



IHB File No. S1/1001/WP

CIRCULAR LETTER 53/2009  
31 July 2009

### PROPOSED IHO WORK PROGRAMME & BUDGET FOR 2010

- References:
- a) IHO Financial Regulations, Article 8
  - b) Decision 24 of the XVIIth IH Conference – Work Programme 2008-2012
  - c) Decision 32 of the XVIIth IH Conference – 5-Year Budget 2008-2012

Dear Hydrographer and Finance Committee Member,

1 In accordance with Article 8 of the IHO Financial Regulations, the Proposed IHO 2010 Budget (**Annex A**) is hereby submitted to the Finance Committee Members for comments. The IHB has based this budget on the 2010 Work Programme and the Five-Year Budget approved by the XVIIth I.H. Conference. The FC Members are not required to review the Proposed IHO 2010 Work Programme (**Annex B**); the Directing Committee believes it integral to the Budget and it is therefore included. An accompanying explanation of the 2010 Budget and Work Programme (**Annex C**) expands upon the brief text and numbers provided in the main documents.

2 Your attention is drawn to the adjustment made with regard to Income in the preparation of this proposal:

**Table I: Income:**

The Five-Year Budget approved by the XVIIth I.H. Conference does not forecast an increase in the unit share value of the contribution for the year 2010; consequently, the share value has been kept at the same level as during the period 2005-2009, that is to say 3,984.48€.

The proposed 2010 budget takes into account the accession of Qatar and Ireland and the re-incorporation of Suriname after the XVIIth I.H. Conference, as well as the net change of minus one share due to tonnage variations. This situation has generated an increase in the number of shares from 673, as forecast in the Five-Year Budget – reference c), to 686. With 4 unpaid shares by suspended Member States, the number of shares used for the income calculations is 682, resulting in a contribution income of 2,717,415 Euros.

The figures of other incomes have been updated in order to take into consideration:

- an adjustment of the internal tax on salaries (157,650 instead of 162,000)
- a reduction in sales of publications following the decision to provide them at no cost (1,500 instead of 10,500)
- a decrease of bank account interest due to the reduced rates on monetary financial markets (25,000 instead of 47,500).

Including others, the total income amounts to 2,909,565 Euros.

**Table II: Expenses:**

The Directing Committee recommends maintaining the level of expenditure as approved by the XVIIth I.H. Conference, that is to say 2,876,006 €, as part of the adoption of the 5-Year Budget (reference c):

*Chapter I : Personnel Costs: 2,137,132 Euros*

*Chapter I: Current Operating Costs: 533,626 Euros*

*Chapter III: Capital Expenditure: 69,248 Euros*

*Chapter IV: Allocation to funds: 136,000 Euros*

3 The Proposed IHO 2010 Work Programme (**Annex B**) is explicitly broken down into the three new IHO Programmes established in the IHO Strategic Plan approved at the 4EIH in June 2009. Its content has been extracted from the approved 5-year Work Programme, and the tasks updated and distributed in accordance with the new layout.

4 Finance Committee Members are kindly requested to review **Annex A** and to provide their comments, if any, to the IHB by **20 September 2009**.

5 The IHO 2010 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 2010 Budget  
- Annex B - Proposed IHO 2010 Work Programme  
- Annex C - 2010 Work Programme & Budget - Explanatory Document

## INTERNATIONAL HYDROGRAPHIC ORGANISATION

## ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

BUDGET FOR 2010  
TABLE I - INCOME - (Euros)

## ANNEX A

Budget approuvé 2008 Approved budget	Budget approuvé 2009 Approved budget	Budget quinquennal 2010 Approved 5Years Budget
0,00	0,00	0,00
673,0	684,0	673,0
3 984,48	3 984,48	3984,48
2 681 555	2 725 384	2 681 555
9 000	9 000	10 500
0	0	0
45 000	45 000	47 500
7 800	7 900	8 000
153 820	157 666	162 001
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2 897 175	2 944 950	2 909 556
=====	=====	=====

BUDGET POUR 2010  
TABLEAU I - REVENUS - (Euros)

## ANNEXE A

	Budget révisé 2010 Updated budget
Percentage of increase proposed (%) Pourcentage d'augmentation proposé	0,00
Final number of shares Nombre de parts définitif	682
Unit share value - Valeur unitaire de la part	3984,48
A. CONTRIBUTIONS	
Contributions	686
provision for suspended Member States	-4
Basis for budget estimates	682
	2 733 353
	-15 938
	2 717 415
B. SALES OF PUBLICATIONS	1 500
Ventes de publications	
C. ADVERTISEMENTS IN PUBLICATIONS	0
Annonces dans les publications	
D. INTEREST ON BANK ACCOUNTS	25 000
Intérêts sur comptes en banques	
E. EXTRAORDINARY INCOME	8 000
Revenus exceptionnels	
F. INTERNAL TAX	
Imposition interne	157 650
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	2 909 565
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ORGANISATION HYDROGRAPHIQUE INTERNATIONALE  
 BUDGET POUR 2010  
 TABLEAU II - DEPENSES - (Euros)

Budget approuvé 2008 Approved budget Euros	Budget approuvé 2009 Approved budget Euros	Budget quinquennal 2010 Approved 5Years Budget Euros	CHAPTER - CHAPITRE	Budget révisé 2010 Updated Budget Euros
			I. PERSONNEL COSTS	
			DEPENSES DE PERSONNEL	
2 038 500	2 084 791	2 137 132	Salaries Directing Committee - Comité de direction	2 137 132
			Salaries Other staff - Autres membres du personnel	
			Social charges - Charges sociales	
			Benefits and Pensions - Prestations de retraite	
			Controllable Personnel cost - Coût de personnel	
515 076	524 365	533 626	II. CURRENT OPERATING COSTS	533 626
			DEPENSES DE GESTION COURANTE	
			Maintenance, communications, etc.. - Entretien et communications	
			Consulting - Consultants	
			Travels - Déplacements	
			Publications	
74 200	69 224	69 248	III. CAPITAL EXPENDITURE	69 248
			DEPENSES DE CAPITAL	
			IV. ALLOCATIONS TO FUNDS	
7 800	7 900	8 000	- GEBCO Fund - Fonds pour la Carte Bathymétrique	8 000
3 000	3 000	3 000	- Renovation Fund - Fonds de rénovation	3 000
55 000	40 000	40 000	- Conferences Fund - Fonds pour les conférences / assemblées	40 000
26 000	20 000	20 000	- Director's Removal Fund	20 000
			Fonds pour le déménagement des Directeurs	
70 000	70 000	65 000	- Capacity Building Fund - Fonds de renforcement des capacités	65 000
6 100	0	0	- Printing Fund - Fonds d'impression	0
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2 795 676	2 819 280	2 876 006		2 876 006
				=====

TABLE II A : DETAILED EXPENDITURE - Détail des dépenses

Budget approuvé 2008 Approved budget Euros	Budget approuvé 2009 Approved budget Euros	Budget quinquennal 2010 Approved 5Years Budget Euros	CHAPTERS AND ITEMS Chapitres et postes budgétaires	Budget révisé 2010 Updated Budget Euros
410 000	418 200	426 564	I. PERSONNEL COSTS - Dépenses de personnel	
525 900	539 047	553 870	a) Salaries - Directing Committee - Comité de direction	439 700
120 900	123 922	127 330	b) Salaries - Category A - Personnel de Catégorie A	570 500
402 800	412 870	424 224	- Translators - Personnel de Traduction	129 500
10 300	10 558	10 848	- General Services (B & C) - Services généraux	436 800
			Overtime for B & C Categories - Heures supplémentaires	6 000
33 600	34 406	35 352	(Costs dependent on Salaries)	
300 300	307 807	316 272	c) Annual Bonus (B & C Categories) - Gratification annuelle	36 400
			d) Payment to Retirement schemes - Cotis, patronale de retraite	320 900
15 300	15 683	16 114	e) Insurances based on wages - Assurances assises sur salaires	15 000
65 500	67 333	69 219	f) Medical (GAN premiums) - Primes médicales versées au GAN	65 500
30 600	31 212	31 836	g) Family Allowances - Allocations familiales	14 500
34 700	34 440	35 387	h) Education Grants - Allocations pour frais d'études	16 500
			(Costs independent of Salaries)	
70 000	70 000	70 000	i) Medical claims paid - Remboursements de soins	70 000
-15 000	-15 000	-15 000	Medical - refunds from GAN - Remboursements obtenus du GAN	-15 000
0	0	0	j) Home rental - Indemnité de logement	0
12 200	12 505	12 849	k) Home Leave - Congés dans les foyers	9 000
0	0	0	m) Pensions to retired staff - Pensions versées aux retraités	0
5 100	5 100	5 100	n) Miscellan. Personnel Expenses - Autres dépenses de personnel	5 100
			(Controllable Personnel costs)	
6 100	6 253	6 424	o) Salaries - Temporary staff - Personnel temporaire	6 250
10 200	10 455	10 743	p) IHB Staff training - Formation du personnel du BHI	10 482
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2 038 500	2 084 791	2 137 132		2 137 132

Budget approuvé 2008 Approved budget Euros Budget approuvé	Budget approuvé 2009 Approved budget Euros	Budget quinquennal 2010 Approved 5Years Budget Euros	TABLE II A - Continued  CHAPTERS AND ITEMS Chapitres et postes budgétaires	Budget révisé 2010 Updated Budget Euros
			II. CURRENT OPERATING COSTS	
			(Maintenance, communications, etc...)	
56 100	57 222	58 366	a) Maintenance of building - Entretien des locaux	58 400
2 000	2 000	2 000	Multirisk insurance - Assurance multi-risques	2 200
35 700	36 414	37 142	Maintenance of IT equipments - Entretien des équipements	37 200
13 300	13 566	13 837	b) Office Stationery - Fournitures de bureau	8 000
40 800	41 616	42 448	c) Postage, telephone, telex, telefax - Télécommunications	42 000
3 600	3 672	3 745	d) Local Travel - Déplacements locaux	3 000
6 100	6 222	6 346	e) Bank Charges - Charges bancaires	6 000
40 000	40 000	40 000	f) Consultancy (Others than Auditors) - Consultants (hors audit)	45 000
4 100	4 182	4 266	g) Auditors fees - Honoraires du commissaire aux comptes	4 300
19 876	21 061	22 056	h) Public Relations - Relations publiques	21 000
1 000	1 000	1 000	i) Miscellan. Operating Expenses - Autres charges d'exploitation	1 000
			(Travel costs)	
47 000	47 000	47 000	j) Capacity Building (Progr. 2 only) - Renforcem, des capacités	50 000
220 000	224 400	228 890	k) Long Distance (All Progr. except 2) - Grands déplacements	228 000
			(Publications costs)	
11 200	11 424	11 652	l) I.H. Review - Revue hydrographique internationale	12 000
14 300	14 586	14 878	m) Other publications - Autres publications	15 526
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515 076	524 365	533 626		533 626

Budget approuvé 2 008 Approved budget Euros	Budget approuvé 2 009 Approved budget Euros	Budget quinquennal 2 010 Approved 5Years Budget Euros	CHAPTERS AND ITEMS Chapitres et postes budgétaires	Budget révisé 2010 Updated Budget Euros
			III. CAPITAL EXPENDITURE - Dépenses d'équipement	
35 000	30 000	30 000	a) Purchase of IT equipments - Equipements informatiques	30 000
13 000	13 000	13 000	b) Furniture & other equipments - Mobilier et autres équipem.	13 000
1 200	1 224	1 248	c) Purchase Publications & Binding - Reliures et publications	1 248
25 000	25 000	25 000	d) Depreciation of fixed assets - Dépréciat, des immobilisations	25 000
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74 200	69 224	69 248		69 248
=====	=====	=====		=====
2 627 776	2 678 380	2 740 006	ANNUAL OPERATING COSTS - Coût opérationnel annuel	2 740 006
=====	=====	=====		=====
161 800	140 900	136 000	IV. ALLOCATION TO FUNDS - Dotations aux fonds dédiés	136 000
7 800	7 900	8 000	- a) GEBCO Fund - Fonds pour la Carte bathymétrique	8 000
3 000	3 000	3 000	- b) Renovation Fund - Fonds de rénovation	3 000
55 000	40 000	40 000	- c) Conferences Fund - Fonds pour Conférences & Assemblées	40 000
26 000	20 000	20 000	- d) Removal of Directors Fund - Déménagement des directeurs	20 000
70 000	70 000	65 000	- e) Capacity Building Fund - Fonds de Renforcement des capacités	65 000
0	0	0	- f) Printing Fund - Fonds d'impression	0
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2 789 576	2 819 280	2 876 006	TOTAL EXPENDITURE - Dépense totale	2 876 006
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ORGANISATION HYDROGRAPHIQUE INTERNATIONALE  
BUDGET POUR 2010

TABLEAU III : RECAPITULATION BUDGETAIRE - (Euros)

Budget approuvé 2008 Approved budget Euros	Budget approuvé 2009 Approved budget Euros	Budget quinquennal 2010 Approved 5Years Budget Euros	CHAPTERS AND ITEMS	Budget révisé 2010 Updated Budget Euros
2 795 676	2 819 280	2 876 006	Net Expenditure - Dépenses nettes	2 876 006
2 897 175	2 944 950	2 909 556	Income - Revenus	2 909 565
-----	-----	-----	Budget Excess - Excédent budgétaire	-----
101 499	125 670	33 550	Budget Deficit - Déficit budgétaire	33 559
0	0	0	Support to the IRF	0
-45 000	-22 000	0		0
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56 499	103 670	33 550		33 559
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PROPOSED 2010 IHO WORK PROGRAMME  
VERSION 31 JULY 2009

ANNEX B to CL 53/2009

TASK	TITLE	COMMENTS	Old Reference
	<b>Programme 1 "Corporate Affairs"</b>		
	<b>Element 1.1 Co-operation with International Organizations</b>		
1.1.1	United Nations (UN) (meeting)		<b>Task 1.2.1</b>
1.1.2	International Maritime Organization (IMO) (meetings)		<b>Task 1.2.2</b>
	* COMSAR		
	* NAV		
	* MSC		
	* TCC		
1.1.3	Intergovernmental Oceanographic Commission (IOC) * IOC Executive Council (meeting)		<b>Task 1.2.3</b>
1.1.4	International Association of Marine Aids to Navigation and Lighthouses Authorities (IALA)		<b>Task 1.2.4</b>
	- e-Nav meetings		
	- IALA Conference		
1.1.5	International Cartographic Association (ICA) (meeting)		<b>Task 1.2.5</b>
1.1.6	International Federation of Surveyors (FIG) (meeting)		<b>Task 1.2.6</b>
1.1.7	International Association of Ports and Harbors (IAPH) (meeting)		<b>Task 1.2.7</b>
1.1.8	International Organization for Standardization		<b>Task 1.2.8</b>
1.1.9	International Electro Technical Commission (IEC) (meeting)		<b>Task 1.2.9</b>
1.1.10	Antarctic Treaty Consultative Meetings (ATCM) (meeting)		<b>Task 1.2.10</b>
1.1.11	Pan American Institute of Geography and History (PAIGH) (meeting)		<b>Task 1.2.11</b>
1.1.12	Port Management Association West & Central Africa (PMAWCA) & Maritime Organizations of West and Central Africa (MOWCA) (meetings)		<b>Task 1.2.12</b>
1.1.13	Council of Managers of National Antarctic Programs (COMNAP) (meeting)		<b>Task 1.2.13</b>
1.1.14	International Association of Antarctic Tour Operators (IAATO) (meeting)		<b>Task 1.2.14</b>
1.1.15	Scientific Committee on Antarctic Research (SCAR) (meeting)		<b>Task 1.2.15</b>
1.1.16	Other International Organizations.		<b>Task 1.2.16</b>
	* DGIWG (conference)		
	* GEO (meeting)		
	* European Union (meeting)		

	* JBGIS (meeting)		
	* CIRM (meeting)		
	<b>Element 1.2 Information Management</b>		
1.2.1	Maintenance and development of the IHO Web Site.		<b>Task 4.1.1</b>
1.2.2	Development and Maintenance of Web Map Services (e.g IMO Catalogue)		<b>No number</b>
1.2.3	Communication between the IHB and Member States through Circular Letters.		<b>Task 4.1.2</b>
1.2.4	IHO Publications.		<b>Task 4.1.3</b>
1.2.5	IHB Technical Library.		<b>Task 4.1.4</b>
	<b>Element 1.3 Public Relations</b>		
1.3.1	Relationship with the Government of Monaco and other Authorities.		<b>Task 4.2.1</b>
1.3.2	World Hydrography Day		<b>Task 4.2.2</b>
1.3.3	Communication with Hydrographic Industry.		<b>Task 4.2.3</b>
	IHO Stakeholders' Forum in conjunction with HSSC-2		
1.3.4	Press Releases.		<b>Task 4.2.4</b>
1.3.5	Delivery of papers about the IHO.		<b>Task 4.2.5</b>
1.3.6	Public Relations' support		<b>Task 4.2.6</b>
1.3.7	Publicity.		<b>Task 4.2.7</b>
	<b>Element 1.4 IHO</b>		
1.4.1	New IHO Structure.		<b>Task 5.1.1</b>
1.4.2	IHO Work Programme and Budget.		<b>Task 5.1.2</b>
1.4.3	IHO Legal Advisory Working Group		<b>Task 5.1.4</b>
	<b>Element 1.5 IHB</b>		
1.5.1	IHB Administration.		<b>Task 5.2.1</b>
1.5.2	IHB Staff Regulations.		<b>Task 5.2.2</b>
1.5.3	IHB Translation Service.		<b>Task 5.2.3</b>
1.5.4	IHB Finance Procedures.		<b>Task 5.2.4</b>
1.5.5	IHB Procedural Manual for Permanent Activities		<b>Task 5.2.5</b>
1.5.6	Staff Training		<b>Task 5.2.6</b>
1.5.7	Maintenance		<b>Task 5.2.7</b>
1.5.8	Purchase of IT equipment, furniture and other equipment		<b>Task 5.2.8</b>
	- routine PC software and hardware upgrades		
	- furniture and other equipment		
1.5.9	Keep Removal Fund (Directors and applicable PAs)		<b>Task 5.2.9</b>

	<b>Element 1.6 International Hydrographic Conferences</b>		
1.6.1	XVIII IHC		Task 5.3.2
	<b>Programme 2 "Hydrographic Services and Standards"</b>		
<b>TASK</b>	<b>Element 2.1 Meetings of the different related Sub Committees and Working Groups</b>	<b>COMMENTS</b>	<b>Old Reference</b>
2.1.1	Hydrographic Services and Standards Committee (HSSC)		Task 3.1.1
2.1.2	Transfer Standard Maintenance and Application Development Working Group (TSMAD)		Task 3.1.2
2.1.3	Chart Standardization and Paper Chart Working Group (CSPCWG)		Task 3.1.3
2.1.4	Digital Information Portrayal Working Group (DIPWG)		Task 3.1.4
2.1.5	Standardization of Nautical Publications Working Group (SNPWG)		Task 3.1.5
2.1.6	Data Protection Scheme Working Group (DPSWG)		Task 3.1.6
2.1.7	Hydrographic Dictionary W.G. (S-32)		Task 3.1.8
2.1.8	Tidal and Water Level Working Group (TWLWG)		Task 3.1.11
2.1.9	Advisory Board on the Law of the Sea (ABLOS)		Task 3.1.16
2.1.10	RENC's Joint Technical Experts Working Group (JTEWG)		Task 3.1.17
2.1.11	Data Quality Working Group (DQWG)		Task 3.1.19
2.1.12	ENC Updating Working Group (EUWG)		Task 3.1.20
2.1.13	MSDI Working Group (MSDIWG)		Task 3.5.2
	<b>Element 2.2 Hydrographic Surveying</b>		
2.2.1	Manual on Hydrography		Task 3.2.2
2.2.2	Hydrographic Dictionary (HD)		Task 3.2.3
2.2.3	Tidal and Water Level W.G. Publications		Task 3.2.4
2.2.4	Hydrographic Publications (for which there is no specific body in charge)		Task 3.2.5
	<b>Element 2.3 Nautical Cartography</b>		
2.3.1	Nautical Publications.		Task 3.3.1
2.3.2	Digital Data Protection		Task 3.3.2
2.3.3	Liaison and cooperation with other organizations.		Task 3.3.3
2.3.4	ENC Production, Distribution and Update.		Task 3.3.4
2.3.5	INT Chart Series		Task 3.3.5
	<b>Element 2.4 Data for Geomatics Application</b>		
2.4.1	Development of Standards.		Task 3.5.1
	- Meeting - ISO TC211		
	- Meeting - DGIWG		

2.4.2	- S-101 User Requirements workshop		
	- ICA Spatial Standards commission		
	Maritime Spatial Data Infrastructures		<b>Task 3.5.2</b>
<b>Element 2.5 Technical Aspects of the Law of the Sea</b>			
2.5.1	ABLOS Conferences		<b>Task 3.6.1</b>
2.5.2	Technical Aspects of the Law of the Sea Manual (TALOS Manual)		<b>Task 3.6.2</b>
2.5.3	TALOS Technical Assistance		<b>Task 3.6.3</b>



<b>Programme 3 " Inter Regional Coordination and Support"</b>			
<b>TASK</b>	<b>Element 3.1 Co-operation with Member States</b>	<b>COMMENTS</b>	<b>Old Reference</b>
3.1.1	Nordic Hydrographic Commission (NHC) (meeting)		<b>Task 1.1.1</b>
3.1.2	North Sea Hydrographic Commission (NSHC) (meeting)		<b>Task 1.1.2</b>
3.1.3	East Asia Hydrographic commission (EAHC) (coordination meeting)		<b>Task 1.1.3</b>
3.1.4	USA and Canada Hydrographic Commission (USCHC) (meeting)		<b>Task 1.1.4</b>
3.1.6	Baltic Sea Hydrographic Commission (BSHC) (meeting)		<b>Task 1.1.6</b>
3.1.7	Eastern Atlantic Hydrographic Commission (EAtHC) (meeting)		<b>Task 1.1.7</b>
3.1.8	South East Pacific Hydrographic Commission (SEPHC) (meeting)		<b>Task 1.1.8</b>
3.1.9	South West Pacific Hydrographic Commission (SWPHC) (meeting)		<b>Task 1.1.9</b>
3.1.10	Meso American and Caribbean Hydrographic Commission (MACHC) (meeting)		<b>Task 1.1.10</b>
3.1.12	ROPME Sea Area Hydrographic Commission (RSAHC) (meeting)		<b>Task 1.1.12</b>
3.1.13	North Indian Ocean Hydrographic Commission (NIOHC) (meeting)		<b>Task 1.1.13</b>
3.1.14	South West Atlantic Hydrographic Commission (SWAtHC) (meeting)		<b>Task 1.1.14</b>
3.1.15	Hydrographic Commission on Antarctica (HCA) (meeting)		<b>Task 1.1.15</b>
3.1.16	Inter Regional Coordinating Committee (IRCC2) (Second meeting)		<b>Task 1.1.16</b>
3.1.17	WEND Working Group (meeting)		<b>Task 3.1.12</b>
3.1.18	RHCs to work for completion of adequate ENC coverage for all other types of vessels by 31DEC2010		<b>Task 1.1.18</b>

3.1.19	RHCs to work for completion of adequate ENC coverage schemes by 31DEC2010		<b>Task 1.1.19</b>
3.1.20	RHCs and the Hydrographic Industrial Sector.		<b>Task 1.1.20</b>
	<b>Element 3.2 Co-operation with non-Member States</b>		
3.2.1	Eastern Atlantic Hydrographic Commission. Execute strategy to increase participation of Non-member States in IHO activities. Comply SOLAS V and participate at RHC meetings.		<b>Task 1.3.1</b>
3.2.2	South West Pacific Hydrographic Commission. Execute strategy to increase participation of Non-member States in IHO activities. Comply SOLAS V and participate at RHC meetings.		<b>Task 1.3.2</b>
3.2.3	MesoAmerican & Caribbean Hydrographic Commission. Execute strategy to increase participation of Non-member States in IHO activities. Comply SOLAS V and participate at RHC meetings.		<b>Task 1.3.3</b>
3.2.4	Southern Africa and Islands Hydrographic Commission. Execute strategy to increase participation of Non-member States in IHO activities. Comply SOLAS V and participate at RHC meetings.		<b>Task 1.3.4</b>
3.2.5	ROPME Sea Area Hydrographic Commission. Comply SOLAS V and participate at RHC meetings.		<b>Task 1.3.5</b>
3.2.6	North Indian Ocean Hydrographic Commission. Execute strategy to increase participation of Non-member States in IHO activities.		<b>Task 1.3.6</b>
3.2.7	Mediterranean and Black Seas Hydrographic Commission . Execute strategy to increase participation of Non-member States in IHO activities. Comply SOLAS V and participate at RHC meetings.		<b>Task 1.3.8</b>
	<b>Element 3.3 Capacity Building Management</b>		
3.3.1	IHO Capacity Building Sub-Committee (IHOCBSC)		<b>Task 2.1.1</b>
3.3.2	Capacity Building Fund (CBFund)		<b>Task 2.1.2</b>
3.3.3	Meetings with other organizations, funding agencies, private sector and academia.		<b>Task 2.1.3</b>
3.3.4	IHO Capacity Building Strategy		<b>Task 2.1.4</b>
3.3.5	Capacity Building Work Program (CBWP)		<b>Task 2.1.5</b>
3.3.6	Follow-up of CB activities and initiatives. Continue the development of procedures.		<b>Task 2.1.6</b>
3.3.7	Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IB ).		<b>Task 2.1.7</b>

3.3.8	Hydrographic and Nautical Cartographic Training.		<b>Task 2.1.8</b>
	<b>Element 3.4 Capacity Building Assessment</b>		
3.4.1	Technical and Advisory Visits. (General support to be provided by IHB general budget)		<b>Task 2.2.1</b>
	MBSHC ( Syria, Libya and Israel)		
	EAtHC (follow up mission to Gabon, Cameroon and Guinea Bissau)		
	EAHC (probably Brunei or Cambodia)		
3.4.2	S-55 Status of Hydrographic Surveying and Nautical Charting Worldwide		<b>Task 2.2.2</b>
3.4.3	Assessment procedures. (To continue the development).		<b>Task 2.2.3</b>
	<b>Element 3.5 Capacity Building Provision</b>		
3.5.1	Raise Awareness on the Importance of Hydrography. Support this general IHO task when ever technical visits are conducted.		<b>Task 2.3.1</b>
3.5.2	Technical Workshops, Seminars, Short Courses.		<b>Task 2.3.2</b>
	* Marine cartography and ENC production and QA EAHC		
	* Technical aspects of maritime boundaries, baselines and the extended continental shelf EAHC		
	* Workshop on Port and Shallow Water Surveys (SAIHC, NIOHC All countries). This is one event that shall benefit both RHCs.		
	* MSI Regional Workshop SAIHC		
	* Survey Attachment On the Job Training SAIHC		
	* Workshop on Port and Shallow Water Surveys (MACHC, SEPHC and SWAtHC All countries). This is one event that shall benefit the three RHCs.		
	* MSI Regional Workshop SWPHC		
	* Regional Nautical Cartographic Course SWPHC		
	* Golf of Honduras MACHC		
	* First module of CAT B training course provided by UKHO, to be offered by CL to all.		
3.5.3	Hydrographic and Nautical Cartography Courses.		<b>Task 2.3.3</b>
3.5.4	On the Job Training (ashore / on board)		<b>Task 2.3.4</b>
3.5.5	Marine/Maritime Projects.		<b>Task 2.3.5</b>
	* MEH Project (Malacca Strait)		
	* Marine Highway Development (Western IO)		
	* Safety of Navigation on Lake Victoria		
3.5.6	Bilateral agreements.		<b>Task 2.3.6</b>

	<b>Element 3.6 Marine Safety Information</b>		
3.6.1	World-Wide Navigational Warning Service Sub-Committee (WWNWSSC) (meeting)		<b>Task 3.1.9</b>
3.6.2	WWNWS Expansion and Coverage.		<b>Task 3.4.1</b>
3.6.3	NAVAREA Coordinators		<b>Task 3.4.2</b>
3.6.4	WWNWS Publications		<b>Task 3.4.3</b>
	<b>Element 3.7 Ocean Mapping Programme</b>		
3.7.1	GEBCO Guiding Committee (meeting)		<b>Task 3.1.13</b>
3.7.2	GEBCO Technical Sub-Committee on Ocean Mapping (GEBCO TSCOM) (Meeting)		<b>Task 3.1.14</b>
3.7.3	GEBCO Sub-Committee on Undersea Feature Names (GEBCO SCUFN) (Meeting)		<b>Task 3.1.15</b>
3.7.4	Shallow Water Bathymetry		<b>Task 3.7.1</b>
3.7.5	Bathymetric Data Integration		<b>Task 3.7.2</b>
3.7.6	Maps and Digital Grids		<b>Task 3.7.3</b>
3.7.7	New Products		<b>Task 3.7.4</b>
3.7.8	Global Education		<b>Task 3.7.5</b>
3.7.9	IHO Digital Bathymetry Data Center		<b>Task 3.7.6</b>
3.7.10	IBC Projects		<b>Task 3.7.7</b>
3.7.11	GEBCO Publications		<b>Task 3.7.8</b>

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## THE 2010 WORK PROGRAMME AND BUDGET

This document expands upon the IHO 2010 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 describes these links in more detail.

The Proposed IHO Work Programme for 2010 is divided, in line with the IHO Strategic Plan approved at the EIHC, into the following three programmes:

- Programme 1 "Corporate Affairs";
- Programme 2 "Hydrographic Services and Standards" and
- Programme 3 " Inter Regional Coordination and Support".

This new structure of the IHO WP in fact constitutes a different layout of the 5-Year Work Programme approved by the XVIIth IHC in 2007. The former Programmes 4 and 5 mainly form the basis of the new Programme 1; the former Programme 3 constitutes the new Programme 2 and the former Programmes 1 and 2 constitute the basis for the new Programme 3. The Elements of the original programme have been retained but, as already mentioned, placed in a different order. Consequently, they have been allocated different numbers. Some 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 2010 the number of shares has been slightly increased to 682, compared to the 673 shares used to prepare the budget estimates for the XVIIth IHC in 2007. This is due to two new Member States, Qatar and Ireland, joining the IHO, the re-incorporation of Suriname after the XVIIth IHC, as well as a net change of minus one share due to tonnage variations. The four shares that remain unpaid by suspended Member States have not been counted.

As regards the level of contribution, the XVIIth I.H. Conference decided, for 2010, to keep the same unit share value that has been used since 2005, i.e. 3,984.48€. The total expected income is in line with the amount approved in the frame of the 5- year budget, bringing the total expected income to 2,909,565 €.

#### **Expenditures:**

Despite the Income being larger than the expenditure, the Directing Committee is recommending to keep expenditure at the level that was approved by the XVIIth IH Conference, i.e. 2,876,006 €, allocating the surplus to increase the estimated budget excess with a consequential effect on the capital, for the time being.

Expenditures are divided into the following Chapters:

#### *Chapter 1 – Personnel Costs:*

Personnel costs are budgeted at 2,137,132 € for 2010, representing about 74% of the overall expenditure; understandably, the largest segment of Chapter 1 is devoted to salaries of the IHB staff (71%). 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 have been kept at the Conference-approved level, i.e. 533,626 €. Travel expenditure is very much in line with the previous years' figures, despite the rise in air fares, the effect of which will be absorbed in the Work Programme. Travel-associated costs linked to the execution of the Capacity Building programme have been kept within the five-year budget estimates.

*Chapter 3 – Capital Expenditures:*

The management of these expenditures has been optimized. For 2010, the level of expenditures (69,248 €) remains consistent with the five-year budget estimates approved by the XVIIth I.H. Conference.

*Allocation to Funds:*

Funds set aside for future expenditures have been kept at the Conference-approved level (136,000 €) as approved by the XVIIth I.H. Conference.

## PROGRAMMATIC ANALYSIS

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 can be estimated. Funds allocated for explicit budget lines associated with a programme element are highlighted when applicable.

### **Programme 1 "Corporate Affairs"**

#### *Element 1.1 Co-operation with International Organizations*

This element continues to expand in scope and importance as the UN increases its priority on issues where the ocean plays an important role. Obligations set under SOLAS V continue to require a strong liaison with IMO. The IHO interaction with IMO has increased and includes initiatives to encourage expanded membership in the IHO, the provision of expert advice on and advocacy for hydrography within the IMO, and the systematic application of enforcement of carriage requirements for ECDIS. A Director and a Professional Assistant usually attend the Maritime Safety Committee, Navigation Sub-Committee, Technical Cooperation Committee and Sub-Committee on Radio Communications and Search and Rescue (COMSAR) meetings.

Joint initiatives with IOC mainly related to Capacity Building, GEBCO and IBCs, and the increased importance placed upon shallow water bathymetry in support of Tsunami Warning Systems (TWS) and other coastal hazards, require a Director to attend the Executive Council meeting. The trilateral meetings with IMO and IOC that started in 2007, aimed at coordinating all capacity building efforts, have now also incorporated the WMO and probably IALA in the future. A Director and a Professional Assistant are involved in this initiative.

After the celebration of the 50<sup>th</sup> anniversary of the signature of the Antarctic Treaty, ATCM seems to be increasing the priority on matters of IHO concern. Improving safety to navigation, protection of the marine environment and contribution to sciences in Antarctica require an active participation in the ATCM tribune as well as with COMNAP and IAATO. A Director usually represents the IHO at ATCM maintaining continuity in this effort.

There is close coordination with IALA and IAPH for cooperation in capacity building projects and for expert advice on various safety of navigation initiatives (such as e-Navigation) in which IALA and IAPH are involved. A Professional Assistant, a Director 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 IHO is represented in various tribunes such as GEO, EU, PMAWCA and others to be able to maintain visibility and consideration of these organizations when the topics under discussion cover hydrography or related disciplines. Based on a detailed analysis of the agendas a decision is taken on the most suitable representation.

#### ***Element 1.2 Information Management***

The Directing Committee, the Professional Assistants, the Translators and several Category B staff members are heavily involved in the tasks of this element. The maintenance and improvement of the IHO Web site and Web Map Services represent a continuing challenge. The most efficient and speedy mode of communication between Member States and the IHB is via the internet and the IHB needs to continue to improve its capabilities in this area. Almost all publications have been posted on the IHO website. Circular Letters are posted on the internet as soon as they are signed by the DC. Digital communications (e-mail) are increasingly being used by MS and logged directly into the ageing Document Management System (DMS). The DMS will require improvement during 2010.

#### ***Element 1.3 Public Relations***

Relations with the Principality of Monaco and with other governmental authorities from IHO and non-IHO Member States are maintained through the resources of the Directing Committee and the IHB staff. The Directing Committee and the Professional Assistants accomplish this element by representing the IHO at external conferences, at other Organizations and meetings with Hydrographic Industry. The World Hydrography Day is a major event prepared by the IHB and in 2010 the supporting material generated for this celebration will be shared as in the past with Member States.

#### ***Element 1.4 IHO***

This element includes the control of the work programme/budget and the implementation of the new IHO structure. This includes a study on performance indicators at two levels - strategic and practical - and identifying the way to implement such measures. The Directing Committee, two Professional Assistants, a Category B staff member and probably an expert seconded by a MS will take on this activity. The Chairman and Vice-Chairman of the Finance Committee are briefed at least twice a year.

#### ***Element 1.5 IHB***

All the in-house work considered for 2010 comes under this element in which all the IHB participates. The administration is handled by the Directing Committee with the assistance of Professional Assistants and the Category B staff. More IHB activities will be documented to improve their administration and finance. With regard to the translation service, the workload will continue to be monitored in order to identify efficiency measures to maintain a good service and to absorb the ever increasing requirements.

#### ***Element 1.6 International Hydrographic Conferences***

The preparation of the XVIII IHC (2012) will start by identifying the availability of the Auditorium in order to fix the dates as far as possible in advance. The IHB Directing Committee and all the Staff will be involved in this activity.

### **Programme 2 "Hydrographic Services and Standards"**

#### ***Element 2.1 Meetings of the different related Sub-Committees and Working Groups***

This element provides a general idea of the level of activity that the HSSC Committee and associated Working Groups expect in 2010. A Director, three Professional Assistants and over forty Member State representatives attend the different meetings as well as observers from industry accredited to the IHO.

#### ***Element 2.2 Hydrographic Surveying***

This element includes activities to improve the quality of hydrographic data gathering through the development of specifications and standards for the execution of hydrographic surveys and provision of support to achieve the best practice. Keeping S-44 up to date, monitoring progress with the Hydrographic Dictionary, ensuring that the Manual on Hydrography is kept updated with new information received as well as working on tides and water level issues constitute tasks for the relevant WGs as well as for the IHB technical personnel.

### ***Element 2.3 Nautical Cartography***

This element progresses through the work of several HSSC WGs. In 2010 emphasis will continue to be placed on monitoring and guidance on ENC, quality, consistency and accelerated production, distribution and updating. The maintenance of existing Standards for ENC, Paper Chart and Publications, and control over the production of INT Chart series are on-going activities.

### ***Element 2.4 Data for Geomatics Application***

This element includes for 2010 the continuation of the development of new standards for next generation data (i.e. S-100 and S-10Xseries) and paper chart symbols and the liaison with other standards organizations such as DGIWG, ICA, IEC and ISO. The global and regional developments with regard to Spatial Data Infrastructure issues will be closely monitored by HSSC during 2010 in order to keep Member States informed on the progress and actions that the IHO collectively should consider adopting. One Director and two Professional Assistants are required to monitor this activity and support the HSSC Chairman.

### ***Element 2.5 – Technical aspects of the Law of the Sea***

During 2010 an ABLOS Conference is planned to take place. In addition, it is expected to finalize the French and Spanish versions of the last edition of the TALOS Manual. ABLOS will continue to develop a standard training programme on the hydrographic aspects of maritime delimitation. In liaison with the CBSC the possibility of running a course on this matter as a training assistance programme will be investigated. The ABLOS Chairman is assisted by a Professional Assistant.

## **Programme 3: “Inter Regional Coordination and Support”**

### ***Element 3.1. – Cooperation with Member States:***

This element is largely accomplished through the Regional Hydrographic Commissions (RHCs). For 2010, twelve RHCs and the HCA are programmed to meet. These meetings have increased in importance and will continue to do so as the RHCs become central to the whole process of the IHO communication and work programme execution strategy. These 3 to 4-day meetings - normally organized in conjunction with a workshop or seminar- constitute the best opportunity for countries in the region to discuss accomplishments, identify initiatives and develop regional positions on IHO issues. More and more accredited NGOs and the hydrographic industry participate in these events offering a unique opportunity to developing countries to keep themselves updated on technological developments and training opportunities. Attendance varies greatly, but 20 to 50 participants can be expected at each event. A Director - occasionally accompanied by a Professional Assistant - represents the IHB, and strongly contributes to the follow-up of the agreed actions. During 2010 the second meeting of the IRCC will take place and the new established WEND WG will begin its work, contributing to the completion of adequate ENC coverage.

### ***Element 3.2. – Cooperation with non-Member States:***

This element includes tasks undertaken by some RHC Chairs in conjunction with the IHB Director allocated to the respective RHC. The central idea is to develop regional strategies to encourage participation and involvement by non-Member States in IHO activities, aiming at facilitating the understanding of their hydrographic obligations under SOLAS V and in particular to develop a capacity to meet the requirements of SOLAS V Regulation 9. Each Director and Professional Assistant monitors this activity and supports the respective RHC Chair.

### ***Element 3.3 – Capacity Building Management:***

This element includes CBSC and the International Board meetings and also contains many tasks focused on the need to optimize the IHO CB structure by improving coordination with the RHCs, increasing the control over the agreed projects / initiatives and assessing the usefulness of the procedures developed to help the management of the Capacity Building Fund. This Fund will support the activities identified in Elements 3.4 and 3.5.

For 2010, 65,000 € from the normal budget and close to 70,000€ from the contribution made by the Republic of Korea are being allocated to the CB Fund for projects focused on developing basic

hydrographic capabilities in developing countries. Both a Director and a Professional Assistant are involved for about 25% of their overall time in the monitoring of this activity. The IHB Finance personnel also contribute to this element.

The progress and update of the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers and relevant publications (M-5, M-6, M-8 and S-47) are also included under this element, as well as the recognition process for hydrographic and cartographic training programmes. This particular task involves a Director, a Professional Assistant and representatives of four Member States.

#### ***Element 3.4 – Capacity Building Assessment***

Countries located in the area under the coordination of the MBSHC, EAHC and EAHC will receive technical and advisory visits in 2010 by teams formed from experts within their Region supported by the IHB.

The CBSC will continue developing and gaining experience of the application of procedures to assess CB effort. Countries visited in the past will be requested to report back to the CBSC on the effect past technical visits have had and on the accomplishment of the recommendations included in the Technical Visit Reports prepared by visiting teams. This task involves a Director and a Professional Assistant supporting the CBSC Chair.

#### ***Element 3.5 – Capacity Building Provision***

Several tasks are included under this element, starting from raising awareness of the importance of hydrography through all and any existing opportunity. Several RHCs will benefit from technical workshops and short courses. All initiatives have been identified as a priority by the relevant RHCs and the CBSC has studied and assessed all proposals and has identified the level of support that can be provided by the CB Fund.

This element also considers the different Marine Electronic Highways projects with regard to the CB component. The follow-up and coordination of all the activities considered absorbs close to 50% of the overall time of a Director and a Professional Assistant.

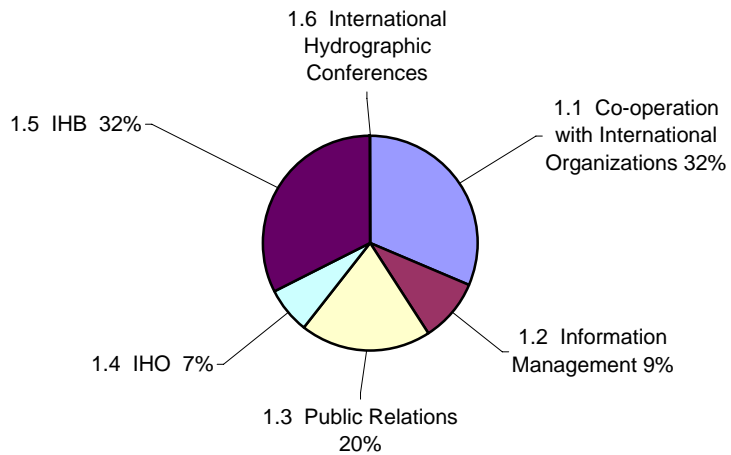
#### ***Element 3.6 – Marine Safety Information***

The annual meeting of the WWNWSSC and the improvement of the coordination level with NAVAREAs and the implementation of the new system in the Arctic Ocean fall under this element. Routine maintenance of the relevant publications such as S-53 is also included. The Chairman of the WWNWSSC is expected to attend the second meeting of the IRCC. One Director and one Professional Assistant are required to monitor this activity and support the WWNWSSC Chairman.

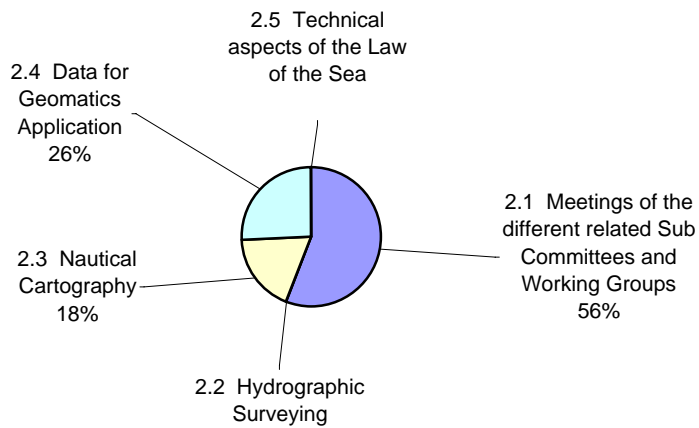
#### ***Element 3.7 – Ocean Mapping Programme***

This element includes the meetings of the two sub-committees and the meeting of the GGC. Based on an IOC Assembly resolution, GEBCO must give priority to the development of high-resolution bathymetry data in coastal areas and of a digital elevation model, reporting in June 2010 to the IOC Executive Council. Other tasks considered for 2010 include: grids, new products and contribution to education and maintenance of the associated publications, with priority on B-7 GEBCO Guidelines. GEBCO matters are handled by a Director, three Professional Assistants and as many as ten Member State representatives who participate in the GEBCO Guiding Committee and the two Sub-Committees, SCUFN and TSCOM.

### Program 1 - Corporate Affairs



### Program 2 - Hydrographic Services & Standards



### Program 3 - Coordination & Support

