

**CIRCULAR LETTER 55/2004**  
**4 August 2004**

**PROPOSED IHO WORK PROGRAMME AND BUDGET FOR 2005**

---

References: a) IHB FCCL 5/2003  
b) IHB CL 54/2003

Dear Hydrographer and Finance Committee Member,

In accordance with Article 8 of the Financial Regulations, the **Proposed IHO 2005 Budget (Annex A)** is submitted to Finance Committee Members for comments. The FC Members are not required to review or comment on the **Proposed IHO 2005 Work Programme (Annex B)**; however, the Directing Committee believes it integral to the Budget and it is therefore included. An accompanying description of the **2005 Budget and Work Programme (Annex C)** expands upon the brief words and numbers provided in the principal documents.

The **Proposed IHO 2005 Budget (Annex A)** has been prepared in line with the 2005 Work Programme, the Five Year Budget approved by the XVIth I.H. Conference and later adjusted in accordance with Member States' approval of reference (a). Your attention is drawn to the following adjustments made in the preparation of this budget:

**Table I. Income** - The XVIth Conference approved a 2.5% increase in the share value to 4004.01€. Based on planned expenditures the Directing Committee is recommending only a 2.0% increase in share value to 3984.48€. The 2005 budget reflects the addition of the new Member State - Myanmar - increasing the number of shares to 621, with 6 shares unpaid from suspended Member States.

**Table II. Expenses** - Reference (a) approved total expenditures of 2,640,744€ for 2005. The Directing Committee is recommending total expenditures of 2,625,014€.

**Chapter I. Personnel Costs** - Budgeted at 1,961,400€ as approved by reference (a).

**Chapter I. m) Pensions to retired staff** - Removed from the operating budget and paid from separately held Internal Retirement Fund.

**Chapter III. Capital Expenditure** - Decrease from 89,488€ to 63,902€ to reflect web based application support from France, Norway, UK and Chile.

The **Proposed IHO 2005 Work Programme (Annex B)** is explicitly broken-out from the 5-year work programme that circulated with reference (b), duly updated with the information received at the IHB plus the following new task:

Programme 2, Capacity Building, Task 2.1.10 – Contribute to the execution of basic training courses for developing HOs, members of RHCs.

The DC is proposing this new task and allocation of 50,000 euros from the budget to provide direct support to training initiatives vital to raise hydrographic awareness and capabilities. A detailed draft programme will be submitted by the IHB to the CBC for consideration, improvement and adoption. Afterwards, MS will be informed on the details and will be requested to approve the programme. The DC considers this an important step towards accomplishing IHO Capacity Building Strategy.

Changes proposed by Member States will be considered by the IHB when preparing the final version of the 2005 Programme that will be implemented by January 2005.

**Finance Committee Members are kindly requested to review Annex A and provide comments, as necessary, to the IHB by 30 September 2004.** The IHO 2005 Work Programme and Budget will be subsequently circulated to Member States for approval.

On behalf of the Directing Committee  
Yours sincerely,

Vice Admiral Alexandros MARATOS  
President

Encls: Annex A - Proposed IHO 2005 Budget  
Annex B - Proposed IHO 2005 Work Programme  
Annex C - The 2005 Work Programme and Budget

## INTERNATIONAL HYDROGRAPHIC ORGANISATION

## ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

BUDGET ESTIMATES FOR 2005  
TABLE I - INCOME - (Euros)PREVISIONS BUDGETAIRES POUR 2005  
TABLEAU I - REVENUS - (Euros)

Annex A

2003 Approved revised estimates FRF Budget approuvé 2003	2003 Actual Income FRF Recettes définitives 2003	2004 Approved 5 years Budget FRF Budget quinquennal 2004	2005 Approved 5 years Budget Euros Budget quinquennal 2005		2005 Proposed Estimates 2005 Euros Projet de budget
593.0	612.0	611.0	611.0	Approved Percentage of increase (%)	2.50
3 906.35	3 906.35	3 906.35	4004.01	Percentage of increase proposed (%)	2.00
				Number of shares	615
				Unit share value	3984.48
2 316 466	2 390 686	2 386 780	2 446 451	A. CONTRIBUTIONS	
				Contributions	621 2 474 360
				provision for suspended Member States	-6 -23 907
				Basis for budget estimates	615 2 450 453
7 775	11337	7 969	8 188	B. SALES OF PUBLICATIONS	8 188
				Ventes de publications	
0	0	0	0	C. ADVERTISEMENTS IN PUBLICATIONS	0
				Annonces dans les publications	
16 110	36 595	16 110	16 110	D. INTEREST ON BANK ACCOUNTS	16 110
				Intérêts sur comptes en banques	
7 394	7500	7 622	7 851	E. EXTRAORDINARY INCOME	7 500
				Revenus exceptionnels	
108 470	120585	127 719	144 151	F. INTERNAL TAX	144 270
				Impôt interne	
2 456 215	2 566 704	2 546 200	2 622 751		2 626 521

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE  
PREVISIONS BUDGETAIRES POUR 2005  
TABLEAU II - DEPENSES - (Euros)

Annex A

2003 Actual expenditure Euros Dépenses 2003 réalisées	2004 Approved annual Budget * Euros Budget 2004 approuvé	2005 Approved 5 years Budget Euros 0 0	2005 Approved FCCL 5/2003 Budget * Euros Budget * 2005 quinquennal	CHAPTER - CHAPITRE	Proposition de budget 2005 Proposed Estimates Euros
1 722 663	1 906 566	1 768 239	1 961 412	I. PERSONNEL COSTS DEPENSES DE PERSONNEL Salaries Directing Committee Salaries Other staff Social charges Benefits and Pensions Controllable Personnal cost	1 929 400
370 260	463 914	514 336	472 032	II. CURRENT OPERATING COSTS DEPENSES DE GESTION COURANTE Maintenance, communications, etc.. Consulting Travels Publications	513 900
61 245	65 924	89 488	89 488	III. CAPITAL EXPENDITURE DEPENSES DE CAPITAL	63 902
0	6 098	6 098	6 098	IV. PRINTING FUND FONDS D'IMPRESSION	6 098
1 522	1 524	1 524	1 524	V. RENOVATION FUND	1 524
115 913	94 504	56 406	81 225	VI. CONFERENCE FUND FONDS MIS EN RESERVE POUR LA CONFERENCE	81 225
30 490	29 728	28 965	28 965	VI. REMOVAL OF DIRECTORS FUND FONDS POUR LE DEMENAGEMENT DES DIRECTEURS	28 965
----- 2 302 093	----- 2 568 258	----- 2 465 056	----- <b>2 640 744</b>		----- <b>2 625 014</b> =====

TABLE II A : DETAILED EXPENDITURE - Détail des dépenses

2003	2004	2005	2005				Proposition
Actual	Approved	Approved	Approved		CHAPTERS AND	INTERNAL	de budget
expenditure	annual	5 years	FCCL 5/2003	ITEMS		Tax	2005
Euros	Budget *	Budget	Budget *				Proposed
	Euros	Euros	Euros				Estimates
							Euros
				I. PERSONNEL COSTS			
257 061	312 742	280 086	387 876	a) Salaries - Directing Committee		38 300	383 000
339 722	408 091	344 085	486 737	b) Salaries - Category A		48 500	485 000
	94 767	83 898	114 775	- Translators		11 300	113 000
465 268	351 724	337 345	366 055	- General Services (B & C)		37 000	370 000
				Overtime for B & C Categories		370	3 700
				(Costs dependent on Salaries)			
84 150	55 678	91 745	30 504	c) Annual Bonus (B & C Categories only)		3 100	31 000
205 161	219 786	149 284	252 315	d) Payment to Retirement Funds			251 000
9 883	17 353	20 014	17 657	e) Insurances based on wages			17 000
68 527	102 350	93 979	104 141	f) Medical (GAN premiums)			90 000
23 079	21 834	34 139	22 216	g) Family Allowances			22 000
61 166	50 000	35 710	50 875	h) Education Grants		5 700	57 000
				(Costs independent of Salaries)			
73 866	93 399	95 967	95 033	i) Medical claims paid			94 400
-24 544	-20 723	-21 289	-21 086	i) Medical - refunds from GAN			-20 700
3 822	2 186	9 114	0	j) Home rental		0	0
5 875	11 882	12 209	12 090	k) Home Leave			12 000
0	0	0	0	l) Installat. and removal costs			0
132 334	144 000	166 510	0	** m) Pensions to retired staff			0
4 770	13 724	14 100	13 964	n) Miscellan. Personnel Expenses			5 000
				(Controllable Personnel costs)			
0	12 273	12 727	12 488	o) Salaries - Temporary staff			6 000
12 523	15 500	8 615	15 771	p) IHB Staff training			10 000
-----	-----	-----	-----			-----	-----
1 722 663	1 906 566	1 768 239	1 961 412	*		144 270	1 929 400

\* Amended budget as approved by FCCL 5/2003

\*\* Proposal to have IRF beginning to pays pensions from 2005

2003	2004	2005	2005		Proposition
Actual	Approved	Approved	Approved	TABLE II A - Continued	de budget
expenditure	annual	5 years	FCCL 5/2003		2005
Euros	Budget *	Budget	Budget *		Proposed
Dépenses	Euros	Euros	Euros	CHAPTERS AND ITEMS	Estimates
2003	Budget		Budget *		Euros
réalisées	2004		2005		
	approuvé		quinquennal		
				II. CURRENT OPERATING COSTS	
				(Maintenance, communications, etc...)	
54 835	60 000	56 845	61 050	a) Maintenance of building	60 000
1 439	2 500	2 193	2 544	Multirisk insurance	2 500
28 488	38 500	21 290	39 174	Maintenance of IT equipments	38 500
14 456	16 000	15 293	16 280	b) Office Stationery	16 000
35 235	39 000	67 474	39 683	c) Postage, telephone, telex, telefax	39 000
0	0	1 487	0	d) Customs	0
2 414	2 500	1 180	2 544	e) Local Travel	2 500
4 476	5 500	2 589	5 596	f) Bank Charges	5 500
43 021	45 000	0	45 788	g) Consultancy Expenses (Others than Auditors)	30 000
3 850	11 500	13 101	11 701	h) Auditors fees	11 500
	50 000	128 057	50 875	i) Capacity Building (Support to Basic training)	50 000
16 753	20 000	15 181	20 350	j) Public Relations	20 000
949	3 000	2 904	3 053	k) Miscellan. Operating Expenses	3 000
				(Travel costs)	
38 929	35 470	58 730	36 091	l) Technical Assistance (Progr. 2 only)	40 000
113 812	105 310	93 968	107 153	m) Long Distance Travel (All Progr. except 2)	165 000
0	7 134	7 384	7 259	n) GEBCO & Int. Bathym. Charts	7 500
				(Publications costs)	
8 417	8 500	8 435	8 649	o) I.H. Review	10 900
0	2 000	5 060	2 035	p) I.H. Bulletin	0
3 185	12 000	8 434	12 210	q) Other publications	12 000
0	0	4 733	0	r) Materials for Publications	0
-----	-----	-----	-----		-----
370 260	463 914	514 336	472 032		513 900

2003 Actual expenditure Euros Dépenses 2003 réalisées	2004 Approved annual Budget * Euros Budget 2 004 approuvé	2005 Approved 5 years Budget Euros Budget	2005 Approved FCCL 5/2003 Budget * Euros Budget * 2 005 quinquennal	CHAPTERS AND ITEMS	Proposition de budget 2 005 Proposed Estimates Euros
III. CAPITAL EXPENDITURE					
5 557	7 000	69 237	15 000	a) Purchase of IT equipments	30 000
51 086	50 000	0	60 000	Depreciation of fixed assets	20 000
1 824	6 000	14 575	11 000	Purchase of furniture & other equipments	11 000
2 777	2 924	5 676	3 488	b) Purchase Publications & Binding	2 902
-----	-----	-----	-----		-----
61 245	65 924	89 488	89 488		63 902
=====					
2 154 168	2 436 404	2 372 063	2 522 932	ANNUAL OPERATING COSTS	2 507 202
=====					
6 098	6 098	6 098	6 098	IV. PRINTING FUND ALLOCATION	6 098
1 522	1 524	1 524	1 524	V. RENOVATION FUND ALLOCATION	1 524
115 913	94 504	56 406	81 225	** VI. CONFERENCE FUNDS ALLOCATION	81 225
30 490	29 728	28 965	28 965	VII. REMOVAL OF DIRECTORS AND STAFF ALLOCATION	28 965
-----	-----	-----	-----		-----
2 308 191	2 568 258	2 465 056	2 640 744	* TOTAL EXPENDITURE	2 625 014
=====	=====	=====	=====		=====

\* Amended budget as approved by FCCL 5/2003

\*\* Approved additional support to Conference funds

## ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

## PREVISIONS BUDGETAIRES POUR 2005

TABLEAU III : RECAPITULATION BUDGETAIRE - (Euros)

2003	2004	2005		Proposition
Actual	Approved	Approved	Approved	de budget
expenditure	annual	5 years	FCCL 5/2003	2005
Euros	Budget *	Budget	Budget *	Proposed
Dépenses	Euros	Euros	Euros	Estimates
2003	Budget		Budget *	Euros
réalisées	2004		2005	
	approuvé		quinquennal	
2 302 093	2 568 258	2 465 056	2 640 744	
				Net Expenditure - Dépenses nettes
				2 625 014
2 566 704	2 546 200	2 622 751	2 622 751	
				Income - Revenus
				2 626 521
-----	-----	-----	-----	-----
264 611	0	157 695	0	
				Budget Excess - Excédent budgétaire
				1 507
0	-22 058	0	-17 993	
				Budget Deficit - Déficit budgétaire
				0
			**	
			Support to Conference funds - Soutien au fonds de Conférences	0
			Support to Ret. Fund - soutien au fonds de retraite	-1 507
			Impact on Working Capital - Incidence fonds de roulement	0
-----	-----	-----	-----	-----
264 611	-22 058	157 695	-17 993	
				Effect on capital - Effet sur le capital
				0
=====	=====	=====	=====	=====

\* Amended budget as approved by FCCL 5/2003

\*\* Approved additional support to Conference funds  
already allocated for 24,819 (Chap. IV)



**ANNEX B "PROPOSED IHO WORK PROGRAM 2005"**

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

<b>Task ID</b>	<b>Description</b>	<b>MS Comments, if any.</b>
<b>O 1. 1. 1.</b>	<b>Meeting of Regional Hydrographic Commissions</b>	
	NIOHC	
	SAIHC	
	USCHC	
	RSAHC	
	NHC	
	EAHC	
	MBSHC	
	BSHC	
	SEPHC	
	Hydrographic Committee on Antarctica	
	SWAtHC (establishment under consideration)	
<b>O 1. 2. 1.</b>	<b>Meetings of International Organizations</b>	
	* International Maritime Organization (IMO)	
	- Assembly	
	- Council	
	- Technical Cooperation Committee (TC)	
	- Maritime Safety Committee (MSC)	
	- Subcommittee on Safety of Navigation (NAV)	
	- Marine Environment Protection Committee (MEPC)	only if needed
	- Subcommittee on Radiocomm. and SAR (COMSAR)	
	* Intergovernmental Oceanographic Commission (IOC)	
	- IOC Assembly	
	* Hydro Committee PanAm. Inst. Geog.and Hist.(PAIGH)	
	* Antarctic related organizations	
	- Antarctic Treaty Consultative Parties (ATCP)	

	- 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)	
	- UNICPOLOS	
	* Int. Assoc. Mar. Aids to Nav. and Lighthouses Auth. (IALA)	only if needed
	* Int. Association of Port and Harbors (IAPH)	only if needed
	* Federation International of Surveyors (FIG)	only if needed
<b>T 1. 1. 1</b>	Study the establishment or enlargement of regional hydrographic commissions in:	
	* Baltic Sea	
	* East Asia	
<b>T 1. 3. 1</b>	Initiate:	
	* Membership enlargement of Baltic Sea RHC (see also Task 1.1.1)	See T 1.1.1.
	* Membership enlargement of East Asia RHC. (see also Task 1.1.1)	See T 1.1.1.

### Programme 2 Capacity Building

Task ID	Description	MS Comments, if any.
<b>O 2. 1. 2.</b>	<b>Participate in Technical Coordination Meetings, including Technical and Scientific Committee of IMA (Trieste)</b>	
<b>O 2. 1. 6.</b>	<b>Organize and Participate in Meetings of the Capacity Building Committee (IHO/CBC)</b>	
<b>T 2. 1. 1</b>	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 .	As needed, as no progress is anticipated in 2004

<b>T 2. 1. 2</b>	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.	
<b>T 2. 1. 4</b>	Participate in the development of a Project for Safety of Navigation Services on Lake Victoria (with IMO and IALA).	
<b>T 2. 1. 6</b>	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.	
<b>T 2. 1. 7</b>	Carry out visits of Technical Cooperation to the following countries and organizations:	
	* Central America and Mexico - see Task 2. 1. 1.	see T 2.1.1
	* Russia and Baltic countries (Latvia, Lithuania) -	
	* Asian Development Bank, UNDP, World Bank	
<b>T 2. 1. 9</b>	Participation in Meetings associated to the Marine Electronic Highway - Malacca Strait -	
<b>T 2. 1. 10</b>	Contribute to the execution of basic training courses for developing HOs, members of RHCs .	New Proposed Task.
<b>T 2. 2. 2</b>	Take action in order to Re-integrate suspended Member States	
	* Dominican Republic	on going
	* Surinam (in cooperation with Netherlands)	on going
	* Democratic Republic of Congo	on going

### **Programme 3 Techniques and Standards Support**

<b>Task ID</b>	<b>Description</b>	<b>MS Comments, if any.</b>
<b>O 3. 1. 1</b>	<b>Attendance/Organization of related Meetings</b>	
	* CHRIS	
	- C&SMWG	

	* SubGroup DPSAG	
	- TSMAD	
	* TSMAD SuB WG	
	- DPSWG	
	- SNPWG	
	* WEND	
	- WEND ENC Task Group	
	* Industry Days	
<b>T 3. 1. 1</b>	Revise, develop, and maintain the following publications:	
	* S-23	
	* S-59	See T 3.2.4
<b>T 3. 1. 2</b>	Co-ordinate and publish regional ENC production and service plans in:	
	* Europe	
	* North America	
	* South East Asia	
	* Caribbean	
	* South West Pacific	
	* South America.	
<b>O 3. 2. 1.</b>	<b>Coordinate and Participate in Meetings of the S-44 WG</b>	
<b>O 3. 2. 3.</b>	<b>Coordinate and Participate in Meetings of the Tidal Committee</b>	
<b>O 3. 2. 4.</b>	<b>Participate in Meetings with IAG EUREF</b>	
<b>O 3. 2. 5.</b>	<b>Organize and Participate in Meetings and Conferences of the ABLOS WG</b>	
<b>T 3. 2. 1</b>	Compilation of the IHO Manual on Hydrographic Surveying. (M-13)	
<b>T 3. 2. 4</b>	Revise, develop and maintain the following publications :	
	* S-32	
	* S-60	

	* S-44	
	* S-51	
	* S-55	Including S-59
<b>O.3.3.1/2/3</b>	<b>Participate in Meetings of the FIG/IHO/ICA A.Board</b>	
<b>T 3. 3. 1</b>	Maintenance and updating of the 9 <sup>th</sup> edition of the Standards of Competence	
	Preparation of 10th edition	
<b>T 3. 3. 2</b>	Revise, develop and maintain:	
	* M-5	
	* M-6	
	* S-47.	
<b>T 3. 3. 4</b>	Coordinate actions with international funding agencies for the promotion of hydrographic training and education in developing countries.	
<b>O 3. 4. 2.</b>	<b>Participate in Meetings related to the Development of Standards</b>	
	* ICA Conference	
	* ICA Commission on Spatial Data Standards	
	* ICA Marine Cartography	
	* W.G. 7 Test approval	
	* International Standards Organization (ISO) TC 211	
<b>O 3. 4. 3</b>	<b>Participate in Meetings related to GEBCO Program</b>	
	* GEBCO Joint Guiding Committee	
	* SCUFN	
	* SCDB	
	* Int. Bathy. Charts Regional Projects ( 7 IBCs)	
	+ IBCCA	
	+ IBCWP	
	+ IBCSEP	
	+ IBCSO	

<b>O 3.5.1.</b>	<b>Participate in Meetings of the CPRNW</b>	
-----------------	---	--

<b>Programme 4 Information Management and Public Relations</b>
--

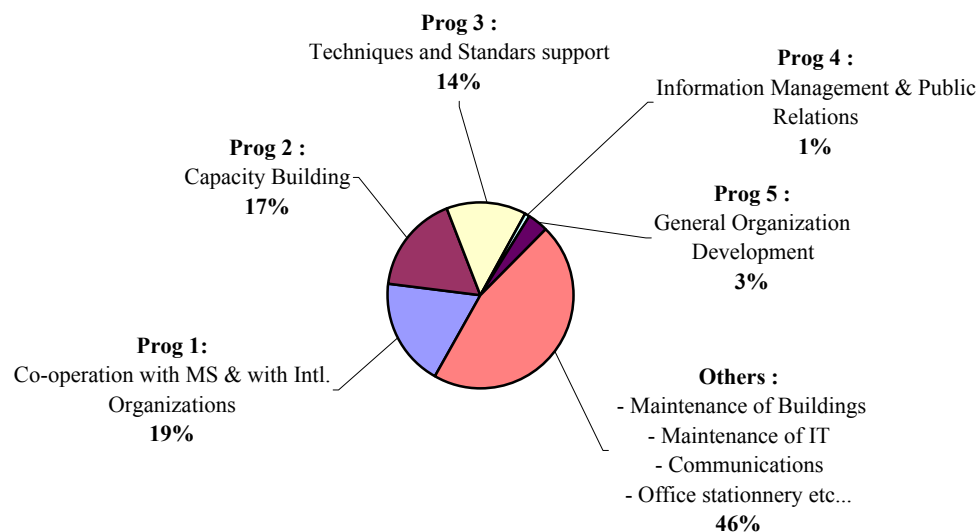
<b>Task ID</b>	<b>Description</b>	<b>MS Comments, if any.</b>
<b>O 4.1.1.</b>	<b>* Maintain and develop IHO Web-site</b>	
<b>T 4.1.1</b>	Provide an annual distribution of IHO publications on CD-ROM.	
<b>T 4.1.2</b>	Revise, develop and maintain the following publications :	
	* P-4	
	* P-5	
	* P-7 (Annually)	
	* P-6	
	* M-3 (Permanently updated)	
<b>T 4.1.3</b>	Maintenance of an IHB Library of reference books and journals.	
<b>T 4.2.1</b>	Deliver papers on this subject (importance of hydrography) at appropriate conferences and seminars and issue press releases during all major IHO meetings	
<b>T 4.2.2</b>	Provide briefings on Hydrography and on the IHO to senior decision makers during visits to Member and Non-Member States	
<b>T 4.2.4</b>	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	
<b>T 4.2.5</b>	Produce a new publication collating legal cases related to charting and nautical accidents	

<b>Programme 5 General Organization Development</b>
---

<b>Task ID</b>	<b>Description</b>	<b>MS Comments, if any.</b>
<b>O 5.1.1.</b>	<b>Review IHO Work Program on annually basis</b>	

<b>T 5. 1. 1</b>	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 and Chair Group meetings	only if needed
<b>O 5. 2. 1.</b>	<b>Provide Translation Services</b>	
<b>T 5. 3. 1</b>	Prepare the budget for period 2007 -2012	
<b>T 5. 6. 2.</b>	Organize any other Extraordinary Conference or Inter-sessional Meeting, as approved.	

**COSTS OF 2005 IHO WORK PROGRAMME**  
**Programmes 1 to 5**  
**referred to Current Operating Costs (Chapter II)**



### **The 2005 Work Programme and Budget**

This document expands upon the **IHO 2005 Work Programme** and the **IHO 2005 Budget** which are provided separately. While the Work Programme and Budget appear as two separate documents, they are linked by their common objectives and tasks, and provide an indication of the budgetary resources necessary for their accomplishment. This document more explicitly describes these linkages.

**The Proposed 2005 IHO Work Programme is based on the IHO Work Programme 2003-2007 as approved by the XVIth I.H. Conference in April 2002, and circulated to Member States by CL41/2002. Its content is derived from the IHO Proposed Five Year Programme Breakdown submitted to Member States by CL 54/2003. Its presentation, which is intended to enhance clarity and usefulness, follows the same tabulated structure used in the previous 2003 and 2004 Work Programmes.**

The IHB acknowledges with thanks the few, but very constructive, comments to improve further the Work Programme presentation and its linkage to the budget. Those comments that can be accommodated without changing the document approved by the Conference have been considered and others will be considered when preparing the 2008-2012 Work Programme that the IHB must submit to the XVIIth IHC in 2007 for approval.

A selection of tasks has been identified for each of the 5 Programmes in which the activities of the IHO are divided, according to the IHO Strategic Plan. The details are given below:

#### **FINANCIAL ANALYSIS**

##### **Income:**

The source of the funds needed to execute the programme of the IHO is almost exclusively derived from the contributions of Member States. For 2005, one change in income is the addition of the new Member State, Myanmar. This increases the number of shares to 621 with 6 shares remaining unpaid from suspended Member States. The second change in income is an increase in share value. The XVIth I.H. Conference approved a 2.5% increase in share value from 3906.35€ to 4004.01€; however, the Directing Committee is recommending that the share value be increased by only 2.0% to 3984.48€. The income also increased due to a 31% increase in revenues from the IHB internal tax on its employees due to increased wages. The result is the total income is expected to rise to 2,626,521€ from the Conference approved level of 2,516,297€, a 4% increase.

##### **Expenditures:**

FCCL 5 approved total expenditures of 2,640,744€ for 2005. The Directing Committee is recommending total expenditures of 2,625,014€. Expenditures are divided into the following Chapters:

##### ***Chapter 1 – Personnel Costs:***

Personnel costs are budgeted at 1,929,400€ for 2005, representing nearly 75% of the overall expenditures. Understandably, the largest segment of Chapter 1 is devoted to salaries of the staff of the IHB. 2005 represents the first full year with salaries of Directors, Professional Assistants and Translators aligned to the UN pay scale; therefore, there is a 12% increase over 2004 in direct pay and bonuses to IHB staff (note: bonuses are now paid only to Category B & C staff). The Internal Retirement Fund is now considered fully funded subject to yearly adjustments based on actuarial studies. Hence, the payment of pensions to retirees comes from the separately held IRF and is not paid from the budget of the IHO.

##### ***Chapter 2 – Current Operating Costs:***

Current Operating Costs remain at the Conference approved level. A significant new initiative is the introduction of a Capacity Building line at 50,000€. These funds are to be used for training initiatives, as determined by the Capacity Building Committee and approved by Member States, to help Member



States and select non-Member States develop the capability to execute their basic hydrographic responsibilities under SOLAS V. Other minor adjustments throughout Chapter 2 are made to accommodate changes in administrative costs.

### ***Chapter 3 – Capital Expenditures:***

With continued assistance from France, UK, Norway and Chile, the costs to acquire and maintain various IT capabilities have been reduced. France continues to host the IHO website with UK and Norway providing hardware, software and maintenance for various database applications needed for chart catalogue and ISO registry functions. For 2005, Capital Expenditures remain consistent with the 2004 level but nearly 30% below the Conference approved amount.

### ***Allocation to Funds:***

Funds set aside for future expenditures remain as approved by the XVIth I.H. Conference. Of importance is that the Extraordinary International Hydrographic Conference (EIHC) will draw upon the Conference Fund in 2005. The XVI Conference allocated 155,117€ to cover the costs of the EIHC.

## **PROGRAMMATIC ANALYSIS**

The IHO Work Programme 2005 contains five programmes:

1. Cooperation with Member States and with International Organizations,
2. Capacity Building,
3. Techniques and Standards Support,
4. Information Management and Public Relations,
5. General Organization Development.

There is a strong desire on the part of the Directing Committee and many Member States to provide a greater quantification to the programmatic analysis of the Work Programme. The following narrative will attempt to attribute some quantifiable value to the various programmes but certain systemic issues make this exercise difficult and inexact.

While the objectives and tasks within each programme are generally distinct, the execution of the tasks may not uniquely link to the budget. For example: Attendance at a Regional Hydrographic Commission (Programme Element 1.1) may also include aspects of Technical Cooperation (Programme Element 2.1), Membership (Programme Element 2.2) and Public Relations (Programme Element 4.2).

Additionally, the Directors and the Professional Staff are assigned responsibilities over various Programme Elements and Geographic Regions. However, the staff member that can most effectively accomplish the task is charged with its execution. Therefore, assigning the salary of a particular staff member to a given programme element is problematic. As the largest expense of the IHB is its personnel costs, an analysis of the IHO Programme without factoring in the manpower leads to an imprecise assessment of the programme element costs.

For the most part, the direct costs attributed to any programme element are the travel and per diem of the IHB staff member(s) to attend meetings necessary to accomplish the task. As discussed above, the staff member(s) time to prepare for, attend and support the meeting is not included. Another important cost that is not included because it is not part of the IHO budget is the expense to Member States to prepare for, attend and support the various meetings. The discussion below provides some indication of the level of effort and number of staff from the IHB and Member State involved in each element. From this information a gross level of expense could be estimated. Funds allocated for explicit budget lines associated with a programme element are highlighted when applicable.

Programme 1 – Cooperation with Member States and with International Organizations:

### ***Element 1.1 – Cooperation with Member States:***

This element is largely accomplished through the Regional Hydrographic Commissions (RHCs). For 2005, ten RHCs have scheduled meetings and potentially, a new RHC may convene in the South West Atlantic Region. These meetings have increased in importance as the RHCs have become central to

the communication strategy of the Strategic Planning Working Group (SPWG) and the Worldwide Electronic Navigational Chart Database (WEND) Task Group. These three to four day meetings have transitioned from a forum for regional neighbors to discuss accomplishments and plans to a working meeting to develop regional positions on the IHO issues and develop programmes for capacity building and ENC production. They are also excellent opportunities to encourage new membership in the IHO and highlight the work of the IHO to government decision makers. Attendance varies according to the size of the membership of the individual RHC but 20 to 50 participants are common. A Director and possibly a Professional Assistant represent the IHB.

*Element 1.2 – Cooperation with International Organizations:*

This element continues to expand in scope and importance and is tied to the objectives of several other programme elements such as capacity building, standards support and public relations.

The adoption of SOLAS V has highlighted the importance of hydrography within IMO. The IHO interaction with IMO has increased with initiatives to encourage expanded membership in the IHO and provide expert advice on and advocacy for hydrography within the IMO. A Director and possibly a Professional Assistant usually attend the five-day IMO Assembly, Council, Maritime Safety Committee, Navigation Sub-committee and Technical Cooperation Committee meetings. A Member State representative or a Professional Assistant usually attends the Sub-Committee on RadioCommunications and Search and Rescue (COMSAR).

Joint initiatives between IOC and IHO such as GEBCO and ABLOS (includes IAG as a partner) remain important programmes in the IHO. Future collaborations in ocean observing, capacity building and ocean mapping are under investigation. A Director usually attends the five-day Executive Council and Assembly meetings.

Coordination with IALA and IAPH remains close for collaboration on capacity building projects and for expert advice on various safety of navigation initiatives undertaken by IALA and IAPH. A professional Assistant or a Member State's representative normally represents the IHO at meetings of interest to the IHO.

ICA, IEC, ISO and FIG remain important partners primarily in the maintenance of standards.

Additionally, ICA provides an excellent opportunity for highlighting the cartographic efforts of IHO Member States during their five day International Cartographic Congress (ICC) to be held in La Coruna, Spain in July 2005. A Professional Assistant usually represents the IHO at these organizations.

The UN General Assembly and the UN Informal Consultative Process on Law of the Sea (UNICPOLOS) have provided high-level visibility to the efforts of the IHO. A Director or Member State represents the IHO during sessions dealing with hydrographic matters.

*Element 1.3 – Cooperation with non-Member States:*

This element is also accomplished under Programme 2 – Capacity Building, under Programme 5 – Public Relations and in conjunction with meetings of RHCs. These tasks usually involve a two-day visit by a Director to the countries identified. The Baltic and East Asia will be the focal regions for 2005.

**Programme 2 – Capacity Building:**

*Element 2.1 – Technical Cooperation:*

This element contains many objectives and related tasks focused on assessing the need for increased hydrographic capacity, developing programmes to address those identified needs, seeking funding and partnerships to support capacity building programmes and facilitating training for personnel from developing nations.

The newly revised S-55 will form the basis for an analysis of worldwide hydrographic capacity and needs. Both the WEND Task Group and the Capacity Building Committee (CBC) will use those results to formulate assistance projects for 2005. The third meeting of the CBC is planned to be held in conjunction with a donors' conference and a regional workshop at a place and time during 2005 to be determined. A Director, a Professional Assistant and approximately nine representatives from Member States attend CBC meetings. For 2005, 50,000€ is budgeted for projects focused on developing basic hydrographic capabilities in developing countries through training initiatives. The initiative is being worked by the IHB and the final project will be developed by the CBC and approved by Member States. Close cooperation with IMA will continue as it conducts both hydrographic and

cartographic courses of instruction. Ongoing projects in the Mediterranean and Black Seas (MEDA7 and MedChartNet), Malacca and Singapore Straits (Marine Electronic Highway), Caribbean (Gulf of Honduras and COCOTRAM) and Africa (WAAT and Lake Victoria) will be monitored and assistance provided as necessary.

### **Element 2.2 – Membership**

The Directing Committee will continue to encourage Member States to promptly approve the applications of new Member States through personal contact, letters and diplomatic channels with the Government of the Principality of Monaco. Three Member States remain suspended with an additional Member State facing suspension for 2005. The Directing Committee will seek all avenues to reintegrate these Member States to good standing. Finally, working with RHCs and the IMO and through personal visits the Directing Committee will seek new Member States for admission.

Programme 3 – Technical and Standards Support:

#### ***Element 3.1 – Nautical Cartography:***

This element progresses through the work of the CHRIS Committee and its subsidiary bodies and the WEND Committee and its Task Group.

The WEND Committee is attended by a Director, a Professional Assistant and over forty representatives from Member States. The WEND Task Group consists of a Director and representatives from four Member States. Major emphasis in 2005 will be on the acceleration of ENC production through the interaction of the WEND Task Group with RHCs, CBC and individual Member States.

The CHRIS Committee attended by a Director, a Professional Assistant, over thirty representatives from Member States and as many as ten observers from industry meets yearly to monitor the work and provide guidance to the seven subsidiary Working Groups. The efforts of CHRIS can be summarized in three main thrusts:

- Maintenance of existing Standards for ENC, Paper Chart and Publications,
- Development of new standards for and next generation data standards (i.e. S-57 edition 4) and paper chart symbols,
- Liaison with other standards organization such as DGIWG, ICA, IEC and ISO.

These Working Groups consisting of from ten to thirty members, assisted by a Professional Assistant may meet once a year or work only through correspondence.

#### ***Element 3.2 – Hydrographic Surveying and Law of the Sea:***

This element includes several tasks related to the techniques and standards of hydrographic surveying to include the *Manual on Hydrography*, the *Hydrographic Dictionary*, tidal observations and modeling, and hydrographic aspects of the law of the sea. Publication of the *IHO Manual on Hydrography*, and new versions of S-51 and S-59 are slated as major tasks for 2005. After a period of dormancy, we anticipate the Standards for Hydrographic Surveys (S-44) Working Group will be reconstituted during 2005.

#### ***Element 3.3 – Training and Education:***

A Director, a Professional Assistant and five representatives from Member States together with representatives from FIG and ICA progress the work under this element. For 2005, a Director will pursue initiatives to encourage donor funding for hydrographic education in developing countries in conjunction with Programme 2 efforts.

#### ***Element 3.4 – Data for Geomatics Applications:***

This element includes a collection of ocean mapping tasks under the framework of GEBCO and the development of standards for bathymetric data that would lead to greater use of these data for applications other than hydrography. A Director, two Professional Assistants and as many as ten representatives from Member States deal with GEBCO issues. Two Professional Assistants and several representatives from Member States comprise subsidiary working groups of CHRIS that advance the standards development.

***Element 3.5 – Maritime Safety Information:***

Member States' representatives and a Professional Assistant represent the IHO before the IMO on MSI matters.

Programme 4 – Information Management and Public Relations:

***Element 4.1 – Information Management:***

The Directing Committee, the Professional Assistants, the Translators and several Category B staff members perform this element. The increased reliance on the Web, e-mail and distribution of publications on CD-ROM have continued to reduce the expenditures in this element. Assistance from France, Norway, Chile and UK have enabled increased website capabilities at modest cost to the IHO budget.

***Element 4.2 – Public Relations focused to enlarge the IHO:***

The Directing Committee and the Professional Assistants accomplish this element when representing the IHO at external conferences, before other Organizations, and professional meetings.

Programme 5 – General Organization Development:

***Element 5.1 – IHO Development:***

This element includes the oversight of the work programme/budget and the restructuring of the Organization through the efforts of the Strategic Planning Working Group. The Directing Committee, one Professional Assistant and a Category B staff assistant routinely monitor the budget and the Chairman and Vice Chairman of the Finance Committee are apprized at least twice a year. The SPWG will remain active in 2005 complying with the decisions of the EIHC. A Director, a Professional Assistant and as many as fifty representatives from RHCs and Member States participate in the SPWG meetings.

***Element 5.2 – Translation Services:***

The two translators on the IHB staff primarily perform this element. The French translator is full time in that position and the Spanish translator also edit the web based *Bulletin*. The French Editor, the Office Supervisor and the Directing Committee's Secretary perform translations of routine documents. For 2005, the EIHC will require additional translations services that are budgeted within the Conference Fund.

***Element 5.3 – IHO Administration:***

This element covers the internal functions of the secretariat. It is the primary task of one Professional Assistant and four to five Category B staff with oversight from the Directing Committee.

***Element 5.4 – Infrastructure and Information Technology:***

This element includes the routine maintenance of the IHB offices, the manpower necessary to logistically organize and conduct meetings at the IHB and the information technology employed at the IHB. A Category B and Category C staff member execute it with two Professional Assistants contributing to the management of IT. The increasing use of database and GIS technology to support the work activities of the IHB will involve additional training for IHB staff and additional commitment of time and resources. Most IT maintenance is carried out internally; although, network and server maintenance is performed under contract.

***Element 5.5 – Host Government Affairs:***

This element is executed through the time and efforts of the Directing Committee.

***Element 5.6 – IHO Conferences:***

The execution of this elements involves the total staff with increasing commitments of time from the commencement one year prior to the scheduled date through the publishing of the proceedings the month following. Simultaneous translators, précis writers and additional temporary staff are employed during the conference. The delegations from Member States number approximately 250 for this five-day meeting. The XVI Conference approved 155,000€ for the conduct of the III EIHC to be

held in 2005. These funds are accumulated in the Conference Fund external to the budget at a rate of 75,000€ to 100,000€ per year. In 2005, 81,225€ will be added to the Conference Fund