



THIS CIRCULAR LETTER REQUIRES A VOTE

IHB File N° S3/0104

CIRCULAR LETTER 58/2014  
13 August 2014

## REVISION OF THE RULES OF PROCEDURE OF THE IRCC

### References:

- A. IHO CL 57/2014 dated 12 August - *Outcome of the Sixth Meeting of the Inter-Regional Coordination Committee (IRCC6)*
- B. Terms of Reference and Rules of Procedure of the IRCC

Dear Hydrographer,

1. Reference A informed Member States of the outcome of the sixth meeting of the Inter-Regional Coordination Committee (IRCC6). The records of the meeting indicate that the Committee reviewed its Rules of Procedures (RoP) to take into account recently established IRCC bodies and to clarify the status of the Vice-Chair in the absence of the Chair.
2. As a result, the Committee proposes an amendment to Article 1 of the RoP to include the Worldwide ENC Database (WEND) Working Group and the IHO-EU Network Working Group (IENWG) in IRCC as new subordinate bodies. The Committee proposes an amendment to Article 3 of the RoP to better reflect the process by which the Vice-Chair assumes the Chair, if the Chair is unable to carry out the duties. The proposed revised Rules of Procedure are provided in Annex A.
3. Member States are kindly requested to review and consider adopting the revised Rules of Procedure of the IRCC and to indicate their decision by returning the Voting Form, provided in Annex B, **no later than 30 September 2014**.

On behalf of the Directing Committee  
Yours sincerely,

A handwritten signature in blue ink, appearing to read "Mustafa IPTES", is shown on a light blue background.

Mustafa IPTES  
Director

- Annex A: Revised Rules of Procedure of the IRCC.  
Annex B: Voting Form and Approval of the Revised Rules of Procedure of the IRCC.

**RULES OF PROCEDURE (Revised)**

1. The Committee shall be composed of the Chairs of the Regional Hydrographic Commissions; the Chairs of the Hydrographic Commission on Antarctica (HCA), the Capacity Building Sub-Committee (CBSC), the Worldwide Navigational Warning Service Sub-Committee (WWNWS), the International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC), the **Worldwide ENC Database (WEND) Working Group, the IHO-EU Network Working Group (IENWG)** and the General Bathymetric Chart of the Oceans (GEBCO) Guiding Committee. Committee Meetings shall be open to all Member States of the IHO. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.
2. A Director of the International Hydrographic Bureau (*the International Hydrographic Bureau*) to be replaced by *the Secretariat* when the Secretariat is established) shall act as Secretary to the Committee. The Secretary shall prepare the reports required for submission to each ordinary session of the Conference (*the Conference* to be replaced by *the Assembly and Council* when the Council and Assembly are established).
3. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (*the Conference* to be replaced by *the Assembly* when the Assembly is established) and shall be determined by vote of the Committee Members present and voting. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall ~~act~~ **assume** the Chair with the same powers and duties.
4. The Committee shall meet once a year, by mid-June, and whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. The Chair or any member of the Committee, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation of the venue and the date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Committee.
5. Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Committee, decisions shall be taken by a simple majority of Committee Members present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all Committee Members shall be required.
6. The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and participants' comments should be returned within three weeks of the date of dispatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within three months after a meeting.
7. The working language of the Committee shall be English.
8. When established, Working Groups shall operate by correspondence to the maximum extent practicable.
9. Recommendations of the Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference as appropriate (*the IHB or International Hydrographic Conference as appropriate* to be replaced by *the Council to the Assembly* when the Council and Assembly are established).
10. These Rules of Procedure can be amended in accordance with IHO Resolution 11/1962 as amended (to be replaced by Article 6 of the General Regulations when the revised IHO Convention enters into force).

**APPROVAL OF THE REVISED RULES OF PROCEDURES OF THE IRCC**

**VOTING FORM**

(to be returned to the IHB **no later than 30 September 2014**

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

**Member  
State:**

**Contact:**

**E-mail:**

Do you approve the revised Rules of Procedures of the IRCC?

If you answer ~~NO~~, please explain in the comment section below.

YES

☐

NO

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Comments (if required)