



IHB File No. S1/1001/WP-FO/595/06

CIRCULAR LETTER 72/2005  
18 July 2005

### PROPOSED IHO WORK PROGRAMME AND BUDGET FOR 2006

References: a) IHO Financial Regulations, Art.8  
b) FCCL 5/2003  
c) CL 54/2003

Dear Hydrographer and Finance Committee Member,

In accordance with Article 8 of the IHO Financial Regulations, the Proposed IHO 2006 Budget (**Annex A**) is hereby submitted to the Finance Committee Members for comments. The FC Members are not required to review or comment on the Proposed IHO 2006 Work Programme (**Annex B**); however, the Directing Committee believes it integral to the Budget and it is therefore included.

An accompanying description of the 2006 Budget and Work Programme (**Annex C**) expands upon the brief text and numbers provided in the main documents.

The Proposed IHO 2006 Budget (**Annex A**) has been prepared in line with the 2006 Work Programme and the Five Year Budget approved by the XVIth I.H. Conference, updated in 2004 following the Member States' approval of FCCL 5/2003. 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 for 2006 (4120.13 €). Based on planned expenditures, the Directing Committee is recommending no increase in the share value, that is to say, to keep the 2005 figure of 3984.48 €.

The 2006 budget reflects the addition of a new Member State and/or variation of the tonnage of Member States increasing the number of shares to 643, with 6 shares unpaid by suspended Member States: therefore the number of shares taken into account is 637.

**Table II. Expenses** – Reference b) projected a total expenditure of 2,703,023 € for 2006 which was approved by Member States and the Directing Committee is recommending that same level of expenditure.

**Chapter I. Personnel Costs** – Budgeted at 1,943,300 € instead of 2,014,224 € as approved by reference b).

**Chapter II. Current Operating Costs** – Budgeted at 534,500 € instead of 481,473 € as approved by reference a)

**Chapter III. Capital Expenditure** – Decrease from 94,823 € to 62,720 €.

The Proposed IHO 2006 Work Programme (**Annex B**) is explicitly broken down and has been extracted from the 5-year Work Programme which was circulated with reference c), duly updated with information received at the IHB plus the following new task:

**Task 2.1.10** – Capacity Building Programme as agreed by the CBC, to be funded by the CBFUND, up to an amount of 82,000 €.

The DC is proposing an allocation of 70,000 € from the normal budget to be transferred to the CBFUND. This amount, together with the existing availability of the Fund, will support this Task. The initiatives considered to be supported will contribute to raise hydrographic awareness and capabilities, benefiting mainly the following RHCs: SAIHC, MACHC, EAHC and RSAHC.

**Task 3.1.3.** – Study/development and implementation of ENC/RNC/paper Chart web map catalogue, in coordination with IMO.

**Task 3.4.3.** – Study/development and implement a shallow water collection program.

Any changes proposed by Member States will be considered by the IHB when preparing the final version of the 2006 Programme that will be implemented by January 2006.

Finance Committee Members are kindly requested to review **Annex A** and to provide comments, as necessary, to the IHB **by 20 September 2005**. The IHO 2006 Work Programme and Budget will be subsequently circulated to Member States for approval.

On behalf of the Directing Committee  
Yours sincerely,



Captain Hugo GORZIGLIA  
Director

Encls: - Annex A - Proposed IHO 2006 Budget  
- Annex B - Proposed IHO 2006 Work Programme  
- Annex C - 2006 Work Programme and Budget – Explanatory Document.

PROPOSED 2006 IHO BUDGET

INTERNATIONAL HYDROGRAPHIC ORGANISATION

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

BUDGET ESTIMATES FOR 2006  
TABLE I - INCOME - (Euros)

PREVISIONS BUDGETAIRES POUR 2006  
TABLEAU I - REVENUS - (Euros)

Annex A

2004 Approved revised estimates FRF Budget approuvé 2004	2004 Actual Income FRF Recettes définitives 2004	2005 Approved 5 years Budget FRF Budget quinquennal 2005	2006 Approved 5 years Budget Euros Budget quinquennal 2006		2006 Proposed Estimates 2006 Euros Projet de budget
611.0	616.0	615.0	593.0	Approved Percentage of increase (%)	2.50
3 906.35	3 906.35	3 984.48	4120.13	Percentage of increase proposed (%)	0.00
				Number of shares	637
				Unit share value	3984.48
2 386 780	2 406 312	2 450 455	2 443 236	A. CONTRIBUTIONS	
				Contributions	643 2 562 021
				provision for suspended Member States	-6 -23 907
				Basis for budget estimates	637 2 538 114
7 969	13133	8 188	8 433	B. SALES OF PUBLICATIONS	8 433
				Ventes de publications	
0	0	0	0	C. ADVERTISEMENTS IN PUBLICATIONS	0
				Annonces dans les publications	
16 110	41 845	16 110	16 110	D. INTEREST ON BANK ACCOUNTS	16 110
				Intérêts sur comptes en banques	
7 622	7500	7 500	7 700	E. EXTRAORDINARY INCOME	7 700
				Revenus exceptionnels	
118 362	125680	144 270	113 610	F. INTERNAL TAX	145 500
				Impôt interne	
2 536 843	2 594 470	2 626 523	2 589 089		2 715 857

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE  
PREVISIONS BUDGETAIRES POUR 2006  
TABLEAU II - DEPENSES - (Euros)

Annex A

2004 Actual expenditure Euros Dépenses 2004 réalisées	2005 Approved annual Budget * Euros Budget 2005 approuvé	2006 Approved 5 years Budget Euros Budget quinquennal 2006	2006 Approved FCCL 5/2003 Budget * Euros Budget * 2006 modifié	CHAPTER - CHAPITRE	Proposition de budget 2006 Proposed Estimates Euros
1 811 049	1 929 400	1 823 429	2 014 224	I. PERSONNEL COSTS DEPENSES DE PERSONNEL Salaries Directing Committee Salaries Other staff Social charges Benefits and Pensions Controllable Personnel cost	1 943 300
359 238	513 900	530 898	481 473	II. CURRENT OPERATING COSTS DEPENSES DE GESTION COURANTE Maintenance, communications, etc.. Consulting Travels Publications	534 500
48 990	63 902	94 823	94 823	III. CAPITAL EXPENDITURE DEPENSES DE CAPITAL	62 720
0	6 098	6 098	6 098	IV. PRINTING FUND ALLOCATION FONDS D'IMPRESSION	6 098
1 524	1 524	1 524	1 524	V. RENOVATION FUND ALLOCATION	11 524
94 504	81 225	50 310	76 678	VI. CONFERENCE FUND ALLOCATION FONDS MIS EN RESERVE POUR LA CONFERENCE	46 678
29 728	28 965	28 203	28 203	VII. REMOVAL OF DIRECTORS ALLOCATION FONDS POUR LE DEMENAGEMENT DES DIRECTEURS	28 203
		0	0	VIII. CAPACITY BUILDING FUND ALLOCATION	70 000
----- 2 345 033	----- 2 625 014	----- 2 535 284	----- <span style="border: 1px solid black; padding: 2px;">2 703 023</span>		----- <span style="border: 1px solid black; padding: 2px;">2 703 023</span> =====

TABLE II A : DETAILED EXPENDITURE - Détail des dépenses

2004	2005	2006	2006				Proposition
Actual	Approved	Approved	Approved	CHAPTERS AND	ITEMS	Internal	de budget
expenditure	annual	5 years	FCCL 5/2003			Tax	2006
Euros	Budget *	Budget	Budget *				Proposed
	Euros	Euros	Euros				Estimates
							Euros
				I.	PERSONNEL COSTS		
307 627	383 000	289 889	404 424	a)	Salaries - Directing Committee	39 000	390 000
402 015	485 000	356 128	506 318	b)	Salaries - Category A	50 000	500 000
94 591	113 000	86 834	110 206		- Translators	11 400	114 000
355 169	370 000	349 152	380 257		- General Services (B & C)	38 000	380 000
	3 700				Overtime for B & C Categories	700	7 000
					(Costs dependent on Salaries)		
55 079	31 000	94 497	30 180	c)	Annual Bonus (B & C Categories only)	3 000	30 000
230 365	251 000	153 763	267 361	d)	Payment to Retirement schemes		275 000
11 130	17 000	20 614	20 614	e)	Insurances based on wages		17 000
75 713	90 000	96 798	96 798	f)	Medical (GAN premiums)		82 000
23 301	22 000	35 163	35 163	g)	Family Allowances		31 700
50 343	57 000	36 781	36 781	h)	Education Grants	3 400	34 000
					(Costs independent of Salaries)		
56 362	94 400	98 846	98 846	i)	Medical claims paid		70 000
-14 789	-20 700	-21 928	-21 928	i)	Medical - refunds from GAN		-20 400
1 836	0	9 387	0	j)	Home rental	0	0
9 413	12 000	12 575	12 575	k)	Home Leave		12 000
0	0	0	0	l)	Installat. and removal costs		0
146 908	0	168 299	0	**	m) Pensions to retired staff		0
618	5 000	14 523	14 523	n)	Miscellan. Personnel Expenses		5 000
					(Controllable Personnel costs)		
0	6 000	13 182	13 182	o)	Salaries - Temporary staff		6 000
5 368	10 000	8 923	8 923	p)	IHB Staff training		10 000
1 811 049	1 929 400	1 823 429	2 014 224	*		145 500	1 943 300

\* Amended budget as approved by FCCL 5/2003

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

2004	2005	2006	2006		Proposition
Actual	Approved	Approved	Approved	TABLE II A - Continued	de budget
expenditure	annual	5 years	FCCL 5/2003		2006
Euros	Budget *	Budget	Budget *		Proposed
Dépenses	Budget	Budget	Budget *	CHAPTERS AND ITEMS	Estimates
2004	2005	quinquennal	2006		Euros
réalisées	approuvé	2 006	modifié		
				II. CURRENT OPERATING COSTS	
				(Maintenance, communications, etc...)	
44 178	60 000	58 550	58 550	a) Maintenance of building	49 000
1 582	2 500	2 259	2 259	Multirisk insurance	2 000
26 179	38 500	21 929	23 025	Maintenance of IT equipments	38 500
12 218	16 000	15 752	15 752	b) Office Stationery	14 000
36 737	39 000	69 497	38 220	c) Postage, telephone, telex, telefax	38 000
	0	1 532	0	d) Customs	0
2 350	2 500	1 215	1 215	e) Local Travel	2 800
3 886	5 500	2 667	2 667	f) Bank Charges	4 500
14 399	30 000	0	46 703	g) Consultancy Expenses (Others than Auditors)	75 000
2 000	11 500	13 494	13 494	h) Auditors fees	4 000
12 718	50 000	132 631	70 000	i) Capacity Building (see Fund below)	0
18 287	20 000	15 636	15 636	j) Public Relations	19 000
766	3 000	2 991	2 991	k) Miscellan. Operating Expenses	1 000
				(Travel costs)	
34 095	40 000	60 639	47 700	l) Technical Assistance (Progr. 2 only)	50 000
133 453	165 000	97 021	110 880	m) Long Distance Travel (All Progr. except 2)	204 000
3 574	7 500	7 624	7 700	n) GEBCO & Int. Bathym. Charts	7 700
				(Publications costs)	
3 633	10 900	8 687	11 118	o) I.H. Review	11 000
0	0	5 212	0	p) I.H. Bulletin	0
9 183	12 000	8 687	8 687	q) Other publications	14 000
0	0	4 875	4 875	r) Materials for Publications	0
-----	-----	-----	-----		-----
359 238	513 900	530 898	481 473		534 500

2004	2005	2006	2006		Proposition
Actual	Approved	Approved	Approved		de budget
expenditure	annual	5 years	FCCL 5/2003		2 006
Euros	Budget *	Budget	Budget *		Proposed
Dépenses	Euros	Euros	Euros	CHAPTERS AND ITEMS	Estimates
2004	2 005	quinquennal	2 006		Euros
réalisées	approuvé	2 006	modifié		
				III. CAPITAL EXPENDITURE	
7 594	30 000	47 944	55 335	a) Purchase of IT equipments	38 000
37 763	20 000	25 000	25 000	Depreciation of fixed assets	12 500
2 656	11 000	16 033	11 000	Purchase of furniture & other equipments	11 000
977	2 902	5 846	3 488	b) Purchase Publications & Binding	1 220
-----	-----	-----	-----		-----
48 990	63 902	94 823	94 823		62 720
=====	=====	=====	=====	ANNUAL OPERATING COSTS	=====
2 219 277	2 507 202	2 449 149	2 590 520		2 540 520
=====	=====	=====	=====		=====
6 098	6 098	6 098	6 098	IV. PRINTING FUND ALLOCATION	6 098
1 524	1 524	1 524	1 524	V. RENOVATION FUND ALLOCATION	11 524
94 504	81 225	50 310	76 678	VI. CONFERENCE FUNDS ALLOCATION	46 678
29 728	28 965	28 203	28 203	VII. REMOVAL OF DIRECTORS AND STAFF ALLOCATION	28 203
		0	0	VIII CAPACITY BUILDING FUND ALLOCATION	70 000
-----	-----	-----	-----		-----
2 351 131	2 625 014	2 535 284	2 703 023	* TOTAL EXPENDITURE	2 703 023
=====	=====	=====	=====		=====

\* Amended budget as approved by FCCL 5/2003

## ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

## PREVISIONS BUDGETAIRES POUR 2006

TABLEAU III : RECAPITULATION BUDGETAIRE - (Euros)

2004	2005	2006	2006		Proposition
Actual	Approved	Approved	Approved		de budget
expenditure	annual	5 years	FCCL 5/2003		2006
Euros	Budget *	Budget	Budget *		Proposed
Dépenses	Euros	Euros	Euros	CHAPTERS AND ITEMS	Estimates
2004	2005	quinquennal	2006		Euros
réalisées	approuvé	2006	modifié		
2 345 033	2 625 014	2 535 284	2 703 023	Net Expenditure - Dépenses nettes	2 703 023
2 594 470	2 626 523	2 589 089	2 589 089	Income - Revenus	2 715 857
-----	-----	-----	-----	Budget Excess - Excédent budgétaire	-----
249 437	1 509	53 805	0		12 834
0	0	0	-113 934	Budget Deficit - Déficit budgétaire	0
				Support to Conference funds - Soutien au fonds de Conférences	0
				Support to Ret. Fund - soutien au fonds de retraite	-12 834
				Impact on Working Capital - Incidence fonds de roulement	0
-----	-----	-----	-----	Effect on capital - Effet sur le capital	-----
249 437	1 509	53 805	-113 934		0
=====	=====	=====	=====		=====

\* Amended budget as approved by FCCL 5/2003



**"PROPOSED 2006 IHO WORK PROGRAMME"**

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

Task ID	Description	Comments
<b>O 1. 1. 1.</b>	<b>Meeting of Regional Hydrographic Commissions</b>	
	NIOHC	
	USCHC	
	EAtHC	
	Hydrographic Committee on Antarctic	
	EAHC	
	NHC	
	SAIHC	
	SWAtHC (establishment under consideration)	
<b>O 1. 2. 1.</b>	<b>Meetings of International Organizations</b>	
	* International Maritime Organization (IMO)	
	- 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 Executive Council	
	* 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)	
	- General Assembly	
	- UNICPOLOS	
	- DOALOS	
	- UNGEGN	only if needed
	* International Standard Organization TC211	
	* Int. Assoc. Mar. Aids to Nav. and Lighthouses Auth. (IALA)	
	* Int. Association of Port and Harbors (IAPH)	only if needed
	* International Federation of Surveyors (FIG)	
<b>T 1.1.1</b>	Study the establishment or enlargement of regional hydrographic commissions in:	
	* Baltic Sea	see task T 2.1.7
<b>T 1.3.1</b>	Initiate:	
	* Membership enlargement of Baltic Sea RHC (see also Task 1.1.1)	see task T 2.1.7

### Programme 2: Capacity Building

Task ID	Description	Comments
<b>O 2.1.2.</b>	<b>Participate in Meetings of the 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 (IHOCBC)</b>	
<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:	
	* Russia and Baltic countries (Latvia, Lithuania, Estonia) -	
	* Red Sea - Eritrea, Saudi Arabia, Yemen, Kuwait.	
	* Asian Development Bank, UNDP, World Bank	See task T 2.1.6
<b>T 2.1.9</b>	Participation in Meetings associated with the Marine Electronic Highway or Marine Highways	
	MEH Malacca Strait -	
	MH West Indian Ocean	

<b>T 2. 1. 10</b>	Capacity Building Programme as agreed by the CBC (elements included after CB Fund was established)	These tasks are funded by the CBFund
	* Technical Workshop on Phase I for SAIHC, to be held in conjunction with 4th CBC Meeting in Maputo, Mozambique.	
	* SAIHC AT technical visit probably led by South Africa plus IHB, January/February.	
	* One week Seminar for Chairmen of National Hydrographic Committees (or equivalent) of MACHC, to be held in Panama, second semester.	
	* Support attendance of some participants from EAHC and RSAHC to assist Multibeam Course in ..... (To be coordinated)	
	* MACHC brief to CARICOM Meeting of Transport Ministers	
	* MACHC to follow visits to countries visited in 1998 and other island states	
	* Pilot project in Nicaragua on a 3-week Training Course on basic practical surveying.	Subject to MACHC and IAB endorsement
<b>T 2. 2. 2</b>	Take action in order to Re-integrate suspended Member States [2003-2007]	
	* Dominican Republic	Actions by correspondence
	* Surinam (in cooperation with The Netherlands)	Actions by correspondence
	* Democratic Republic of Congo	Actions by correspondence

### Programme 3: Techniques and Standards Support

Task ID	Description	Comments
<b>O 3. 1. 1</b>	<b>Attendance/Organization of related Meetings</b>	
	* CHRIS	
	- C&SMWG	No meeting planned
	- DQWG	Dormant
	- DPSWG	
	- TAWG	
	- CSPCWG	
	- TSMAD	
	* TSMAD Sub WG	
	- SNPWG	
	* WEND	
	- WEND Task Group	
	* ECDIS Stakeholders Forum	

<b>T 3. 1. 1</b>	Revise, develop, and maintain the following publications:	
	* S-52 New Edition	
	* S-57 New Edition	
	* M-4	
	* M-11	
	* S-23	Pending issue
	* 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	Contained in IHO ENC Catalogue
	* North America	Contained in IHO ENC Catalogue
	* South East Asia	Contained in IHO ENC Catalogue
	* Caribbean	Contained in IHO ENC Catalogue
	* South West Pacific	Contained in IHO ENC Catalogue
	* South America.	Contained in IHO ENC Catalogue
<b>T 3. 1. 3.</b>	Study / development and implementation of ENC/RNC/Paper Chart web map catalogue - ( In coordination with IMO)	
<b>O 3. 2. 1.</b>	<b>Coordinate and Participate in Meetings of the S-44 WG</b>	
<b>O 3.2.2</b>	<b>Coordinate and Participate in meetings of the Tidal Committee</b>	
<b>O 3. 2. 3.</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. 4</b>	Revise, develop and maintain the following publications :	
	* S-32	
	* S-60	
	* S-44	
	* S-51	
	* S-55	
<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 [new publication]	
	* 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.	See Task T 2.1.6
<b>O 3.4.2.</b>	<b>Participate in Meetings related to the Development of Standards</b>	
	* International Electrotechnical Commission (IEC)	
	* 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)	
	+ IBCM	To be checked with IOC
	+ IBCEA	To be checked with IOC
	+ IBCWIO	To be checked with IOC
	+ IBCCA	To be checked with IOC
	+ IBCWP	To be checked with IOC
	+ IBCSEP	To be checked with IOC
	+ IBCAO	To be checked with IOC
	+ IBCSO	To be checked with IOC
<b>T 3.4.1</b>	Revise, develop and maintain the following publications :	
	* B-4	
	* B-6	
	* B-7	
	* B-8	
<b>T 3.4.2</b>	Complete harmonization of IHO spatial data standards with ISO and other standards.	
<b>T 3.4.3.</b>	Study/develop/implement shallow water collection program	
<b>O 3.5.1.</b>	<b>Participate in Meetings of the CPRNW</b>	
<b>T 3.5.1</b>	Revise, develop and maintain the following publications :	
	* S-53	
	* S-53 Appendix 1	

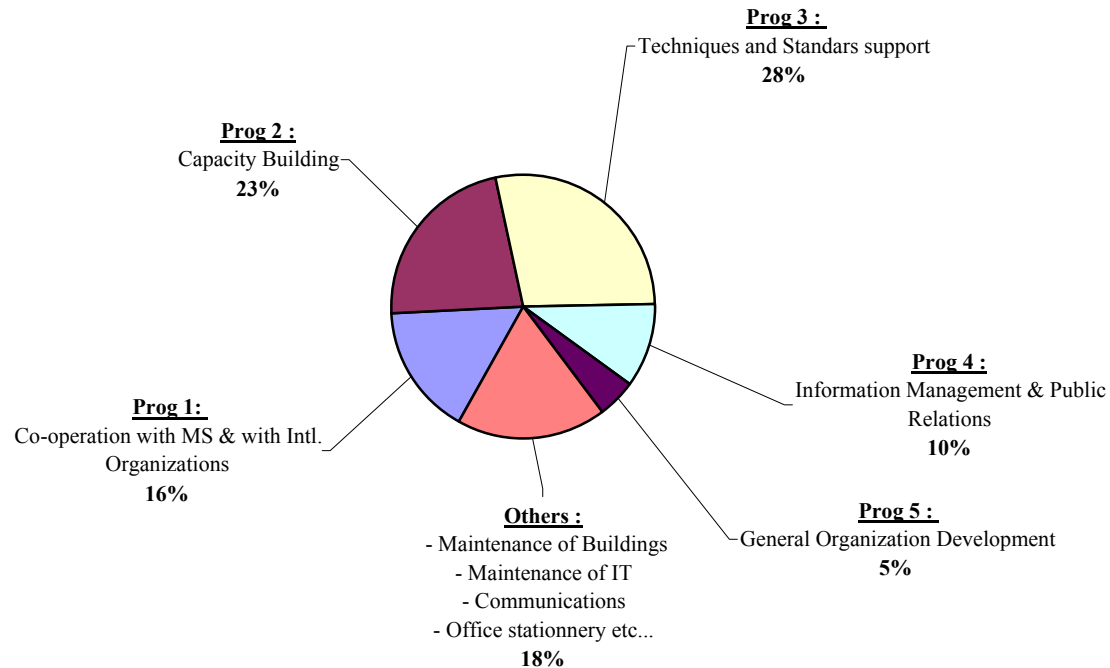
**Programme 4: Information Management and Public Relations**

Task ID	Description	Comments
<b>O 4.1.1.</b>	<b>* Maintain and develop IHO Web-site</b>	
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 (every 5 years)	
	* 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/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. 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”	
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	
T 4.2.7	Development and maintenance of IHB GIS database infrastructure	

**Programme 5: General Organization Development**

Task ID	Description	Comments
<b>O 5. 1. 1.</b>	<b>Review IHO Work Program on annually basis</b>	
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	
<b>O 5. 2. 1.</b>	<b>Provide Translation Services</b>	
T 5. 3. 1	Prepare the budget for period 2007 -2012	
T 5. 6. 1.	Organise the XVII IH Conference and Exhibition	

**COSTS OF 2006 IHO WORK PROGRAMME**  
**Programmes 1 to 5**  
**referred to Current Operating Costs (Chapter II)**



Updated, July 2005

## **The 2006 Work Programme and Budget**

This document expands upon the IHO 2006 Work Programme and Budget, provided under Annexes B and A respectively. 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 2006 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 CL 41/2002. Its content is derived from the IHO Proposed Five Year Programme Breakdown submitted to Member States by CL54/2003. Its presentation, which is intended to enhance clarity and usefulness, follows the same tabulated structure used in the previous 2003, 2004 and 2005 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 and Budget 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 2006 the number of shares has increased to 643 including 6 shares that remain unpaid by suspended Member States. As regards the value of the share, the XVIth I.H. Conference approved in the 5-year budget a 2.5% increase in the share value (from 4004.01€ to 4120.13€); however, the Directing Committee is recommending that the share value be kept at the same level as 2005, that is to say 3984.48€. The income also increased due to a 12% 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 2,715,857€ from the Conference approved level of 2,589,089€, a 4.9% increase.

#### **Expenditures:**

FCCL 5 approved total expenditures of 2,703,023€ for 2006. The Directing Committee is recommending total expenditures of the same value. Expenditures are divided into the following Chapters:

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

Personnel costs are budgeted at 1,943,300€ for 2006, representing about 75% of the overall expenditures. Understandably, the largest segment of Chapter 1 is devoted to salaries of the staff of the IHB. 2006 represents the second full year with salaries of Directors, Professional Assistants and Translators aligned with the UN pay scale and has an increase of 3% over 2005. The Internal Retirement Fund continues to be 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 and consistent with the 2005 level. The introduction of the Capacity Building Fund now situates this activity outside the operating cost



environment. Other minor adjustments throughout Chapter 2 are made to accommodate changes in administrative costs.

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

The management of these expenditures has been optimized. 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 2006, Capital Expenditures remain consistent with the 2005 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, with some minor variations. A detailed control on the expenses associated with the organization and running of the Extraordinary International Hydrographic Conference (EIHC) did not justify keeping the original level of allocation of funds for the XVII IHC, but to increase the allocation to Capacity Building and Renovation Funds.

## **PROGRAMMATIC ANALYSIS**

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.

The IHO 2006 Work Programme is divided, in the IHO Strategic Plan, into the following 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.

## **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 2006, seven 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), the Worldwide Electronic Navigational Chart Database (WEND) Task Group and the Capacity Building Committee. These three to four day meetings constitute “the forum” for countries in the region to discuss accomplishments, identify initiatives and develop regional positions on IHO issues. They are also excellent opportunities to encourage Observer States to become new members of 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, and strongly contribute to the follow-up of the actions agreed.

### ***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 UN and 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 Subcommittee 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. Collaborations in capacity building, mainly on shallow water bathymetry in support of tsunami warning systems (TWS) are new elements of collaboration, mainly in the development of the TWS for the Indian Ocean. 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 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, FIG provides great support to IHO initiatives in CB matters. A Director or 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, as can be confirmed by reading the United Nations Assembly Resolution 59/24 dated 17 November 2004. 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 Red Sea area will be the focal regions for 2006.

## **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 normal IHO budget and the CB Fund will fund the recently approved 2006 CB Work Programme. A Technical Workshop, Technical Visits, Seminars for National Hydrographic Committee Chairmen or equivalent and other activities are planned. The fourth meeting of the CBC is planned to be held in conjunction with a regional workshop in Mozambique, which will benefit the members of the SAIHC. A Director, a Professional Assistant and approximately ten representatives from Member States attend CBC meetings. For 2006, 70,000€ are being allocated to the CB Fund for projects focused on developing basic hydrographic capabilities in developing countries through training initiatives. Close cooperation with IMA will continue as it conducts both hydrographic and cartographic courses of instruction. Ongoing projects such as MEDA7, MedChartNet, Malacca Marine Electronic Highway, West Indian Ocean Marine Highway, Gulf of Honduras, CHARMER 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. 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.

A Director, a Professional Assistant and over forty representatives from Member States attend the WEND Committee. The WEND Task Group consists of a Director and representatives from four Member States. Emphasis in 2006 will continue to 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 organizations such as DGIWG, ICA, IEC and ISO.

These Working Groups consisting of 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 *Hydrographic Dictionary*, tidal observations and modeling, and hydrographic aspects of the law of the sea. Publication of new versions and maintenance of several publications are slated as major tasks for 2006. The Standards for Hydrographic Surveys (S-44) Working Group will become active again during 2006.

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

A Director, a Professional Assistant and four representatives from Member States together with representatives from FIG and ICA progress the work under this element. For 2006, a Director will be coordinating all training and education activities associated with the CB Work Programme. A new edition of M-6, in digital format, will be prepared and edited. A special basic hydrographic programme guideline will be developed by the IAB in conjunction with the IHB, due to its great demand by countries starting to build some basic hydrographic infrastructure.

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

This element includes a collection of ocean mapping tasks within 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. GEBCO matters are handled by a Director, two Professional Assistants and as many as ten representatives from Member States. Two Professional Assistants and several representatives from Member States comprise CHRIS subsidiary working groups that advance the development of standards. In general, Ocean Mapping issues need to be specially monitored as this program is losing priority at the IOC, due to funding problems.

***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 has continued to reduce the expenditures in this element.

***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. Papers should be delivered to a very wide segment of society and therefore requires great personal intervention.

**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 2006 complying with the decisions of the EIHC. The Directing Committee, a Professional Assistant and as many as fifty representatives from RHCs and Member States might participate in the SPWG activities.

***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 edits the web based *Bulletin*. The French Editor, the Office Supervisor and the Directing Committee's Secretary perform translations of routine documents.

***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 preparation of the XVIIth IHC (2007) will continue, both, in terms of organization and in terms of preparing the documents the IHB must submit to MS in advance. The IHB Directing Committee and all the Staff will be involved in this activity.

Monaco, July 2005