Support

Task ID	Description	2003	2004	2005	2006	2007	Comments
O 3. 1. 1	Attendance/Organization of related Meetings						
	* CHRIS	X	X	X	X	X	
	- C&SMWG	X	X	X	X	X	

	- DQWG						Dormant
	- TAWG						Correspondance .
	* SubGroup DPSAG	X	X	X	X		
	- CSPCWG		X		X		
	- TSMAD	X	X	X	X	X	
	* TSMAD SuB WG	XX	XX	XX	XX	XX	
	- SNPWG	X	X	X			
	* WEND	X	X	X	X	X	
	- WEND ENC Task Group		X	X	X	X	
	* Industry Days	X	X	X	X	X	
T 3. 1. 1	Revise, develop, and maintain the following publications:						
	* S-52 New Edition [by 2004]		X				
	* S-57 New Edition (by 2004)		X				
	* M-4 (by 2003)	X					
	* M-11 (by 2003)	X					
	* S-23 (by 2003)	X	X	X	X	X	Pending issue
	* S-59 (by 2005)	X	X	X			See T3.2.4
T 3. 1. 2	Co-ordinate and publish regional ENC production and service plans in:						
	* Europe [by 2005]		X	X			
	* North America [by 2005]		X	X			
	* South East Asia [by 2005]		X	X			
	* Caribbean [by 2005]		X	X			
	* South West Pacific [by 2005]		X	X			
	* South America. [by 2005]		X	X			
O 3. 2. 1.	Coordinate and Participate in Meetings of the S-44 WG			X			
O 3. 2. 2.	Coordinate and Participate in Meetings of the MOHWG		X				
O 3. 2. 3.	Coordinate and Participate in Meetings of the Tidal Committee	X		X		X	
O 3. 2. 3.	Participate in Meetings with IAG EUREF	X	X	X	X	X	

O 3.2.5.	Organize and Participate in Meetings and Conferences of the ABLOS WG	X	X	X	X	X	
T 3.2.1	Compilation of the IHO Manual on Hydrographic Surveying. (M-13) [2003-2004] (Started in 2001)	X	X	X			
T 3.2.2	Development of the WEB version of the IHO Hydrographic Dictionary [Project DHYDRO]. [2003-2004] Started in 2001.	X	X				
T 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].	X					
T 3.2.4	Revise, develop and maintain the following publications :						
	* S-32 [2003-2007]	X	X	X	X	X	
	* S-60 [2003-2007]	X		X		X	
	* S-44 [2003-2007]			X			
	* S-51 [2003-2007]	X		X			
	* S-55 [2003-2007]	X	X	X			
O.3.3.1/2/3	Participate in Meetings of the FIG/IHO/ICA A.Board	X	X	X	X	X	
T 3.3.1	Maintenance and updating of the 9 th edition of the Standards of Competence [2003-2007]	X	X	X	X	X	
	Preparation of future editions (for standards), as necessary. (2003-2007)	X	X	X	X	X	
T 3.3.2	Revise, develop and maintain:						
	* M-5 [2003-2007]	X	X	X	X	X	
	* M-6 [new publication] [2003-2007]	X	X	X	X	X	
	* S-47. [2003-2007]	X	X	X	X	X	
T 3.3.3	Development of Standards of Competence for Nautical Cartographers through the new Advisory Board. Maintenance and updating of these Standards (M-8) [2003-2007]	X				X	
T 3.3.4	Coordinate actions with international funding agencies for the promotion of hydrographic training and education in developing countries. [2002-2007]	X	X	X	X	X	

O 3.4.2.	Participate in Meetings related to the Development of Standards						
	* ICA Conference	X		X		X	
	* ICA Commission on Spatial Data Standards	X	X	X		X	
	* ICA Marine Cartography	X		X		X	
	* International Electrotechnical Commission (IEC)	X			X		
	* W.G. 7 Test approval	X		X		X	
	* Harmonization Group MIO	X	X				
	* International Standards Organization (ISO) TC 211	XX	XX	XX	XX	XX	
O 3.4.3	Participate in Meetings related to GEBCO Program						
	* GEBCO Joint Guiding Committee	X		X		X	
	* GEBCO Strategic Committee		X		X		
	* GEBCO Officers		X		X		
	* SCUFN	X	X	X	X	X	
	* SCDB	X	X	X	X	X	
	* Int. Bathy. Charts Regional Projects (7 IBCs)						
	+ IBCM		X		X		
	+ IBCEA		X		X		
	+ IBCWIO		X		X		
	+ IBCCA	X		X		X	
	+ IBCWP			X			
	+ IBCSEP	X		X		X	
	+ IBCAO		X		X		
T 3.4.1	Revise, develop and maintain the following publications :						
	* B-4 (2003 - 2007)		X				
	* B-6 (2003 - 2007)	X					
	* B-7 (2003 - 2007)		X				
	* B-8 (2003 0 2007)	X					
T 3.4.2	Complete harmonization of IHO spatial data standards with ISO standards.		X				Linked to S-57
T 3.4.3	Organization of the GEBCO Centenary Conference in 2003	X					

O 3.5.1.	Participate in Meetings of the CPRNW	X		X		X	
T 3.5.1	Revise, develop and maintain the following publications :						
	* S-53 [by 2003]	X	X	X	X	X	
	* M-12. [by 2003]	X	X	X	X	X	

Programme 4 Information Management and Public Relations

Task ID	Description	2003	2004	2005	2006	2007	Comments
O 4.1.1.	* Maintain and develop IHO Web-site	X	X	X	X	X	
T 4.1.1	Provide an annual distribution of IHO publications on CD-ROM. [2003-2007]	X	X	X	X	X	
T 4.1.2	Revise, develop and maintain the following publications :						
	* P-4	X	X	X	X	X	
	* P-5	X	X	X	X	X	
	* P-7 (Annually)	X	X	X	X	X	
	* P-6 (every 5 years)	X	X	X	X	X	
	* M-3 (Permanently updated)	X	X	X	X	X	
T 4.1.3	Maintenance of an IHB Library of reference books and journals.	X	X	X	X	X	
T 4.2.1	Deliver papers on this subject (importance of hydrography) at appropriate conferences and seminars and issue press releases during all major IHO meetings [2003-2007].	X	X	X	X	X	
T 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].	X	X	X	X	X	
T 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” [2003-2007].				X		
T 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].		X	X	X		

T 4. 2. 5	Produce a new publication collating legal cases related to charting and nautical accidents [2003-2005].		X	X			
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Programme 5 General Organization Development

Task ID	Description	2003	2004	2005	2006	2007	Comments
O 5. 1. 1.	Review IHO Work Program on annualy basis	X	X	X	X	X	
T 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]	X	X	X	X	X	
	Attendance/organization of SPWG and Chair Group meetings	XXX	XXXX XXX	XX			
O 5. 2. 1.	Provide Translation Services	X	X	X	X	X	
T 5. 3. 1	Prepare the budget for period 2007 -2012 [2003-2007].			X	X	X	
T 5. 3. 2	Study of staff assessment procedures [by 2004].		X				
T 5. 6. 1.	Organise the XVII IH Conference and Exhibition [2007].				X	X	
T 5. 6. 2.	Organize any other Extraordinary Conference or Inter-sessional Meeting, as approved.		X	X			

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ANNEX B "IHO PROPOSED 2004 WORK PROGRAMME"

Programme 1 Co-operation with Member States and with International Organizations		
Task ID	Description	Comments(if any)
O 1. 1. 1.	Meeting of Regional Hydrographic Commissions	
	NIOHC	
	NSHC	
	EAHC	
	USCHC	
	MACHC	
	SWPHC	
	SWAtHC (establishment under consideration)	
O 1. 2. 1.	Meetings of International Organizations	
	* International Maritime Organization (IMO)	
	- Council	
	- Technical Cooperation Committee (TC)	
	- Maritime Safety Committee (MSC)	
	- Subcommittee on Safety of Navigation (NAV)	
	- Subcommittee on Radiocomm. and SAR (COMSAR)	
	* Intergovernmental Oceanographic Commission (IOC)	
	- IOC Executive Council	
	* Antarctic related organizations	
	* United Nations (UN)	
	- General Assembly	
	- UNICPOLOS	
	- DOALOS	
	- UNGEGN	
	* Federation International of Surveyors (FIG)	
T 1. 1. 1	Study the establishment or enlargement of regional hydrographic commissions in East Asia	

T 1. 2. 1.	Formalize relationship with IEC through signature of Co-operation Agreements.	
T 1. 3. 1	Initiate Membership enlargement of East Asia RHC. (see also Task 1.1.1)	

Programme 2 Capacity Building

Task ID	Description	Comments(if any)
O 2. 1. 2.	Participate in Meetings of the Technical and Scientific Committee of IMA (Trieste)	
O 2. 1. 6.	Organize and Participate in Meetings of the Capacity Building Committee (IHOCBC)	
T 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 .	
T 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.	
T 2. 1. 3	Participate in the Steering Committee of the MEDA7 project Part 2 (with EC and IMA Trieste).	
T 2. 1. 4	Participate in the development of a Project for Safety of Navigation Services on Lake Victoria (with IMO and IALA).	
T 2. 1. 5	Contribute through Technical Co-operation in the Development of Hydrography and Aids to Navigation in the Black Sea (with EC and countries involved).	
T 2. 1. 7	Carry out visits of Technical Cooperation to the following countries and organizations:	

	* Asia –Myanmar, Thailand, Cambodia, Vietnam	
	* Asian Development Bank, UNDP, World Bank	
T 2. 1. 9	Participation in Meeting associated to the Marine Electronic Highway Project - Malacca Strait -	New task.
T 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	
T 2. 2. 2	Take action in order to Re-integrate suspended Member States	
	* Dominican Republic	

Programme 3 Techniques and Standards Support

Task ID	Description	Comments(if any)
O 3. 1. 1	Attendance/Organization of related Meetings	
	* CHRIS	
	- C&SMWG	
	* SubGroup DPSAG	
	- CSPCWG	
	- TSMAD	
	* TSMAD SuB WG	
	- SNPWG	
	* WEND	
	- WEND ENC Task Group	
	* Industry Days	
T 3. 1. 1	Revise, develop, and maintain the following publications:	
	* S-52 New Edition	
	* S-57 New Edition	
	* S-23	
	* S-59	
T 3. 1. 2	Co-ordinate and publish regional ENC production and service plans in:	

	* Europe	
	* North America	
	* South East Asia	
	* Caribbean	
	* South West Pacific	
	* South America.	
O 3. 2. 2.	Coordinate and Participate in Meetings of the MOHWG	
O 3. 2. 3.	Participate in Meeting with IAG EUREF	
O 3. 2. 5.	Organize and Participate in Meetings and Conferences of the ABLOS WG	
T 3. 2. 1	Compilation of the IHO Manual on Hydrographic Surveying. (M-13)	
T 3. 2. 2	Development of the WEB version of the IHO Hydrographic Dictionary [Project DHYDRO].	
T 3. 2. 4	Revise, develop and maintain the following publications :	
	* S-32	
	* S-55	
O.3.3.1/2/3	Participates in Meetings of the FIG/IHO/ICA A.Board	
T 3. 3. 1	Maintenance and updating of the 9 th edition of the Standards of Competence.	
	Preparation of future editions (for standards), as necessary.	
T 3. 3. 2	Revise, develop and maintain:	
	* M-5	
	* M-6 [new publication]	
	* S-47.	
T 3. 3. 4	Coordinate actions with international funding agencies for the promotion of hydrographic training and education in developing countries.	
O 3. 4. 2.	Participate in Meetings related to the Development of Standards	

	* Harmonization Group MIO	
	* International Standards Organization (ISO) TC 211	
	* ICA Commission on Spatial Data Standards	
O 3.4.3	Participate Meetings related to GEBCO Program	
	* GEBCO Strategic Committee	
	* GEBCO Officers	
	* SCUFN	
	* SCDB	
	* Int. Bathy. Charts Regional Projects (7 IBCs)	
	+ IBCM	
	+ IBCEA	
	+ IBCWIO	
	+ IBCAO	
T 3.4.1	Revise, develop and maintain the following publications :	
	* B-4	
	* B-7	
T 3.4.2	Complete harmonization of IHO spatial data standards with ISO standards.	
T 3.5.1	Revise, develop and maintain the following publications :	
	* S-53	
	* M-12.	

Programme 4 Information Management and Public Relations

Task ID	Description	Comments(if any)
O 4.1.1.	* Maintain and develop the IHO Web-site	
T 4.1.1	Provide an annual distribution of IHO publications on CD-ROM.	
T 4.1.2	Revise, develop and maintain the following publications :	
	* P-4	
	* P-5	
	* P-7 (Annually)	
	* M-3 (Permanently updated)	

T 4. 1. 3	Maintenance of an IHB Library of reference books and journals.	
T 4. 2. 1	Deliver papers on this subject (importance of hydrography) at appropriate conferences and seminars and issue press releases during all major IHO meetings.	
T 4. 2. 2	Provide briefings on Hydrography and on the IHO to senior decision makers during visits to Member and Non-Member States.	
T 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.	
T 4. 2. 5	Produce a new publication collating legal cases related to charting and nautical accidents.	

Programme 5 General Organization Development

Task ID	Description	Comments(if any)
O 5. 1. 1.	Review IHO Work Program on annualy basis	
T 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.	
	Attendance/organization of SPWG(1) and Chair Group (3) meetings, plus other 4 Informative Meetings	
O 5. 2. 1.	Provide Translation Services	
T 5. 3. 2	Study of staff assessment procedures.	
T 5. 6. 2.	Organize any other Extraordinary Conference or Inter-sessional Meeting, as approved.	

Updated 28 July 2003

INTERNATIONAL HYDROGRAPHIC ORGANISATION

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

BUDGET ESTIMATES FOR 2004

TABLE I - INCOME - (Euros)

2002 Approved revised estimates FRF Budget approuvé 2002	2002 Actual Income FRF Recettes définitives 2002	2003 Approved 5 years Budget FRF Budget quinquennal 2003	2004 Approved 5 years Budget Euros Budget quinquennal 2004
557,0	598,5	593,0	593,0
3 906,35	3 906,35	3 906,35	3 906,35
2 175 837	2 337 950	2 316 466	2 316 468
30 490	20306	7 775	7 969
0	0	0	0
24 392	48 984	16 110	16 110
6 403	7400	7 394	7 622
124 799	115107	108 470	106 313
2 361 921	2 529 748	2 456 215	2 454 482

PREVISIONS BUDGETAIRES POUR 2004

TABLEAU I - REVENUS - (Euros)

	2004 Proposed Estimates Euros Projet de budget 2004
Percentage of increase	(%) 0,00
Number of shares	611
Unit share value	3906,35
A. CONTRIBUTIONS	
Contributions	617 2 410 218
provision for suspended Member States	-6 -23 438
Basis for budget estimates	611 2 386 780
B. SALES OF PUBLICATIONS	7 969
Ventes de publications	
C. ADVERTISEMENTS IN PUBLICATIONS	0
Annonces dans les publications	
D. INTEREST ON BANK ACCOUNTS	16 110
Intérêts sur comptes en banques	
E. EXTRAORDINARY INCOME	7 622
Revenus exceptionnels	
F. INTERNAL TAX	
Impôt interne	118 362
	2 536 843

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE
PREVISIONS BUDGETAIRES POUR 2004
TABLEAU II - DEPENSES - (Euros)

2002 Actual expenditure Euros Dépenses 2002 réalisées	2003 Approved annual Budget Euros Budget 2003 approuvé	2003 Estimation Actual expenditure Euros 0 0	2004 Approved 5 years Budget Euros Budget 2004 quinquennal	CHAPTER - CHAPITRE	2004 Budget Estimates without any increase Euros
1 656 422	1 705 611	1 758 002	1 715 058	I. PERSONNEL COSTS DEPENSES DE PERSONNEL Salaries Directing Committee Salaries Other staff Social charges Benefits and Pensions Controllable Personnel cost	1 766 904
363 795	483 485	327 629	498 294	II. CURRENT OPERATING COSTS DEPENSES DE GESTION COURANTE Maintenance, communications, etc.. Consulting Travels Publications	464 608
49 324	78 817	85 700	84 152	III. CAPITAL EXPENDITURE DEPENSES DE CAPITAL	65 924
10 671	6 098	6 098	6 098	IV. PRINTING FUND FONDS D'IMPRESSION	6 098
7 622	1 522	1 522	1 524	V. RENOVATION FUND	1 524
60 980	68 602	68 602	62 504	VI. CONFERENCE FUND FONDS MIS EN RESERVE POUR LA CONFERENCE	62 504
48 784	30 490	30 490	29 728	VI. REMOVAL OF DIRECTORS FUND FONDS POUR LE DEMENAGEMENT DES DIRECTEURS	29 728
----- 2 197 597	----- 2 374 625	----- 2 278 042	----- 2 397 358		----- 2 397 291 =====

TABLE II A : DETAILED EXPENDITURE - Détail des dépenses

2002	2003	2003	2004			2004
Actual	Approved	Estimation	Approved	CHAPTERS AND ITEMS	Internal	Budget
expenditure	annual	Actual	5 years		Tax	Estimates
Euros	Budget	expenditure	Budget			without any
	Euros	Euros	Euros			increase
						Euros
211 208	263 369	256 377	271 270	I. PERSONNEL COSTS		
337 874	346 038	342 278	333 254	a) Salaries - Directing Committee	26 791	267 914
490 134	423 635	115 688	*	b) Salaries - Category A	35 047	350 469
		338 402	407 984	- Translators	8 126	81 257
				- Other Category B & C	34 675	346 748
				(Costs dependent on Salaries)		
87 286	86 087	87 729	88 540	c) Annual Bonus	8 305	83 047
202 755	140 077	192 334	144 069	d) Payment to Retirement Funds		182 691
8 560	18 780	15 127	19 315	e) Insurances based on wages		15 353
57 921	88 183	102 352	90 696	f) Medical (GAN premiums)		102 350
22 020	32 033	21 406	32 946	g) Family Allowances		21 834
40 053	33 507	48 000	34 462	h) Education Grants	5 000	50 000
				(Costs independent of Salaries)		
67 897	91 122	93 029	93 399	i) Medical claims paid		93 399
-17 396	-20 214	-15 224	-20 719	i) Medical - refunds from GAN		-20 719
4 228	8 654	3 716	8 870	j) Home rental	419	4 186
6 583	11 592	13 890	11 882	k) Home Leave		11 882
0	0	0	0	l) Installat. and removal costs		0
117 326	149 541	121 825	164 786	m) Pensions to retired staff		135 000
6 915	13 389	4 879	13 724	n) Miscellan. Personnel Expenses		13 724
				(Controllable Personnel costs)		
0				o) Salaries - Temporary staff		12 273
2 398	11 818	0	12 273	p) IHB Staff training		15 500
10 659	8 000	16 195	8 308			
-----	-----	-----	-----		-----	-----
1 656 422	1 705 611	1 758 002	1 715 058		118 362	1 766 904

* One translator will retire in 2003

2002	2003	2003	2004	TABLE II A - Continued		2004
Actual	Approved	Estimation	Approved			Budget
expenditure	annual	Actual	5 years			Estimates
Euros	Budget	expenditure	Budget			without any
Dépenses	Euros	Euros	Euros			increase
2002	Budget		Budget	CHAPTERS AND ITEMS		Euros
réalisées	2003		2004			
	approuvé		quinquennal			
				II. CURRENT OPERATING COSTS		
				(Maintenance, communications, etc...)		
43 089	53 975	53 401	55 324	a) Maintenance of building		57 047
1 262	2 082	2 878	2 134	Multirisk insurance		2 134
15 287	20 215	37 100	20 720	Maintenance of IT equipments		38 450
13 994	14 520	15 422	14 883	b) Office Stationery		15 355
41 824	64 066	32 286	65 667	c) Postage, telephone, telex, telefax		45 206
0	1 412	0	1 447	d) Customs		0
2 445	1 120	2 371	1 148	e) Local Travel		2 555
4 437	2 459	5 109	2 520	f) Bank Charges		5 213
40 705		23 826		g) Consultancy Expenses (Others than Auditors)		45 000
7 249	12 440	11 473	12 750	h) Auditors fees		11 500
	118 910		123 484	i) Secondment & exchange of personnel		50 000
24 931	14 415	5 514	14 775	j) Public Relations		20 000
2 164	2 757	2 742	2 826	k) Miscellan. Operating Expenses		2 826
				(Travel costs)		
41 805	54 958	50 000	56 744	l) Technical Assistance (Progr. 2 only)		35 470
96 010	87 932	75 000	90 790	m) Long Distance Travel (All Progr. except 2)		105 310
5 889	6 909	0	7 134	n) GEBCO & Int. Bathym. Charts		7 134
				(Publications costs)		
8 282	8 008	8 008	8 208	o) I.H. Review		8 208
0	4 805	2 500	4 925	p) I.H. Bulletin		2 000
14 423	8 008		8 208	q) Other publications		11 200
0	4 494		4 606	r) Paper & Printing Materials		0
-----	-----	-----	-----			-----
363 795	483 485	327 629	498 294			464 608

2002 Actual expenditure Euros Dépenses 2002 réalisées	2003 Approved annual Budget Euros Budget 2 003 approuvé	2003 Estimation Actual expenditure Euros	2004 Approved 5 years Budget Euros Budget 2 004 quinquennal	CHAPTERS AND ITEMS	2 004 Budget Estimates without any increase Euros
				III. CAPITAL EXPENDITURE	
9 685	60 980	31 731	65 108	a) Purchase of IT equipments	30 000
35 504		52 598		Depreciation of fixed assets	20 000
2 012	12 837		13 706	Purchase of furniture & other equipments	13 706
2 123	5 000	1 370	5 338	b) Purchase Publications & Binding	2 218
-----	-----	-----	-----		-----
49 324	78 817	85 700	84 152		65 924
=====	=====	=====	=====	ANNUAL OPERATING COSTS	=====
2 069 540	2 267 913	2 171 330	2 297 504		2 297 437
				IV. PRINTING FUND ALLOCATION	
10 671	0		0	Repairs & replacement of Printing Press Equip.	0
	6 098	6 098	6 098	Purchase of publication equipment	6 098
7 622	1 522	1 522	1 524	V. RENOVATION FUND ALLOCATION	1 524
60 980	68 602	68 602	62 504	VI. CONFERENCE FUNDS ALLOCATION	62 504
48 784	30 490	30 490	29 728	VII. REMOVAL OF DIRECTORS AND STAFF ALLOCATION	29 728
-----	-----	-----	-----		-----
2 197 597	2 374 625	2 278 042	2 397 358	TOTAL EXPENDITURE	2 397 291
=====	=====	=====	=====		=====

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

PREVISIONS BUDGETAIRES POUR 2004

TABLEAU III : RECAPITULATION BUDGETAIRE - (Euros)

2002	2003	Estimation	2004		2004
Actual	Approved	Actual	Approved		Budget
expenditure	annual	expenditure	5 years		Estimates
Euros	Budget	Euros	Budget		without any
Dépenses	Euros	Euros	Euros	CHAPTERS AND ITEMS	increase
2002	2003		2004		Euros
réalisées	approuvé		quinquennal		
2 197 597	2 374 625	2 278 042	2 397 358	Net Expenditure - Dépenses nettes	2 397 291
2 529 748	2 456 215	2 454 482	2 454 482	Income - Revenus	2 536 843
-----	-----	-----	-----	Budget Excess - Excédent budgétaire	-----
332 151	81 590	176 439	57 123	Budget Deficit - Déficit budgétaire	139 552
0	0	0	0		0
			-29 472	Support to Conference funds - Soutien au fonds de Conférences	-32 000
				Support to Ret. Fund - soutien au fonds de retraite	0
			-27 651	Impact on Working Capital - Incidence fonds de roulement	-107 552
-----	-----	-----	-----	Effect on capital - Effet sur le capital	-----
332 151	81 590	176 439	0		0
=====	=====	=====	=====		=====

MEMBER STATE'S COMMENTS AND APPROVAL OF IHO 2004 WORK PROGRAMME AND BUDGET

VOTING PAPER

[To be returned to the IHB by 30 October 2003 E-mail: info@ihb.mc - Fax: +377 93 10 81 40]

Member State:

1) Do you approve the adoption of the "IHO 2004 Proposed Work Programme", as contained in Annex B to IHB CL 54/2003?

YES [] NO []

Comments:

.....

.....

2) Do you approve the adoption of the "IHO 2004 Proposed Budget", as contained in Annex C to IHB CL 54/2003?

YES [] NO []

Comments:

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Comments regarding the presentation and scheduling of objectives and tasks in the "IHO Proposed Five Year Programme Breakdown" contained in Annex A to IHB CL 54/2003 and the "IHO 2004 Proposed Work Programme" contained in Annex B to IHB CL 54/2003.

Comments:

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Name / Signature

Date: