



IHB File N° S3/8151/HSSC

CIRCULAR LETTER 23/2015
13 March 2015

**PROPOSED AMENDMENT TO THE RULES OF PROCEDURE OF THE
HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)**

References:

- A. IHO CL 07/2015 dated 16 January - *Outcome of the sixth Meeting of the Hydrographic Services and Standards Committee (HSSC)*.
- B. Terms of Reference and Rules of Procedure of the HSSC.
- C. IHO Resolution 11/1962 as amended - *Formation of IHO subsidiary organs and subordinate bodies*.

Dear Hydrographer,

1. Reference A informed Member States of the outcome of the sixth meeting of the Hydrographic Services and Standards Committee (HSSC). In particular, it was indicated that the Directing Committee would seek approval of an amendment to the HSSC Rules of Procedure (ROP), reflecting that the Chair of the Advisory Board on the Law of the Sea (ABLOS) could designate a representative to report at HSSC meetings. This amendment had been endorsed by the Committee, subject to the prior amendment of the ABLOS ROP.
2. The Directing Committee is pleased to report that the relevant amendment to the ABLOS ROP has been agreed with the International Association of Geodesy (IAG) and is now reflected in the Terms of Reference and Rules of Procedure posted on the ABLOS page of the IHO website (www.iho.int > Home > Committees & WG > HSSC > ABLOS - Terms of Reference).
3. As a result, it is proposed to amend clause 2.1 of the HSSC ROP (Reference B) as follows:

*2.1 The Committee shall be composed of representatives of Member States. The Chairs of the relevant subordinate bodies of the Committee, **or their nominated representatives**, shall attend and report at all Committee Meetings. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.*
4. The full text of the proposed amended HSSC ROP is provided in Annex A for ease of reference.
5. In accordance with IHO Resolution 11/1962 as amended (Reference C), Member States are kindly requested to review and consider adopting the proposed amendment and to indicate their decision by returning the Voting Form, provided in Annex B, **no later than 31 May 2015**.

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Gilles Bessero', is positioned above the printed name and title.

Gilles BESSERO
Director

- Annex A: Proposed amendment to the Rules of Procedure of the HSSC
Annex B: Voting Form – Approval of the proposed amendment to the Rules of Procedure of the HSSC.

PROPOSED AMENDMENT TO THE RULES OF PROCEDURES OF THE HSSC**2. Rules of Procedure**

- 2.1 The Committee shall be composed of representatives of Member States. The Chairs of the relevant subordinate bodies of the Committee, or their nominated representatives, shall attend and report at all Committee Meetings. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.
- 2.2 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).
- 2.3 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 (*“Conference”* to be replaced by *“Assembly”* when the Assembly is established) and shall be determined by vote of the Member States present and voting. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.
- 2.4 The Committee shall meet once a year, unless decided otherwise by the Committee, 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. Meetings should normally be scheduled to precede a session of the International Hydrographic Conference (*“International Hydrographic Conference”* to be replaced by *“Council or Assembly”* when the Council and Assembly are established) by approximately four months. 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 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.
- 2.5 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.
- 2.6 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 despatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within three months after a meeting.
- 2.7 The working language of the Committee shall be English.
- 2.8 The Committee shall progress its work primarily through Working Groups, each of which shall address specific tasks. If required, a coordinating Sub-committee on Data Acquisition & Transfer Standards and a coordinating Sub-committee on Symbology & Data Presentation Standards shall coordinate the work of those working groups dealing with data and presentation standards respectively. Sub-committees and Working Groups shall operate by correspondence to the maximum extent practicable.

- 2.9 Recommendations of the Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference as appropriate (“*IHB or International Hydrographic Conference as appropriate*” to be replaced by “*Council to the Assembly*” when the Council and Assembly are established).
- 2.10 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 text of the IHO Convention enters into force).

**APPROVAL OF THE PROPOSED AMENDMENT TO
THE RULES OF PROCEDURES OF THE HSSC**

VOTING FORM

(to be returned to the IHB **no later than 31 May 2015**

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

Date:

Member State:

Contact:

E-mail:

Do you approve the proposed amendment to the Rules of Procedures of the HSSC?

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

YES

NO

Comments (if required):