



IHB File N° AB-2

**CIRCULAR LETTER 72/2010
8 November 2010**

**FIG/IHO/ICA INTERNATIONAL BOARD ON STANDARDS OF COMPETENCE FOR
HYDROGRAPHIC SURVEYORS AND NAUTICAL CARTOGRAPHERS**

**Individual recognition schemes - Submission review fee -
Updated Terms of Reference and Rules of Procedure**

Dear Hydrographer,

1. The International Board on Standards of Competence (IBSC) maintains the Standards of Competence for Hydrographic Surveyors (IHO Pub. S-5) and Nautical Cartographers (IHO Pub. S-8), as well as reviewing and granting recognition of suitable courses at the Category A or Category B level.

2. In 2010 at the 33rd meeting of the IBSC, minor changes to the syllabi were made and two significant changes for introduction into the Standards were agreed by the IBSC Members. These concern the recognition of schemes that provide monitoring of an individual's competence and a fee for the review of submissions and recognition of courses.

2.1 Programmes that recognize "Individual Competency Recognition Schemes".

At the first IRCC meeting, immediately following the 4th Extraordinary International Hydrographic Conference, in 2009, the IBSC Chairman proposed to investigate how the IBSC may consider programmes that provide assessment of the competence of Individual Competency Recognition Schemes. This effort has been completed and following the IRCC2 decision, the IBSC has provided the IHB with an update to the S-5 and S-8 Standards related to the Individual Recognition Guidelines that includes the possible review and recognition of such programmes.

2.2 Fee for Review of Submissions and Recognition of Courses.

At the first IRCC meeting, immediately following the 4th Extraordinary International Hydrographic Conference in 2009, and at the second IRCC held this year, the IBSC Chairman presented his report which included the review of possible funding sources. IRCC2 requested IBSC to send a letter to institutions running recognized courses addressing the subject of a cost recovery mechanism. The responses have been positive and, on this basis, the IBSC seeks to introduce a fee for the Review and Recognition of Courses.

The way in which the fees would be collected and administered is outlined in an Annex to the IBSC Rules of Procedure. The Annex explains how the fees will be held on a dedicated account operated by FIG. A Funding Group, made up of three representatives from amongst the IBSC members and the IBSC Secretary, will govern the administration of the fees and any payment made from the account. Allocation of resources will be in response to a written request and an annual meeting will summarize the activity of the IBSC fund and report to the IBSC and the parent bodies. In the case of the IHO this will be through the IRCC.

3. As a consequence of these new elements, the IBSC has reviewed and agreed on several updates to the Terms of Reference and Rules of Procedure (ToR and RoP), so that they accurately reflect the working activities of the Board. These updated ToR and RoP, once accepted, shall allow the Standards that are now ready for publication to be applied.

4. Following the procedure established within IHO, the IBSC Chairman has requested the IHB to circulate by CL the updated ToR for ratification. It may be noted that the text has already been ratified by FIG and ICA. The IHB kindly invites the IHO Member States to express their support of this initiative. Unless objections are received by **10 December 2010**, the new Terms of Reference shall enter into force as from **31 December 2010**.

5. The IHB takes this opportunity to congratulate the IBSC for its continued determination to improve the effectiveness of the Board and, consequently, the level of hydrographic and cartographic standards of competence.

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in blue ink, consisting of a large, stylized 'H' followed by a smaller 'G' and a final flourish.

Captain Hugo GORZIGLIA
Director

Attachment: IBSC - New ToR and RoP.

FIG/IHO/ICA INTERNATIONAL BOARD (IB) ON STANDARDS OF COMPETENCE
TERMS OF REFERENCE
1. Review at appropriate intervals (not exceeding two years) the recommended minimum standards of competence for hydrographic surveyors and nautical cartographers, taking into account developments in science and technology, current practices and comments and recommendations received from National Focal Points (NPF) and other authorities.
2. Maintain and promulgate all publications and documents resulting from the tasks carried out by the Board.
3. Review the syllabi of programmes and individual recognition schemes submitted by Hydrographic Offices, institutions and learned bodies taking into account comments and recommendations received from National Focal Points and other authorities.
4. Review such syllabi by comparison with the recommended minimum standards and award certificates of programme recognition to those institutions whose programmes meet the recommended standards.
5. Conduct where appropriate, site visits to submitting and recognized organizations.
6. Review the procedures of submission.
7. Communicate with IHO through the Inter Regional Co-ordination Committee (IRCC), with FIG through the Chair of Commission IV, and with ICA through the Commission on Marine Cartography.
8. Normally meet once each year.
9. The FIG/IHO/ICA International Board shall be composed of members: of known competence in the civil, governmental or educational sectors of hydrographic surveying and nautical cartography, selected to provide as wide as possible a spectrum of knowledge and experience in educational practices, hydrography and nautical cartography, from different geographical areas, as far as reasonable.
10. The Board shall have up to ten members, four provided by FIG, four provided by IHO and two provided by ICA. The Chairman shall have a seat in the IRCC and shall report on the activities of the Board to the IRCC Chairman for further report to each ordinary session of the International Hydrographic Conference (“ <i>each ordinary session of the International Hydrographic Conference</i> ” to be replaced by “ <i>each ordinary session of the IHO Assembly through the IHO Council</i> ” when the IHO Council and IHO Assembly are established).
11. The Board shall have its permanent Secretariat at the International Hydrographic Bureau, (“ <i>the International Hydrographic Bureau</i> ” to be replaced by “ <i>the IHO Secretariat</i> ” when the IHO Secretariat is established). The Secretary shall be nominated by the Directing Committee of the International Hydrographic Bureau (“ <i>the Directing Committee of the International Hydrographic Bureau</i> ” to be replaced by “ <i>the IHO Secretariat</i> ” when the IHO Secretariat is established). The Secretary shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Board, as required. The Secretary shall provide a summary of the Board's activities to be included in the IHO Annual Report.
12. The IHO shall finance the cost involved of the IHB (<i>the IHB</i> to be replaced by “ <i>the IHO Secretariat</i> ” when the Secretariat is established) and Secretary. Members of the Board are expected to be supported by their own organizations for travel expenses and work.
13. The Board will set fees for submissions. FIG will receive and hold in trust for the use of the Board monies received from fees levied by the Board.
14. Proposals from the Board to modify these Terms of Reference must be ratified by IHO, FIG and ICA following the procedures of these bodies.
15. The internal functioning of the Board shall be ruled by Rules of Procedure issued and approved by the Board Members, as deemed necessary.

FIG/IHO/ICA INTERNATIONAL BOARD (IB) ON STANDARD OF COMPETENCE

RULES OF PROCEDURE

1. The IB shall normally hold a meeting every year (usually in April/May time) whenever possible in conjunction with another related conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. Extraordinary meetings can be called by the Chairman or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Commission.

2. The Board shall elect, from amongst its members, a Chairman and two Vice-Chairmen for a term of three years. Under agreement of all the Board's members, the Chairman may be re-elected for a second period. FIG, IHO and ICA nominees on the Board shall hold these posts alternatively. On completion of the Chairman's mandate (30th September of the 3rd year), the First Vice-Chairman shall automatically become the Chairman and a new Vice-Chairman shall be elected. It is expected that members shall serve on the Board initially for a period of six years.

3. Members are expected to attend every meeting of the Board, and to conduct business by correspondence between meetings. E-mail communication will be the normal method. Papers and information material will be posted on the IB section of the IHO web-site.

4. During the meetings, decisions shall be taken by simple majority vote of Members of the Board present. When dealing with matters by correspondence, a simple majority of all Members of the Board shall be required. Recommendations of the Board shall be submitted to the IHO Member States for adoption through the IHB Directing Committee. (*"the IHB Directing Committee"* to be replaced by *"the IHO Secretariat"* when the IHO Secretariat is established).

5. The draft minutes of each meeting shall be distributed by the Chairman to the members of the Board within one month of the meeting, and members' comments should be returned within two months of the meeting. Final minutes will be posted on the IHO web-site and sent to IHO, FIG and ICA, to institutions running currently recognized courses and other appropriate organizations.

6. The working language of the Board shall be English.

7. Fees and Funding issues:

7.1 Fees will be reviewed by the Board at appropriate intervals (not exceeding 2 years). Revenue from any fee will be used for the work of the Board. All expenditure will be approved by the Board as outlined in the Annex "Course Recognition's Fee".

7.2 The fees levied by the Board shall be deposited in the FIG-IBSC account (operated by FIG). The Board shall identify a funding group comprising three Board members (including the Chairman) and the IB Secretary. The funding group will oversee the account and instruct any payments.

7.3 Requests for funds shall be submitted to the Funding Group in writing prior to any expenditure being accumulated.

8. The IB Rules of Procedure can be amended by simple majority of all its Members.

FIG/IHO/ICA
INTERNATIONAL BOARD ON STANDARDS OF COMPETENCE (IBSC)

ANNEX TO THE RULES OF PROCEDURES

Course Recognition's Fee

1.- Rationale:

To achieve, with effectiveness and efficiency, the ongoing work entrusted to the IBSC, the IBSC requires holding annual meetings and to assess the training programmes before and after their programmes have been recognized as complying to the international standards set.

This document aims to outline the process for collecting, holding and disbursing the fees received in the process of recognizing courses. It helps the IBSC and the parent organizations to understand the process and ensures transparency and openness on the use of the funds.

2.- Collection of fees:

The fees are applied to each submission on an annual basis. It has been agreed an annual value of 500 USD to be levied for each programme, while such a programme holds the recognition of the IBSC. The first fee is to be paid when submitting a programme for recognition. That fee will not be returned in the case of failure to gain recognition, but it will not be necessary to make a second payment when offering an amended submission. However for new or revised documentation submitted the following year for assessment then a fee would apply. Annual fees thereafter shall be paid before the end of the year.

Fees are paid to FIG that holds and operates a specially dedicated IBSC account. The details for transfer will be made available to any submitting organization and are likely to include:

Name of Account:

Bank Name and Branch:

Account Number:

International IBAN/Roll No. (or equivalent) number:

Postal Address:

Amount of fee due (based upon submission(s) etc): \$500 per submission:

Currency - Dollars/Euros (tbc)

Date of any required payment:

3.- Holding of fees:

The FIG office in Copenhagen, Denmark, shall create an account to hold the funds. The account will be operated by FIG such that FIG retains its charity status within Denmark.

Upon receiving a payment FIG will issue a certificate acknowledging the receipt of the fee, clearly identifying the source, year that covers and any other identification felt to be useful. The FIG will make resources available to the IBSC following the instructions of an IBSC Funding Group, details of which are provided below.

4.- Disbursing the fees:

The IBSC shall form a Funding Group (FG) integrated by one representative of each organization. The IBSC Chair will be the FG Chair. The IBSC secretary shall keep minutes of the FG meetings and be the only liaison with submitting institutions.

The fees are intended to support the work of the IBSC, mainly to support members' expenses to attend meetings and site visits to programmes.

The FG shall receive the requests of support from each incumbent IBSC member and approve the provision of funds. The FG may not necessarily fund the 100% of any request made. The funds may only be used to support IBSC members' expenses such as travel, accommodation and meals. The FG shall report on the status of the fees at each IBSC annual meeting and submit for consideration of the IBSC the documentation detailing the income, outgoings and the standing balance.

The IBSC Chair shall keep the parent organizations informed on the status and management of the fees and therefore shall include a section on this matter in its reports at the end of each IBSC meeting.
