



IHB File S1/5000

CIRCULAR LETTER 7/2009
22 January 2009

**PROPOSED ACCREDITATION OF
THE INLAND ENC HARMONIZATION GROUP (IEHG)
AS A NON-GOVERNMENTAL INTERNATIONAL ORGANIZATION (NGIO)**

Reference: IHO Administrative Resolution T1.2

Dear Hydrographer,

1. The Inland ENC Harmonization Group (IEHG) has applied to the IHO for accreditation as an NGIO. The Directing Committee has examined this application and is satisfied that the IEHG meets the requirements for accreditation of an NGIO as described in Resolution T1.2
2. The Directing Committee is confident that the IEHG will positively contribute to the work of the IHO and, in particular, to the further development of ENC standards and related electronic charting applications. Members of the IEHC already participate as "Expert Contributors" on a number of IHO technical Working Groups, such as the Transfer Standards Maintenance and Applications Development Working group (TSMAD) and the recent Hydrography and Cartography of Inland Waters Working Group (HCIWWG) and have provided valuable input.
3. The Terms of Reference and the List of Members and Participants in IEHG are annexed to this Circular Letter for your information, together with a copy of the letter of application. More information on the IEHG may be found at <http://ienc.openecdis.org>.
4. Member States are kindly invited to consider IEHG's application for accreditation as an NGIO and to submit any objections or comments that they might have **by 1st April 2009**. Subsequently, the Directing Committee will notify the Chair of IEHG of the outcome of its consultation with IHO Member States.

On behalf of the Directing Committee,
Yours sincerely,

A handwritten signature in blue ink, appearing to read "Robert Ward", is written over a light blue circular stamp. The signature is fluid and cursive.

Captain Robert WARD
Director

Annex A: IEHG Letter of Application to the IHO for Accreditation, Terms of Reference and List of Members



<http://ienc.openecdis.org>

To the International Hydrographic Bureau
robert.ward@ihb.org

16th January 2009

Subject: Application for accreditation as NGIO

The Inland ENC Harmonization Group (IEHG) is a combined government/non-government technical group. The goal of IEHG is to develop and to maintain a harmonized standard for Inland Electronic Navigational Charts (IENC) suitable for inland navigation that is based on the standards of the International Hydrographic Organisation (IHO) for the 'maritime' Electronic Navigational Chart (ENC).

The Terms of Reference (ToR) and the list of members and participants in IEHG is provided in the annex. More information on IEHG and the standards for Inland ENCs are published at <http://ienc.openecdis.org>.

The Report of the Hydrography and Cartography in Inland Waters Work Group (HCIWWG) to the CHRIS Committee, CHRIS 20-06.8A, has shown that there is an interest of the member states of IHO to ensure compatibility of maritime ENC and Inland ENC. The Report recommends to liaise with IEHG to ensure consistency and harmonisation as far as feasible.

The members of IEHG have decided at the 6th annual meeting to apply for accreditation as a Non-governmental International Organisation at IHO in accordance with the resolutions of IHO (T 1.2 of M3).

IEHG would like to provide the following information regarding the Rules for Accreditation in the Resolution of IHO (M3):

ad Rule 1 Applicability:

The members of IEHG have extensive knowledge in the area of cartography for inland waterways and standardization. We believe, that we are therefore able to make a substantial contribution to the work of the IHO.

ad Rule 2 Purpose:

IEHG is able to provide information, help or expert advice to IHO in the area of ENC for inland navigation. User communities are represented in IEHG, emerging technologies in the area of River Information Services are used and reflected in the standards that have been developed by IEHG. Software companies are participating in IEHG and are contributing to the ongoing development of standards and ensure that future trends are taken into account. The competent authorities for inland waterways ensure that the data requirements for safe and efficient inland navigation are reflected in the standards. IEHG is able to advise on issues relevant to the IHO, on request, and is able to provide representatives with special knowledge to IHO working groups.

Accreditation would provide the possibility to express the points of view of IEHG to the Organization. On the other hand, IEHG is interested in information available from the IHO which can subsequently be distributed to IEHG members and participants.

ad Rule 3 Objectives and activities of the NGIO

The objectives and functions of IEHG are in harmony with the objectives of the IHO, as defined in Article II of the Convention:

- IEHG has a consultative and purely technical nature;
- a primary goal of IEHG is the coordination of the activities of national hydrographic offices for inland waterways (that are different from the Hydrographic Offices for maritime navigation in most countries);
- the purpose of the Inland ENC standard is to guarantee the greatest possible uniformity in nautical charts and documents;
- IEHG is currently not dealing with standards for hydrographic surveys; many members use the relevant standards of IHO for surveys on inland waterways.

ad Rule 4 General Undertaking by the NGIOs

IEHG is willing to support the activities of the IHO (see No. 3 of the Terms of Reference of IEHG) and to promote the dissemination of its principles and work, bearing in mind the objectives and functions of the IHO on the one hand and the competence and activities of IEHG on the other.

ad Rule 5 Constitution and Structure of the NGIOs

IEHG has a governing body, the Core Group, which consists of the two Chairs, the vice-chairs and the Technical Coordinators. All members of the core group are elected by simple majority vote (see 4 c of the Terms of Reference). The two chairs (at the moment Denise LaDue from the US Army Corps of Engineers and Bernd Birkhuber from the Ministry of Transport, innovation and Technology of Austria) and the vice chair (at the moment Carlos Augusto Medeiros de Albuquerque from the Directorate of Hydrography and Navigation of the Brazilian Hydrographic Service) serve as executive officers. IEHG does not have a physical permanent headquarters. IEHG has a permanent website (<http://ienc.openecdis.org>) and can be contacted via the discussion forum on this website or the e-mail addresses of the Core Group (listed in the members document on the website):

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IEHG has decided at its annual meeting, in accordance with the ToR, that any member of the Core Group is entitled to speak on behalf of IEHG as an accredited representative at IHO meetings. The Core Group is entitled to nominate another member of IEHG as its representative, if no member of the Core Group is able participate.

ad Rule 6 Privileges conferred by Observer Status

IEHG is willing to submit written statements on items of the Agenda of the Conference and subsidiary bodies which are of interest to IEHG, after appropriate consultation with the IHB Directing Committee, taking into account that that such submission should not impede the smooth functioning of the IHO organ involved. IEHG will give due consideration to any comment which the Directing Committee may make in the course of such consultations before transmitting the statement in final form.

ad Rule 7 Status of the NGIOs at Meetings of the IHO

Accepted by IEHG.

ad Rule 8 Granting of Reciprocal Privileges to the IHO

The IHB is already on the mailing list of IEHG and is invited to all the meetings. IEHG accords to the IHO privileges corresponding to those which are granted to IEHG by the IHO.

ad Rule 9 Consideration of Application

Accepted by IEHG

ad Rule 10 Periodic Review of the List of Observer NGOs

Accepted by IEHG.

IEHG is convinced that the accreditation as an NGO would contribute to the harmonized development of standards for maritime and inland waterways and is looking forward to the decision of IHO.

Annex: Terms of Reference of IEHG

List of members and participants of IEHG

On behalf of IEHG:

Denise LaDue

Bernd Birkhuber

Carlos Augusto Medeiros de Albuquerque

Lee Alexander

Peter Kluytenaar

Angel Terry

TERMS OF REFERENCE

European - North American - Russian Federation – South American
Inland ENC Harmonization Group (IEHG)

10 October 2007

1. Objective

To develop and to maintain a harmonized standard for an Inland Electronic Navigational Charts (IENC) suitable for inland navigation that is based on the standards of the International Hydrographic Organisation (IHO) for ‘maritime’ Electronic Navigational Chart (ENC).

2. Guiding Principles

a. Goal - To agree upon specifications for Inland ENCs that are suitable for all known inland ENC data requirements for safe and efficient navigation in European, North and South American, and Russian Federation inland waterways. However, it is intended that IENC standards meet the basic needs for Inland ENC applications, worldwide.

b. The framework for Inland ENC standards includes:

1. Use of **IHO S-57** (Edition 3.1), including:
 - ‘Maritime’ ENC Product Specification (Appendix B1)
 - Object Catalogue (Appendix A)
 - Use of Object Catalogue (Appendix B.1, Annex A)
2. A minimum **Inland ENC Product Specification** that includes mandatory requirements for safety-of-navigation on inland waterways, worldwide.
3. An **Inland ENC Encoding Guide** that provides guidance on recommended object classes, attributes, and attribute values for encoding IENC data.
4. Inland ENC **Feature Catalogue**.
5. Establishment of a **Inland ENC Register** for additional real-world, IENC features, attributes, and enumerations that are not already contained in IHO S-57 Edition 3.1 Object Catalogue.
6. Use of the **Open ECDIS Forum** (OEF) as a means of communication and for establishment of Register for Inland ENC object classes, attributes, and attribute values.
7. Align with the future **IHO S-100** Standard for Geospatial Data.

3. Recognition

As the competent international technical group on Inland ENC technical standards development, implementation and maintenance, IEHG is recognized by:

Europe - European Union and the Central Commission for Navigation on the Rhine
North America – US Army Corps of Engineers
Russian Federation - Russian Ministry of Transport
South America – Directorate of Hydrography and Navigation of the Brazilian Navy (DHN)
International Hydrographic Organization (IHO) – Committee on Hydrographic Requirements and Information Systems (CHRIS).

Since there are several countries with Inland Navigation that are not Member States of IHO, IEHG does not intend to become a part of IHO. Instead, IEHG supports, advises and provides input to IHO regarding Inland ENC matters.

4. Composition, Organization, and Membership

a. Composition - IEHG is a combined government/non-government technical group that works towards the development of international standards meant to facilitate the implementation of inland electronic charting and navigation, worldwide.

b. Regions – IEHG regions are comprised of countries within a continent (North America, South America) or a recognized social-economic region (Europe, Russian Federation).

c. Organization – By simple majority vote, chairpersons, vice-chairs and technical coordinators are elected.

1) Chair – Two persons (co-chairs) each from a different region. Only representatives of waterway authorities can become chairpersons.

2) One vice-chair from each region, which is not already a chair.

3) Technical Coordinators - One technical coordinator for each region.

4) Core Group – The two Chairs, the vice-chairs and Technical Coordinators.

d. Membership

All the members of IEHG should have current expertise in the field of Inland ENC's.

1) **Participants** – Anyone who is involved in the production of Inland ENC's or the production of Inland ENC applications and representatives of user groups can participate in IEHG, make proposals and take part in the discussions.

2) **Members** - Representatives of competent authorities involved in the provision of Inland ENC's are entitled to become members. If proposed by a competent authority, membership can also include expert contributors, such as representatives of:

- international governmental organizations in the area of inland navigation and members of the working groups of these organizations that are dealing with Inland ENC's
- inland navigation user groups
- private companies that are producing Inland ENC's or applications for Inland ENC's.

Acceptance of expert contributor as a full member is decided on by a simple majority vote of the regions. Current expert contributors do not vote in this process. A prerequisite for an expert contributor is that they have provided substantial input to the IEHG for at least one year, and their further involvement is needed for the further development of the standard. If these prerequisites are no longer fulfilled, membership of an expert contributor can be revoked.

5. Procedures

See Annex A.

Annex A

IEHG Procedures

1. **Meeting Schedule** - The IEHG normally meets once per year. If required, there can be an additional meeting or the meeting postponed.
2. **Discussion Forum** - The IEHG uses the Open ECDIS Forum (OEF) as a discussion platform in the time between the meetings. Every participant of IEHG is entitled to start a new discussion topic and to take part in discussions about Inland ENC's on the OEF.
3. **Task Groups** - The IEHG may decide to form a task group for the drafting of specific proposals.

4. **Proposal Submission and Review**

Every participant of IEHG is entitled to transmit proposals for amendments of the standard. The proposal has to be sent together with an explanation to at least one of the members of the Core Group of IEHG. The Core Group reviews the submitted proposal for completeness, and may request additional information/clarification from the Proposer. The Core Group distributes the proposal to all the participants of the IEHG via the OEF. The participants of IEHG are requested to react as soon as possible. An objection against a proposal has to contain an explanation for the objection. If there is no objection within six weeks, the proposal is adopted.

If there is an objection, there are several options:

- The proposal can be withdrawn.
- The proposal is updated then resubmitted, and handled as a new proposal.
- If requested by the Proposer, the proposal is deferred and decided upon at the next annual meeting of the IEHG.

The IEHG will make every effort to come to a common agreement about a proposal. If it is not possible to reach an agreement on international level, the proposal could be considered for adoption as a regional encoding rule. If common agreement cannot be reached, then a formal voting procedure would make a final decision.

If a new proposal is made during a meeting of IEHG, it may be discussed at the meeting, but it has to be distributed to all the participants of IEHG for formal adoption after the meeting.

5. **Voting procedure on Proposals**

Almost all decisions of IEHG are made by consensus. However, if a vote is required to decide on a proposal, this is done on a regional basis. Each region has two votes. One vote is by the competent waterway authorities and the other by the expert contributors of that region. The decision of IEHG consists of a simple majority of the IEHG regions and the expert contributors associated with each region. The voting procedure for the individual regions follows the rules of the respective international or national organizations.

Inland ENC Encoding Guide:

If it is not possible to reach a common agreement, the geographical applicability of the proposal is restricted (e.g. “US only” or “Europe only”). Expert contributors might be included in the voting procedure of the region in that case.

Inland ENC Feature Catalogue:

Deleting existing entries is only possible, if there is no objection from a waterway authority or from a simple majority of the expert contributors. Other changes of the Inland ENC Feature Catalogue can be adopted with a simple majority.

Inland ENC Product Specification that result from changes of the Inland ENC Feature Catalogue or changes of the ‘maritime’ ENC standards of IHO:

Inland ENC Product Specification that results from changes of the Inland ENC Feature Catalogue or changes of the maritime ENC standards of IHO can be adopted with a simple majority.

Other proposals regarding the Inland ENC Product Specification:

Other changes of the Inland ENC Product Specification can be adopted as an official proposal of IEHG with a two third majority of the regions and a two third majority of the expert contributors. This official proposal of IEHG will become part of the Common Base Product Specification, as soon as it is adopted in all the regions, which are participating in IEHG.

Proposals regarding changes of the Terms of Reference (including the Rules of Procedure):

Changes of the Terms of Reference have to be adopted by consensus of the regions and the expert contributors.

6. Submission and Implementation

The IEHG submits Inland ENC standards for formalisation to:

- Interested international organisations like IHO, the European Commission (EC), the Central Commission for Navigation on the Rhine (CCNR), the Danube Commission (DC) and the Economic Commission for Europe of the United Nations (UN/ECE),
 - National waterway authorities (e.g., United States Army Corps of Engineers (USACE), Russian Ministry of Transport) and
 - National Hydrographic Services (e.g. Directorate of Hydrography and Navigation of the Brazilian Navy (DHN))
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Annex B

Management of the Inland ENC Register

1. Any participant of the **Inland ENC Harmonization Group** can submit a proposal to the Inland ENC Register. But, the proposal must:
 - a. be in an established format (available on the OEF Website)
 - b. describe how the new object (or feature) will be accommodated in the IENC Encoding Guide
2. The **Inland ENC Register Manager(s)**:
 - a. Reviews the submitted proposal for completeness, and may request additional information/clarification from the Proposer. The proposal is also distributed to IEHG Core Group (Control Body) and other Register Managers for review/comment.
 - b. Officially posts the proposal on the Inland ENC Register. It is initially flagged as **NOT-VALID**.
 - c. Places the proposal on the IENC Discussion Forum (on the OEF website) to start discussion about the proposal.
 - d. This process should be completed within 14 days.
3. Approval Process (6 weeks):
 - a. If a consensus is reached to accept, the proposal is then flagged as **VALID**.
 - b. If no consensus is achieved, it remains flagged as **NOT-VALID**.
 - c. When not adopted:
 - 1) the submitter can decide to withdraw the proposal
 - 2) the proposal can be revised and re-submitted
 - 3) any participant of the IEHG can ask that the proposal be considered at the next annual meeting of the IEHG
 - d. The Inland ENC Register Manager announces the outcome on the IENC Discussion Forum.

Participants

Register Owner:	IEHG
Register Manager:	appointed by IEHG (currently, Peter Kluytenaar & Denise LaDue)
Register Users:	anyone interested in Inland ENCs
Control Body:	IEHG core group
Submitting Organization:	IEHG
Proposers:	Any IEHG participant

Inland ENC Harmonization Group (IEHG)

Members and participants

(as of 2008-12-22)

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