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**CIRCULAR LETTER 30/2004
28 April 2004**

**P-7: ANNUAL REPORT OF THE IHO FOR 2003
PART 1 - GENERAL & PART 2 - FINANCE**

IHO WORK PROGRAMME FOR 2004 (updated)

References: a) IHB CL 41/2002
b) IHB CL 29/2003

Dear Hydrographer,

Please find attached herewith a copy of the IHO Annual Report 2003, Part 1 - General (English version) and Part 2 - Finance (bilingual English/French version) which provide information on the activities conducted by the Organization during the last year and the finances associated with these activities. The French and Spanish versions of Part 1 will be distributed as soon as possible.

Also, in accordance with the Work Programme Planning Cycle, as approved by Decision 14 b) of the XVIth I.H. Conference, we are providing you with an updated version of the IHO Work Programme for 2004, based on the Work Programme 2003-2007 approved by Decision 14 a) of the XVIth IHC and following the accomplishment of the preceding year's Work Programme (CL41/2002 refers).

Member States are kindly requested to provide comments on these three documents. If any changes are proposed to the Work Programme for 2004, the IHB will consider them and inform Member States accordingly.

The IHO Work Programme for 2005 is under preparation, based on the Work Programme 2003-2007 mentioned above and on the Budget 2003-2007 approved by Decision 21 of the XVIth IHC. The proposed IHO Work Programme for 2005, together with the IHO Budget for 2005, will be distributed by August, for approval by 31 October 2004 and implementation in January 2005.

As indicated in CL 29/2003, the IHO Annual Report is essentially based on the Work Programme for 2003, and its presentation has been somewhat improved for easy reading. This year, and for the first time, the IHB is providing Parts 1 and 2 at the same time, in accordance with the Planning Cycle. This will provide Member States a much clearer view of the achievements of the Organization and its degree of effectiveness.

Any comments that the Member States wish to make would be most welcome.

On behalf of the Directing Committee
Yours sincerely,

Captain Hugo GORZIGLIA
Director

Encls: - P-7 (2003) – Part 1 - General (English version) and Part 2 - Finances
- IHO Work Programme for 2004 (updated)

"IHO 2004 WORK PROGRAMME" (updated version)

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	
	EAtHC	
	USCHC	
	MACHC	
	SWPHC	
	SWAtHC (establishment under consideration)	
	RSAHC	
	HCA	
	SEPHC	New task added. No date agreed yet.
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	
	- XXVII ATCM	
	- IAATO	
	- COMNAP / SCAR / Launching IBCSO Project	
	* United Nations (UN)	
	- General Assembly	

	- UNICPOLOS	
	- DOALOS	
	- UNGEGN	
	* IALA	New task added.
	* Federation International of Surveyors (FIG)	
	* Joint Board Geo-Spatial Information Societies	New task added.
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 and Singapore Strait -	
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	Task executed in 2003.

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	Postponed for 2005
T 3. 1. 1	Revise, develop, and maintain the following publications:	
	* M-11	
	* S-52 New Edition	
	* S-57 New Edition	
	* S-58	New task
	* S-23	
	* S-59	
	* S-62	New task
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 meetings of the IHO Tidal Committee	New task
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 Standards of Competence for Hydrographic Surveyors and the Standards of Competence for Nautical Cartographers.	
	Preparation of future editions (for standards), as necessary.	
T 3. 3. 2	Revise, develop and maintain:	
	* M-5	
	* M-6	
	* M-8	
	* 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 Guiding Committee	
	* GEBCO Officers	Task deleted, merged with GEBCO Guiding Committee Meeting
	* SCUFN	
	* SCDB	
	* Int. Bathy. Charts Regional Projects (7 IBCs)	
	+ IBCM	
	+ IBCEA	
	+ IBCWIO	
	+ IBCAO	
	+ IBCWP	New task
T 3. 4. 1	Revise, develop and maintain the following publications :	

	* B-2	New task
	* B-4	
	* B-7	
	* B-8	New task
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.	
T 4.2.6	Maintenance of IHB computer and network systems	New task
T 4.2.7	Development and maintenance of IHB GIS/database infrastructure	New task

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 29 April 2004

COSTS OF IHO WORK PROGRAMME
Programmes 1 to 5
referred to Current Operating Costs (Chapter II)

