

INTERNATIONAL HYDROGRAPHIC
ORGANIZATION



ORGANISATION HYDROGRAPHIQUE
INTERNATIONALE

THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHB File No. S1/1001/WP-FO/592/07

CIRCULAR LETTER 61/2006
15 September 2006

PROPOSED IHO WORK PROGRAMME AND BUDGET FOR 2007

Ref: IHB CL 52/2006 dated 17 July 2006

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 2007 Budget by 10 September 2006.

The Directing Committee thanks the 3 Member States (France, Papua New Guinea and the United Kingdom) for their comments on the presentation and clarity of the Work Programme. With regard to one of the comments the IHB Directing Committee assures that it will maintain a vigilant eye over the Long Distance Travel item.

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

With this Circular Letter we now seek approval from Member States on the Proposed IHO Budget for 2007 (Annex A) and the IHO 2007 Work Programme (Annex B). Member States' approval is requested **by 15 November 2006** (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 2007.

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in blue ink, appearing to be 'HG', is centered on the page. The signature is fluid and cursive, with a large initial 'H' and a smaller 'G'.

Captain Hugo GORZIGLIA
Director

Encls: (3)
Annex A - IHO Proposed 2007 Budget
Annex B - IHO Proposed 2007 Work Programme
Annex C - Voting Paper

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	4 243.73		
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	----- 2 765 800		----- 2 740 600 =====

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 CL61/2006

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	
	NHC	
	MBSHC	
	BSHC	
	Hydrographic Committee on Antarctic	
	SWAtHC (establishment under consideration)	
	SAIHC	
	SWPHC	
O 1. 2. 1.	Meetings of International Organizations	
	* International Maritime Organization (IMO)	
	- Assembly	
	- Council	
	- Technical Cooperation Committee (TC)	
	- Maritime Safety Committee (MSC)	
	- Subcommittee on Safety of Navigation (NAV)	
	- Marine Environment Protection Committee (MEPC)	only if needed
	- Subcommittee on Radiocomm. and SAR (COMSAR)	
	* Intergovernmental Oceanographic Commission (IOC)	
	- IOC Assembly	
	* Hydro Committee PanAm. Inst. Geog. and Hist. (PAIGH)	
	* Antarctic related organizations	
	- Antarctic Treaty Consultative Parties (ATCP)	
	- Scientific Committee on Antarctic Research (SCAR)	only if needed
	- Standing Comm. on Antarctic Log. and Oper. (SCALOP)	only if needed

	- Internat. Assoc. of Antarctic Tour Operators (IAATO)	only if needed
	- Council of Managers of Nat. Antarctic Prog.(COMNAP)	only if needed
	* United Nations (UN)	
	- UNICPOLOS	
	* Int. Assoc. Mar. Aids to Nav. and Lighthouses Auth. (IALA)	
	* Int. Association of Port and Harbors (IAPH)	only if needed
	* World Meteorologic Organization (WMO)	New Meeting: WMO/ IOC JCOMM Expert Team on Maritime Safety Services
	* Federation International of Surveyors (FIG)	Meeting cancelled in benefit of attending WMO/IOC JCOMM meeting.

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 5th Meeting)	
T 2. 1. 4	Participate in the development of a Project for Safety of Navigation Services on Lake Victoria (with IMO and IALA).	
T 2. 1. 6	Continue and develop the contacts with the Asian Development Bank, European Commission, Global Environment Facility, World Bank, and with national agencies supportive of bilateral projects.	
T 2. 1. 7	Carry out visits of Technical Cooperation to the following countries and organizations:	
	* 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
T 2. 1. 9	Participation in Meetings associated to the Marine Electronic Highway - Malacca Strait -	
	MEH Malacca Strait -	

	MH West Indian Ocean	
T 2. 1. 10	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.	
T 2. 2. 2	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

Task ID	Description	Comments
O 3.1.1	Attendance/Organization of related Meetings	
	* 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	
T 3.1.1	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	
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. 3.	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 of the Standards of Competence	
T 3. 3. 2	Revise, develop and maintain:	
	* M-5	
	* M-6	
	* S-47.	
O 3. 4. 2.	Participate in Meetings related to the Development of Standards	
	* ICA Conference	

	* ICA Commission on Spatial Data Standards	
	* ICA Marine Cartography	
	* W.G. 7 Test approval	
	* International Electrotechnical Commission (IEC) WG 13	No meeting planned
	* Harmonization Group MIO	
	* 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)	
T 3.4.1	Revise, develop and maintain the following publications :	
	* B-4	
	* B-6	
	* B-7	
	* B-8	
O 3.5.1.	Participate in Meetings of the CPRNW	
T 3.5.1	Revise, develop and maintain the following publications :	
	* S-53	
	* M-12.	

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 and seminars and issue press releases during all major IHO meetings.	
T 4. 2. 2	Provide briefings on Hydrography and on the IHO to senior decision makers during visits to Member and Non-Member States.	
T 4.2.6	Maintenance of IHB computer and network systems	
T 4.2.7	Development and maintenance of IHB GIS database infrastructure	
T 4.2.8	World Hydrography Day celebration	

Programme 5 General Organization Development		
Task ID	Description	Comments
O 5. 1. 1.	Review IHO Work Program on annualy basis	
T 5. 1. 1	To study further re-structuring of the Organization so that it can better respond to the requirements of Member States and the objectives articulated in the Strategic Plan, and to improve cost-effectiveness.	
	Attendance/organization of SPWG and Chair Group meetings	
O 5. 2. 1.	Provide Translation Services	
T 5. 6. 1.	Organise the XVII IH Conference and Exhibition .	

Updated 14 September 2006

**MEMBER STATES' COMMENTS AND APPROVAL OF
IHO WORK PROGRAMME AND BUDGET FOR 2007**

VOTING PAPER

(to be returned to the IHB by 15 November 2006

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 2007, as contained in Annex A to IHB CL 61/2006 ?

YES

NO

Comments:

.....

.....

2. Do you approve the adoption of the proposed IHO Work Programme for 2007, as contained in Annex B to IHB CL 61/2006 ?

YES

NO

Comments :

.....

.....

Name/Signature: Date: