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CIRCULAR LETTER 84/2007
24 September 2007

17TH INTERNATIONAL HYDROGRAPHIC CONFERENCE
DECISION N° 8 - RESTRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

Reference: a) Decision No. 8, 9 and 11 of the 17th International Hydrographic Conference

Dear Hydrographer,

1 Decision No. 8 of the 17th International Hydrographic Conference (IHC) approved the establishment of the IHO "Hydrographic Services and Standards Committee (HSSC)" and the IHO "Inter Regional Coordination Committee (IRCC)", based on the Terms of Reference and the Rules of Procedure contained in Annex I of the "Report of the IHO Strategic Planning Working Group (SPWG) 2005-2006" - "*Terms of Reference and Rules of Procedure of HSSC and IRCC*". The texts contained in Annex I were intended as the initial ToRs and RoPs for the bodies in the proposed new IHO structure.

2 In developing the texts for the Terms of Reference (ToR) and the Rules of Procedure (RoP) of HSSC, IRCC and their subordinate sub-Committees, the SPWG and the Chairs of the existing CHRIS and CBC had taken into account the different purposes of the two Committees. This meant that identical ToR and RoP were not appropriate or possible. In particular, the nature and scope of the work of IRCC is heavily biased towards regional coordination and representation. As a result, the composition of the IRCC focuses on the Chairs of Regional Hydrographic Commissions and the Chairs of other relevant regional coordination bodies. While all IHO Member States have full opportunity to attend and participate in the meetings and in the work of IRCC, only the designated representatives actually form the IRCC.

3 Notwithstanding this significant difference, there remain many common elements in the texts, not all of which were clearly identified to the 17th IHC. As a result, 17th IHC Decision No. 8 also instructed the Chairs of CHRIS and CBC, in cooperation with the IHB, to further harmonize the texts as much as possible.

4 The Chairmen of CHRIS and CBC in cooperation with the IHB have now completed the task of further harmonizing the texts. In doing so, they have continued to take into account the different scope and objectives of the two Committees, as explained earlier in this letter, as well as the comments provided by Member States during the 17th IHC.

5 The harmonized text is being provided as Annex to this Circular Letter and Member States are invited to provide comments, if any, to reach the IHB by **15th November 2007**, in order for the IHB to take the appropriate actions for the implementation of the re-structuring of the IHO Committees and other Groups as decided by the XVII IHC (Decisions 9 and 11).

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. Maratos', written over a horizontal line.

Vice Admiral Alexandros MARATOS
President

Annex : Harmonized texts

TERMS OF REFERENCE OF THE HSSC AND IRCC

HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)	INTER REGIONAL COORDINATION COMMITTEE (IRCC)
<p>Considering the need to promote and coordinate the development of standards, specifications and guidelines for official products and services to meet the requirements of mariners and other users of hydrographic information, the International Hydrographic Organization establishes a Hydrographic Services and Standards Committee (HSSC) with the following Terms of Reference and Rules of Procedure. The HSSC shall be the IHO Technical Steering Group acting on behalf of all Member States and shall report to each ordinary session of the International Hydrographic Conference (“<i>each ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>each ordinary session of the Assembly through the Council</i>” when the Council and Assembly are established).</p>	<p>Considering the need to promote and coordinate those IHO activities that might benefit from a regional approach, and with regard to the coordination of the Regional Hydrographic Commissions, radio navigational warnings and ocean mapping matters, and considering further that the IHO has identified Capacity Building as a strategic objective, the International Hydrographic Organization establishes a Inter Regional Coordination Committee (IRCC) with the following Terms of Reference and Rules of Procedure. The IRCC shall report to each ordinary session of the International Hydrographic Conference (“<i>each ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>each ordinary session of the Assembly through the Council</i>” when the Council and Assembly are established).</p> <p>Note: The IRCC shall assume the responsibility of the policy matters related to the World-wide Electronic Navigational Chart Database (WEND) until the Council is established.</p>
Terms of Reference	Terms of Reference
<p>1. Monitor the requirements of mariners and other users of hydrographic information concerning the use of hydrographic products and information systems that may require data and information provided by national hydrographic authorities, and to identify those technical matters that may affect the activities and products of those authorities.</p>	<p>1. Establish, coordinate and enhance cooperation in hydrographic activities amongst States on a regional basis, and between regions, especially on matters associated with Capacity Building; Promulgation of Radio Navigational Warnings; General Bathymetry and Ocean Mapping, Education and Training, and the implementation of the World-wide Electronic Navigational Chart Database (WEND) suitable for the needs of international shipping; Establish co-operation and partnership with governments, organizations and industry to enhance the delivery of Capacity Building programs and to ensure long-term sustainability</p>
<p>2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in hydrographic services, standards and related technical activities as directed by the International Hydrographic Conference (“<i>International Hydrographic Conference</i>” to be replaced by “<i>the Assembly</i>” when the Assembly is established) and provide advice and guidance to the IHO representatives as required.</p>	<p>2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in activities that require inter-regional cooperation and coordination as directed by the International Hydrographic Conference (“<i>International Hydrographic Conference</i>” to be replaced by “<i>the Assembly</i>” when the Assembly is established) and provide advice and guidance to the IHO representatives as required;</p>

Harmonized and Completed text by the Chairmen of the CHRIS and CBC Committees in cooperation with the IHB.
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3 Study and propose methods and standards for the acquisition, assessment and provision of official hydrographic data, nautical products and other related services.	3. Promote co-operation between regional organizations concerned with the use of hydrographic and bathymetric data, information and products as well as MSI for navigation safety and all other marine purposes, including economic development, environmental protection and coastal resource management.
4. Maintain technical liaison with other relevant stakeholders, such as type-approval authorities, navigation equipment manufacturers, and the hydrographic data user-community.	4. Review and implement the IHO Capacity Building Strategy and promote the Capacity Building and Training initiatives identified by the CBSC and IAB, facilitating interaction between RHCs and potential donors at both international and regional levels.
5. Prepare and maintain publications related to the objectives of the Committee.	
6. Prepare a Committee Work Program and propose it to each ordinary session of the International Hydrographic Conference (“ <i>each ordinary session of the International Hydrographic Conference</i> ” to be replaced by “ <i>the Assembly</i> ” when the Assembly is established). Consider and decide upon proposals for new work items under the Committee Work Program, taking into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Program.	
7. Monitor the execution of the Committee Work Program and report to each ordinary session of the International Hydrographic Conference (“ <i>ordinary session of the International Hydrographic Conference</i> ” to be replaced by “ <i>meeting of the Council and Assembly</i> ” when the Council and Assembly are established), including an evaluation of the performance achieved.	
8 Propose to the International Hydrographic Conference (“ <i> the International Hydrographic Conference</i> ” to be replaced by “ <i>the Assembly through the Council</i> ” when the Council and Assembly are established), the establishment of new Sub Committees, when needed, supported by a comprehensive cost-benefit analysis.	
9. As required, establish Working Groups to fulfil the Work Program, in conformance with IHO Technical Resolution T1.1 (<i>IHO Technical Resolution T1.1</i> to be replaced by <i>Article 6 of the General Regulations</i> when the revised IHO Convention enters force) and approve their Terms of Reference and Rules of Procedure.	
10. Monitor the work of its Sub-committees, Working Groups and other bodies directly subordinate to the Committee.	
11. Review annually the continuing need for each Working Group previously established by the Committee.	
12. Liase and maintain contact with other relevant IHO Committees to ensure that IHO work activities are coordinated.	
13. Liase with other relevant international organizations and Non-Government International Organizations (NGIOs).	

RULES OF PROCEDURE FOR THE HSSC AND THE IRCC

HSSC	IRCC
1. The Committee shall comprise representatives of Member States. The Chairs of relevant subordinate bodies attend and report at all Committee Meetings. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.	1. The Committee shall comprise the Regional Hydrographic Commission ; the Chairmen of CBSC, PRNWSC, IAB and GEBCO Guiding Committee. Committee Meetings shall be open to all Member States of the IHO. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.
2. A Director of the International Hydrographic Bureau (“ <i>the International Hydrographic Bureau</i> ” to be replaced by “ <i>the Secretariat</i> ” when the Secretariat is established) shall act as Secretary to the Committee. The Secretary shall prepare the reports required for submission to each ordinary session of the Conference (<i>the Conference</i> to be replaced by <i>Assembly</i> and <i>Council</i> when the Council and Assembly are established).	
3. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (<i>Conference</i> to be replaced by <i>Assembly</i> when the Council and Assembly are established) and shall be determined by vote of the Member States present and voting. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.	3. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (<i>Conference</i> to be replaced by <i>Assembly</i> when the Council and Assembly are established) and shall be determined by vote of the Committee Members present and voting. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.
4. The Committee shall meet once a year, unless decided otherwise by the Committee, whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants’ travel arrangements. Meetings should normally be scheduled to precede a session of the International Hydrographic Conference (“ <i>International Hydrographic Conference</i> ” to be replaced by “ <i>Council or Assembly</i> ” when the Council and Assembly are established) by approximately four months. The Chairman or any member of the committee, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation of the venue and date shall normally be announced at least six months in advance. All intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the Committee.	4. The Committee shall meet once a year, by mid June whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants’ travel arrangements. The Chairman or any member of the Committee, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation of the venue and the date shall normally be announced at least six months in advance. All intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the Committee.
5. Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Committee, decisions shall be taken by a simple majority of Committee Member present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all Committee Members shall be required.	
6. The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and participants’ comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within three months of a meeting.	
7. The working language of the Committee shall be English.	

Harmonized and Completed text by the Chairmen of the CHRIS and CBC Committees in cooperation with the IHB.
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<p>8. The Committee shall progress its work primarily through Working Groups, each of which shall address specific tasks. If required, a coordinating Sub-committee on Data Acquisition & Transfer Standards and a coordinating Sub-committee on Symbology & Data Presentation Standards shall coordinate the work of those working groups dealing with data and presentation standards respectively. Sub-committees and Working Groups shall operate by correspondence to the maximum extent practicable.</p>	<p>8. The Committee may establish Working Groups to address specific tasks. Working Groups shall operate by correspondence to the maximum extent practicable.</p>
<p>9. Recommendations of the Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference as appropriate. (<i>IHB or International Hydrographic Conference</i> to be replaced by <i>through the Council to the Assembly</i> when the Council and Assembly are established).</p>	
<p>10. These Rules of Procedure can be amended by simple majority of Member States present and voting at the Conference (<i>Conference</i> to be replaced by <i>Assembly</i> when the Assembly is established) or by simple majority of all the IHO Member States if consultation is made by correspondence.</p>	

TERMS OF REFERENCE FOR THE HSSC SUB-COMMITTEES

DATA ACQUISITION AND TRANSFERT STANDARDS SUB COMMITTEE (DATS)	SYMBOLGY AND DATA PRESENTATION STANDARDS SUB COMMITTEE (SDPS)
<p>Purpose: Coordinate the development and maintenance of standards, specifications and guidelines for hydrographic data acquisition and the transfer of hydrographic data.</p>	<p>Purpose: Coordinate the development and maintenance of standards, specifications and guidelines for the portrayal of hydrographic data and information in all relevant media.</p>
<p>1. Monitor and coordinate the work of its Working Groups and the maintenance of the IHO publications for which the Working Groups are responsible. A list of DATS Working Groups and their associated IHO publications is shown in the table below.</p>	<p>1. Monitor and coordinate the work of its Working Groups and the maintenance of the IHO publications for which they are responsible. A list of SDPS Working Groups and their associated IHO publications is shown in the table below.</p>
<p>2. Provide a core of expertise in standards and specifications associated with hydrographic data and provide technical advice and recommendations to HSSC as required.</p>	<p>2. Provide a core of expertise in the basic concepts of presentation of maritime geospatial information and provide technical advice and recommendations to HSSC as required.</p>
<p>3. Monitor developments in Data Acquisition and Transfer Standards.</p>	<p>3. Monitor developments in presentation technology and human perception analysis.</p>
<p>4. As directed by the HSSC, establish Working Groups to address specific work items, in conformance with IHO Technical Resolution T1.1 (<i>IHO Technical Resolution T1.1</i> to be replaced by <i>Article 6 of the General Regulations</i> when the amendments to the IHO Convention enter force) and approve their Terms of Reference and Rules of Procedure.</p>	
<p>5. Monitor progress of the relevant sections of the Technical Work Program and propose annual updates to include estimated time frames for progressing tasks.</p>	
<p>6. Liaise with the other HSSC coordinating Sub-committees and Working Groups to ensure that work activities are coordinate.</p>	
<p>7. Liaise with other relevant international organizations, as appropriate in order to fulfil the Technical Work Program.</p>	
<p>8. Report to HSSC, not less than seven weeks before an HSSC meeting, to include:</p> <ul style="list-style-type: none"> a. progress of work items assigned to its Working Groups, b. proposals for any new work items including an impact statement, c. proposals for the establishment of new Working Groups, d. justification for existing Working Groups to continue, and e. any other recommendations. 	
<p>9. These Terms of Reference can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).</p>	

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List of DATS Subordinate Bodies

(to be updated and confirmed at the first meeting of the HSSC and reviewed annually thereafter)

Subordinate Body	Associated IHO Publication(s)
Survey Standards and Methodology WG (SSMWG).	IHO Standards for Hydrographic Survey (S-44).
Data Transfer Standards WG (DTSWG).	Hydrographic Data Transfer Standards (S-57/S-100).
Digital Product Specifications WG (DPSWG).	Recommended ENC Validation Checks (S-58). Prod Specs for RNC (S-61). IHO Codes for Agencies Producing S-57 Data (S-62). IHO Data Protection Scheme (S-63). IHO Test Data Sets for ECDIS (S-64). ENC Production Guidance (S-65). ENC Product Spec/Profile (S-101).
Standardization of Nautical Publications WG (SNPWG).	Prod Specs for Nautical Publications (S10x, TRs).
Data Protection WG (DPWG).	IHO Data Protection Scheme (S-63).
Tides and Vertical Datums WG (TVDWG).	Guidelines for Tidal Data (M-3 and TRs).

List of SDPS Subordinate Bodies

(to be updated and confirmed at the first meeting of the HSSC and reviewed annually thereafter)

Subordinate Body	Associated IHO Publication(s)
Paper Chart Presentation WG (PCPWG).	Chart Specifications of the IHO and Regulations for International (INT) Charts (M-4). List of Booklets on Chart Symbols (M-15). Symbols, Abbreviations, Terms used on Charts (INT-1). Borders, Graduation, Grids and Linear Scales (INT2). Use of Symbols and Abbreviations (INT3). Guidance for the Preparation and Maintenance of INT Chart Schemes (M-11 Part A).
Digital Chart Presentation WG (DCPWG).	Specifications for Chart Content and Display Aspects of ECDIS (S-52).
Nautical Publications Presentation WG (NPPWG).	Nautical Information (M-3 (TRs)). Standardization of List of Lights and Fog Signals (M-12).

RULES OF PROCEDURE FOR HSSC SUBCOMMITTEES

1	The Sub-Committees shall be subordinate of the HSSC and their work plans are subject to HSSC approval..
2	The coordinating Sub Committee shall be composed primarily of the Chairs of its Working Groups. The coordinating Sub Committee is also open to representatives of all Member States.
3	The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (<i>Conference</i> to be replaced by <i>Assembly</i> when the revised IHO Convention enters force) and shall be determined by vote of the Member States present and voting.
4	If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.
5	A Director or other officer of the IHB shall act as Secretary to the coordinating Sub-committee.
6	The working language of the coordinating Sub-committee shall be English.
7	The coordinating Sub-committee shall: a. coordinate the work of its Working Groups, b. monitor the work of its Working Groups, c. evaluate the continuing validity of tasks assigned to its Working Groups, d. review the continuing need for each Working Group, and e. submit advice and proposals to the HSSC as required.
8	Sub-committees and Working Groups shall operate by correspondence to the maximum extent practicable.
9	International Organizations and accredited Non-Government International Organizations (NGIOs) may attend meetings of the coordinating Sub-committee.
10	Expert Contributor participation is open to entities and organisations that can provide a relevant and constructive contribution to the work of the coordinating Sub-committee or its Working Groups. Expert Contributors shall seek approval for participation from the relevant Chairman. Expert Contributor status may be withdrawn in the event that a majority of the Member States represented in a coordinating Sub-committee or in a Working Group agrees that an Expert Contributor's continued participation in the respective forum is irrelevant or unconstructive to the work being undertaken. In the event that a large number of Expert Contributors seek to attend any meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.
11	Meetings shall be held once a year unless decided otherwise by the coordinating Sub-committee. The venue and date shall be announced at least six months in advance. Meetings should normally be scheduled to precede a meeting of the HSSC and be held in conjunction with another relevant meeting.
12	All intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the coordinating Sub-committee.

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13	The draft record of meetings shall be distributed by the Secretary within five weeks of the end of meetings and participants comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be distributed to all participants and posted on the IHO website within three months of a meeting.
14	Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the coordinating Sub-committee, decisions shall be taken by a simple majority of Member States present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all IHO Member States shall be required.
15	These Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).

TERMS OF REFERENCE OF THE IRCC SUBCOMMITTEES

CAPACITY BUILDING SUB COMMITTEE	PROMULGATION OF RADIO NAVIGATIONAL WARNING SUB COMMITTEE (PRNW)
1. Continuously assess the hydrographic surveying, nautical charting and nautical information status in nations and regions where hydrography is developing, using an adequate and agreed methodology. This includes developing and keeping up to date IHO publication "S-55 - Status of Hydrographic Surveying and Nautical Charting Worldwide".	1. Monitor and guide the International Hydrographic Organization (IHO)/ International Maritime Organization (IMO) World Wide Navigational Warning Service (WWNWS) which includes NAVAREA and coastal warnings.
2. Cooperate with the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) in the establishment and maintenance of close relationships with national agencies and international organizations, which may provide funding or other support to technical assistance projects, and study the procedures to access the funds for Technical Assistance available from such organizations.	2. Study and propose new methods to enhance the provision of navigational warnings to mariners at sea.
3. Cooperate with the Regional Hydrographic Commissions in the creation of Study Teams or Action Groups to carry out assessment studies in the areas identified by the IHO Work Programme.	3. Facilitate the implementation of the major changes in procedures for disseminating navigational warnings which are required by the Global Maritime Distress and Safety Systems (GMDSS), adopted by the IMO.
4. Support the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) in the close and continuous monitoring of proposals resulting from any assessments undertaken by Study Teams or Action Groups’, and also promote the sharing of experience and knowledge gained in this field.	4. Provide appropriate guidance to concerned IHO Member State Representatives to further the evolution of the WWNWS with respect to the full implementation of the GMDSS to include attendance at the Conferences of the Regional Hydrographic Commissions and to develop and monitor standards for watch stander training.
5. Co-operate with the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) in the provision of advice to all maritime nations requesting support to develop hydrographic capabilities, as a result of the implementation of Regulation 9 of Chapter V, SOLAS	5. Encourage the development of bilateral or multi-lateral arrangements between NAVAREA, Sub-Area and National Co-ordinators in the provision of navigational warnings.
6. Provide direct support to the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) in drafting and keeping Work Programme 2 "Capacity Building" up to date.	6. Prepare and review the various guidance documents for the WWNWS and evaluate any proposed amendments prior to formal IHO or IMO consideration.
7. Review the development of IHO Work Programme 2 and facilitate the maintenance of the IHO Publication/Data Base "S-55".	7. Co-operate with other international organizations concerned with improving the global standards for disseminating Maritime Safety Information, namely IMO, WMO and IMSO.
8. Liaise and maintain contact with other relevant IHO bodies such as the IAB, to ensure that the IHO work activities are coordinated.	

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9. These Terms of Reference can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).	
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RULES OF PROCEDURE OF IRCC SUBCOMMITTEES

CAPACITY BUILDING SUB COMMITTEE	PROMULGATION OF RADIO NAVIGATIONAL WARNING SUB COMMITTEE (PRNW)
1. Membership of the Sub-Committee is open to all Member States of the IHO. The Sub Committee shall comprise IHO Member States representatives, preferably Heads of National Hydrographic Authorities. The appointed members should ideally cover all RHCs, and provide broad experience and varied backgrounds. The Sub Committee may invite observers to participate in the activities of the Sub-Committee.	1. The Sub Committee is composed of NAVAREA Co-ordinators, Member States, the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) and Ex-Officio Representatives from IMO, WMO and IMSO. The Commission may invite observers to participate in the activities of the Commission.
2. The Chairman and Vice-Chairman shall be a representative of a Member State and shall be determined by vote of the Member States participating in the Sub-Committee at the first meeting after each ordinary session of the International Hydrographic Conference (<i>“International Hydrographic Conference”</i> to be replaced by <i>“Assembly”</i> when the Assembly is established). IHO Administrative Resolution T 1.1 shall govern the length of tenure. The Sub-Committee shall have a Secretary, nominated by the Directing Committee of the International Hydrographic Bureau (<i>“the Directing Committee of the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established).	
3. The Chairman shall have a seat in the IRCC and shall report on the activities of the Sub Committee to the IRCC Chairman for further report to each ordinary session of the International Hydrographic Conference (<i>“each ordinary session of the International Hydrographic Conference”</i> to be replaced by <i>“each ordinary session of the Assembly through the Council”</i> when the Council and Assembly are established).	
4. The Sub-Committee shall have its permanent secretariat at the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established). The Secretariat shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Sub-Committee. The Secretary shall provide a summary of the Sub-Committee's activities to be included in the IHO Annual Report.	
5. The Sub-Committee shall normally meet once a year, in early June whenever possible in conjunction with another conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. The Chairman or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Sub-Committee, can call extraordinary meetings.	5. The Sub-Committee shall normally hold a meeting every year in early September, whenever possible in conjunction with another related conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. The Chairman or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Sub Committee, can call extraordinary meetings.
6. Confirmation venue and date shall normally be announced at least six months in advance. All intending participants shall inform the Chairman and Secretary in advance of their intention to attend meetings of the Sub-Committee.	
7. Members are expected to attend every meeting of the Sub Committee. Members who are not able to attend a meeting should send to the Chairman and Secretary, prior to the meeting, a written contribution on relevant items of the agenda.	7. Members are expected to attend every meeting of the Sub Committee. Members who are not able to attend a meeting should appoint a proxy or send to the Chairman and Secretary, prior to the meeting, a written contribution on relevant items of the agenda.
8. Between meetings, the Sub Committee's business will be progressed by correspondence. E-mail communication will be the normal method. Papers and information material will be posted on the Sub Committee's section of the IHO web-site.	
9. Decisions should generally be made by consensus. If votes are required, decisions shall be taken by simple majority of Members of the Sub Committee present and voting. When dealing with matters by correspondence, a simple majority of all Members of the Sub Committee shall be required.	

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10. Recommendations of the Sub Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference as appropriate. (<i>IHB or International Hydrographic Conference</i> to be replaced by <i>Secretariat to the Council or General Assembly</i> when the Council and Assembly are established).
11. The draft minutes of meetings shall normally be distributed by the Secretary within six weeks of the end of meetings and member comments should be returned within three weeks. Final minutes should be distributed and posted on the IHO website within three months of a meeting.
12. The working language of the Sub Committee shall be English.
13. These Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).
