



THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHB File No. S1/0900

CIRCULAR LETTER No. 13/2009
18 February 2009

PROPOSED REVISED ADMINISTRATIVE RESOLUTIONS Q1.1 and R4.1

IHO PUBLICATION NUMBERING, CLASSIFICATION AND PRICING POLICY

Reference: IHB CL 98/2008 dated 28 November.

Dear Hydrographer,

1 The IHB would like to thank those Member States who responded to the above-referenced Circular Letter, namely: Algeria, Argentina, Brazil, Denmark, Finland, Greece, Iceland, India, Netherlands, Norway, Russian Federation, Spain, Sweden and Turkey, and in particular those who suggested slight modifications: Ecuador, France, Italy, South Africa and UK. All Member States have expressed strong support of the proposal submitted by the IHB.

2 A summary of the comments received is provided in Annex A. Almost all the suggestions have been taken into account in drafting the revised Administrative Resolution which is provided in Annex B. As explained in Annex A, two of the suggestions have not been followed so as to remain within the standardization logic guiding the numbering and classification, and we believe that those Member States who suggested a slightly different approach will understand the IHB DC's point of view.

3 Member States are kindly requested to consider the adoption of this revised Administrative Resolution and to return the Voting Paper, provided in Annex C, **by 20 April 2009**. A simple majority of all Member States is required for the adoption of this Resolution. This majority is currently 40 Member States. Any further comments would be most welcome.

On behalf of the Directing Committee
Yours sincerely,

Captain Hugo GORZIGLIA
Director

Annex A: - Summary of comments received

Annex B: - Proposed revised Administrative Resolutions Q1.1 and R4.1

Annex C: - Voting Form

SUMMARY OF COMMENTS RECEIVED

ECUADOR

Suggests that it should be made clear that publications under M "Miscellaneous" refer to the Structure, Organization and Administration of the IHO, in order to avoid interpreting them as "standards" which are classified under S - "Standards and Specifications".

IHB Comment:

We agree with this comment. The description of M "Miscellaneous - Basic Regulatory Publications" has been changed to read: "Publications of a general nature including General Regulations and Resolutions". The reference to IHO has not been inserted as it is understood that the whole subject refers to IHO.

FRANCE

- a) Suggests, for the sake of uniformity, that the code for Capacity Building should be just C-xx.
- b) Considers that it appears premature to abandon printed versions of documents (such as the Annual Report), which are a particularly good communications medium vis-à-vis governmental authorities and the media. France would also like the IHB to clarify its intentions regarding this subject and the impact of the two options (maintaining or suppressing the print-on-demand service) on the IHB's human and technical capabilities.

IHB Comment:

- a) We agree with this comment which was also made by UK. For Capacity Building publications only "C" will be used.
- b) In principle, the IHB is proposing to abandon printed versions of publications, but with some exceptions, one of which is the Annual Report. Note (5) in Annex A of the CL of the reference should have read "The Annual Report is printed and made available free of charge to all Member States. A few extra copies ". With regard to print-on-demand: as indicated in paragraph 7 of the CL in the reference, a print-on-demand service for publications is not anticipated as publications can be printed locally from CD-ROM or from an Internet download. Nevertheless, the IHB does have the human and technical resources to be able to offer a print-on-demand service on an exceptional basis, to be considered by the DC on a case by case basis, but which will not be considered as a standard service.

ITALY

Suggests the following changes in classification to that proposed in the referenced CL :

- a) B-6 to S-6 ; b) CB-55 to B-55; c) S-5 to CB-5 and d) S-8 to CB-8

IHB Comment:

- a) We do not disagree with the suggestion, but considering that Bathymetric Publications refer entirely to GEBCO, and GEBCO is a joint program with IOC, we would prefer to have all related publications under the same heading "B".
- b) We consider the existing S-55 as "the tool" for managing the IHO capacity building effort. Based on the previous comment on B publications we would prefer to keep it under capacity building.
- c) and d) We do not disagree with the suggestion, nevertheless we have attempted to group all Standards under S, with the exception of B-6 for which an explanation has already been provided.

SOUTH AFRICA

Suggests not changing the number of M-2. Indicates that this very handy booklet has been distributed during technical visits and also has been quoted from on numerous occasions and changing the number may just confuse some of those who may have taken the contents to heart.

IHB Comment:

The IHB agrees with this suggestion. M-2 has become a sort of emblem in capacity building activities. Its distribution and reference have become quite significant and the IHB is happy to keep its classification as M-2. This publication is usually provided with M-1 and M-10 to governmental authorities. Keeping M-2 as it stands does not seem to cause any conflict.

UK

- a) Suggests that the cross-referencing system between old and new names will need to be easily accessible and long-lived.
- b) Suggests that, for consistency, the use of the single letter "C" should be used to denote the capacity building publications.

IHB Comment:

- a) We agree. It is intended to post the cross-referencing system in the publication section of the IHO website.
 - b) We agree. This suggestion has also been made by France.
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PROPOSED REVISED ADMINISTRATIVE RESOLUTION Q1.1 AND R4.1**CHAPTER Q - PUBLICATIONS**

Section 1 - List of Publications

Q1.1 LIST OF PUBLICATIONS OF THE IHO

Replace the existing text by the following:

The IHO List of Publications shall be made available on the IHO website and kept updated. IHO Publications will be classified as follows:

B	Bathymetric Publications	Mainly those related to GEBCO.
C	Capacity Building Publications	Publications that relate or contribute to the IHO capacity building programme.
M	Miscellaneous - Basic Regulatory Publications	Publications of a general nature including general regulations and resolutions.
P	Periodic Publications	Publications that refer to periodic events or require periodic editions according to content.
S	Standards and Specifications	Publications that refer to standards and specifications, including guidelines.

IHO publications shall be provided mainly through the IHO website free of charge, except in special cases, as indicated in the List of Publications.

CHAPTER R - FINANCIAL ADMINISTRATION

Section 4 - Publications

R4.1 FREE DISTRIBUTION AND SALE OF IHO PUBLICATIONS

Replace the existing texts in 4.1.1 and 4.1.2 by the following:

4.1.1 PUBLICATIONS IN PRINTED FORMAT

The free supply of the few IHO publications in printed format shall be limited as follows:

- a) Up to 3 copies to each of the Hydrographic Offices of Member States.
- b) Prospective IHO Member States may be provided ONE copy of certain IHO publications during the period when they are actively seeking IHO membership.
- c) One copy to former Directors of the IHB.

A print-on-demand service will not automatically be available, as publications can be printed locally from CD-ROM or from an Internet download. Nevertheless, the IHB may offer a print-on-demand service in exceptional cases, which will be considered on a case by case basis by the Directing Committee, but this shall not be considered as a standard service. Pricing will be determined on a case by case basis, if applicable.

4.1.2 PUBLICATIONS IN DIGITAL FORMAT

1. Publications are available from the IHO web site.
2. Publications are available on CD-ROM, exclusively upon request.
3. On the rare occasions where a Member State may require publications on a CD-ROM, the IHB will provide this service at no cost. If such a requirement comes from a non Member State or other organization or individual, subject to the discretion of the Directing Committee, 50 Euros will be charged for each CD-ROM, regardless of the number of publications included on the CD-ROM

The following paragraph should be deleted: **4.1.3 MISCELLANEOUS**

VOTING FORM

(to be returned to the IHB by 20 April 2009)

E-mail: info@ihb.mc - Fax: +377 93 10 81 40

Member State:

Do you approve the revised Administrative Resolutions Q1.1 and R4.1 ?

YES

NO

Comments (if any):

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Name / Signature

Date: