

THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHB File No. S1/1001/WP

**CIRCULAR LETTER 61/2004
1 October 2004**

PROPOSED IHO WORK PROGRAMME AND BUDGET FOR 2005

References: a) CL 55/2004
b) FCCL 5/2003

Dear Hydrographer,

In accordance with Article 8 of the Financial Regulations, the Circular Letter in reference a) above requested Finance Committee Members to review and provide comments on the Proposed IHO 2005 Budget by 30 September 2004.

The Directing Committee thanks the Member States for the positive comments received and through this Circular Letter now seeks approval from Member States on the Proposed IHO Budget for 2005 (Annex A) and the IHO 2005 Work Programme (Annex B).

The Proposed IHO 2005 Work Programme and Budget have been prepared in line with the 2003-2007 Work Programme, the Five Year Budget approved by the XVIth I.H. Conference and later adjusted following the Member States' approval of FCCL 5/2003 in reference b) above.

Member States' approval of the proposed IHO 2005 Work Programme and Budget is requested **by 30 November 2004** (Voting Paper provided in Annex C).

Comments and/or changes proposed by Member States, if any, will be considered by the IHB when preparing the final version of these documents which will be implemented in January 2005.

On behalf of the Directing Committee
Yours sincerely,

Vice Admiral Alexandros MARATOS
President

Encls: (3)

Annex A - IHO Proposed 2005 Budget
Annex B - IHO Proposed 2005 Work Programme
Annex C - Voting Paper

INTERNATIONAL HYDROGRAPHIC ORGANISATION

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

BUDGET ESTIMATES FOR 2004
TABLE I - INCOME - (Euros)PREVISIONS BUDGETAIRES POUR 2004
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 2004
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	----- 2 640 744		----- 2 625 014 =====

TABLE II A : DETAILED EXPENDITURE - Détail des dépenses

2003	2004	2005	2005				Proposition
Actual	Approved	Approved	Approved	FCCL 5/2003	CHAPTERS AND ITEMS	Internal	de budget
expenditure	annual	5 years	FCCL 5/2003			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 2 005 quinquennal	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
=====	=====	=====	=====	ANNUAL OPERATING COSTS	=====
2 154 168	2 436 404	2 372 063	2 522 932		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 2004

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

Task ID	Description	MS Comments, if any.
O 1. 1. 1.	Meeting of Regional Hydrographic Commissions	
	NIOHC	
	SAIHC	
	USCHC	
	RSAHC	
	NHC	
	EAHC	
	MBSHC	
	BSHC	
	SEPHC	
	Hydrographic Committee on Antarctica	
	SWAtHC (establishment under consideration)	
	MACHC	
O 1. 2. 1.	Meetings of International Organizations	
	* 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
T 1. 1. 1	Study the establishment or enlargement of regional hydrographic commissions in:	
	* Baltic Sea	
	* East Asia	
T 1. 3. 1	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.
O 2. 1. 2.	Participate in Technical Coordination Meetings, including 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 .	As needed, as no progress is anticipated in 2004
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. 4	Participate in the development of a Project for Safety of Navigation Services on Lake Victoria (with IMO and IALA).	
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.	
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.	see T 2.1.1
	* Russia and Baltic countries (Latvia, Lithuania) -	
	* Asian Development Bank, UNDP, World Bank	
T 2. 1. 9	Participation in Meetings associated to the Marine Electronic Highway - Malacca Strait -	
T 2. 1. 10	Contribute to the execution of basic training courses for developing HOs, members of RHCs and support training initiatives, which are already underway.	New Proposed Task.
T 2. 2. 2	Take action in order to Re-integrate suspended Member States	
	* Dominican Republic	
	* Surinam (in cooperation with Netherlands)	on going

* Democratic Republic of Congo	on going
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Programme 3 Techniques and Standards Support

Task ID	Description	MS Comments, if any.
O 3. 1. 1	Attendance/Organization of related Meetings	
	* CHRIS	
	- C&SMWG	
	- DQWG	
	* SubGroup DPSAG	
	- CSPCWG	
	- TSMAD	
	* TSMAD SuB WG	
	- DPSWG	
	- SNPWG	
	* WEND	
	- WEND ENC Task Group	
	* Industry Days	
T 3. 1. 1	Revise, develop, and maintain the following publications:	
	* S-23	
	* S-59	See T 3.2.4
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. 1.	Coordinate and Participate in Meetings of the S-44 WG	

O 3. 2. 3.	Coordinate and Participate in Meetings of the Tidal Committee	
O 3. 2. 4.	Participate in Meetings 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. 4	Revise, develop and maintain the following publications :	
	* S-32	
	* S-60	
	* S-44	
	* S-51	
	* S-55	Including S-59
O.3.3.1/2/3	Participate in Meetings of the FIG/IHO/ICA A.Board	
O 3.3.3	2007 "Encourage the worldwide establishment of courses in hydrography and nautical cartography, advising on their submission for recognition from the FIG/IHO/ICA A. Board, in order to increase the number of international courses conforming to agreed standards	
T 3. 3. 1	Maintenance and updating of the 9 th edition of the Standards of Competence	
	Preparation of 10th edition	
T 3. 3. 2	Revise, develop and maintain:	
	* M-5	
	* M-6	
	* 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	
	* ICA Conference	
	* ICA Commission on Spatial Data Standards	
	* ICA Marine Cartography	
	* W.G. 7 Test approval	
	* International Standards Organization (ISO) TC 211	
O 3. 4. 3	Participate in Meetings related to GEBCO Program	
	* GEBCO Joint Guiding Committee	
	* SCUFN	
	* SCDB	
	* Int. Bathy. Charts Regional Projects (7 IBCs)	
	+ IBCCA	
	+ IBCWP	
	+ IBCSEP	
	+ IBCSO	
O 3. 5. 1.	Participate in Meetings of the CPRNW	

Programme 4 Information Management and Public Relations

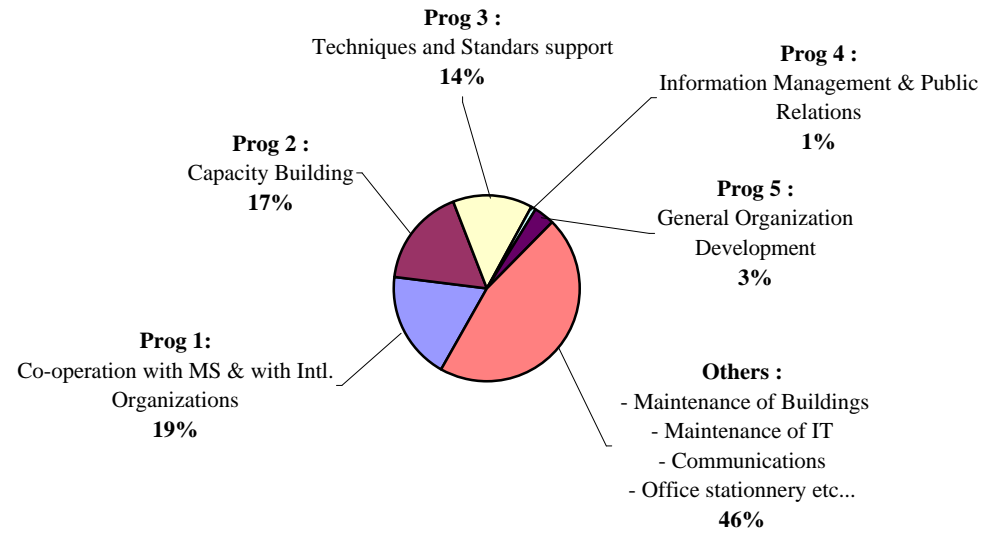
Task ID	Description	MS Comments, if any.
O 4.1.1.	* Maintain and develop IHO Web-site	
T 4. 1. 1	Provide an annual distribution of IHO publications on CD-ROM.	
T 4. 1. 2	Revise, develop and maintain the following publications :	
	* P-4	
	* P-5	
	* P-7 (Annually)	
	* P-6	
	* M-3 (Permanently updated)	
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	MS 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 and Chair Group meetings	only if needed
O 5. 2. 1.	Provide Translation Services	
T 5. 3. 1	Prepare the budget for period 2007 -2012	
T 5. 6. 2.	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)



MEMBER STATES' COMMENTS AND APPROVAL OF IHO WORK PROGRAMME AND BUDGET FOR 2005

VOTING PAPER

(to be returned to the IHB by 30 November 2004

E-mail: info@ihb.mc - Fax: +377 93 10 81 40)

Member State:

1. Do you approve the adoption of the proposed IHO Budget for 2005, as contained in Annex A to IHB CL 61/2004 ?

YES

NO

Comments:
.....
.....

2. Do you approve the adoption of the proposed IHO Work Programme for 2005, as contained in Annex B to IHB CL 61/2004 ?

YES

NO

Comments :
.....
.....

Name/Signature: Date:

