



**THIS CIRCULAR LETTER REQUIRES A VOTE**

IHB File N° S3/0104

**CIRCULAR LETTER 44/2016**  
**12 September 2016**

**REVISION OF THE TERMS OF REFERENCE AND RULES OF PROCEDURE OF THE  
INTER-REGIONAL COORDINATION COMMITTEE (IRCC)**

References:

- A. IHO CL 42/2016 dated 5 September - *Outcome of the Eighth Meeting of the Inter-Regional Coordination Committee (IRCC8)*
- B. IHO CL 41/2016 dated 23 August – *Date of Entry into Force of the Amendments to the Convention on the IHO and its Supporting Basic Documents.*
- C. Terms of Reference and Rules of Procedure of the IRCC.

Dear Hydrographer,

1. Reference A informed Member States of the outcome of the eighth meeting of the Inter-Regional Coordination Committee (IRCC8). The records of the meeting indicate that the Committee reviewed its Terms of Reference (ToR) and Rules of Procedures (RoP) to better reflect the relationship with stakeholders and to harmonize the wording with other IHO documents.
2. In addition, the Directing Committee has subsequently adjusted the text to reflect the entry into force of the Amendments to the Convention on the IHO and its supporting basic documents as announced in Reference B. The resulting proposed revised ToR and RoP are provided in Annex A.
3. Member States are kindly requested to review and consider adopting the revised "Terms of Reference and Rules of Procedure of the IRCC" and to indicate their decision by returning the Voting Form, provided in Annex B, **no later than 30 November 2016.**

On behalf of the Directing Committee

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Mustafa IPTES".

Mustafa IPTES  
Director

Annex A: Revised Terms of Reference and Rules of Procedure of the IRCC  
Annex B: Voting Form

**INTER-REGIONAL COORDINATION COMMITTEE (IRCC)**  
**Terms of Reference and Rules of Procedure**  
**(Revisions / changes are shown in different colours)**

## References:

- a) IHO Circular Letter N° 115/2007, dated 10 December 2007
- b) IHO Circular Letter N° 46/2009, dated 03 July 2009
- c) IHO Circular Letter N° 54/2009, dated 03 August 2009
- d) IHO Circular Letter N° 28/2010, dated 30 March 2010
- e) IHO Circular Letter N° 71/2014, dated 24 October 2014
- f) IHO Circular Letter N° 86/2015, dated 10 December 2015
- g) IHO Circular Letter N° xx/2016, dated xx December 2016

Considering the need to promote and coordinate those activities that might benefit from a regional approach, and considering further that Capacity Building and wider use of marine data gathering have been identified as strategic objectives, the International Hydrographic Organization establishes an Inter-Regional Coordination Committee (IRCC) with the following Terms of Reference and Rules of Procedure. The IRCC shall report to ~~each ordinary session of the International Hydrographic Conference~~ (“~~each ordinary session of the International Hydrographic Conference~~” to be replaced by “each ordinary session of the Assembly through the Council” (when the Council ~~and Assembly are~~ is established).

**Note:** The IRCC shall assume the responsibility of the policy matters related to the Worldwide Electronic Navigational Chart Database (WEND) until the Council is established.

#### TERMS OF REFERENCE

1. Establish, coordinate and enhance cooperation in hydrographic activities amongst States on a regional basis, and between regions, especially on matters associated with Capacity Building; ~~Promulgation of Radio~~ the World-Wide Navigational Warning ~~Service~~; General Bathymetry and Ocean Mapping, Marine Spatial Data Infrastructures, Education and Training, and the implementation of the WEND suitable for the needs of international shipping.  
 Establish co-operation and partnership with ~~governments, organizations and industry stakeholders~~ to enhance the delivery of Capacity Building programs and to ensure long-term sustainability.
2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in activities that require inter-regional cooperation and coordination as directed by ~~the International Hydrographic Conference~~ (“~~the International Hydrographic Conference~~” to be replaced by the Assembly ~~when the Assembly is established~~) and provide advice and guidance to the IHO representatives as required.
3. Promote co-operation between regional organizations concerned with the use of hydrographic and bathymetric data, information and products as well as Maritime Safety Information (MSI) for navigation safety and all other marine purposes, including economic development, environmental protection and coastal resource management, particularly within Marine Spatial Data Infrastructures.
4. Review and implement the IHO Capacity Building Strategy and promote the Capacity Building and Training initiatives identified by the relevant subsidiary bodies of the Organization, facilitating interaction between RHCs and potential donors at both international and regional levels.
5. Prepare and maintain publications related to the objectives of the Committee.
6. Prepare a Committee Work Program and propose it to ~~each ordinary session of the International Hydrographic Conference~~ (“~~each ordinary session of the International Hydrographic Conference~~” to be replaced by “each ordinary session of the Assembly through

the Council” (when ~~the Assembly and~~ the Council ~~are~~ is established). Consider and decide upon proposals for new work items under the Committee Work Program, taking into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Program.

7. Monitor the execution of the Committee Work Program and report to each ~~ordinary session of the International Hydrographic Conference (“ordinary session of the International Hydrographic Conference” to be replaced by~~ “meeting of the Council” (when the Council ~~and Assembly are~~ is established), including an evaluation of the performance achieved.
8. Propose to ~~the International Hydrographic Conference (“the International Hydrographic Conference to be replaced by~~ “the Assembly through the Council” (when the Council ~~is and Assembly are~~ established), the establishment of new Sub-Committees, when needed, supported by a comprehensive cost-benefit analysis.
9. As required, establish Working Groups to fulfill the Committee Work Program, in conformance with ~~IHO Resolution 11/1962 as amended (“IHO Resolution 11/1962 as amended” to be replaced by~~ “Article 6 of the General Regulations” ~~when the revised IHO Convention enters into force~~) and approve their Terms of Reference and Rules of Procedure.
10. Monitor the work of its Sub-Committees, Working Groups and other bodies directly subordinate to the Committee.
11. Review annually the continuing need for each Working Group previously established by the Committee.
12. Liaise and maintain contact with relevant IHO and other bodies to ensure that IHO work activities are coordinated.
13. Liaise with other relevant [Intergovernmental](#) ~~international~~ [Organizations](#) and Non-Government International Organizations (NGIOs).
14. These Terms of Reference can be amended in accordance with ~~IHO Resolution 11/1962 as amended (“IHO Resolution 11/1962 as amended” to be replaced by~~ “Article 6 of the General Regulations” ~~when the revised IHO Convention enters into force~~.

## **RULES OF PROCEDURE**

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 World-~~w~~Wide 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-[European Union \(EU\)](#) Network Working Group (IENWG), the Marine Spatial Data Infrastructures (MSDI) Working Group, the Crowd-Sourced Bathymetry Working Group (CSBWG) and the General Bathymetric Chart of the Oceans (GEBCO) Guiding Committee. Committee Meetings shall be open to all Member States of the IHO. ~~Intergovernmental~~[national](#) Organizations and ~~accredited~~ [Non-Governmental](#) International Organizations (NGIOs) [accredited as Observers to the IHO](#) 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~~ ~~is~~ 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 (“Conference” to be replaced by~~ “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 assume as 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~~ (~~"IHB or International Hydrographic Conference as appropriate" to be replaced by~~ "Council to the Assembly"<sup>2</sup> (when the Council ~~and Assmby are~~ is established).
10. These Rules of Procedure can be amended in accordance with ~~IHO Resolution 11/1962 as amended~~ (~~"IHO Resolution 11/1962 as amended" to be replaced by~~ "Article 6 of the General Regulations"<sup>2</sup> ~~when the revised IHO Convention enters into force.~~

**APPROVAL OF THE REVISED  
TERMS OF REFERENCE AND RULES OF PROCEDURES OF THE IRCC**

**VOTING FORM**

(to be returned to the IHO Secretariat **no later than 30 November 2016**  
E-mail: cl-lc@iho.int - Fax: +377 93 10 81 40)

**Member State:**

**Contact:**   
**E-mail:**

Do you approve the revised Terms of Reference and Rules of Procedures of the IRCC?

Please tick  the appropriate box:

YES

NO

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

Comments (if required)

Name / Signature : ..... Date : .....