

INTERNATIONAL HYDROGRAPHIC
ORGANIZATION



ORGANISATION HYDROGRAPHIQUE
INTERNATIONALE

THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHB File No. S1/1001/WP-FO/592/06

CIRCULAR LETTER 97/2005
27 September 2005

PROPOSED IHO WORK PROGRAMME AND BUDGET FOR 2006

Ref: CL 72/2005

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 2006 Budget by 20 September 2005.

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 2006 (Annex A) and the IHO 2006 Work Programme (Annex B).

The Proposed IHO 2006 Work Programme and Budget have been prepared in line with the 2003-2007 Work Programme and the Five Year Budget approved by the XVIth I.H. Conference, duly adjusted following Member States' approval of FCCL 5/2003.

Member States' approval of the proposed IHO 2006 Work Programme and Budget is requested **by 30 November 2005** (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 2006.

On behalf of the Directing Committee

Yours sincerely,

A handwritten signature in blue ink, consisting of a large, stylized 'G' followed by a smaller 'L' and a final flourish.

Captain Hugo GORZIGLIA
Director

Encls: (3)

Annex A - IHO Proposed 2006 Budget

Annex B - IHO Proposed 2006 Work Programme

Annex C - Voting Paper

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	----- 2 703 023		----- 2 703 023 =====

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
O 1. 1. 1.	Meeting of Regional Hydrographic Commissions	
	NIOHC	
	USCHC	
	EAtHC	
	Hydrographic Committee on Antarctic	
	EAHC	
	NHC	
	SAIHC	
	SWAtHC (establishment under consideration)	
O 1. 2. 1.	Meetings of International Organizations	
	* International Maritime Organization (IMO)	
	- Council	
	- Technical Cooperation Committee (TC)	
	- Maritime Safety Committee (MSC)	
	- Subcommittee on Safety of Navigation (NAV)	
	- 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)	
T 1. 1. 1	Study the establishment or enlargement of regional hydrographic commissions in:	
	* Baltic Sea	see task T 2.1.7
T 1. 3. 1	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
O 2. 1. 2.	Participate in Meetings of the Technical and Scientific Committee of IMA (Trieste)	
O 2. 1. 6.	Organize and Participate in Meetings of the Capacity Building Committee (IHOCBC)	
T 2. 1. 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:	
	* 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
T 2. 1. 9	Participation in Meetings associated with the Marine Electronic Highway or Marine Highways	
	MEH Malacca Strait -	
	MH West Indian Ocean	

T 2. 1. 10	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
T 2. 2. 2	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
O 3. 1. 1	Attendance/Organization of related Meetings	
	* CHRIS	
	- C&SMWG	No meeting planned
	- DQWG	Dormant
	- DPSWG	
	- TAWG	
	- CSPCWG	
	- TSMAD	
	* TSMAD Sub WG	
	- SNPWG	
	* WEND	
	- WEND Task Group	
	* ECDIS Stakeholders Forum	

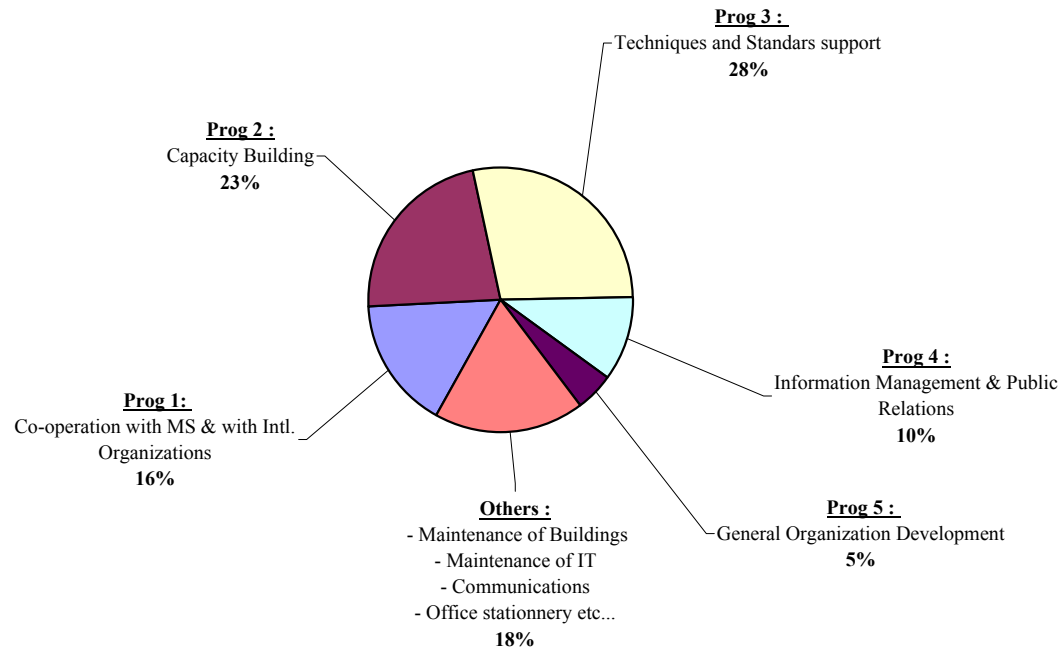
T 3. 1. 1	Revise, develop, and maintain the following publications:	
	* S-52 New Edition	
	* S-57 New Edition	
	* M-4	
	* M-11	
	* S-23	Pending issue
	* S-59	See T 3.2.4
T 3. 1. 2	Co-ordinate and publish regional ENC production and service plans in:	
	* Europe	Contained in IHO ENC Catalogue
	* North 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
T 3. 1. 3.	Study / development and implementation of ENC/RNC/Paper Chart web map catalogue - (In coordination with IMO)	
O 3. 2. 1.	Coordinate and Participate in Meetings of the S-44 WG	
O 3.2.2	Coordinate and Participate in meetings of the Tidal Committee	
O 3. 2. 3.	Participate in Meetings with IAG EUREF	
O 3. 2. 5.	Organize and Participate in Meetings and Conferences of the ABLOS WG	
T 3. 2. 4	Revise, develop and maintain the following publications :	
	* S-32	
	* S-60	
	* S-44	
	* S-51	
	* S-55	
O.3.3.1/2/3	Participate in Meetings of the FIG/IHO/ICA A.Board	
T 3. 3. 1	Maintenance and updating of the 9 th edition of the Standards of Competence	
	Preparation of 10th edition	
T 3. 3. 2	Revise, develop and maintain:	
	* M-5	
	* M-6 [new publication]	
	* S-47.	

T 3.3.4	Coordinate actions with international funding agencies for the promotion of hydrographic training and education in developing countries.	See Task T 2.1.6
O 3.4.2.	Participate in Meetings related to the Development of Standards	
	* International Electrotechnical Commission (IEC)	
	* 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)	
	+ 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
T 3.4.1	Revise, develop and maintain the following publications :	
	* B-4	
	* B-6	
	* B-7	
	* B-8	
T 3.4.2	Complete harmonization of IHO spatial data standards with ISO and other standards.	
T 3.4.3.	Study/develop/implement shallow water collection program	
O 3.5.1.	Participate in Meetings of the CPRNW	
T 3.5.1	Revise, develop and maintain the following publications :	
	* S-53	
	* S-53 Appendix 1	

Programme 4: Information Management and Public Relations		
Task ID	Description	Comments
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 (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
O 5. 1. 1.	Review IHO Work Program on annually 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	
O 5. 2. 1.	Provide Translation Services	
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

**MEMBER STATES' COMMENTS AND APPROVAL OF
IHO WORK PROGRAMME AND BUDGET FOR 2006**

VOTING PAPER

(to be returned to the IHB by 30 November 2005

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 2006, as contained in Annex A to IHB CL 97/2005 ?

YES

NO

Comments:

.....

.....

2. Do you approve the adoption of the proposed IHO Work Programme for 2006, as contained in Annex B to IHB CL 97/2005 ?

YES

NO

Comments :

.....

.....

Name/Signature: Date: