



IHB File No. S1/1001/WP

CIRCULAR LETTER 52/2006  
17 July 2006

### PROPOSED IHO WORK PROGRAMME AND BUDGET FOR 2007

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 2007 Budget (**Annex A**) is hereby submitted to the Finance Committee Members for comments. The IHB has based this budget on the 2007 Work Programme and the Five Year Budget approved by the XVIth I.H. Conference and further updated by Member States. The FC Members are not required to review the Proposed IHO 2007 Work Programme (**Annex B**); however, the Directing Committee believes it integral to the Budget and it is therefore included. An accompanying description of the 2007 Budget and Work Programme (**Annex C**) expands upon the brief text and numbers provided in the main documents.

Your attention is drawn to the following adjustments made in the preparation of this budget:

**Table I. Income:** The budget approved by the XVIth Conference included a total increase in the share value of 8.6% between 2002 and 2007, including a 3% increase in the share value (from 4120.13€ - 2006 - to 4243.73 € - 2007-); however, the Directing Committee is once again recommending NO increase in the share value keeping it at the same level as 2005 and 2006, that is to say 3984.48€. The share value, as recommended by the Directing Committee, reflects zero nominal growth since 2005 and only a 2.0% increase between 2002 and 2007.

The 2007 budget reflects the variation in some Member States' tonnages slightly decreasing the number of shares from 643 to 641. With 6 shares unpaid by suspended Member States, the number of shares used for the income calculations is 635.

**Table II. Expenses:** The Directing Committee is recommending a net expenditure of 2,740,600 €, that is to say the same amount of the budgeted income, 25,200 € lower than the amount earlier approved by Member States.

**Chapter I. Personnel Costs:** Budgeted at 1,976,000 € instead of 2,066,917 € as approved by reference b).

**Chapter II. Current Operating Costs:** Budgeted at 586,300 € instead of 492,306 € as approved by reference b).

**Chapter III. Capital Expenditure:** Decrease from 100,159 € to 74,200 €.

The Proposed IHO 2007 Work Programme (**Annex B**) is explicitly broken down and has been extracted from the 5-year Work Programme which was distributed with reference c), duly updated with information received at the IHB. Special mention is made of **Task 2.1.10** - Capacity Building Programme as agreed by the CBC, to be funded by the CBFUND, up to an amount of 138,000 €. The DC is proposing an allocation of 64,000 € from the normal budget to be transferred to the CBFUND. This amount, together with the existing availability of the Fund, will support this Task.

Finance Committee Members are kindly requested to review **Annex A** and to provide comments, as necessary, to the IHB by **10 September 2006**. The IHO 2007 Work Programme and Budget will be subsequently circulated to Member States for approval.

On behalf of the Directing Committee  
Yours sincerely,

A handwritten signature in blue ink, appearing to be 'H. Gorziglia', written in a cursive style.

Captain Hugo GORZIGLIA  
Director

Encls: - Annex A - Proposed IHO 2007 Budget  
- Annex B - Proposed IHO 2007 Work Programme  
- Annex C - 2007 Work Programme and Budget - Explanatory Document.

PROPOSED 2007 IHO BUDGET

INTERNATIONAL HYDROGRAPHIC ORGANISATION

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

BUDGET ESTIMATES FOR 2007  
TABLE I - INCOME - (Euros)

PREVISIONS BUDGETAIRES POUR 2007  
TABLEAU I - REVENUS - (Euros)

Annex A

2005 Approved revised estimates FRF Budget approuvé 2005	2005 Actual Income FRF Recettes définitives 2005	2006 Approved 5 years Budget FRF Budget quinquennal 2006	2007 Approved 5 years Budget Euros Budget quinquennal 2007		2007 Proposed Estimates 2007 Euros Projet de budget
				Approved Percentage of increase (%)	3.00
				Percentage of increase proposed (%)	0.00
				Number of shares	635
				Unit share value	3984.48
615.0	621.5	593.0	593.0		
3 984.48	3 984.48	4 120.13	4243.73		
2 450 455	2 476 354	2 443 236	2 516 533	A. CONTRIBUTIONS	
				Contributions	641 2 554 052
				provision for suspended Member States	-6 -23 907
				Basis for budget estimates	635 2 530 145
8 188	8843	8 434	8 708	B. SALES OF PUBLICATIONS	8 955
				Ventes de publications	
0	0	0	0	C. ADVERTISEMENTS IN PUBLICATIONS	0
				Annonces dans les publications	
16 110	53 389	16 110	16 110	D. INTEREST ON BANK ACCOUNTS	45 000
				Intérêts sur comptes en banques	
7 500	7600	8 080	8 308	E. EXTRAORDINARY INCOME	7 800
				Revenus exceptionnels	
144 270	137649	113 610	117 303	F. INTERNAL TAX	148 700
				Impôt interne	
2 626 523	2 683 835	2 589 470	2 666 962		2 740 600
=====	=====	=====	=====		=====

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

Annex A

2005 Actual expenditure Euros Dépenses 2005 réalisées	2006 Approved annual Budget * Euros Budget 2006 approuvé	2007 Approved 5 years Budget Euros Budget quinquennal 2007	2007 Approved FCCL 5/2003 Budget * Euros Budget * 2007 modifié	CHAPTER - CHAPITRE	Proposition de budget 2007 Proposed Estimates Euros
1 893 693	1 943 300	1 881 577	2 066 917	I. PERSONNEL COSTS DEPENSES DE PERSONNEL Salaries Directing Committee Salaries Other staff Social charges Benefits and Pensions Controllable Personnel cost	1 976 000
432 334	534 500	548 002	492 306	II. CURRENT OPERATING COSTS DEPENSES DE GESTION COURANTE Maintenance, communications, etc.. Consulting Travels Publications	586 300
39 778	62 720	100 158	100 159	III. CAPITAL EXPENDITURE DEPENSES DE CAPITAL	74 200
0	6 098	6 098	6 098	IV. PRINTING FUND ALLOCATION FONDS D'IMPRESSION	6 100
1 524	11 524	1 524	1 524	V. RENOVATION FUND ALLOCATION	6 500
81 225	46 678	44 210	71 355	VI. CONFERENCE FUND ALLOCATION FONDS MIS EN RESERVE POUR LA CONFERENCE	0
28 965	28 203	27 441	27 441	VII. REMOVAL OF DIRECTORS ALLOCATION FONDS POUR LE DEMENAGEMENT DES DIRECTEURS	27 500
		0	0	VIII. CAPACITY BUILDING FUND ALLOCATION	64 000
----- 2 477 519	----- 2 633 023	----- 2 609 011	----- <span style="border: 1px solid black; padding: 2px;">2 765 800</span>		----- <span style="border: 1px solid black; padding: 2px;">2 740 600</span> =====

TABLE II A : DETAILED EXPENDITURE - Détail des dépenses

2005	2006	2007	2007			Internal	Proposition
Actual	Approved	Approved	Approved	FCCL 5/2003	CHAPTERS AND ITEMS	Tax	de budget
expenditure	annual	5 years	FCCL 5/2003				2007
Euros	Budget *	Budget	Budget *				Proposed
	Euros	Euros	Euros				Estimates
							Euros
				I.	PERSONNEL COSTS		
370 587	390 000	299 310	409 919	a)	Salaries - Directing Committee	40 000	400 000
477 290	500 000	367 702	527 919	b)	Salaries - Category A	50 500	505 000
109 757	114 000	89 656	111 703		- Translators	11 500	115 000
368 156	380 000	360 499	385 999		- General Services (B & C)	39 000	390 000
8 177	7 000				Overtime for B & C Categories (Costs dependent on Salaries)	1 000	10 000
28 913	30 000	98 097	30 635	c)	Annual Bonus (B & C Categories only)	3 300	33 000
274 624	275 000	159 621	275 130	d)	Payment to Retirement schemes		275 000
				e)	Insurances based on wages		15 000
11 116	17 000	21 399	21 399	f)	Medical (GAN premiums)		76 000
76 007	82 000	100 488	100 488	g)	Family Allowances		30 000
33 004	31 700	36 503	36 503	h)	Education Grants	3 400	34 000
21 920	34 000	38 182	38 182		(Costs independent of Salaries)		
65 162	70 000	102 060	100 834	i)	Medical claims paid		75 000
-11 838	-20 400	-22 641	-22 641	i)	Medical - refunds from GAN		-15 000
0	0	9 692	0	j)	Home rental	0	0
9 174	12 000	12 984	12 984	k)	Home Leave		12 000
0	0	0	0	l)	Installat. and removal costs		0
0	0	170 161	0	**	m) Pensions to retired staff		0
545	5 000	14 995	14 995	n)	Miscellan. Personnel Expenses		5 000
					(Controllable Personnel costs)		
47 172	6 000	13 636	13 636	o)	Salaries - Temporary staff		6 000
3 928	10 000	9 231	9 231	p)	IHB Staff training		10 000
-----	-----	-----	-----			-----	-----
1 893 693	1 943 300	1 881 577	2 066 917	*		148 700	1 976 000

\* Amended budget as approved by FCCL 5/2003

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

2005	2006	2007	2007		Proposition
Actual	Approved	Approved	Approved	TABLE II A - Continued	de budget
expenditure	annual	5 years	FCCL 5/2003		2007
Euros	Budget *	Budget	Budget *	CHAPTERS AND ITEMS	Proposed
Dépenses	Budget	Budget	Budget *		Estimates
2005	2006	quinquennal	2007		Euros
réalisées	approuvé	2 007	modifié		
				II. CURRENT OPERATING COSTS	
				(Maintenance, communications, etc...)	
57 227	49 000	60 453	60 453	a) Maintenance of building	55 000
1 665	2 000	2 332	2 332	Multirisk insurance	2 000
26 054	38 500	22 642	23 774	Maintenance of IT equipments	35 000
11 121	14 000	16 264	16 264	b) Office Stationery	13 000
36 977	38 000	71 756	38 000	c) Postage, telephone, telex, telefax	40 000
0	0	1 582	0	d) Customs	0
3 098	2 800	1 254	1 254	e) Local Travel	3 500
5 596	4 500	2 754	2 754	f) Bank Charges	6 000
19 542	75 000	0	47 754	g) Consultancy Expenses (Others than Auditors)	85 000
3 900	4 000	13 933	13 933	h) Auditors fees	4 000
0	0	137 204	70 000	i) Capacity Building (see Fund below)	0
10 721	19 000	16 144	16 144	j) Public Relations	19 000
568	1 000	3 088	3 088	k) Miscellan. Operating Expenses	1 000
				(Travel costs)	
25 126	50 000	62 458	47 000	l) Technical Assistance (Progr. 2 only)	50 000
202 416	204 000	99 933	116 633	m) Long Distance Travel (All Progr. except 2)	240 000
8 781	7 700	7 852	7 700	n) GEBCO & Int. Bathym. Charts	7 800
				(Publications costs)	
10 944	11 000	8 970	11 220	o) I.H. Review	11 000
0	0	5 381	0	p) I.H. Bulletin	0
8 600	14 000	8 969	8 969	q) Other publications	14 000
0	0	5 033	5 033	r) Materials for Publications	0
-----	-----	-----	-----		-----
432 334	534 500	548 002	492 306		586 300

2005	2006	2007	2007		Proposition
Actual	Approved	Approved	Approved		de budget
expenditure	annual	5 years	FCCL 5/2003		2 007
Euros	Budget *	Budget	Budget *		Proposed
Dépenses	Euros	Euros	Euros	CHAPTERS AND ITEMS	Estimates
2005	2 006	quinquennal	2 007		Euros
réalisées	approuvé	2 007	modifié		
				III. CAPITAL EXPENDITURE	
9 377	33 300	52 302	53 671	a) Purchase of IT equipments	35 000
27 841	17 200	25 000	30 000	Depreciation of fixed assets	25 000
1 856	11 000	16 835	13 000	Purchase of furniture & other equipments	13 000
704	1 220	6 021	3 488	b) Purchase Publications & Binding	1 200
-----	-----	-----	-----		-----
39 778	62 720	100 158	100 159		74 200
=====	=====	=====	=====	ANNUAL OPERATING COSTS	=====
2 365 805	2 540 520	2 529 738	2 659 382		2 636 500
=====	=====	=====	=====	=====	=====
6 098	6 098	6 098	6 098	IV. PRINTING FUND ALLOCATION	6 100
1 524	11 524	1 524	1 524	V. RENOVATION FUND ALLOCATION	6 500
81 225	46 678	44 210	71 355	VI. CONFERENCE FUNDS ALLOCATION	0
28 965	28 203	27 441	27 441	VII. REMOVAL OF DIRECTORS AND STAFF ALLOCATION	27 500
50 000	70 000	0	0	VIII CAPACITY BUILDING FUND ALLOCATION	64 000
-----	-----	-----	-----		-----
2 483 617	2 703 023	2 609 011	2 765 800	* TOTAL EXPENDITURE	2 740 600
=====	=====	=====	=====	=====	=====

\* Amended budget as approved by FCCL 5/2003

## ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

## PREVISIONS BUDGETAIRES POUR 2006

TABLEAU III : RECAPITULATION BUDGETAIRE - (Euros)

2005	2006	2007	2007		Proposition
Actual	Approved	Approved	Approved		de budget
expenditure	annual	5 years	FCCL 5/2003		2007
Euros	Budget *	Budget	Budget *		Proposed
Dépenses	Euros	Euros	Euros	CHAPTERS AND ITEMS	Estimates
2005	Budget	Budget	Budget *		Euros
réalisées	2006	quinquennal	2007		
	approuvé	2007	modifié		
2 477 519	2 633 023	2 609 011	2 765 800	Net Expenditure - Dépenses nettes	2 740 600
2 683 835	2 589 470	2 666 962	2 666 962	Income - Revenus	2 740 600
-----	-----	-----	-----		-----
206 317	0	57 951	0	Budget Excess - Excédent budgétaire	0
0	-43 553	0	-98 838	Budget Deficit - Déficit budgétaire	-0
				Support to Conference funds - Soutien au fonds de Conférences	0
				Support to Ret. Fund - soutien au fonds de retraite	0
				Impact on Working Capital - Incidence fonds de roulement	0
-----	-----	-----	-----		-----
206 317	-43 553	57 951	-98 838	Effect on capital - Effet sur le capital	0
=====	=====	=====	=====		=====

\* Amended budget as approved by FCCL 5/2003



**"IHO PROPOSED WORK PROGRAMME 2007"**

ANNEX B TO CL 52/2006

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

<b>Task ID</b>	<b>Description</b>	<b>Comments</b>
<b>O 1. 1. 1.</b>	<b>Meeting of Regional Hydrographic Commissions</b>	
	NIOHC	
	USCHC	
	NHC	
	MBSHC	
	BSHC	
	Hydrographic Committee on Antarctic	
	SWAtHC (establishment under consideration)	
	SAIHC	
	SWPHC	
<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)	
	* Int. Association of Port and Harbors (IAPH)	only if needed
	* World Meteorologic Organization (WMO)	only if needed
	* Federation International of Surveyors (FIG)	

### 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 5th Meeting)</b>	
<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:	
	* ROPME Sea Area HC & NIOHC including Egypt, Sudan and Djibouti and others to be determined (IHB participation)	See task T 2.1.10
	* Asian Development Bank, UNDP, World Bank	See task T 2.1.6
<b>T 2. 1. 9</b>	Participation in Meetings associated to the Marine Electronic Highway - Malacca Strait -	
	MEH Malacca Strait -	

	MH West Indian Ocean	
<b>T 2. 1. 10</b>	Capacity Building Programme as agreed by the CBC to be funded by CBFUND	
	Development of guidelines for project development and submission.	
	CPRNW Training Course, (5 days) first quarter, for 10 students . Antigua, Bahamas, Barbados, Dominica, Grenada, Jamaica, St Kitts, St Lucia, St Vincent, Trinidad, Anguilla, BVI, Cayman Is., Montserrat, TCI. Probably in Jamaica (tbc),	
	Workshop on Fluvial Hydrographic Survey hosted by the Servicio de Hidrografia y Navegacion de la Amazonia del Peru, Iquitos, PERU (open to other countries, Mozambique to be included)	
	CPRNW Training Course (5 days) last quarter, 11 students, Angola, Kenya, Malawi, Madagascar, Mauritius, Mozambique, Namibia, RSA, Seychelles, Tanzania, Uganda. Probably Mozambique( facilities at no cost) or Tanzania tbc)	
	Advice for development of prioritised national survey plan.Kenya, Madagascar, Mauritius, Mozambique, Tanzania. (France, India and UK will investigate provision of expert and possible contribution to costs in the case of Madagascar; Mauritius; and Kenya, Mozambique and Tanzania, respectively).	
	Technical Visits to be paid by IHB: a) ROPME Sea Area HC & NIOHC AT technical visit including Egypt, Sudan, Djibouti, Iran, Kuwait and Qatar. Possible also Eritrea and Yemen(if not executed in 2006) to include contact with PERSGA national representatives and IMO regional representative), first quarter 2007.	
	Technical Workshop on Phase 1 Capacity.Last half of 2007. Djibouti, Egypt, Eritrea, Saudi Arabia, Sudan, Yemen. 6 to 12 students probably in Jeddah.	
	Technical Visit by Senior hydrographic specialist and a GMDSS specialist to Tonga, Samoa and Tokelau.	
<b>T 2. 2. 2</b>	Take action in order to Re-integrate suspended Member States	
	* Dominican Republic	

* Surinam (in cooperation with Netherlands)	
* Democratic Republic of Congo	Actions by correspondence

**Programme 3 Techniques and Standards Support**

<b>Task ID</b>	<b>Description</b>	<b>Comments</b>
<b>O 3. 1. 1</b>	<b>Attendance/Organization of related Meetings</b>	
	* CHRIS	
	- C&SMWG	
	- CSPCWG	
	- TSMAD	
	- TSMAD Sub WG on S-100	
	- SNPWG	
	- DPSWG	
	* WEND	
	- WEND ENC Task Group	
	- RENC JTEWG	
	* Industry Days / ECDIS Stakeholders Forum	
<b>T 3. 1. 1</b>	Revise, develop, and maintain the following publications:	
	* S-52 New Edition	
	* S-57 New Edition	
	* S-100 and Prod Spec S-101	
	* M-4	
	* M-11	
	* M-15	
	* S-23	Pending issue
	* S-59	See T3.2.4
	* S-62	
	* S-63	
	* S-64	

	* S-65	
<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. 3.</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 of the Standards of Competence	
<b>T 3. 3. 2</b>	Revise, develop and maintain:	
	* M-5	
	* M-6	
	* S-47.	
<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 Electrotechnical Commission (IEC) WG 13	No meeting planned
	* Harmonization Group MIO	
	* 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)	
<b>T 3. 4. 1</b>	Revise, develop and maintain the following publications :	
	* B-4	
	* B-6	
	* B-7	
	* B-8	
<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	
	* M-12.	

#### 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>	
<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 (every 5 years)	
	* 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 4.2.6</b>	Maintenance of IHB computer and network systems	
<b>T 4.2.7</b>	Development and maintenance of IHB GIS database infrastructure	
<b>T 4.2.8</b>	World Hydrography Day celebration	

**Programme 5 General Organization Development**

<b>Task ID</b>	<b>Description</b>	<b>Comments</b>
<b>O 5. 1. 1.</b>	<b>Review IHO Work Program on annualy 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	
<b>O 5. 2. 1.</b>	<b>Provide Translation Services</b>	
<b>T 5. 6. 1.</b>	Organise the XVII IH Conference and Exhibition .	

Updated 29 June 2006

### **The 2007 Work Programme and Budget**

This document expands upon the IHO 2007 Work Programme and Budget, provided in Annexes B and A respectively. They are linked by their common objectives and tasks, and provide an indication of the budgetary resources required for their accomplishment. This document more explicitly describes these linkages.

The Proposed IHO Work Programme for 2007 is based on the IHO Work Programme 2003-2007 as approved by the XVIth I.H. Conference in April 2002, and provided to Member States by CL 41/2002. Its content is extracted 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 for the previous 2003, 2004, 2005 and 2006 Work Programmes.

The IHB acknowledges with thanks the few, but very constructive, comments to further improve 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 taken into account 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 into which the IHO activities are divided, according to the IHO Strategic Plan. The details are given below:

### **FINANCIAL ANALYSIS**

#### **Income:**

The funds needed to execute the IHO programme are almost exclusively derived from the Member States' contributions. For 2007 the number of shares has slightly decreased from 643 to 641, compared to 593 shares used to prepare the budget estimates for the conference in 2002. Six shares that remain unpaid by suspended Member States are excluded.

As regards the value of the share, the XVIth I.H. Conference approved, within the 5-year budget a 3% increase in the share value (from 4120.13€ to 4243.73 €) for 2007; however, the Directing Committee is recommending that the share value be kept at the same level as 2005 and 2006, that is to say 3984.48€. The Conference-approved budget had provided for a total increase in the share value of 8.6% between 2002 and 2007. The share value, as recommended by the Directing Committee, reflects zero nominal growth since 2005 and only a 2.0% increase between 2002 and 2007. The result in the total income is expected to rise to 2,740,600 € from the Conference-approved estimate of 2,666,962€, a 2.76% increase. It should be noted that this increase is mainly due to an increase in the internal tax on IHB Staff and interest on funds with less than 14K€ of the increase due to increased contributions.

#### **Expenditures:**

FCCL 5 approved total expenditures of 2,765,800€ for 2007. The Directing Committee is recommending total expenditures of the same value of the total income, i.e. 2,740,600€. Expenditures are divided into the following Chapters:

#### **Chapter 1 – Personnel Costs:**

Personnel costs are budgeted at 1,976,000€ for 2007, representing about 72% of the overall expenditures. Understandably, the largest segment of Chapter 1 is devoted to salaries of the IHB staff. 2007 is the third full year of alignment with the UN pay scale of the salaries of Directors, Professional Assistants and Translators. The Internal Retirement Fund continues to be considered fully funded subject to yearly



adjustments based on actuarial studies. Hence, the pensions for retirees are paid from the separately held IRF and not from the IHO budget.

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

Current Operating Costs are above the Conference-approved level (492,306 €) and consistent with the 2006 budget level (534,500 €). This increase is largely due to the increased cost of travel due to increased travel frequency and travel-associated costs. While the increase in travel expenditures is large compared to the amount approved in 2002, it is in line with previous years' expenditures that were accomplished by "within chapter" reprogramming under the budget authority of the DC. 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 2007, Capital Expenditures remain consistent with the 2006 budget level, around 25% below the Conference approved amount.

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

Funds set aside for future expenditures remain within the maximal global envelope approved by the XVIth I.H. Conference, with some minor variations. A detailed review of the expenses associated with the organization and running of the Extraordinary International Hydrographic Conference (EIHC) did not justify keeping the original level of allocation to the fund for the XVII IHC. That allocation is reprogrammed to the 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 of the Work Programme. The following notes will attempt to give 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 for various Programme Elements and Geographic Regions. However, the staff member who can most effectively accomplish the task is given the task to undertake. 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 States 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 2007 Work Programme is divided, according to 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 2007, eight 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 3 to 4-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, which includes the strengthening of carriage requirements for ECDIS on certain international shipping routes. 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. 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, such as UNGA recognition of World Hydrography Day. A Director 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 RSAHC and NIOHC area will be the focal regions for 2007.

**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 2007 CB Work Programme. A Technical Workshop, Technical Visits, Training Courses and other activities are planned. A Director, a Professional Assistant and approximately twelve representatives from Member States attend CBC meetings. For 2007, 64,000€ are being allocated to the CB Fund for projects focused on developing basic hydrographic capabilities in developing countries through training initiatives. The next CBC meeting, to be held in Pakistan, will additionally address the allocation of the kind donation to the CBC Fund from the Government of the Republic of Korea. Close cooperation with IMA in its new structure is anticipated. Ongoing projects such as the Malacca Marine Electronic Highway, West Indian Ocean Marine Highway, 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 2007 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-100 and S-10Xseries) 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 2007. The Standards for Hydrographic Surveys (S-44) Working Group will become active again during 2007.

### ***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 2007, a Director will be coordinating all training and education activities associated with the CB Work Programme. A special basic hydrographic programme guideline will continue to 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 at 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 2007 complying with the decisions of the EIHC and, potentially, decisions of the XVIIth IHC. The Directing Committee, a Professional Assistant and as many as twenty 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.