



IHB File No. S3/8151/HSSC

CIRCULAR LETTER 37/2015  
01 June 2015

**HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)**  
**7<sup>th</sup> Meeting, 10-13 November 2015, Busan, Republic of Korea**

Reference: IHO CL 07/2015 dated 16 January - *Outcome of the sixth Meeting of the Hydrographic Services and Standards Committee (HSSC)*

Dear Hydrographer,

1. The 7<sup>th</sup> meeting of the Hydrographic Services and Standards Committee (HSSC-7) will take place from 10 to 13 November 2015 in Busan, Republic of Korea, kindly hosted by the Korea Hydrographic and Oceanographic Administration (KHOA).
2. This letter provides general information on the meeting and sets out a draft agenda and timetable.
3. Participation in HSSC-7 is open to all IHO Member States, and up to two delegates each representing Observer States and International Organizations accredited by the IHO.
4. HSSC-7 will include a half-day open session for Stakeholders' input and discussion. The **IHO Stakeholders' Open Session** will take place in the afternoon of Thursday 12 November 2015. The programme of the session will be based on presentations proposed by IHO Stakeholders in response to the call for abstracts posted on the IHO website at: [www.iho.int](http://www.iho.int) > External Liaisons > External Stakeholders > Section on IHO Stakeholder Meetings / Réunions des parties prenantes de l'OHI ([Link](#)). The detailed programme of the session will be made available there in due course. Those attending the IHO Stakeholders' Open Session are also welcome to observe the whole HSSC meeting if they wish to do so. The deadline for the submission of abstracts is **31 August 2015**.
5. **Venue and Accommodation**. The meeting will be held at the Commodore Hotel in Busan. General and logistical information, such as details of available hotels and visa requirements, and the registration form for HSSC-7 have been posted on the IHO website ([www.iho.int](http://www.iho.int) > Home > Committees & WG > HSSC > Section "Next Meeting" - [Link](#)).
6. Attendees should book their chosen hotel at their **earliest convenience**.
7. Registration forms for all delegates intending to participate in HSSC-7 should be submitted to the HSSC Secretariat ([info@iho.int](mailto:info@iho.int), [adcs@iho.int](mailto:adcs@iho.int)), copy to KHOA ([infokhoa@korea.kr](mailto:infokhoa@korea.kr)) by **31 August 2015**.
8. **HSSC Chair Group meeting**. HSSC-7 will be preceded by a meeting of the HSSC Chair Group in the afternoon of Monday 9 November, from 1400 to 1630. In addition to the Chair of HSSC, this meeting will comprise the Chairs of HSSC Working Groups (WGs), the Vice-Chair, the Secretary and the Assistant Secretary of HSSC. If the Chair of an HSSC WG cannot be present at the HSSC

Chair Group Meeting and/or at the HSSC Meeting, he/she is requested to make appropriate arrangements (through the Vice-Chair, Secretary or a representative of any IHO Member State) for the WG to be represented and to inform the HSSC Secretary accordingly.

9. **Actions arising from HSSC-6.** The current status of actions arising from HSSC-6 (Viña del Mar, Chile, 11- 14 November 2014 - see reference), is available on the IHO website ([www.iho.int](http://www.iho.int) > Committees & WGs > HSSC > HSSC-6 > Post Meeting Documents [Actions...]) ([Link](#)) or directly as Document HSSC7-03B ([Link](#)). Some actions are still pending. Those nominated for actions that remain outstanding are kindly requested to take action as necessary and report the status to the HSSC Secretariat at ([adcs@iho.int](mailto:adcs@iho.int)) as soon as possible.

10. **Draft Agenda and Timetable for HSSC-7.** A draft agenda and timetable for HSSC-7 is provided in **Annex A**. Associated documents, where known, have been listed. Member States are kindly requested to review the draft agenda and programme and provide any comments or proposals for new or amended subjects to the HSSC Secretariat **by 31 August 2015**. If necessary, a revised draft agenda and timetable will be prepared and posted on the IHO website.

11. **Submission Deadline for HSSC-7 Documents.** Documents intended for consideration at HSSC-7 should be submitted to the HSSC Secretariat in accordance with the “[Instructions for the Submission of Reports and Proposals for Consideration by HSSC](#)”, as follows:

	Submission Deadline
Papers in support of Agenda items (including reports from WG Chairs and proposals for new work programme items)	<b>No later than 22 September 2015</b> (7 weeks before commencement of the meeting)
Papers providing comments or proposed amendments to proposals contained in meeting papers  <u>Such supplementary submissions should contain a maximum of 4 pages</u>	<b>No later than 20 October 2015</b> (3 weeks before commencement of the meeting)

**Documents received after 20 October 2015 will be considered as information papers only.**

12. All documents will be posted on the IHO website (Home > Committees & WG > HSSC > Section “Next Meeting” - [Link](#)) as and when they are received. Delegates are kindly requested to circulate these documents amongst their relevant subject matter experts and consolidate any appropriate comments to allow effective decision making at the meeting of the HSSC and avoid, as far as is practicable, the need to defer decisions to allow further post-meeting technical consultations.

13. **Miscellaneous.** The current list of HSSC contacts is kept updated on the IHO HSSC webpage ([Link](#)). Any changes should be forwarded to the HSSC Secretariat at the earliest opportunity.

14. According to the arrangements outlined at HSSC-6, the 8<sup>th</sup> HSSC meeting is planned to be held at the IHB in Monaco in November 2016 and the 9<sup>th</sup> HSSC meeting is planned to be held in Canada in November 2017. Proposals for hosting subsequent meetings to be held in 2018 (HSSC-10) and 2019 (HSSC-11) are welcome at any time and preferably **not later than at HSSC-7**.

On behalf of the Directing Committee

Yours sincerely,



Gilles BESSERO  
Director

**Distribution:**

IHO Member States

Accredited International Organizations

Chair and Vice-Chair of HSSC

Chairs and Vice-Chairs of HSSC WGs and Project Team(s)

Other HSSC Contacts

Other IHO Stakeholders

**Annex:**

*Note: all the documents are provided in the working language of the HSSC only (English)*

A. Draft Agenda and Timetable

7<sup>th</sup> HSSC Meeting

Commodore Hotel, Busan, Republic of Korea, 10-13 November 2015

## DRAFT AGENDA AND TIMETABLE

**Notes:** a/ Potential presenters of papers shown in brackets ().

b/ Proposals for updating the Programme of Work will be initially reviewed under the relevant agenda item covering each WG in turn and then, finally approved under agenda item 10.

c) The original numbering of documents will be retained even if documents are subsequently tabled under new or adjusted agenda items.

d) Please refer to the HSSC-7 [List of Documents](#) to check the latest version of the documents. HSSC7-XX Rev *n* means that a new version of document HSSC7-XX has been made available but that it does not affect the draft agenda and timetable.

<b>Monday 9 Nov</b>	<b>HSSC CHAIR GROUP</b>
1400 - ~1630	HSSC Chair Group Meeting (Chair and Vice-Chair of HSSC, Chairs of HSSC Working Groups (WGs), Secretary and Assistant Secretary of HSSC)
<b>Tuesday 10 Nov</b>	<b>HSSC-7</b>
0900	<b>Welcome address by Mr Keonsoo SOHN, Director General of KHOA</b>
0915	<p style="background-color: yellow;"><b>1. Opening and Administrative Arrangements</b></p> <p><i>Docs: HSSC7-01A List of Documents (IHB)</i>  <i>HSSC7-01B List of Participants (IHB)</i>  <i>HSSC7-01C HSSC – List of Contacts (IHB)</i>  <i>HSSC7-01D TORs for HSSC and related Working Groups (IHB)</i></p>
0920	<p style="background-color: yellow;"><b>2. Approval of Agenda</b></p> <p><i>Docs: HSSC7-02A Agenda and Timetable (IHB)</i></p>
0930	<p style="background-color: yellow;"><b>3. Matters arising from Minutes of 6th HSSC Meeting</b></p> <p><i>Docs: HSSC7-03A Minutes of HSSC-6 (IHB)</i>  <i>HSSC7-03B Status of Actions List from HSSC-6 (IHB)</i></p> <p style="background-color: yellow;"><b>4. HSSC Administration</b></p> <p><i>Docs: HSSC7-04.1A Programme Performance Indicators for HSSC (IHB)</i></p>
1030	<b>Group Photo and Coffee Break</b>

	<b>5. Reports by HSSC Working Groups</b>
1100	<p><b>5.1 S-100 (S-100WG)</b></p> <p><i>Docs: HSSC7-05.1A Report and Recommendations of S-100WG (S-100WG Chair)</i></p> <p><i>HSSC7-05.1B Report on S-100 Registry Management and Way Forward (S-100WG Chair/UK/IHB)</i></p>
1230 - 1345	<b>Lunch</b>
1400	<p><b>5.2 Data Protection Scheme (DPSWG)</b></p> <p><i>Docs: HSSC7-05.2A Report and Recommendations of DPSWG (DPSWG Chair)</i></p>
1430	<p><b>5.3 ENC Standards Maintenance (ENCWG)</b></p> <p><i>Docs: HSSC7-05.3A Report and Recommendations of ENCWG (ENCWG Chair)</i></p>
1530	<b>Coffee</b>
1600	<p><b>5.4 Revision of S-66</b></p> <p><i>Docs: HSSC7-05.4A Report of HSSC Project Team on S-66 (Project Team Leader)</i></p>
1615	<p><b>5.5 Nautical Information Provision (NIPWG)</b></p> <p><i>Docs: HSSC7-05.5A Report and Recommendations of NIPWG (NIPWG Chair)</i></p>
1730	END OF DAY ONE
1800 - 2000	<b>Social event</b> (subject to confirmation by KHOA)
<b>Wednesday 11 Nov</b>	<b>HSSC-7 (continues)</b>
	<b>5. Reports by HSSC Working Groups (continued)</b>
0900	<p><b>5.6 Nautical Cartography (NCWG)</b></p> <p><i>Docs: HSSC7-05.6A Report and Recommendations of NCWG (NCWG Chair)</i></p>
1030	<b>Coffee Break</b>
1100	<p><b>5.7 Data Quality (DQWG)</b></p> <p><i>Docs: HSSC7-05.7A Report and Recommendations of DQWG (DQWG Chair)</i></p>
1130	<p><b>5.8 Tides, Water Level and Currents (TWCWG)</b></p> <p><i>Docs: HSSC7-05.8A Report and Recommendations of TWCWG (TWCWG Chair &amp; SCWG Chair)</i></p>
1230 - 1345	<b>Lunch</b>
1400	<p><b>5.9 Hydrographic Dictionary (HDWG)</b></p> <p><i>Docs: HSSC7-05.9A Report and Recommendations of HDWG (HDWG Chair)</i></p>

1430	<b>6. Inter-Organizational Bodies</b> 6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS) <i>Docs: HSSC7-06.1A Status Report on ABLOS activities (ABLOS Chair)</i>
1500	<b>7. Decisions of other bodies affecting HSSC</b> 7.1 IRCC (incl. MSDIWG) <i>Docs: HSSC7-07.1A IRCC activities affecting HSSC (including MSDI) (IRCC)</i>
1530	<b>Coffee break</b>
1600	7.2 IMO <i>Docs: HSSC7-07.2A Report on IMO activities affecting HSSC (including e-navigation) (IMO/IHB)</i>
1630	7.3 IEC <i>Docs: HSSC7-07.3A IEC activities affecting HSSC (IEC)</i>
1700	Break into drafting groups (if required)
1800	END OF DAY TWO
<b>Thursday 12 Nov</b>	<b>HSSC-7 (continued)</b>
0830	Consider work of drafting group(s) (if required)
	<b>7. Decisions of other bodies affecting HSSC (continued)</b>
0900	7.4 Inland ENC Harmonization Group (IEHG) <i>Docs: HSSC7-07.4A Status Report on Inland ENC Development and Standardization (IEHG)</i>
0930	7.5 CIRM <i>Docs: HSSC7-07.5A CIRM activities affecting HSSC (CIRM)</i>
1000	7.6 IALA <i>Docs: HSSC7-07.6A IALA activities affecting HSSC (IALA)</i>
1030	<b>Coffee Break</b>
1100	7.7 ISO <i>Docs: HSSC7-07.7A ISO activities affecting HSSC (ISO/IHB)</i>
1130	7.8 OGC <i>Docs: HSSC7-07.8A OGC activities affecting HSSC (OGC)</i>
1200	7.9 IOGP <i>Docs: HSSC7-07.9A IOGP activities affecting HSSC (IOGP)</i>
1230	END OF DAY THREE

1230-1345	<b>Lunch</b>
	<b>IHO Stakeholders' Open Session</b>
1400	<i>Open Session starts</i>
1530	<b>Coffee Break</b>
1600	<i>Open Session continues</i>
1700	<i>Open Session closes</i>
1715 - ~1830	Chair Group Meeting <i>Preparation of List of Actions and review of draft HSSC Work Plan</i>
<b>Friday 13 Nov</b>	<b>HSSC-7 (continued)</b>
	<b>7. Decisions of other bodies affecting HSSC (continued)</b>
0900	<b>7.10 JCOMM</b> <i>Docs: HSSC7-07.10A JCOMM activities affecting HSSC (JCOMM)</i>
0920	<b>7.11 RTCM</b> <i>Docs: HSSC7-07.11A RTCM activities affecting HSSC (RTCM)</i>
0940 (~ 10-15 min each)	<b>8. Review of new developments and other information papers</b>
1030	<b>Coffee Break</b>
1100	<b>9. Liaison with External Stakeholders</b> <i>Docs: HSSC7-09A Status of potential Stakeholders' events in 2016 (IHB)</i>
1115	<b>10. Review and Endorsement of HSSC Work Plan and List of Actions</b> <i>Docs: HSSC7-10A Status report on IHO Publications on Standards and Specification (IHB)</i> <i>HSSC7-10B Draft HSSC Work Plan (IHB)</i>
1230-1345	<b>Lunch</b>
1400	<b>11. Any other business</b>
	<b>12. Date &amp; Location of the next meetings</b> HSSC-8: Tentative date: 14-18 November 2016 - IHB, Monaco HSSC-9: November 2017 - Canada (subject to confirmation) HSSC-10: November 2018 - Venue depending on proposals from Member States (IHB, Monaco as back up option) HSSC-11: November 2019 - Venue depending on proposals from Member States (IHB, Monaco as back up option)
	<b>13. Closure of the Meeting</b>

~1500	END OF THE MEETING
<b>From 1500</b>	<b>Busan City Tour</b> (optional, subject to confirmation by KHOA)