



IHB File No. S1/3005

**CIRCULAR LETTER 32/2013**  
**27 May 2013**

**REQUEST TO MEMBER STATES FROM CANADA FOR INFORMATION ABOUT  
PAPER CHART DISTRIBUTION**

Dear Hydrographer,

1. The Dominion Hydrographer of Canada has informed the Directing Committee that the Government of Canada will be reviewing the pricing and distribution arrangements for paper charts and publications in Canada. As part of the review, the Dominion Hydrographer is seeking information to enable a comparative analysis between chart distribution arrangements in Canada and those adopted by other Member States.
2. The Dominion Hydrographer has drawn up a questionnaire that is included at Annex A to this Circular Letter. Member States are invited to complete the questionnaire and forward the results directly to: *savithri.narayanan@dfo-mpo.gc.ca* **before Friday 28 June 2013.**
3. The Directing Committee understands that Canada will provide a consolidated summary of the results of the questionnaire to the Directing Committee for distribution to Member States.

On behalf of the Directing Committee

Yours sincerely,



Robert WARD  
President

**Annex A :** Questionnaire from Canada concerning Pricing and Related Distribution Models for Paper Nautical Charts and Publications.

**QUESTIONNAIRE FROM CANADA CONCERNING PRICING AND RELATED DISTRIBUTION  
MODELS FOR PAPER NAUTICAL CHARTS AND PUBLICATIONS**

21-May-2013

The purpose of this questionnaire from Canada is to seek input from IHO Member States that will assist the Dominion Hydrographer of Canada to provide her government with a comparative summary of world-wide prices and related business practices and underlying business models for **paper** nautical charts and publications, in relation to current practices in Canada.

**A. DEFINITIONS**

“Administration” means the national government, a department or agency within a national government or the national hydrographic office.

“Dealer” means a business or person that acquires paper charts and publications from either a Distributor or the hydrographic office directly, and sells them to consumers or other end users.

“Distributor” means an entity that buys paper charts and publications from the hydrographic office, warehouses them, and resells them to dealers.

**B. DETAILS OF RESPONDER**

Country:

Contact name:

Address:

Telephone:

Facsimile:

Contact e-mail address:

May we contact you for additional information?  Yes  No

*Should you have any questions regarding the completion of this survey, please contact  
savithri.narayanan@dfo-mpo.gc.ca*

**C. QUESTIONS ABOUT PRICING**

<b>Question</b>	<b>Response</b>
1. Does your country impose any paper chart carriage requirement for vessels and craft not subject to the requirements of SOLAS?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please provide details (website) where the relevant regulations or details can be found:

2. Please list the types of paper charts (e.g. flat sheet, folded, atlases, etc.) and publications (e.g. tide tables, sailing directions, etc.) distributed by your hydrographic office?	
3. What are your retail prices*, before taxes, for charts and publications? a) Minimum b) Maximum c) Average  <i>*in your country's currency</i>	<p style="text-align: center;">Charts / Publications</p> a) Min:                    /                    Currency b) Max:                    / c) Average:                /  Please describe pricing of any non-standard charts such as chart atlases:
4. How is revenue shared between the Administration and <b>Distributors</b> ?	Administration:                % Distributor:                                % Comments, if any:
5. How is revenue shared between the Administration and <b>Dealers</b> ?	Administration:                % Dealer:    % Comments, if any:
6. Are the retail prices fixed or are they suggested/recommended prices?	<input type="checkbox"/> Fixed <input type="checkbox"/> Suggested/Recommended Comments, if any or if neither of the above:
7. Do you have different prices for your charts and publications when they are sold internationally?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments, if any:
8. Are your national prices different from the international prices for the same charts of your national waters that are also adopted, printed or distributed by other hydrographic offices?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments, if any:
9. Do you have automatic price changes to account for cost increases for surveys, production, inflation, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe:
10. When did you last review and change your chart prices?	Price were reviewed <input type="checkbox"/> Yes <input type="checkbox"/> No Year of Review Increase                    %    Decrease                    % Comments, if any:
11. How often do you review and/or change the price of charts and publications?	

<p>12. Do you have annual revenue or sales targets?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes,  a) What is your annual target?  b) Do you meet it?   <input type="checkbox"/> Yes   <input type="checkbox"/> No  c) What percentage of your target is met?</p> <p>Comments, if any:</p>
<p>13. a. How do you set the wholesale and retail price of your charts and publications?</p> <p>b. What factors are taken into account?</p>	<p>Please describe:</p>
<p>14. Is the revenue from sales of charts and publications available to supplement your budget ?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Please describe the arrangements:</p> <p>Comments, if any:</p>
<p>15. Do you receive income from royalties for the use of the Intellectual Property in your charts and publications, either under bi-lateral arrangements with another HO or from companies making derived chart products?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, please describe the arrangements:</p> <p>Comments, if any:</p>
<p>16. If you receive royalty payments, are they available to supplement your budget ?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Please describe the arrangements:</p> <p>Comments, if any:</p>

**D. BUSINESS QUESTIONS**

<p>1. Do you print charts internally and ship them to Distributors and/or Dealers and/or end-users?</p>	<p>Print internally: <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Ship: <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Comments, if any:</p>
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<p>2. Are you required to recover any portion of the costs of:</p> <p>a) Printing and shipping of charts</p> <p>b) Operating a hydrographic office (such as surveying, equipment, wages, office space, etc.)</p>	<p>a) Cost of printing and shipping of charts:  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes,  Amount:                      Extent:                      %</p> <p>b) Costs of operating a hydrographic office  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes,  Amount:                      Extent:                      %</p> <p>Comments, if any:</p>
<p>3. Do you use a Distributor and Dealers or just Dealers?</p>	<p><input type="checkbox"/> Distributors and/or   <input type="checkbox"/> Dealers</p> <p>Comments, if any:</p>
<p>4. Do you allow Distributors/Dealers to offer:</p> <p>a) Discounts or other price promotions?</p> <p>b) Include additional services in the price such as a corrections service?</p>	<p>a) <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>b) <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Please describe, if you answer yes to either of the above:</p>
<p>5. Do you provide free shipping to your Distributors or Dealers?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Comments, if any:</p>
<p>6. Do you allow your Dealers to charge additional shipping and handling or other fees to end users?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Comments, if any:</p>
<p>7. Do you allow your Distributors and/or your Dealers to print charts in their offices using Print-on-Demand?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If you answer yes please describe:</p>
<p>8. If you allow Distributors or Dealers to print charts:</p> <p>a)What is your approach to licensing the print files?</p> <p>b)How do you ensure output quality?</p> <p>c)To what extent do you allow the files to be manipulated?</p> <p>d)Do you allow the digital files to be used by the Distributor(s) or Dealer(s) to create other chart products?</p> <p>e)What changes are made to your price structure to account for a Distributor or Dealer taking on the responsibility for printing?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes,</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>Comments, if any:</p>

**E. MARKET QUESTIONS**

1. How many charts of your national waters were distributed by you in each of the last five years?	2008	2009	2010	2011	2012
2. How many nautical publications?	2008	2009	2010	2011	2012
3. What is your market forecast for paper chart sales five years into the future?	<input type="checkbox"/> No change <input type="checkbox"/> Increase                    % <input type="checkbox"/> Decrease                    % Comments, if any:				
4. Are your prices published on-line? If yes, please provide a link.	<input type="checkbox"/> Yes <input type="checkbox"/> No On-line link:				

**F. ANY ADDITIONAL INFORMATION**

Please provide any additional information you wish to share: