INTERNATIONAL HYDROGRAPHIC ORGANIZATION

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

IHB File No. S3/8151/HSSC

CALL FOR RESOURCING THE FUNCTION OF S-100 REGISTRY MANAGER

References:
- A. IHO Publication S-100 - *Universal Hydrographic Data Model*
- B. IHO Publication S-99 - *Operational Procedures for the Organization and Management of the S-100 Geospatial Information Registry*
- C. EIHC-5 - CONF.EX5/REP.02 - *Report on the Technical Capacity of the International Hydrographic Bureau*
- D. EIHC-5 - Decision No 2 - *Technical Capacity of the International Hydrographic Bureau*

Dear Hydrographer,

1.   The IHO Universal Hydrographic Data Model specified in IHO Publication S-100 (Reference A) is underpinned by a Geospatial Information (GI) Registry and component Registers which contain all the information required for the description, production and delivery of S-100 based products and services.

2.   The roles, responsibilities and procedures for operating and managing the GI Registry and its component Registers are described in IHO Publication S-99 (Reference B). The day-to-day operation of the GI Registry is the responsibility of the Registry Manager.

3.   As reported in Reference C, the S-100 GI Registry has been managed, since its inception, by Mr. Barrie Greenslade, Chair of the Transfer Standard Maintenance and Application Development (TSMAD) WG, on a part-time basis, through the generous and continuing support of UK. Mr. Greenslade has been playing a major role in developing and maintaining the Registry. He also acts as the manager of two component Registers in the Registry, both of which fall under the responsibility of the IHO, namely the Feature Concept Dictionary Register and the Product Specification Register.

4.   Earlier in November, at its 6th meeting, the Hydrographic Services and Standards Committee (HSSC) was informed by UK that Mr. Greenslade is expected to retire by the end of February 2015.

5.   At the initiative of the Directing Committee, the 5th Extraordinary International Hydrographic Conference (EIHC-5) had agreed that "*the recruitment of an IHB staff member to undertake the duties of S-100 Registry Manager should be given priority as soon as an opportunity occurs*" (Reference D). However such a position is not funded in the approved IHO Budget for 2015 and therefore cannot be filled before the end of 2015 at the earliest.

6.   HSSC agreed that it was essential to ensure the continuity of the administration of the S-100 GI Registry and Registers under IHO responsibility and reviewed possible options.

7.   HSSC agreed that a short-term solution, which might need to be extended into 2016, was required and tasked the IHB to seek in-kind support from IHO Member States, on the basis of the job description provided in the Annex to this letter. The new S-100WG was tasked to investigate a long-term solution providing adequate robustness and report at HSSC-7 in November 2015.

8.   Member States are invited to consider the job description in the Annex and to advise the Directing Committee of any offer of in-kind support at their earliest convenience and no later than **15 January 2015**.

9.   In the absence of appropriate offers by that deadline, the Directing Committee will consider funding the interim solution at cost, at the expense of planned activities, and propose to Member States an appropriate amendment to the IHO Budget for 2015.

On behalf of the Directing Committee
Yours sincerely,

Gilles BESSERO
Director

Annex A: Job description of the S-100 GI Registry Manager (*in English only*)

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Copy:
-   Chair of HSSC
-   Chair of TSMAD
-   Chair of DIPWG

JOB DESCRIPTION OF THE S-100 GI REGISTRY MANAGER

Primary tasks: GI Registry Manager

- Process requests for adding new domains in the registry in accordance with S-99;

- Manage the account information for the Register Managers - for example, change of personnel, contact details etc.;

- Manage the account information and membership of the Control Bodies;

- Process requests for Submitting Organization status, consulting individual Register Managers if necessary;

- Act as the focal point for managing appeals across all Registers;

- Maintain database and programming software, deploying new versions when necessary;

- Participate in the ongoing development of register databases by assisting Register Managers in adding and modifying database tables as necessary;

- Weekly check to ensure the automated database backup is operating correctly;

- Report Registry activity to S-100WG on an annual basis.

Secondary tasks: Register Manager of the Feature Concept Dictionary and Product Specifications Registers

- Sustain the necessary coordination between Submitting Organizations, Control Bodies and the Registry Manager;

- Inspect and process the various application forms;

- Maintain items within the Registers;

- Maintain the lists of Submitting Organizations; and

- Report Register activity to S-100 WG on an annual basis.

Skills required

- Fluent in spoken and written English;

- Familiar with IHO standardization processes;

- Knowledge of S-100 in general and in particular Parts 2 (Management of Registries) and 2A (Feature Concept Dictionary);

- Working knowledge of database management.

Other desired skills

- Working knowledge of the following software applications:
    o MySQL,
    o PHP,
    o HTML,
    o JavaScript.

Workload

- 1 full day per week on average.

    Notes:
    1. Surges of activity may require consecutive days of work from time to time.
    2. Participation in working group meetings comes in addition of the average workload.

Timeline

- Progressive transition from 1 February 2015 (including attending the 1st meeting of the S-100 Working Group in Ottawa, Canada, 2-6 February 2015);

- Assumption of duty from 1 March 2015;

- Prolongation beyond 31 December 2015 to be considered at HSSC-7 (November 2015).