



THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHB File N° S3/8151/HSSC

**CIRCULAR LETTER 37/2011
17 June 2011**

PROPOSAL TO AMEND IHO RESOLUTION 2/2007

- References:
- a) IHO CL 87/2010 of 13 December 2010
 - b) IHO CL 24/2011 of 14 March 2011
 - c) IHO Resolution 2/2007, as amended.

Dear Hydrographer,

1. Initiated by CHRIS (now HSSC) in 2001, a set of principles and procedures for making changes to IHO technical standards and specifications was turned into IHO Technical Resolution A1.21 and approved in 2007 by the IHO Member States. With the introduction of a new numbering system in 2010, this resolution is now IHO Resolution 2/2007.

2. Following a recommendation by HSSC, further amendments to IHO Resolution 2/2007 were submitted for the approval of IHO Member States in the CL in Reference a), and approved as indicated in IHO CL in b). Noting that Resolution 2/2007 could have relevance to standards under the purview of IRCC, discussions between the Chair of IRCC and the IHB led to the conclusion that it was worthwhile discussing the subject at IRCC3.

3. The text of Resolution 2/2007 as amended and a proposal to amend sections 3 and 5 of Resolution 2/2007 to accommodate standards which are not all under the responsibility of HSSC were considered at the last IRCC meeting. The Committee agreed with the proposal and requested that the IHB submit further amendments to Resolution 2/2007 to Member States for approval.

4. The following changes are proposed and have been indicated in "track-change" mode (except for the diagram) in Annex A :

- in section 3.2.1: replace: "to Working Group level approval for clarifications" with: "to approval at the level of a subordinate body for clarification";

- in section 3.2.2: replace: "The HSSC should consider all proposals" with: "The relevant Committee (HSSC or IRCC) should consider all proposals";

- in the first bullet of section 3.2.2, replace: "The HSSC should consider the impact" with: "The Committee should consider the impact";

- in section 3.2.3, 3.2.7 and 3.2.8: replace: "the HSSC" with: "the Committee";

- in section 3.2.6, replace: "The relevant Working Groups should provide HSSC with progress reports on a regular basis ..." with: "The relevant subordinate bodies should provide the Committee with progress reports on a regular basis ...";

- in section 3.2.11, replace: "HSSC Working Groups" with: "Subordinate bodies";

- in sub section "Clarification" of section 5.1, replace: "*Clarifications* are the responsibility of the relevant expert WG and may be delegated to the responsible editor." with: "*Clarifications* are the responsibility of the relevant subordinate body and may be delegated to the responsible editor.";

- in the diagram in section 5.3, replace: "HSSC" with: "Committee" and replace: "WG" with "subordinate body".

5. We invite Member States to return the Voting Form, in Annex B, duly completed along with comments, if any, to reach the IHB by 1 August 2011.

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

Annex A: IHO Resolution 2/2007 as amended, including suggested modifications in "track-change" mode.

Annex B: Voting Form

**IHO Resolution 2/2007 as amended
including suggested modifications in “track-change” mode**

PRINCIPLES AND PROCEDURES FOR MAKING CHANGES TO IHO TECHNICAL STANDARDS

1. Scope

1.1 These principles and procedures are intended to be applied to all proposals for changes to IHO technical standards and for new work items that will require significant resources to resolve or will potentially impact on those who need to apply the standards. They are not intended for IHO publications, catalogues or supporting documentation of a guidance, general or non-technical nature.

1.2 Any reference to “standards” in these principles and procedures follows the ISO/IEC definitions for *standard* and *guide* and may therefore also include some IHO “specifications” and “guidelines” as appropriate¹. IHO Product Specifications are considered to be standards.

2. Principles

2.1 Improvements to technical standards can only occur by change. However, significant change can lead to problems such as incompatibility between systems, high updating costs, market monopoly, dissatisfied users, or increased risks to safety of navigation. The following guiding principles have been developed to avoid these circumstances.

2.1.1 Before approval is granted, any proposed changes to existing standards should be assessed from a technical and commercial perspective, also taking into account any other relevant factors.

2.1.2 Where possible, assessment should involve not only IHO Member States but all relevant parties such as international organisations, maritime administrations, equipment manufacturers, data distributors, users and other professional organisations. These are the stakeholders.

2.1.3 As far as practicable, any change to standards or systems should be “backwards compatible”, or the existing version must be supported for a specified time.

2.1.4 If changes are required for the basis of product enhancement rather than for safety of navigation, then the previously approved system must be allowed to continue to be used at sea for a sufficient time to allow changes to be implemented on board.

2.1.5 If not already specified by an external or higher IHO authority, the timeline for making changes should be defined, where appropriate.

2.1.6 In exceptional cases (for example, those affecting safety of navigation), it may be necessary to make recommendations for immediate change to standards and systems to the relevant authorities. This may be achieved through shortening the normal time frames for submission and consideration of proposals.

2.1.7 The principles of a recognised project management system should be followed.

2.1.8 All interested parties should be encouraged to continuously improve IHO technical standards.

¹ ISO/IEC Directives, Part 2 - Rules for the Structure and Drafting of International Standards defines a standard as
... a document, established by consensus and approved by a recognized body, that provides for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

The ISO defines a guide as

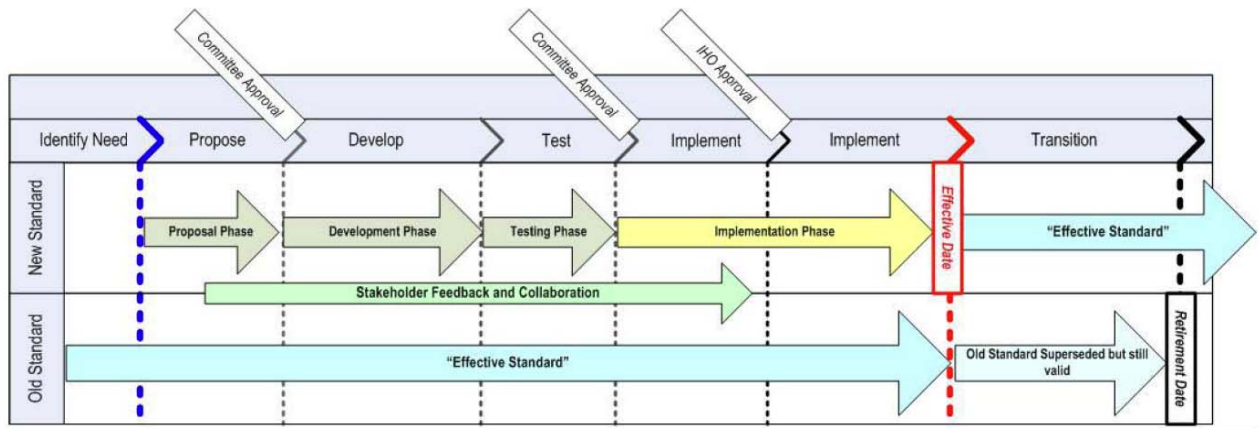
... a document giving orientation, advice or recommendations on non normative matters relating to international standardization.

Constructive feedback should therefore be provided for all rejected proposals.

3. Procedures - General

3.1 Standardised procedures help to ensure that any proposed changes to IHO standards are properly assessed and implemented. These procedures should remain simple to encourage their use.

3.2 The following diagram illustrates the typical life cycle of an IHO standard:



3.2.1 Changes to IHO standards are classified at one of three different levels: *new edition*, *revision*, or *clarification* (see paragraph 5.1). In each case, the development, consultation and approval process will be slightly different, ranging from a very comprehensive regime for *new editions*, to [approval at the level of a subordinate body Working Group level approval](#) for *clarifications*. *New editions* and *revisions* are considered to be “significant changes” for the purposes of review, consultation and approval.

3.2.2 The [relevant Committee \(HSSC or IRCC\)](#) should consider all proposals to develop *new editions* and *revisions* to standards before work begins.

- The [Committee HSSC](#) should consider the impact on relevant *stakeholders* when assessing a proposal and planning any subsequent work. This assessment should systematically include a risk and feasibility analysis, and an estimate of the resources needed for the implementation of a new or revised standard or its development, including within Member States Hydrographic Services.

- If rejected, feedback should be provided to the proposal originator giving the reasons for rejection.

3.2.3 After the [Committee HSSC](#) has endorsed proposals and established a work priority, the IHB will incorporate tasks into the relevant work programs.

3.2.4 Relevant stakeholders should be notified by the IHB of the timetable for new work items and be invited to comment and participate as appropriate. The notification should include a summary forecast of:

- the potential changes,
- the documents affected,
- the likely action list for relevant stakeholders,
- the timetable for implementation, and
- the proposed effective date of the new or revised standard.

3.2.5 The IHB should maintain an on-line register of IHO stakeholders. The register should be used to inform and seek input from stakeholders concerning any proposed changes to IHO standards.

3.2.6 The relevant [subordinate bodies Working Groups](#) should provide [the Committee HSSC](#) with progress reports on a regular basis and after each milestone during the development and testing phases. These should be made available to stakeholders by the IHB.

3.2.7 At the successful completion of the development and testing phases for new standards and proposed changes to existing standards, the [Committee HSSC](#) should review the work done in terms of its impact on relevant stakeholders and whether the appropriate non-IHO stakeholder consultation process has been achieved.

3.2.8 After endorsement by the [Committee HSSC](#), the new or changed standard should be submitted to Member States by the IHB for approval of the content, and confirmation of the “effective date”.

3.2.9 At the “effective date”, the new or changed standard becomes the effective standard. A “superseded” standard should normally remain available concurrently with the revised standard for a suitable transition period.

3.2.10 A “superseded” standard may be “retired” as an available standard when it is no longer appropriate for use, subject to Member State approval.

3.2.11 [Subordinate bodies HSSC Working Groups](#) may assess and authorise *clarifications* to standards and associated references, subject to seeking input from relevant stakeholders.

4. Urgent Revisions

4.1 The introduction of revisions to existing standards is intentionally a thorough process, in order to allow for appropriate levels of development, testing and consultation. However, there may be instances where more urgent action is required, especially where there are serious implications to safety of navigation. In such cases, a “fast-track” approval and implementation process may be needed. This should only occur in exceptional circumstances and in consultation with Member States. Any such fast-tracked revisions still require the approval of Member States before they can enter into force.

5. Procedures - Specific

5.1 New Editions, Revisions and Clarifications

New Edition

New Editions of standards introduce significant changes. *New Editions* enable new concepts, such as the ability to support new functions or applications, or the introduction of new constructs or data types, to be introduced. *New Editions* are likely to have a significant impact on either existing users or future users of the revised standard. It follows that a full consultative process that provides an opportunity for input from as many stakeholders as possible is required. Proposed changes to a standard should be evaluated and tested wherever practicable. The approval of Member States is required before any *New Edition* of a standard can enter into force. All cumulative *clarifications* and *revisions* must be included with the release of an approved *New Edition* of a standard.

Revision

Revisions are defined as substantive semantic changes to a standard. Typically, *revisions* change existing specifications to correct factual errors; introduce necessary changes that have become evident as a result of practical experience or changing circumstances; or add new specifications within an existing section. A *revision* shall not be classified as a clarification. *Revisions* could have an impact on either existing users or future users of a revised standard. It follows that a full consultative process that provides an opportunity for input from as many stakeholders as possible is required. Proposed changes to a standard should be evaluated and tested wherever practicable. The approval of Member States is required before any *revisions* to a standard can enter into force. All cumulative *clarifications* must be included with the release of approved corrections revisions.

A *revision* shall not be classified as a *clarification* in order to bypass the appropriate consultation processes.

Clarification

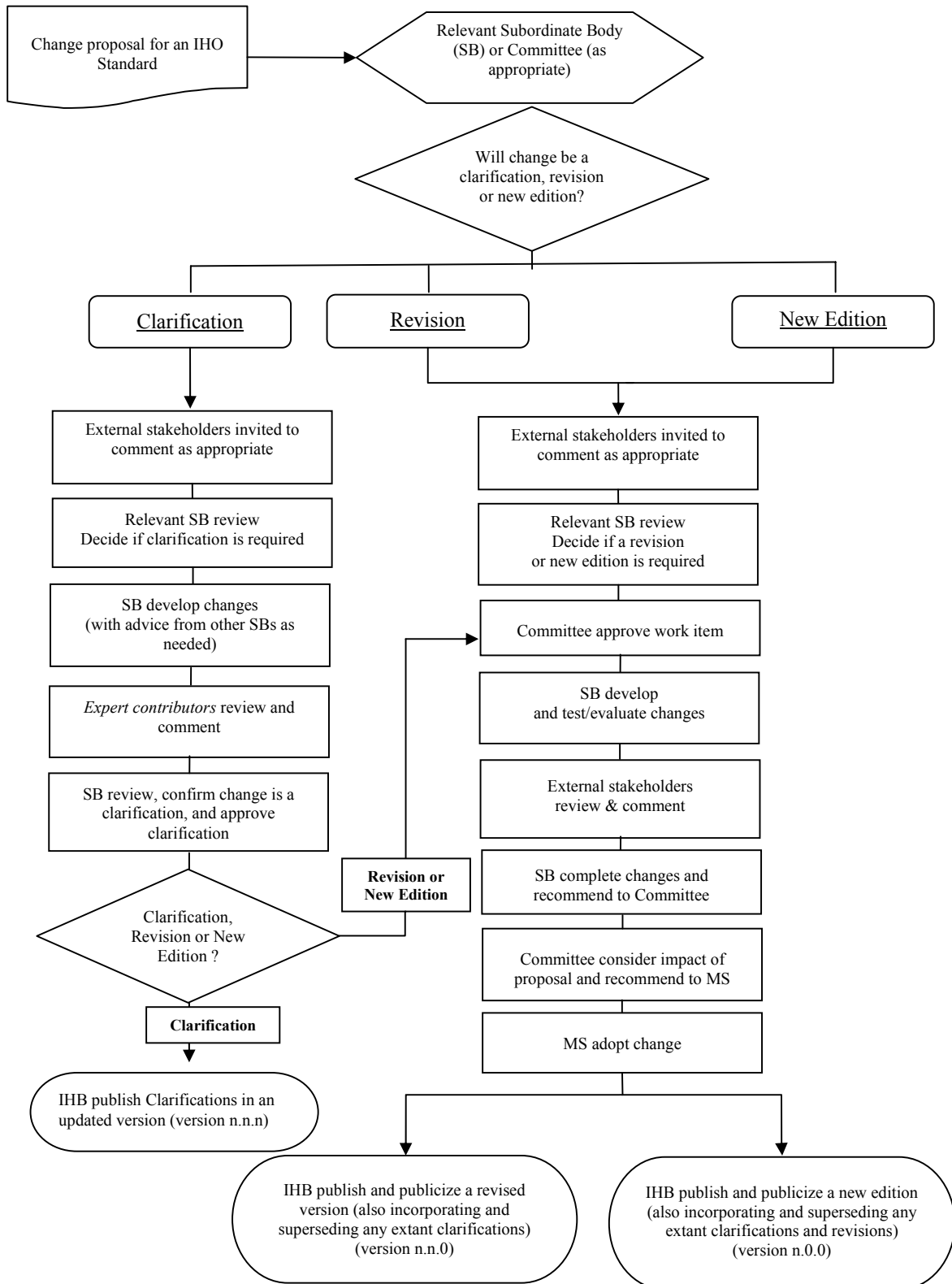
Clarifications are non-substantive changes to a standard. Typically, *clarifications*: remove ambiguity; correct grammatical and spelling errors; amend or update cross references; insert improved graphics in spelling, punctuation and grammar. A clarification must not cause any substantive semantic change to a standard. *Clarifications* are the responsibility of the relevant [subordinate body expert WG](#) and may be delegated to the responsible editor.

5.2 The associated version control numbering to identify changes (*n*) to IHO standards should be as follows:

- New Editions denoted as *n.0.0*
- Revisions denoted as *n.n.0*
- Clarifications denoted as *n.n.n*

5.3 The following diagram illustrates the development, consultation and approval processes for IHO standards:

Diagram - Changes to IHO Standards - General Case



VOTING FORM

*[to be returned to the IHB by **01 August 2011***

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

Member State:	
Contact name:	
Contact E-mail:	

1. Do you agree to the amendments to IHO Resolution 2/2007, as reflected in “track-change” mode in Annex A of this CL?

Yes or No?:

--

Any comments on the proposed amendment?

Name/Signature: Date: