



THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHB File N° S1/1001/WP-FO/592/14

CIRCULAR LETTER 61/2013

30 October 2013

PROPOSED IHO WORK PROGRAMME & BUDGET FOR 2014

References:

- A. Financial Regulations of the IHO - Article 8
- B. FCCL 2/2013 dated 23 August - *Proposed Work Programme and Budget for 2014*
- C. FCCL 3/2013 dated 25 October - *Finance Committee Officers' Meeting*

Dear Hydrographer,

1. The proposed Work Programme for 2014 has been prepared based on the 2013-2017 Work Programme and the Five-Year Budget approved by the XVIIIth I.H. Conference. In accordance with the requirements of the IHO planning process, the detailed preparation of the 2014 budget has taken into account the 2014 Work Programmes of the HSSC and the IRCC and input from the Chairs of those Committees. This has meant that, as in recent years, it was not possible to meet the timetable indicated in Reference A. This situation will, however, be resolved under the procedures that will apply when the revised Convention on the IHO enters into force.
2. Once the draft budget and work programme had been prepared, Reference B requested the Members of the Finance Committee to review and provide their comments. The Directing Committee would like to thank Chile, Ecuador, France and Spain for responding and indicating their support for the proposals.
3. This Circular Letter now invites Member States to consider and approve the Proposed IHO Budget for 2014 shown in Annex A and the associated Work Programme shown in Annex B.
4. The proposed budget indicates the figures approved in the IHO 5-year budget, together with a comparison between the approved budget for 2013 and that proposed for 2014. Where there are differences between the 2013 and the 2014 budget, supporting comments have been provided.
5. Member States should take particular note of the following remarks in relation to the proposed budget for 2014:
 - a. At their meeting with the Directing Committee on 14 October (see Reference C), the Finance Officers noted that in recent years and in the prevailing global political and financial situation some Member State have had difficulty in paying their subscriptions on time. This is because certain States are now subject to various banking and financial transaction embargoes or sanctions, while others face short-term economic difficulties. The Finance Committee Officers agreed with the Directing Committee on the need to include such a provision in the

annual budget in future, rather than waiting over two years before a State is suspended and the outstanding amount is declared as a bad debt in the IHO financial statement. The proposed budget for 2014 therefore contains a provision (approximately 2.5% of annual income) that anticipates such a shortfall in annual income. Compensatory adjustments have also been made to some expenditure items in the proposed budget that was submitted to the Finance Committee under cover of Reference B in order to maintain a balanced budget. Comments (underlined) have been included in the relevant tables in Annex A against those items that have been changed. The Finance Committee Officers agreed with the Directing Committee that in view of the short time left to adopt the budget for 2014, the adjusted budget should be submitted directly to Member States for approval rather than firstly seeking the further endorsement of the Finance Committee.

- b. While interest rates remain low, the actuarial assessment of the liability placed on the Internal Retirement Fund indicates a need to continue to increase the capital sum. However, the Directing Committee, with the endorsement of the Finance Committee Officers, considers that it is reasonable to take a longer-term view and to anticipate some increase in interest rates in the future. For this reason, the budget for 2014 does not attempt to fully match the liability indicated by the short term actuarial assessment of the IRF liabilities.
- c. The presentation of the 2014 budget has separated capital purchases costing more than €762 from those of lesser value.

6. A two-thirds majority of IHO Member States is required to approve the proposed budget for 2014. Responses are requested **no later than 13 December 2013** so that any comments and/or changes proposed by Member States can be taken into account by the Directing Committee when preparing the final version of the documents which then will be implemented on 1 January 2014. A Voting Paper is provided in Annex C.

On behalf of the Directing Committee
Yours sincerely,



Robert WARD
President

- Annex A: Proposed Budget for 2014 (bilingual English/French)
- Annex B: Proposed Work Programme for 2014
- Annex C: Voting Paper

Proposed Budget for 2014TABLE 1PROPOSED IHO BUDGET DETAILS FOR 2014
SUMMARYTABLEAU 1BUDGET REVISE 2014
RECAPITULATION

5-Year Budget (2014)		Approved budget 2013	Proposed budget 2014	Difference		
<i>Budget quinquennal (2014)</i>	Chapters and Items	<i>Budget approuvé</i>	<i>Budget révisé</i>	<i>Différence</i>		
	<i>Chapitres et postes budgétaires</i>					
	Number of shares – <i>Nombre de parts</i>	722	722	0		
	Provision for suspended Member States <i>Provision pour États Membres suspendus</i>	-6	-6	0		
694	Final number of shares <i>Nombre de parts définitif</i>	716	716	0		
<hr/>						
<u>(Euros)</u>		<u>(Euros)</u>	<u>(Euros)</u>	<u>(Euros)</u>		
2,978,582	Income - <i>Revenus</i>	3,064,539	3,066,888	2,349		
2,985,051	Net Expenditure - <i>Dépenses nettes</i>	3,073,219	3,066,235	-6,984		
-----		-----	-----			
-6,469	Budget Excess / Deficit - <i>Excédent / Déficit budgétaire</i>	-8,680	653			
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-6,469	Effect on capital - <i>Effet sur le capital</i>	-8,680	653			

TABLE 2**INCOME****TABLEAU 2****REVENUS**

5-Year Budget (2014)		Approved budget 2013	Proposed budget 2014	Difference		Comment
<i>Budget quinquennal (2014)</i>	<i>Chapters and Items</i>	<i>Budget approuvé</i>	<i>Budget révisé</i>	<i>Différence</i>	<i>Commentaires</i>	

(Euros)

2,765,229

Contributions

Contributions

1,500

Sales of Publications

Ventes de publications

40,000

Interest on bank accounts

Intérêts sur comptes en banques

171,853

Internal Tax

Imposition interne

2,978,582(Euros)

2,852,888

(Euros)

2,852,888

(Euros)

0

0

0

2,349

3,064,539

3,066,888

increase in salaries + tax/overtime conference
*augmentation de salaires + taxe interne sur les heures
supplémentaires pendant la conférence*

TABLE 3

DETAILED EXPENDITURE

TABLEAU 3

DETAIL DES DEPENSES

5-Year Budget (2014)	Chapters and Items	Approved budget 2013	Proposed budget 2014	Difference	Comment
Budget quinquennal (2014)	Chapitres et postes budgétaires	Budget approuvé	Budget révisé	Différence	Commentaires

Chapter I - Personnel Costs - Chapitre I - Dépenses de personnel

(Euros)		(Euros)	(Euros)	(Euros)	
466,920	Salaries - Directing Committee - <i>Comité de direction</i>	460,020	467,000	6,980	<i>augmentation du coût de la vie</i> due to cost of living increase
602,027	Salaries - Category A - <i>Personnel de Catégorie A</i>	593,130	573,000	-20,130	<i>changement de personnel de catégorie A</i> change of cat A staff (Bermejo, Velard, Shipman)
139,455	- Translators - <i>Personnel de Traduction</i>	137,394	214,000	76,606	<i>transfert depuis la catégorie B</i> FrTr transferred from Cat B to Trans category
467,334	- General Services (B & C) <i>Services généraux</i>	460,428	413,000	-47,428	<i>transfert vers personnel de traduction</i> FrTr transferred from Cat B to Trans category
6,100	Overtime for B & C Categories - <i>Heures supplémentaires</i>	6,120	6,100	-20	
<u>Costs dependent on Salaries - Coûts liés aux salaires</u>					
38,945	Annual Bonus (B & C Categories) <i>Gratification annuelle</i>	38,369	33,000	-5,369	<i>transfert vers personnel de traduction</i> FrTr transferred from Cat B to Trans category
342,571	Payment to Retirement schemes - <i>Cotis, patronales de retraite</i>	337,508	341,735	4,227	
16,099	Insurances based on wages - <i>Assurances assises sur salaires</i>	15,940	17,000	1,060	
70,000	Medical (GAN premiums) - <i>Primes médicales versées au GAN</i>	73,149	92,000	18,851	<i>hausse des primes GAN (suite aux remboursements élevés en 2012)</i> rise in insurance premiums (due to high reimbursement in 2012)
11,000	Family Allowances - <i>Allocations familiales</i>	11,500	18,000	6,500	<i>1 bénéficiaire supplémentaire en 2014</i> 1 additional claimant in 2014
35,000	Education Grants - <i>Allocations pour frais d'études</i>	37,633	25,000	-12,633	<i>1 bénéficiaire de moins en 2014</i> 1 less claimant in 2014

Costs independent of Salaries – Autres charges de personnel

5-Year Budget (2014)	Chapters and Items	Approved budget 2013	Proposed budget 2014	Difference	Comment	
Budget quinquennal (2014)	Chapitres et postes budgétaires	Budget approuvé	Budget révisé	Différence	Commentaires	
85,000	Medical claims paid - <i>Remboursements de soins</i>	85,000	85,000	0		
-35,000	Medical - refunds from GAN - <i>Remboursements obtenus du GAN</i>	-35,000	-35,000	0		
	Home rental - <i>Indemnité de logement</i>	0	12,000	12,000	2 bénéficiaires en 2014	2 eligible claimants in 2014
15,000	Home Leave - <i>Congés dans les foyers</i>	16,000	15,000	-1,000		
12,000	Miscellaneous Personnel Expenses - <i>Autres dépenses de personnel</i>	15,000	2,000	-13,000	<u>LCCF 2/2013 révision diminuée de 10k€ réduction basée sur l'historique de dépenses en 2012 et 2013</u>	<u>FCCL 2/2013 proposal reduced by 10k€ based on historical expenditure in 2012 and 2013</u>
<u>Controlable Personnel costs – Coûts de personnel</u>						
3,000	Salaries - Temporary staff - <i>Personnel temporaire</i>	3,000	1,000	-2,000	<u>LCCF 2/2013 révision diminuée de 2k€ réduction basée sur l'historique de dépenses en 2012 et 2013</u>	<u>FCCL 2/2013 proposal reduced by 2k€ based on historical expenditure in 2012 and 2013</u>
8,000	IHB Staff training - <i>Formation du personnel du BHI</i>	11,000	8,000	-3,000	<u>réduction basée sur l'historique de dépenses en 2012 et 2013</u>	<u>reduction based on historical expenditure in 2012 and 2013</u>
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2,283,451	TOTAL CHAPTER I – TOTAL CHAPITRE I	2,266,191	2,287,835	21,644		

5-Year Budget (2014)	Chapters and Items	Approved budget 2013	Proposed budget 2014	Difference	Comment
Budget quinquennal (2014)	Chapitres et postes budgétaires	Budget approuvé	Budget révisé	Différence	Commentaires

Chapter II - Current Operating Costs - Chapitre II - Dépenses de gestion courante

(Euros)	(Euros)	(Euros)	(Euros)		
<u>Maintenance, communications, etc – Entretien, communications, etc</u>					
50,000	Maintenance of building - <i>Entretien des locaux</i>	50,000	45,000	-5,000	<i>réduction basée sur l'historique de dépenses en 2012 et 2013</i> / reduction based on historical expenditure in 2012 and 2013
2,700	Multirisk insurance - <i>Assurance multi-risques</i>	2,700	2,700	0	
50,000	Maintenance of IT equipments - <i>Entretien des équipements</i>	55,000	60,000	5,000	<i>augmentation due à l'achat de matériel informatique et logiciels</i> / <u>increase due to purchases of IT equipment and software</u>
10,200	Office Stationery - <i>Fournitures de bureau</i>	10,000	10,000	0	
40,000	Postage, telephone, telefax - <i>Télécommunications</i>	40,000	37,000	-3,000	<i>réduction basée sur l'historique de dépenses en 2012 et 2013</i> / reduction based on historical expenditure in 2012 and 2013
3,300	Local Travel - <i>Déplacements locaux</i>	3,300	2,600	-700	
6,000	Bank Charges - <i>Charges bancaires</i>	6,000	6,000	0	
70,000	Contract support - <i>Support contractuel</i>	70,000	55,000	-15,000	<i>LCCF 2/2013 révision diminuée de 15k€ réduction basée sur l'historique de dépenses en 2012 et 2013</i> / <u>FCCL 2/2013 proposal reduced by 15k€ based on historical expenditure in 2012 and 2013</u>
4,400	Auditors fees - <i>Honoraires du commissaire aux comptes</i>	4,400	8,000	3,600	<i>Coût annuel 6600€ + prestations complémentaires en cas de besoin</i> / annual cost now 6600€ + additional work as required
15,000	Public Relations - <i>Relations publiques</i>	15,000	12,000	-3,000	<i>réduction basée sur l'historique de dépenses en 2012 et 2013</i> / reduction based on historical expenditure in 2012 and 2013
1,000	Miscellaneous Operating Expenses - <i>Autres charges d'exploitation</i>	1,000	1,000	0	
<u>Travel costs – Frais de déplacements</u>					
52,000	Technical Assistance (CBF) - <i>Assistance technique</i>	52,000	50,000	-2,000	<i>LCCF 2/2013 révision diminuée de 22k€ conformément aux engagements du programme de travail du CBF 2014</i> / <u>FCCL 2/2013 proposal reduced by 22k€ based on 2014 CB work programme commitments</u>
235,000	Long Distance - <i>Grands déplacements</i>	235,000	265,000	30,000	<i>conformément aux engagements du programme de travail 2014</i> / based on 2014 work programme commitments
<u>Publications costs – Frais de publications</u>					

5-Year Budget (2014)	Chapters and Items	Approved budget 2013	Proposed budget 2014	Difference	Comment
Budget quinquennal (2014)	Chapitres et postes budgétaires	Budget approuvé	Budget révisé	Différence	Commentaires
12,000	I.H. Review - <i>Revue hydrographique internationale</i>	12,000	10,000	-2,000	<i>réduction basée sur l'historique de dépenses en 2012 et 2013</i> reduction based on historical expenditure in 2012 and 2013
2,000	Other publications - <i>Autres publications</i>	2,000	1,600	-400	<i>réduction basée sur l'historique de dépenses en 2012 et 2013</i> reduction based on historical expenditure in 2012 and 2013
	Provision for bad debts - <i>Provisions pour créances douteuses</i>		75,000	75,000	<u>Non inclus dans la LCCF2/2013 basée sur l'historique récent de non-paiement de contributions</u> <u>Not included in FCCL2/2013 proposal. estimate based on recent non-payment history</u>
----- 553,600	TOTAL CHAPTER II – TOTAL CHAPITRE II	----- 558,400	----- 640,900	82,500	

5-Year Budget (2014)	Chapters and Items	Approved budget 2013	Proposed budget 2014	Difference	Comment
Budget quinquennal (2014)	Chapitres et postes budgétaires	Budget approuvé	Budget révisé	Différence	Commentaires

Chapter III - Capital Expenditure - Chapitre III - Dépenses d'équipement

(Euros)		(Euros)	(Euros)	(Euros)		
30,000	Purchase of IT equipments - <i>Equipements informatiques</i>	35,000	8,000	-27,000	<i>différence due à la nouvelle présentation des immobilisations LCCF 2/2013 révision diminuée de 2k€</i>	<i>difference due to revised presentation of assets FCCL 2/2013 proposal reduced by 2k€</i>
13,000	Furniture & other equipments - <i>Mobilier et autres équipements</i>	13,000	3,000	-10,000	<i>différence due à la nouvelle présentation des immobilisations</i>	<i>difference due to revised presentation of assets</i>
1,300	Purchase Publications & Binding - <i>Reliures et publications</i>	1,300	1,300	0		
20,000	Depreciation of fixed assets - <i>Dépréciat, des immobilisations</i>	20,000	27,000	7,000	<i>LCCF 2/2013 révision augmentée de 7k€ différence due à l'augmentation de la valeur totale des immobilisations en 2014</i>	<i>FCCL2/2013 proposal increased by 7k€. difference due to increase in total value of assets on the assets register in 2014</i>
----- 64,300	TOTAL CHAPTER III – TOTAL CHAPITRE III	----- 69,300	----- 39,300	-30,000		
=====	=====	=====	=====			
2,901,351	Annual Operating Costs- <i>Dépenses annuelles de gestion courante</i>	2,893,891	2,968,035			

5-Year Budget (2014)	Chapters and Items	Approved budget 2013	Proposed budget 2014	Difference	Comment
Budget quinquennal (2014)	Chapitres et postes budgétaires	Budget approuvé	Budget révisé	Différence	Commentaires

Chapter IV - Asset Allocation - Chapitre IV - Immobilisations

(Euros)	(Euros)	(Euros)	(Euros)		
	Purchase of IT equipments - <i>Equipements informatiques</i>		15,000	15,000	<i>LCCF 2/2013 révision diminuée de 5k€ différence due à la nouvelle présentation des immobilisations</i> <i>FCCL 2/2013 proposal reduced by 5k€ difference due to revised presentation of assets</i>
	Furniture & other equipments - <i>Mobilier et autres équipements</i>		10,000	10,000	<i>différence due à la nouvelle présentation des immobilisations</i> <i>difference due to revised presentation of assets</i>
	TOTAL CHAPTER IV – TOTAL CHAPITRE IV		25,000	25,000	

5-Year Budget (2014)	Chapters and Items	Approved budget 2013	Proposed budget 2014	Difference	Comment
Budget quinquennal (2014)	Chapitres et postes budgétaires	Budget approuvé	Budget révisé	Différence	Commentaires

Chapter V - Allocation to Funds - Chapitre V - Dotations aux fonds dédiés

(Euros)	(Euros)	(Euros)	(Euros)		
8,200	GEBCO Fund - <i>Fonds pour la Carte bathymétrique</i>	8,200	8,200	0	
3,000	Renovation Fund - <i>Fonds de rénovation</i>	3,000	0	-3,000	<i>pas de besoins identifiés en 2014</i> no requirement in 2014
20,000	Conferences Fund - <i>Fonds pour Conférences & Assemblées</i>	20,000	20,000	0	
7,500	Relocation of Directors Fund - <i>Déménagement des directeurs</i>	7,500	0	-7,500	<i>pas de besoins identifiés en 2014</i> no requirement in 2014
45,000	Capacity Building Fund - <i>Fonds de Renforcement des capacités</i>	140,628	45,000	-95,628	<i>revenu additionnel provenant de l'augmentation du nombre de parts en 2013.</i> <i>45 K€ pour 2014 en accord avec le budget quinquennal</i> 2013 included extra income generated from unpredicted increase in subscription shares. 45k€ for 2014 in accordance with approved 5 year budget

5-Year Budget (2014)	Chapters and Items	Approved budget 2013	Proposed budget 2014	Difference	Comment
<i>Budget quinquennal (2014)</i>	<i>Chapitres et postes budgétaires</i>	<i>Budget approuvé</i>	<i>Budget révisé</i>	<i>Différence</i>	<i>Commentaires</i>
0	Internal Retirement Fund - fonds de retraite interne	0	0	0	<u>LCCF 2/2013 révision de 26k€ annulée</u> <u>FCCL 2/2013 proposal of 26k€ cancelled</u>
----- 83,700	TOTAL CHAPTER V – TOTAL CHAPITRE V	----- 179,328	----- 73,200	-106,128	
----- 2,985,051	Total Expenditure - Dépense totale	----- 3,073,219	----- 3,066,235		

TABLE 3A

SUMMARY OF EXPENDITURE

TABLEAU 3A

RECAPITULATION DES DEPENSES

5-Year Budget (2014)	Chapters and Items	Approved budget 2013	Proposed budget 2014	Difference		Comment
<i>Budget quinquennal (2014)</i>	<i>Chapitres et postes budgétaires</i>	<i>Budget approuvé</i>	<i>Budget révisé</i>	<i>Différence</i>	<i>Commentaires</i>	
<u>(Euros)</u>		<u>(Euros)</u>	<u>(Euros)</u>	<u>(Euros)</u>		
PERSONNEL COSTS - DEPENSES DE PERSONNEL						
2,283,451	Salaries Directing Committee - <i>Comité de direction</i>	2,266,191	2,287,835	21,644	<i>augmentation du coût de la vie + promotions réglementaires</i>	increase to account for cost of living adjustment + normal promotions
	Salaries Other staff - <i>Autres membres du personnel</i>					
	Social charges - <i>Charges sociales</i>					
	Benefits and Pensions - <i>Prestations de retraite</i>					
	Controllable Personnel cost - <i>Coûts de personnel</i>					
553,600	CURRENT OPERATING COSTS DEPENSES DE GESTION COURANTE	558,400	640,900	82,500	<i>augmentation des frais de déplacement, des frais d'entretien des équipements informatiques, et provision pour clients douteux</i>	increase due mainly to travel costs, maintenance of IT equipment, and provision for bad debts
	Maintenance, communications, etc <i>Entretien et communications</i>					
	Contract support - <i>Support contractuel</i>					
	Travels - <i>Déplacements</i>					
	Publications - <i>Publications</i>					
64,300	CAPITAL EXPENDITURE DEPENSES DE CAPITAL	69,300	39,300	-30,000	<i>différence due à la nouvelle présentation des immobilisations</i>	difference due to revised presentation of assets
	ASSET ALLOCATION IMMOBILISATIONS		25,000	25,000	<i>différence due à la nouvelle présentation des immobilisations</i>	difference due to revised presentation of assets

5-Year Budget (2014)	Chapters and Items	Approved budget 2013	Proposed budget 2014	Difference	Comment	
Budget quinquennal (2014)	Chapitres et postes budgétaires	Budget approuvé	Budget révisé	Différence	Commentaires	
ALLOCATIONS TO FUNDS- DOTATIONS AUX FONDS DEDIES						
8,200	GEBCO Fund - <i>Fonds pour la Carte Bathymétrique</i>	8,200	8,200	0		
3,000	Renovation Fund - <i>Fonds de rénovation</i>	3,000	0	-3,000	<i>pas de besoins identifiés en 2014</i>	no requirement in 2014
20,000	Conferences Fund - <i>Fonds pour les conférences / assemblées</i>	20,000	20,000	0		
7,500	Director's Relocation Fund <i>Fonds pour le déménagement des Directeurs</i>	7,500	0	-7,500	<i>pas de besoins identifiés en 2014</i>	no requirement in 2014
45,000	Capacity Building Fund - <i>Fonds de renforcement des capacités</i>	140,628	45,000	-95,628	<i>revenu additionnel provenant de l'augmentation du nombre de parts en 2013 45 K€ pour 2014 en accord avec le budget quinquennal</i>	2013 included extra income generated from unpredicted increase in subscription shares 45K for 2014 in accordance with approved 5 year budget
2,985,051	Net Expenditure - <i>Dépenses nettes</i>	3,073,219	3,066,235	-6,984		

PROPOSED WORK PROGRAMME FOR 2014

IHO WORK PROGRAMME - Year 2014

Based on IHO 5-Year Work Programme 2013-2017 (see CONF. 18/REP/01)

Element / Task	Title
PROGRAMME 1 – CORPORATE AFFAIRS	
1.1	Co-operation with International Organizations and participation in relevant meetings
1.1.1	Antarctic Treaty Consultative Meeting (ATCM)
1.1.2	Comité International Radio Maritime (CIRM)
1.1.3	Council of Managers of National Antarctic Programs (COMNAP)
1.1.4	European Union Initiatives, such as:
1.1.4.1	INSPIRE
1.1.5	International Federation of Surveyors (FIG)
1.1.6	International Federation of Hydrographic Societies (IFHS), such as
1.1.6.1	HYDRO14
1.1.7	International Association of Antarctic Tour Operators (IAATO)

Element / Task	Title
1.1.8	IALA, such as:
1.1.8.1	e-NAV Committee
1.1.8.2	Annual secretariat liaison meeting
1.1.8.3	18th IALA Conference
1.1.9	International Association of Ports and Harbours (IAPH)
1.1.10	International Cartographic Association (ICA) (such as ICA Commission on Geoinformation Infrastructures and Standards)
1.1.11	International Electrotechnical Commission (IEC) (such as IEC Technical Committee 80)
1.1.12	International Maritime Organization (IMO), including:
1.1.12.1	Assembly
1.1.12.2	Council
1.1.12.3	MSC
1.1.12.4	NCSR
1.1.12.5	TCC
1.1.12.6	SDC
1.1.12.7	HTW
1.1.13	International Maritime Pilots' Association (IMPA)

Element / Task	Title
1.1.14	Intergovernmental Oceanographic Commission (IOC) of UNESCO, including:
1.1.14.1	Assembly
1.1.14.2	Council
1.1.14.3	Specialized WGs
1.1.15	International Standards Organization (ISO), including:
1.1.15.1	ISO Technical Committee 211
1.1.16	Joint Board of GIS (JB-GIS)
1.1.17	NATO geospatial bodies, such as:
1.1.17.1	DGIWG
1.1.18	UN, including:
1.1.18.1	UNICPOLOS
1.1.18.2	UN-GGIM
1.1.19	World Meteorological Organization (WMO)
1.1.20	Other organizations when their agendas have relevance to the programme of the IHO, such as : Group on Earth Observation (GEO); Pan-American Institute of Geography and History (PAIGH); Port Management Association West and Central Africa (PMAWCA) & Maritime Organizations of West and Central Africa (MOCWA); the Scientific Committee on Antarctic Research (SCAR); Global Partnership for Oceans (GPO)
1.2	Information Management
1.2.1	Maintain and extend the IHO website using commercial contract support

Element / Task	Title
1.2.2	Develop IHO GIS and web server and web mapping services in support of RHCs, ENC availability, INT chart coordination, C-55 and other related activities, including using commercial contract support
1.2.3	Develop and maintain IHB desk-top and in-house publishing facilities
1.2.4	Compile and publish the following documents that are not allocated to a specific IHO body, including:
1.2.4.1	P-5 – IHO Yearbook
1.2.4.2	P-7 – IHO Annual Report
1.2.4.3	M-3 – Technical and Administrative Resolutions
1.2.5	Maintain and extend IHB Admin IT infrastructure
1.2.6	Communication between the IHB and Member States through Circular Letters
1.2.7	IHB Technical Library – incorporate new material
1.3	Public Relations
1.3.1	Maintain relationships with the Government of Monaco and the diplomatic corps accredited in Monaco
1.3.2	Compile and publish P-1 – <i>International Hydrographic Review</i> in collaboration with IHR editor
1.3.3	World Hydrography Day, including:
1.3.3.1	Preparation of support materiel
1.3.3.2	Celebratory events in Monaco
1.3.3.3	Celebratory events in Member States

Element / Task	Title
1.3.4	General Public Relation support. Representation expenses
1.4 Work Programme & Budget, Strategic Plan and Performance Monitoring	
1.4.1	Implement and administer processes for programme management, performance monitoring and risk assessment, including the acquisition and operation of suitable business software tools
1.4.2	Execute the IHO Work Programme and Budget approved by the XVIIIth IHC, monitoring its progress and adopting the necessary adjustment according to the circumstances
1.4.3	Conduct biennial IHO stakeholders' forums
1.5 IHB Management	
1.5.1	Maintain, update and develop necessary procedures to facilitate and improve effectiveness of the general and permanent Finance and Administrative work.
1.5.2	Provide in-house translation service English/French and French/English in support of the IHO WP. Include Spanish translations as much as possible in accordance with relevant IHO Resolutions
1.5.3	Engage contract support to supplement maintenance and development of technical standards beyond the resources or competence of the IHB or the IHO WGs, including:
1.5.3.1	Translation
1.5.3.2	Technical editing
1.5.3.3	Cataloguing the IHO working document archive
1.5.4	Monitor and maintain the Staff Regulations and the Job Descriptions of the IHB Staff in step with the evolution of the IHO work programme and IHO requirements.
1.5.5	Maintain the IHB premises as required as the occupant

Element / Task	Title
1.5.6	Maintain furniture, carry out renovations or modifications as requirements arise
1.6	International Hydrographic Conference
1.6.1	Organize the 5th Extraordinary International Hydrographic Conference in 2014

PROGRAMME 2 "Services and Standards"

Element / Task	Title
2.1	Technical Programme Coordination
2.1.1	Conduct annual meeting of HSSC
2.1.1.1	Chair briefing
2.1.2	Provide technical advice and guidance on IHO technical standards, specifications and publications
2.2	Hydrographic Data Transfer Standards
2.2.1	Conduct meetings of relevant HSSC WGs dealing with hydrographic data transfer standards
2.2.2	Maintain and extend the relevant IHO standards, specifications and publications, using contract support assistance as appropriate, including:
2.2.2.1	S-57 IHO Transfer Standard for Digital Hydrographic Data
2.2.2.2	S-100 IHO Universal Hydrographic Data Model
2.2.2.3	S-101 ENC Product Specification
2.2.2.4	S-102 Bathymetric Surface Product Specification

Element / Task	Title
2.2.2.5	S-58 Recommended ENC Validation Checks
2.2.2.6	S-65 ENC Production Guidance
2.2.2.7	S-64 IHO Test Data Sets for ECDIS
2.2.2.8	S-61 Product Specification for Raster Navigational Charts
2.2.2.9	S-99 Operational Procedures for the Organization and Management of the S-100 Geospatial Information Registry
2.2.2.10	S-66 Facts about Electronic Charts and Carriage Requirements
2.2.2.11	Participate in RENC Joint Technical Experts WG (JTEWG)
2.2.3	Develop and maintain as yet undefined S-100-based Product Specifications, including:
2.2.3.1	Product Specification for surface currents
2.2.4	Maintain and extend S-100 registry
2.2.5	Provide outreach and technical assistance regarding transfer standards
2.3	Nautical Cartography
2.3.1	Conduct meetings of relevant HSSC WGs dealing with nautical cartography
2.3.2	Maintain and extend the relevant IHO standards, specifications and publications, using contract support assistance as appropriate, including:
2.3.2.1	S-4 Chart Specifications of the IHO and Regulations for International (INT) Charts
2.3.2.2	INT 1 - Symbols, Abbreviations and Terms used on Charts
2.3.2.3	INT 2 - Borders, Graduations, Grids and Linear Scales

Element / Task	Title
2.3.2.4	INT 3 - Use of Symbols and Abbreviations
2.3.2.5	S-11 Part A - Guidance for the Preparation and Maintenance of INT Chart schemes
2.3.2.6	S-11 Part B - Catalogue of INT Charts
2.3.2.7	S-49 Standardization of Mariners' Routeing Guides
2.3.2.8	Digital data updating related elements of Appendix 1 to S-52 - Guidance on Updating the Electronic Navigational Chart
2.3.2.9	S-52 and its accompanying Presentation Library - Specifications for Chart Content and Display Aspects of ECDIS
2.3.2.10	Portrayal related elements of S-101 - ENC Product Specification and other S-100-base
2.4 Digital Data Protection and Authentication	
2.4.1	Conduct meetings of relevant HSSC WGs dealing with Data Protection and Authentication
2.4.2	Maintain and extend the relevant IHO standards, specifications and publications, including:
2.4.2.1	S-63 IHO Data Protection Scheme
2.4.2.2	Data protection and authentication
2.4.2.3	related elements of S-100 - IHO Universal Hydrographic Data Model
2.4.2.4	S-101 - ENC Product Specification
2.5 Data Quality	
2.5.1	Conduct meetings of relevant HSSC WG dealing with data quality
2.5.2	Maintain and extend the relevant IHO standards, specifications and publications, including:

Element / Task	Title
2.5.2.1	Data quality related elements of S-57 - IHO Transfer Standard for Digital Hydrographic Data
2.5.2.2	Data quality related elements of S-100 - IHO Universal Hydrographic Data Model
2.5.2.3	Data quality related elements of:
2.5.2.3.1	S-52 - Specifications for Chart Content and Display Aspects of ECDIS
2.5.2.3.2	S-101 - ENC Product Specification and other S-100-based Product Specifications
2.6 Nautical Publications	
2.6.1	Conduct meetings of relevant HSSC WG dealing with nautical publications
2.6.2	Develop, maintain and extend S-10 <i>n</i> - Nautical Information Product Specification
2.6.3	Maintain and extend the relevant IHO standards, specifications and publications, including:
2.6.3.1	IHO Resolutions in M-3 relating to Nautical Publications
2.6.3.2	S-12 Standardization of List of Lights and Fog Signals
2.7 Tides and Water Levels	
2.7.1	Conduct meetings of relevant HSSC WG dealing with tides and water levels
2.7.2	Maintain and extend the relevant IHO standards, specifications and publications, including:
2.7.2.1	Relevant IHO Resolutions in M-3
2.7.2.2	S-60 User's Handbook on Datum Transformations involving WGS 84
2.7.2.3	Standard Tidal Constituent List

Element / Task	Title
2.7.2.4	Inventory of Tide Gauges used by Member States
2.7.3	Develop, maintain and extend a Product Specification for digital tide tables
2.7.4	Develop, maintain and extend a Product Specification for the transmission of real-time tidal data
2.7.5	Develop, maintain and extend a Product Specification for dynamic tides in ECDIS
2.8	Digital Data Updating
2.8.1	Maintain and extend the relevant IHO standards, specifications and publications, including:
2.8.1.1	Digital data updating related elements of S-65 - ENC Production Guidance
2.8.1.2	S-52 Appendix 1 - Guidance on Updating the Electronic Navigational Chart
2.9	Marine Spatial Data Infrastructures
2.9.1	Conduct meetings of relevant HSSC WG dealing with MSDI
2.9.2	Maintain the relevant IHO standards, specifications and publications, including:
2.9.2.1	C-17 Spatial Data Infrastructures: "The Marine Dimension" - Guidance for Hydrographic Offices
2.9.3	Develop training syllabi for MSDI and associated learning subjects, including:
2.9.3.1	Content for an "introduction to MSDI" training course
2.10	Hydrographic Data Acquisition and Processing
2.10.2	Maintain and extend, when required, the relevant IHO standards, specifications and publications, including:
2.10.2.1	S-44 - IHO Standards for Hydrographic Surveys

Element / Task	Title
2.11	Hydrographic Dictionary
2.11.1	Maintain and extend the IHO Hydrographic Dictionary in English, French and Spanish.
2.11.2	Develop the Spanish language Wiki version of S-32 with commercial contract support
2.12	ABLOS (Advisory Board on the Law of the Sea)
2.12.1	Organize and prepare ABLOS annual business meeting
2.12.2	Organize and prepare the biennial ABLOS Conference
2.12.3	Contribute to the revision of IHO publication C-51- TALOS Manual
2.13	Surface Current
2.13.1	Conduct meetings of relevant HSSC WG dealing with surface currents
2.13.2	Maintain and extend the relevant IHO standards, specifications and publications, including:
2.13.2.1	Relevant IHO Resolutions in M-3
2.13.3	Develop, maintain and extend a Product Specification for the transmission of real-time surface current data
2.13.4	Develop, maintain and extend a Product Specification for dynamic surface currents in ECDIS

PROGRAMME 3 " Inter Regional Coordination and Support"

Element / Task	Title
3	Inter Regional Coordination Committee (IRCC)
3.0.1	Conduct annual meeting of IRCC
3.0.1.1	Support the IHB to implement the planning mechanism annually and at the end of each 5-year (3-year) cycle (Chair briefing)
3.1.1.2	Contribute to the IHO Annual Report.
3.1.1.3	Update and implement the IRCC Work Programme
3.1	Cooperation with Member States and attendance at relevant meetings
3.1.1	ARHC – Arctic Region Hydrographic Commission
3.1.2	BSHC - Baltic Sea Hydrographic Commission
3.1.3	EAHC - East Asia Hydrographic Commission
3.1.4	EAtHC - Eastern Atlantic Hydrographic Commission
3.1.5	MACHC - Meso American and Caribbean Hydrographic Commission
3.1.6	MBSHC - Mediterranean and Black Seas Hydrographic Commission
3.1.7	NHC - Nordic Hydrographic Commission
3.1.8	NIOHC - North Indian Ocean Hydrographic Commission.

Element / Task	Title
3.1.9	NSHC - North Sea Hydrographic Commission
3.1.10	RSAHC - ROPME Sea Area Hydrographic Commission
3.1.11	SAIHC - Southern Africa and Islands Hydrographic Commission
3.1.12	SEPHC - South East Pacific Hydrographic Commission
3.1.13	SWAtHC - South West Atlantic Hydrographic Commission
3.1.14	SWPHC - South West Pacific Hydrographic Commission
3.1.15	USCHC - USA and Canada Hydrographic Commission.
3.1.16	HCA - Hydrographic Commission on Antarctica.
3.1.16.1	HCA to conduct a risk assessment for the Antarctic region and develop a Work Program to improve Antarctic charting
3.1.17	WEND Working Group
3.1.18	Industry participation in RHC meetings.
3.1.19	Contribute to improving the framework of IHO response to marine disasters.
3.2 Increase participation by non Member States	
3.2.1	EAHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V.
3.2.2	EAAtHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V
3.2.2.1	Maintain contact with pending applicants in the region to encourage the ratification of the IHO Convention

Element / Task	Title
3.2.2.2	Maintain contact with suspended Member State in the region to encourage its re-insertion in IHO
3.2.3	MACHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V. Contact suspended Member State in the region to encourage its re-insertion in IHO
3.2.4	MBSHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V
3.2.5	NIOHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V
3.2.6	RSAHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V
3.2.7	SAIHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V.
3.2.8	SEPHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V. Continue the efforts to include Panama as Observer Country to the Commission.
3.2.9	SWAtHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V
3.2.10	SWPHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V
3.2.11	RHCs to encourage the approval of pending applications for IHO membership
3.2.12	IHO Convention:
3.2.12.1	- RHCs to encourage the ratification of the IHO Convention by approved applicants.
3.2.12.2	- Secure the ratification of the Protocol of Amendments to the IHO Convention.

Element / Task	Title
3.3	Capacity Building Management
3.3.1	CBSC - Capacity Building Sub-Committee
3.3.1.1	Organize, prepare, conduct and report annual CBSC meetings
3.3.1.2	Follow-up the coordination required to execute the action lists agreed
3.3.1.3	Maintain IHO publication M-2 - The Need for National Hydrographic Services
3.3.1.4	Contribute to the development of MSDI
3.3.2	Manage Capacity Building Fund
3.3.2.1	Develop and maintain a CB Management system
3.3.3	Meetings with other organizations, funding agencies, private sector and academia, including:
3.3.3.1	Joint IHO/IMO/WMO/IOC/IAEA/IALA/FIG Capacity Building Meeting
3.3.3.2	Capacity Building Stakeholders Forum
3.3.4	IHO Capacity Building Strategy. CBSC to keep the IHO Capacity Building Strategy updated. At each CBSC meeting, the Sub-Committee is to review the Strategy in the light of new elements, update it accordingly and display it in the IHO website.
3.3.5	Capacity Building Work Programme, including:
3.3.5.1	CBSC to study the CB needs presented to the CBSC by the RHCs, to foster the sharing of lessons learned and to help RHCs to develop best practices
3.3.5.2	CBSC to develop and propose an annual IHO Capacity Building Work Program (CBWP) to be included in the general IHO WP

Element / Task	Title
3.3.5.3	CBSC to maintain and control the execution of the approved CBWP
3.3.6	Follow-up of CB activities and initiatives, including:
3.3.6.1	CBSC to follow-up the CB activities and initiatives, especially those for which the CB Fund and MSs have contributed
3.3.6.2	To study and install measures to improve the technical work with the Management Plan, i.e. developing a database, aiming at reducing the administrative work
3.3.7	IBSC - International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers, including:
3.3.7.1	Conduct and report annual IBSC meetings
3.3.7.2	Implement the IBSC Work Programme
3.3.7.3	Manage the IBSC Fund and report to IHO
3.3.8	Provide guidance to training institutions
3.3.9	Maintain IBSC Publications (C-6, C-47, S-5, S-8), including:
3.3.9.1	IBSC to develop a new Standards framework to separate competency requirements for Cat A and Cat B
3.3.9.2	C-6 and C-47 updates under contract
3.4	Capacity Building Assessment
3.4.1	Technical and advisory visits. RHCs, with the support of the CBSC Chair and IHB, to establish appropriate teams of experts and to schedule and undertake Technical and Advisory Visits to assess the status of hydrography, cartography and aids to navigation in accordance with the IHO CBWP
3.4.2	Review and maintain CB procedures

Element / Task	Title
3.4.3	Enhance publication C-55. IHB with the support of the RHCs, CBSC and GGC to develop a new framework for C-55
3.5 Capacity Building Provision	
3.5.1	Raise Awareness on the Importance of Hydrography
3.5.2	Technical Workshops, Seminars, Short Courses
3.5.3	IHB, in conjunction with IBSC and CBSC, to encourage the development and delivery of new Hydrographic and Nautical Cartography Programs, including the establishment of new Hydrographic Schools where that regional capacity does not exist. Report to the IHO on the results
3.5.4	On the Job Training (ashore / on board). CBSC, with IHB support, to investigate “on-the-job training opportunities” ashore and on board (ships of opportunity)
3.5.5	IHB, with the support of CBSC and RHCs, to ensure awareness of multilateral or bilateral projects with hydrographic and/or cartographic components, and to provide advice to governments, project managers and funding agencies on the importance of including a hydrographic Capacity Building Component. Report to IHO annually on the results obtained
3.5.6	CBSC to foster bilateral agreements in order to help satisfy SOLAS V/9
3.6 Coordination of Global Surveying and Charting	
3.6.1	C-55 Status of Hydrographic Surveying and Nautical Charting World-wide
3.6.1.1	MS to provide annual updates to C-55
3.6.1.2	IHB to implement new framework for publication C-55
3.6.1.3	IHB to report periodically to IMO on limitations and requirements for improvements in global charting and associated services
3.6.2	WEND WG to foster the implementation of the WEND principles, monitor progress and report to IRCC
3.6.2.1	WG to facilitate the production, distribution and updating of ENC cartographic products ensuring uniform ENC quality and consistency

Element / Task	Title
3.6.2.2	WG to facilitate the resolution of gaps and overlaps in ENC coverage
3.6.2.3	WG to facilitate the promotion of RENC co-operation for the benefit of ENC end-users
3.6.3	Maintain and coordinate ENC schemes, consistency and quality
3.6.3.1	RHCs to develop ENC schemes in their regions and coordinate the production and maintenance of ENC
3.6.4	Maintain and coordinate INT Chart Schemes and improve the availability of the INT Chart Series
3.6.4.1	RHCs to coordinate INT Chart Schemes and coordinate the production of INT Chart in their region
3.6.5	Contribute to monitoring and improving the global status of hydrographic surveying
3.7 Maritime Safety Information	
3.7.1	WWNWS-SC - World-Wide Navigational Warning Service Sub-Committee. Organize, prepare, attend and report annual WWNWS-SC meetings
3.7.2	WWNWS Document Review Working Group. Conduct annual meetings of the WWNWS Document Review WG
3.7.3	Maintain and extend the following IHO standards, specifications and publications, including::
3.7.3.1	Relevant IHO Resolutions in M-3
3.7.3.2	S-53 - Joint IMO/IHO/WMO Manual on Maritime Safety Information
3.7.4	Liaise with IMO and WMO on the delivery of MSI within the GMDSS
3.7.5	Participate and contribute to the IMO work items on the modernization of the GMDSS and the development of the e-navigation implementation plan
3.7.6	Improve the delivery and exploitation of MSI to global shipping by taking full advantage of technological developments

Element / Task	Title
3.8	Ocean Mapping Programme
3.8.1	Conduct meetings of relevant GEBCO bodies:
3.8.1.1	Guiding Committee
3.8.1.2	TSCOM
3.8.1.3	SCRUM
3.8.1.4	SCUFN
3.8.2	Ensure effective operation of IHO Digital Bathymetry Data Center (DCDB)
3.8.3	Encourage the contribution of bathymetric data to the IHO DCDB
3.8.3.1	Identify priority areas for regional mapping
3.8.3.2	Promote data contribution through GEBCO participation in RHCs meetings
3.8.4	Maintain IHO bathymetric publications, including:
3.8.4.1	B-4 - Information concerning recent bathymetric data
3.8.4.2	B-6 - Standardisation of undersea feature names
3.8.4.3	B-7 - GEBCO guidelines
3.8.4.4	B-8 - Gazetteer
3.8.4.5	B-9 - GEBCO digital atlas
3.8.4.6	B-10 - The history of GEBCO

Element / Task	Title
3.8.4.7	B-11 - GEBCO Cookbook
3.8.4.8	Develop the on-line function of B-4
3.8.5	Contribute to outreach and education about ocean mapping. Increase understanding of the importance of hydrography and interest in following ocean mapping as a career through activities such as:
3.8.5.1	Development of outreach materials (paper maps, brochures, web-based presentations) and educational materials;
3.8.5.2	Printing of GEBCO World Map at various locations in MS
3.8.6	GEBCO web site kept current and updated regularly
3.8.7	Develop short course and course material on compiling digital bathymetric models (DBMs) to be included in GEBCO from a heterogeneous bathymetric source database. Associated deliverables: -a course curriculum
3.8.8	Update and enhance the GEBCO Gazetteer (B-8) for internet access
3.8.8.1	Provide the GEBCO Gazetteer as a web service via a geospatially enabled database
3.8.8.2	Develop and make available public and management on-line interfaces to the Gazetteer

**MEMBER STATES' APPROVAL AND COMMENTS ON
PROPOSED IHO WORK PROGRAMME AND BUDGET FOR 2014**

VOTING PAPER

*(to be returned to the IHB by **13 December 2013***

E-mail: info@iho.int - Fax: +377 93 10 81 40)

Member

State:.....

1. Do you approve the adoption of the proposed IHO Budget for 2014, as contained in Annex A to CL 61/2013?

YES

NO

2. Do you approve the adoption of the proposed IHO Work Programme for 2014, as contained in Annex B to 61/2013?

YES

NO

Comments:

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.....
.....

Name/Signature: Date: