



IHB File No. S1/1001/WP-FO/592/10

CIRCULAR LETTER 62/2010  
6 October 2010

**PROPOSED IHO WORK PROGRAMME & BUDGET FOR 2011**

Reference: IHB CL 44/2010 dated 26 July 2010

Dear Hydrographer,

1 In accordance with Article 8 of the IHO Financial Regulations, the above-referenced Circular Letter requested the Finance Committee Members as well as the Chairs of the HSSC and the IRCC to review and provide comments on the Proposed IHO 2010 Budget by 20 September 2010.

2 The Directing Committee has received no comments from the Finance Committee Members, but a few recommendations from the IRCC and HSSC Chairs, improving the quality of the documents. There have been no specific remarks and the IHB has received just expressions of support.

3 The proposed IHO 2011 Work Programme and Budget have been prepared in line with the 2008-2012 Work Programme and the Five-Year Budget approved by the XVIIth I.H. Conference. The Work Programme has been explicitly broken down into the three IHO Programmes established in the IHO Strategic Plan approved by the 4EIH in June 2009.

4 With this Circular Letter we now seek Member States' approval of the Proposed IHO Budget for 2011 (Annex A)\* and the IHO 2011 Work Programme (Annex B); Annex C is an Explanatory Document concerning the IHO Work Programme & Budget for 2011. Member States' responses are requested **by 15 November 2010**. A Voting Paper is provided in Annex D.

5 Comments and/or changes proposed by Member States, if any, will be taken into account by the IHB when preparing the final version of these documents which will be implemented in January 2011.

On behalf of the Directing Committee  
Yours sincerely,

Captain Hugo GORZIGLIA  
Director

**NB:** *\*Please note that Annex A is not being resent with this Circular Letter as it is the same as the one sent with CL 44/2010.*

Annex A: IHO Proposed 2011 Budget (not enclosed - see CL 44/2010)  
Annex B: IHO Proposed 2011 Work Programme  
Annex C: IHO Work Programme & Budget for 2011 - Explanatory Document  
Annex D: Voting Paper

**2011 IHO WORK PROGRAMME**

ANNEX B to CL62/2010

TASK	TITLE	COMMENTS	5-y WP REF	Strategic Direction	Performance Indicator
<b>Programme 1 "Corporate Affairs"</b>					
	<b>Element 1.1 Co-operation with International Organizations and participation in relevant meetings</b>			1.2,1.3, 3.3,4.1	SPI1-4-5-6; WPI 6-7-8-34-36
1.1.1	ATCM - Antarctic Treaty Consultative Meetings		Task 1.2.10		
1.1.2	COMNAP - Council of Managers of National Antarctic Programs	Only if needed	Task 1.2.13		
1.1.3	FIG - International Federation of Surveyors	Only if needed	Task 1.2.6		
1.1.4	GEO - Group on Earth Observations	Only if needed	Task 1.2.1		
1.1.5	IALA - International Association of Marine Aids to Navigation and Lighthouses Authorities:		Task 1.2.4		
1.1.5a	- Interorganizational liaison				
1.1.5b	- Virtual AtoN				
1.1.5c	- Arctic coordination				
1.1.5d	- e-Nav committee				
1.1.6	IAPH - International Association of Ports and Harbors	Only if needed	Task 1.2.7		
1.1.7	IAATO - International Association of Antarctic Tour Operators	Only if needed	Task 1.2.14		
1.1.8	ICA - International Cartographic Association		Task 1.2.5		
1.1.8a	- Conference				
1.1.8b	- Standards Commission				
1.1.9	IEC - International Electro Technical Commission		Task 1.2.9		
1.1.10	IMO - International Maritime Organization:		Task 1.2.2		
1.1.10a	- ASSEMBLY				
1.1.10b	COMSAR				
1.1.10c	- MSC				
1.1.10d	- NAV				
1.1.10e	- TCC				
1.1.11	IOC - Intergovernmental Oceanographic Commission		Task 1.2.3		
1.1.11a	- General Assembly				
1.1.11b	- GLOSS Group of Experts				
1.1.12	ISO - International Standardization Organization		Task 1.2.8		
1.1.13	PAIGH - Pan American Institute of Geography and History	Only if needed	Task 1.2.11		
1.1.14	PMAWCA - MOCWA - Port Management Association West & Central Africa & Maritime Organizations of West and Central Africa		Task 1.2.12		
1.1.15	SCAR - Scientific Committee on Antarctic Research	Only if needed	Task 1.2.15		
1.1.16	UN - United Nations		Task 1.2.1		
1.1.16a	- UNICPOLOS - UN open-ended Informal Consultative Process on the Law of the Sea				
1.1.16b	- GGIM - proposed UN Committee of Experts on Global Geographic Information Management				
1.1.17	Other International Organizations		Task 1.2.16		
1.1.17a	- CIRM (meeting)				
1.1.17b	- European Union				
1.1.17c	- Global SDI Association				
1.1.17d	- IMPA - International Maritime Pilots Association	Only if needed			
1.1.17e	- NATO DGIWG				
	<b>Element 1.2 Information Management</b>			1.1,2.1, 2.6	SPI2-6; WPI 1-2-3-4-5-15-16-17-18-30
1.2.1	Development and Maintenance of the IHO Web Site		Task 4.1.1		
1.2.2	Communication between the IHB and Member States through Circular Letters.		Task 4.1.2		
1.2.3	IHO Publications - production, editing		Task 4.1.3		
1.2.4	Hydrographic Publications for which there is no specific body in charge - C-13, C616, M-1, M-2, M-3, M-7, M-10, P-1, P-5, P-6, P-7, S-12, S-23, S-60, etc.		Task 3.2.5		
1.2.5	IHB Technical Library		Task 4.1.4		
1.2.6	S-63 Scheme Administrator and S-63 support		Task 3.3.2		
	<b>Element 1.3 Public Relations</b>			1.3, 3.3, 3.4, 4.1	SPI1-4-5-6; , WPI 8, 34,35, 36
1.3.1	Relationship with the Government of Monaco and other Diplomatic Missions.		Task 4.2.1 Task 4.2.5		
1.3.2	World Hydrography Day		Task 4.2.2		
1.3.3	Outreach to IHO Stakeholders:				
1.3.3a	- presentation of papers at conferences, etc.		Task 4.2.3		
1.3.3b	- Biennial IHO stakeholders' briefing		Task 4.2.5		
1.3.4	Public Relations support		Task 4.2.6		
1.3.5	Journal articles & Int. Hydrographic Review production		Task 4.2.7		
	<b>Element 1.4 IHO</b>			1.1, 3.4, 4.1	SPI1- 4- 4bis-6; WPI 1-2-3-4-5-24-25-26-26-27-31-32
1.4.1	New IHO Structure. RHCs to adopt objectives to accelerate the process of ratification of the protocol of amendments to the IHO Convention.		Task 5.1.1		
1.4.2	IHO Work Programme and Budget	In consultation with the HSSC and IRCC Chairs	Task 5.1.2 Task 5.2.9		
1.4.3	IHO Strategic Plan and Performance Monitoring	In consultation with the HSSC and IRCC Chairs	Task 5.1.3		
	<b>Element 1.5 IHB Management</b>			1,1	SPI 6; WPI 2,4,5
1.5.1	IHB Administration		Task 5.2.1		
1.5.2	IHB Staff Regulations		Task 5.2.2		
1.5.3	IHB Translation Service		Task 5.2.3		
1.5.4	IHB Finance Procedures		Task 5.2.4		
1.5.5	IHB Procedural Manual for Permanent Activities		Task 5.2.5		
1.5.6	Staff Training		Task 5.2.6		
1.5.7	Maintenance of the IHB premises		Task 5.2.7		
1.5.8	Purchase of office equipment		Task 5.2.8		
1.5.8a	- routine computer hardware and software upgrades				
1.5.8b	- furniture and other equipment				
	<b>Element 1.6 International Hydrographic Conference</b>			1.1, 4.1	SPI 1-6; WPI 1- 36
1.6.1	XVIII IHC ( or IHO Assembly in the event the Protocol of Amendment to the IHO Convention has entered into force)		Task 5.3.2		

TASK	TITLE	COMMENTS	5-y WP REF	Strategic Direction	Performance Indicator
<b>Programme 2 "Hydrographic Services and Standards"</b>					
	<b>Element 2.1 HSSC</b>			1.3,1.4	SPI 2-4-5-7; WPI8-9-10-11
2.1.1	Hydrographic Services and Standards Committee (HSSC)		Task 3.1.1		
2.1.2	- Develop S-100 and MSDI standards		Task 3.5.1		
2.1.3	- Nautical Publications development - S-4, S-44, S-49, S-52, S-57, S-58, S-61, S-62, S-64, S-65, S-66, S-100, S-101, S-10n, INT1,2,3		Task 3.3.1		
	<b>Element 2.2 ABLOS</b>			1.5, 4.4	SPI1, SPI4 ; WPI3-41
2.2.1	ABLOS - Advisory Board on the Law of the Sea		Task 3.1.16		
2.2.2	Technical Aspects of the Law of the Sea Manual (TALOS Manual) C-51		Task 3.6.2		
2.2.3	TALOS Technical Assistance		Task 3.6.3		
	<b>Element 2.3 CSPCWG</b>			1.4	SPI 5; WPI9,10,11
2.3.1	CSPCWG - Chart Standardization and Paper Chart Working Group. Implementation of S-11.		Task 3.1.3		
	<b>Element 2.4 DIPWG</b>			1.4	SPI 5; WPI9,10,11
2.4.1	DIPWG - Digital Information Portrayal Working Group		Task 3.1.4		
	<b>Element 2.5 DPSWG</b>			1.4	SPI 5; WPI9,10,11
2.5.1	DPSWG - Data Protection Scheme Working Group		Task 3.1.6		
	<b>Element 2.6 DQWG</b>			1.4	SPI 5; WPI9,10,11
2.6.1	DQWG - Data Quality Working Group		Task 3.1.19		
	<b>Element 2.7 EUWG</b>			1.4	SPI 5; WPI9,10,11
2.7.1	EUWG - ENC Updating Working Group		Task 3.1.20		
	<b>Element 2.8 HDWG</b>			1.4	SPI 5; WPI9,10,11
2.8.1	HDWG - Hydrographic Dictionary WG		Task 3.1.8		
2.8.2	- Hydrographic Dictionary (S-32)		Task 3.2.3		
	<b>Element 2.9 MSDIWG</b>			2.5, 4.2	SPI1-2; WPI 28, 29, 39
2.9.1	MSDIWG - Marine Spatial Data Infrastructures WG (Pub. C-17)		Task 3.5.2		
	<b>Element 2.10 SNPWG</b>			1.4	SPI 5; WPI9,10,11
2.10.1	SNPWG - Standardization of Nautical Publications Working Group		Task 3.1.5		
	<b>Element 2.11 TSMAD</b>			1.4	SPI 5, WPI 9,10,11
2.11.1	TSMAD - Transfer Standard Maintenance and Application Development Working Group - S-101 User Requirements workshop		Task 3.1.2		
	<b>Element 2.12 TWLWG</b>			1.4, 1.5	SPI1-5; WPI9,10,11,12
2.12.1	TWLWG - Tidal and Water Level Working Group		Task 3.1.11		
2.12.2	Tidal and Water Level WG Publications		Task 3.2.4		
<b>Programme 3 " Inter Regional Coordination and Support"</b>					
	<b>Element 3.1 Cooperation with Member States and attendance at relevant meetings</b>			1.3,2.1,2.2	SPI2-4-5-7-8; WPI 8- 15-16-17-18- 19- 20-21-22
3.1.0	IRCC to organize, prepare and conduct IRCC3		Task 1.1.16		
3.1.1	ARHC - Arctic Region Hydrographic Commission		new		
3.1.2	BSHC - Baltic Sea Hydrographic Commission		Task 1.1.6		
3.1.3	EAHC - East Asia Hydrographic Commission		Task 1.1.3		
3.1.4	MACHC - Meso American and Caribbean Hydrographic Commission		Task 1.1.10		
3.1.5	MBSHC - Mediterranean and Black Seas HC		Task 1.1.5		
3.1.6	NHC - Nordic Hydrographic Commission		Task 1.1.1		
3.1.7	NIOHC - North Indian Ocean Hydrographic Commission		Task 1.1.13		
3.1.8	RSAHC - ROPME Sea Area Hydrographic Commission		Task 1.1.12		
3.1.9	SAIHC - Southern Africa and Islands Hydrographic Commission		Task 1.1.11		
3.1.10	SEPHC - South East Pacific Hydrographic Commission		Task 1.1.8		
3.1.11	SWATHC - South West Atlantic Hydrographic Commission		Task 1.1.14		
3.1.12	USCHC - USA and Canada Hydrographic Commission		Task 1.1.4		
3.1.13	HCA - Hydrographic Commission on Antarctica		Task 1.1.15		
3.1.14	RHCs to work for completion of adequate ENC coverage by 31 Dec 2010 (continuation)		Task 1.1.18 Task 1.1.19		
3.1.15	Industry participation in RHC meetings		Task 1.1.20		
	<b>Element 3.2 Increase Participation by non-Member States</b>			2.2,2.3,4.3	SPI4-7-8; WPI 19-20-21-22-23-24-25- 40
3.2.1	EAIHC - Execute strategy to increase participation of Non-member States in IHO activities. Comply SOLAS V and participate at RHC meetings.		Task 1.3.1		
3.2.2	MACHC - Execute strategy to increase participation of non-member States in IHO activities. Comply SOLAS V and participate at RHC meetings.		Task 1.3.3		
3.2.3	MBSHC - Execute strategy to increase participation of non-member States in IHO activities. Comply SOLAS V and participate at RHC meetings.		Task 1.3.8		
3.2.4	NIOHC - Execute strategy to increase participation of non-member States in IHO activities.		Task 1.3.6		
3.2.5	RSAHC - Comply SOLAS V and participate at RHC meetings.		Task 1.3.5		
3.2.6	SAIHC - Execute strategy to increase participation of non-member States in IHO activities. Comply SOLAS V and participate at RHC meetings.		Task 1.3.4		
3.2.7	SWPHC - Execute strategy to increase participation of non-member States in IHO activities. Comply SOLAS V and participate at RHC meetings.		Task 1.3.2		
3.2.8	RHCs to encourage the approval of pending applications for IHO membership.		New		

TASK	TITLE	COMMENTS	5-y WP REF	Strategic Direction	Performance Indicator
	<b>Element 3.3 Capacity Building Management</b>			1.3,2.3,3.3,4.4	SPI1-4- 4bis-5-8; WPI 8- 23-24-25-34-41-42-43
3.3.1	CBSC - IHO Capacity Building Sub-Committee		Task 2.1.1		
3.3.2	Capacity Building Fund (CBFund) Management.		Task 2.1.2		
3.3.3	Meetings with other organizations, funding agencies, private sector and academia.	Only if needed	Task 2.1.3		
3.3.4	IHO Capacity Building Strategy. Development of submission, implementation and assessment procedures.		Task 2.1.4		
3.3.5	Capacity Building Work Program		Task 2.1.5		
3.3.6	Follow-up of CB activities and initiatives.		Task 2.1.6		
3.3.7	IBSC - International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers. Address the subject of cost recovering mechanisms; provide the IHB with updates for S-5, S-8, C-6, C-47 and related to Individual Recognition Guidelines and continue deliberations and consult RHCs on any regional initiatives to develop recognised training or systems to monitor and assess the competency of Individuals.		Task 2.1.7		
3.3.8	Provide guidance to training institutions;		Task 2.1.8		
	<b>Element 3.4 Capacity Building Assessment</b>			1.1,2.1,2.4,3.4	SPI1-2-4-6-7; WPI 4-15-16-17-18-26-27-35
3.4.0	Technical and Advisory Visits		Task 2.2.1		
3.4.1	- SAIHC (follow up technical visits to Angola, Namibia, Uganda, Malawi, Tanzania, Kenya, Seychelles, Mozambique and Madagascar)	CBFund			
3.4.2	- EAHC (Visit to DPRK with Cambodia as an alternative)	CBFund			
3.4.3	- MACHC (Visit to Costa Rica and Panama)	CBFund			
3.4.4	- SWPHC (Visit to Kiribati)	CBFund			
3.4.5	- EAHC (Follow up technical visit to Gabon, Cameroon and Guinea Bissau)	CBFund			
3.4.6	Review and maintain existing CB procedures and develop new ones, as required.		Task 2.2.3		
	<b>Element 3.5 Capacity Building Provision</b>			1.1,2.4,3.2,3.3,4.3,4.4	SPI1-4-6-7- 8; WPI4-26-27-33-34-40-41-42-43
3.5.1	Raise Awareness on the Importance of Hydrography		Task 2.3.1		
3.5.2	Technical Workshops, Seminars, Short Courses.		Task 2.3.2		
3.5.2a	- Data base and design management EAHC	CBFund			
3.5.2b	- Multibeam survey and side scan sonar EAHC	CBFund			
3.5.2c	- ENC Production and QA EAHC	CBFund			
3.5.2d	- Workshop on Port and Shallow Water Surveys (This is one event that shall benefit both RHCs. (SAIHC, NIOHC)	CBFund			
3.5.2e	- MSI Regional Workshop Type 1 (training on establishment of MSI structure and basic MSI procedures) (Antigua & Barbuda, British Virgin Islands, St Kitts & Nevis, Grenada, Honduras) MACHC	CBFund			
3.5.2f	- Hydrography Type 1 (training on the establishment of a hydrography sector and basic hydrographic theory (single beam) Antigua & Barbuda, Barbados, British Virgin Islands, Grenada, St Kitts & Nevis. MACHC	CBFund			
3.5.2g	- Hydrography Type 2 (5 days)(training on basic hydrographic practice (single beam) and data processing. Antigua & Barbuda, Barbados, British Virgin Islands, Belize, El Salvador, Guatemala, Grenada, Honduras, St Kitts & Nevis. MACHC	CBFund			
3.5.2h	- MSI Course SWAHC and other countries in South America	CBFund			
3.5.2i	- First module of Cat B Marine Cartography training course provided by UKHO (open course)	CBFund			
3.5.2j	-Phase I Skills Course (Angola, Malawi, Madagascar, Mauritius, Mozambique, Namibia, Seychelles, Tanzania, Kenya, S.Africa, Comoros and Uganda. SAIHC	CBFund			
3.5.2k	- 2-weeks Regional Training Course on Hydrographic Survey and Introduction to Chart production. EAHC, SAIHC, NIOHC(partial)	With IMO funding			
3.5.2l	- 2-weeks Regional Training Course on Basic ENC and ENC Production. EAHC, SAIHC and NIOHC (partial)	With IMO funding			
3.5.2m	- 3rd Course on Hydrographic Data Processing and Marine Cartography (Module 1&2 separate from Module 3)	With NF funding (Japan CB Project)			
3.5.3	Hydrographic and Nautical Cartography Courses.		Task 2.3.3		
3.5.4	On the Job Training (ashore / on board)		Task 2.3.4		
3.5.5	Marine/Maritime Projects.		Task 2.3.5		
3.5.5a	- Marine Electronic Highway Project (Malacca Strait)				
3.5.5b	- Marine Highway Development (Western IO)				
3.5.5c	- Safety of Navigation on Lake Victoria	Only if needed			
3.5.5d	- Marine Highway Development (Western Mediterranean Sea)	Only if needed			
3.5.6	CBC to foster bilateral agreements in order to help satisfy SOLAS V/9		Task 2.3.6		
	<b>Element 3.6 Coordination of Global Surveying and Charting</b>			2.1, 2.2	SPI2-7-8; WPI 15-16-17-18-19-20-21-22
3.6.1	WEND WG . a) Monitor progress in providing ENC coverage. b) Keep RHC Chairs informed of ENC issues c) Coordinate with and provide support to IHB for the preparation of reports to IMO NAV Sub Committee on status of ENC to ensure best available information is used.		Task 3.1.12		
3.6.2	RHCs to coordinate ENC schemes, consistency and quality		Task 3.3.4		
3.6.3	C-55 Status of Hydrographic Surveying and Nautical Charting Worldwide		Task 2.2.2		
3.6.4	Maintenance of INT Chart Schemes and improvement of availability of the INT Chart Series		Task 3.3.5		
	<b>Element 3.7 Maritime Safety Information</b>			1.4,2.1	SPI2,SPI5, SPI7, WPI 9-10-11-17
3.7.1	WWNWS - World-Wide Navigational Warning Service Sub-Committee		Task 3.1.9		
3.7.2	- WWNWS Expansion and Coverage.		Task 3.4.1		
3.7.3	- NAVAREA Coordinators		Task 3.4.2		
3.7.4	- WWNWS Publications S-53, S-53 App.1		Task 3.4.3		

TASK	TITLE	COMMENTS	5-y WP REF	Strategic Direction	Performance Indicator
	<b>Element 3.8 Ocean Mapping Program</b>			1.1, 1.5,2.6,3.4	SP11-4-6; WPI 1-12-13-30-35
3.8.1	GEBCO Guiding Committee. Consider ways to strengthen collaboration with RHCs with a priority on improving high resolution shallow water bathymetry at the regional level.		Task 3.1.13		
3.8.2	TSCOM - Technical Sub-Committee on Ocean Mapping		Task 3.1.14		
3.8.3	SCUFN - Sub-Committee on Undersea Feature Names		Task 3.1.15		
3.8.4	Shallow Water Bathymetry		Task 3.7.1		
3.8.5	Bathymetric Data Integration		Task 3.7.2		
3.8.6	Maps and Digital Grids		Task 3.7.3		
3.8.7	New GEBCO Products		Task 3.7.4		
3.8.8	Global Awareness		Task 3.7.5		
3.8.9	IHO Digital Bathymetry Data Center		Task 3.7.6		
3.8.10	IBC Projects, consistency, regional mapping series coordinated by SCRUM (ex-ISCRUM)		Task 3.7.7		
3.8.11	Maintain GEBCO publications: B1, B4, B6, B7, B8, B9, B10		Task 3.7.8		

NOTE: The indication of Strategic Directions and Performance Indicators constitute a rough reference only.

Version 6 October 2010

## THE IHO WORK PROGRAMME AND BUDGET FOR 2011

This document expands upon the IHO Work Programme and Budget for 2011, 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 2011 is divided into the following three programmes:

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

The new structure of the IHO WP reflects the modified 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 is now 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 more 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 2011 the number of shares has increased to 683, 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 reinstatement of Suriname after the XVIIth IHC, as well as a net change of plus 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 2011, to increase the unit share value by 1.5% to raise it to 4,044.25 ; in view of the financial situation of the Organization, the Directing Committee is proposing to maintain the share value at the same level used since 2005, i.e. 3,984.48€. The total expected income is slightly under the amount approved in the 5-year budget - 2,954,740 €, bringing the total expected income to 2,919,460 €.

#### Expenditure:

The Directing Committee is recommending to keep expenditure at the level that was approved by the XVIIth IH Conference, i.e. 2,917,927 €, allowing a small budgetary excess of 1,532 € to be allocated to the estimated budget with a consequential effect on the capital.

Expenditures are divided into the following Chapters:

##### *Chapter 1 – Personnel Costs:*

Personnel costs are budgeted at 2,202,519 € for 2011, representing about 75% of the overall expenditure; understandably, the largest part of Chapter 1 is devoted to salaries of the IHB Directors and Staff (74%). 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. 532,035 €. 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 Expenditure:*

The management of these expenditures has been optimized. For 2011, the level of expenditure (67,273 €) remains in line 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 XVIIth I.H. Conference-approved level (116,100 €).

## **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 identifies the main international organizations with which the IHO liaises. For easy reference they are listed in alphabetical order. Traditionally, IHO participates in the meetings of ATCM, IALA, ICA, IMO, IOC, ISO, PMAWCA, UN and a few others. Participation in other organizations also listed is on an "only if required" basis, as in the case of COMNAP, FIG, GEO, IAATO, PAIGH, SCAR and others. The Directing Committee will decide on participation depending on the topics to be discussed at each of these meetings.

The Antarctic Treaty System continues to adopt measures aimed at increasing the level of priority given to hydrographic surveys and improving and completing the nautical chart coverage. The IHO continues efforts to maintain pressure on this subject. Reporting annually on the progress achieved has been key to raising awareness and shall be continued. Improving safety to navigation, protection of the marine environment and contribution to sciences in Antarctica require an active participation in the ATCM tribune. A Director usually represents the IHO at ATCM ensuring continuity in this field.

There is close coordination with IALA and IAPH for cooperation in capacity building projects and for expert advice on various safety of navigation initiatives (e-navigation) undertaken by IALA and IAPH. A Professional Assistant or a Member State representative normally represents the IHO at meetings of interest to the IHO

Obligations laid down under SOLAS V continue to require close liaison with IMO. IHO-IMO interaction has increased with initiatives to encourage expanded membership in the IHO, coordinated capacity building efforts and the provision of expert advice on, and advocacy for, hydrography within the IMO. A Director and a Professional Assistant usually attend the meetings of the main IMO bodies. A Member State representative or a Professional Assistant usually attends the Sub-Committee on Radio Communications and Search and Rescue (COMSAR).

Joint initiatives with IOC mainly concern Capacity Building, GEBCO and IBCs, and the increased importance that shallow water bathymetry has acquired, in support of Tsunami Warning Systems (TWS) and other coastal hazards, commits a Director to attending the IOC Assembly meeting.

The continued coordination with IMO, IOC, IALA and WMO that started in 2007 aimed at improving the effect of the capacity building efforts represents an important activity in which a Director and a Professional Assistant are involved.

Several organizations such as ICA, IEC, ISO and FIG are important partners in the development and maintenance of standards. FIG particularly contributes with the standard of competence for hydrographic surveyors and nautical cartographers. A Director or a Professional Assistant usually represents the IHO at these organizations, when it is considered that IHO will benefit from the discussions.

The presence of the IHO at several other tribunals is important in order to keep the IHO at the forefront when the topics under discussion concern hydrography or related disciplines. The Directing Committee reviews the agendas in detail before deciding how to proceed.

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

All Directors and Professional Assistants, together with the Translators and several Category B staff members, are highly involved in the tasks of this element. Maintaining good communications with Member States is a priority for the IHB; therefore the IHO Web site and Web Map Service are monitored on a permanent basis. The most efficient and speedy mode of communication between Member States and the IHB is evidently Internet and the IHB needs to continue to improve its capabilities. Nowadays almost all publications are freely available on the IHO website. Circular Letters are posted on the web as soon as they are signed by the DC. Therefore communications by e-mail are preferred as they can be directly imported into the Document Management System. This system will continue to be improved with the support of the Chilean Hydrographic Office. The administration of S-63 falls in this Element.

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

The Directing Committee handles relations with the Principality of Monaco and with other governmental authorities from IHO and non-IHO Member States. The Directing Committee and the Professional Assistants accomplish this element when representing the IHO at external conferences, at other Organizations and meetings with the Hydrographic Industry. Great personal commitment is required for the preparation of papers to be delivered at any such opportunity. World Hydrography Day is a major event prepared by the IHB. The DC's goal for 2011 is to recognize the role and importance of "hydrographers" and to motivate new generations. Therefore, the following theme is proposed: "Human resources – The important element to the success of Hydrography".

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

This element includes the management of the work programme and budget, and the continuation of the implementation of the new IHO structure. This includes a study and application of performance indicators at two levels, strategic and practical, to assess and monitor the progress of the Organization's work programme. The Directing Committee, two Professional Assistants and a Category B staff member will deal with this activity. The Chairman and Vice Chairman of the Finance Committee are apprised at least twice a year to review the budget situation. Additionally, consultation with the HSSC and IRCC Chairs is considered.

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

All the in-house work considered for 2011 comes under this element in which all the IHB participates. Administration is handled by the Directing Committee with the assistance of the Professional Assistants and Category B staff. Procedures in place will be described in written documents to improve the administration and financing of all the permanent activities. With regard to the translation service, the workload versus existing translation capabilities will continue to be monitored in order to identify measures required to ensure a better service and the absorption of the increased workload either with the support of Member States or through outsourcing certain lengthy translations.

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

The preparation of the XVIII IHC (2012) will follow the standard "countdown" procedure to ensure that all documents are made available in good time to Member States. The Directing Committee and all the Staff will be involved in this activity.

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

#### ***Element 2.1 Hydrographic Services and Standards Committee.***

This element covers the general scope of the technical aims of the IHO for 2011, amongst which the development of S-110 and MSDI standards that are at the core of the Organization's technical objectives. A Director, three Professional Assistants and over forty Member State representatives play an active role in progressing these activities.

#### ***Elements 2.2 to 2.12***

These Elements are listed in alphabetical order for ease of reference.

Each of the HSSC subsidiary bodies are ruled by terms of reference and rules of procedure. All - except ABLOS - consist of experts provided by Member States. In the case of ABLOS, the expertise comes from the Member States as well as from the International Association of Geodesy. Each body coordinates its



own specific area of responsibility, with the HSSC as the governing body to harmonize and to integrate each individual effort and progress.

ABLOS will be taking on a new challenging activity which is to provide support to capacity building activities related to the Law of the Sea. The ABLOS Chairman is assisted by a Professional Assistant.

The CSPCWG handles all activities concerning the standardization of charts in paper format, including INT Charts (S-11). Other bodies - DIPWG, DPSWG, DQWG AND EUWG - mainly deal with the aspects related to ENC, from the digital information perspective, data protection, quality and update issues. The HDWG will consider any proposal to be included in the Hydrographic Dictionary and the MSDIWG shall continue fostering adequate priority and visibility for standardized hydrographic components of much wider data infrastructure models. The SNPWG will continue to strive for standardized digital publications and the TSMAD will do its best to propose reliable transfer standards. The TWLWG will be looking at ways to liaise with other expert communities to gain a common understanding of water level and tidal issues.

The details of the work assigned to each body will be discussed, coordinated and agreed at the next HSSC meeting that shall take place in Rostock, Germany, 26 to 29 October 2010.

### ***Program 3: "Inter Regional Coordination and Support"***

#### ***Element 3.1. - Cooperation with Member States and attendance at relevant meetings:***

In 2011 the IRCC3 shall take place and provide advice to the IHB on the implementation of the planning mechanisms; the preparation of the 2013-2017 WP and Budget and consider any proposals to update the Strategic Plan, if needed. One IHB Director - the Secretary of the Committee - and two PAs are directly involved in this activity.

This element is largely accomplished through the Regional Hydrographic Commissions (RHCs). For 2011, twelve RHCs and the HCA have planned 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 2 to 4-day meetings - normally held 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 updated on the technological developments and training opportunities. Attendance varies very much, but it is expected to be in the order of 20 to 50 participants at each event. A Director, occasionally accompanied by a Professional Assistant, represents the IHB, and effectively contributes to the follow-up of the agreed actions.

#### ***Element 3.2. - Increase Participation by non-Member States:***

This element includes tasks to be undertaken by some RHC Chairperson in conjunction with the IHB Director in charge of the respective RHC. The central idea is to implement a regional strategy to encourage the participation and involvement of non-Member States in IHO activities, aiming at facilitating the understanding of their obligations with regard to SOLAS V and to develop a capacity to implement Regulation 9. Each Director and Professional Assistant is required to monitor this activity and support the respective RHC Chair to encourage the reinstatement of suspended Member States, approval of applications and deposit of instruments of accession, as appropriate.

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

This element includes CBSC and the IB 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 projects / initiatives agreed and assessing the usefulness of the procedures developed to help the management of the CB Fund. This Fund will support the activities identified in Elements 3.4 and 3.5. For 2011 55,000€ from the normal budget and close to 65,000€ from the contribution made by the Republic of Korea are being allocated to the CB Fund for projects. Priority will be given to developing first and second phases of hydrographic capabilities in developing countries. ENC capabilities will also be considered, particularly supported by the Japan Capacity Building Project and IMO contribution. A Director and a Professional Assistant are involved for close to 30% of their overall time in the monitoring of this activity. The IHB Finance personnel also contribute to this element.

The progress and updating of the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers and relevant publications (particularly S-5 and S-8), are also included under this element, as well as the recognition process of hydrographic and cartographic programmes; cost recovery mechanisms; individual recognition guidelines and contributing to the establishment of new programmes. This particular task involves a Director, a Professional Assistant and representatives of four Member States.

#### ***Element 3.4 - Capacity Building Assessment***

Selected countries located in the areas under the coordination of the SAIHC, EAHC, MACHC, SWPHC and EAthC will be visited in 2011. Technical and advisory visits are made by teams of experts from their region supported by the IHB.

The CBSC will continue developing and getting experience from the application of procedures to assess CB effort. The IHB and RHCs will assist in assessing follow-up actions following visits made previously for the implementation of the recommendations included in the Technical Visit Reports prepared by the 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 opportunities. Several RHCs will benefit from technical workshops and short courses. All initiatives have been identified as priority by the relevant RHCs and the CBSC has studied and assessed all proposals and has determined the level of support that could be provided by the CB Fund. In 2011 priority will be given to African, Caribbean and Central American countries.

This element also includes the various MEH projects with regard to the CB component. The follow-up and coordination of all the activities considered absorb close to 50% of the overall time of a Director and a Professional Assistant.

#### ***Element 3.6 - Coordination of Global Surveying and Charting***

The WEND WG will monitor the progress on coverage, consistency and quality of ENC and keep RHCs informed on ENC issues. Also this WG will assist the IHB in the preparation of reports to IMO on availability of ENCs. The maintenance of the INT Chart Series schemes and its production are also included under this element and its progress will be encouraged and assessed. One Director and a Professional Assistant are involved in the components of this element.

#### ***Element 3.7 - Marine Safety Information***

Included under this element are the annual meeting of the WWNWSSC and the improvement of the coordination level with NAVAREAS. Routine maintenance of the relevant publications such as S-53 is also included. The Chairman of the WWNWSSC is expected to attend the third IRCC meeting and contribute with his team to deliver MSI courses. One Director and one Professional Assistant are required to monitor this activity and support the WWNWSSC Chairman.

#### ***Element 3.8 - Ocean Mapping Program***

This element includes the meeting of the Guiding Committee and its two sub-committees. Based on an IOC EC decision and a particular request from the IRCC, GEBCO must give priority to improving high-resolution shallow water bathymetry. Other tasks planned for 2011 include: grids; new products and contribution to education and maintenance of the associated publications, with priority to 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, and the SCRUM (ex-ISCRUM).

**MEMBER STATES' COMMENTS AND APPROVAL OF  
IHO WORK PROGRAMME AND BUDGET FOR 2011**

**VOTING PAPER**

*(to be returned to the IHB by 15 November 2010*

*E-mail: [info@ihb.mc](mailto:info@ihb.mc) - Fax: +377 93 10 81 40)*

Member State:.....

1. Do you approve the adoption of the proposed IHO Budget for 2011, as contained in Annex A to CL 44/2010?

YES

NO

2. Do you approve the adoption of the proposed IHO Work Programme for 2011, as contained in Annex B to this CL?

YES

NO

Comments: .....

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Name/Signature: .....

Date: .....