



IHO File No. S3/8151/HSSC

CIRCULAR LETTER 35/2017
12 May 2017

**9th MEETING OF THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE
(HSSC-9)**

6-10 November 2017, Ottawa, Canada

Reference: IHO CL 08/2017 dated 25 January - *Outcome of the eight Meeting of the Hydrographic Services and Standards Committee (HSSC)*

Dear Hydrographer,

1. As announced in the Reference, the 9th meeting of the Hydrographic Services and Standards Committee (HSSC-9) will take place from 6 to 10 November 2017, kindly hosted by the Canadian Hydrographic Service (CHS) in Ottawa, Canada.
2. This Circular Letter provides general information on the meeting and sets out a draft agenda and timetable.
3. Participation in HSSC-9 is open to all IHO Member States, and up to two delegates each representing Observer States and International Organizations recognised as observer organizations by the IHO.

Venue and Accommodation

4. The meeting will be held at the Fairmont Château Laurier Hotel, in Ottawa, Canada. General and logistical information have been posted on the IHO website (www.iho.int > Home > Committees & WG > HSSC > Section “Next Meeting” - [Documents](#)). Delegates requiring any assistance are invited to liaise with CHS at douglas.brunt@dfo-mpo.gc.ca for issues related to visa requirements and with the HSSC Secretariat at adcs@iho.int for any other professional issues.
5. Attendees should book the Fairmont Château Laurier Hotel at their **earliest convenience**, and by **2 October 2017**. Due to the Remembrance Day celebrations planned on Saturday 11 November in the vicinity of the Fairmont Château Laurier Hotel, delegates having a reservation in this hotel are informed that access to and departure from the hotel might be difficult on that day, from 9:30 to 13:00, for security reasons.

Registration

6. Registration is available online via a link in the HSSC-9 section of the IHO website (www.iho.int > Committees & WG > HSSC > Section “Next Meeting”). All delegates intending to participate in HSSC-9 should register **by 6 September 2017**.

HSSC Chair and Vice-Chair

7. Dr Mathias Jonas, Secretary-General elect, will continue as HSSC Chair until 31 August 2017. In accordance with the HSSC Terms of Reference, Mr Mike Prince, current HSSC Vice-Chair, will then take over as HSSC Chair from 1 September and chair the meeting. Elections for the positions of Chair and Vice-Chair of the HSSC will be held during HSSC-9, to take effect at the end of the meeting.

8. In order to facilitate the process of the elections, **Member States are invited to nominate suitable candidates for the positions of Chair and Vice-Chair at their earliest convenience** via e-mail to the HSSC Secretariat at adcs@iho.int. Nominations will be accepted until the end of the first day of the plenary meeting (7 November).

HSSC Chair Group meeting

9. The plenary meeting will start on 7 November and will be preceded by a meeting of the HSSC Chair Group in the afternoon of Monday 6 November, from 1400 to 1700. In addition to the Chair of HSSC, this meeting will comprise the Chairs of HSSC Working Groups (WGs), 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, they are requested to make appropriate arrangements (through their Vice-Chair, Secretary or a representative of any IHO Member State) for the WG to be represented and to inform the HSSC Secretariat accordingly.

Actions arising from HSSC-8

10. The current status of actions arising from HSSC-8 (see reference), is available on the IHO website (www.iho.int > Committees & WGs > HSSC > HSSC-8 > Post Meeting Documents [Actions...]) ([Link](#)) or directly as Document HSSC9-03B ([Link](#)). Some actions are still pending. Those nominated for actions that remain outstanding are kindly requested to address them and report the status to the HSSC Secretariat at (adcs@iho.int) as soon as possible.

Draft Agenda and Timetable for HSSC-9

11. A draft agenda and timetable for HSSC-9 is provided in **Annex A**. Associated documents, where known, have been listed. Member States and Observers 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 25 August 2017**. If necessary, a revised draft agenda and timetable will be prepared and posted on the IHO website.

12. Delegates are invited to note that the meeting is expected to continue until 1600 on Friday 10 November and are advised to plan their travel arrangements accordingly.

Submission Deadline for HSSC-9 Documents

13. Documents intended for consideration at HSSC-9 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)	No later than 15 September 2017 (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>	No later than 13 October 2017 (3 weeks before commencement of the meeting)

14. **Documents received after 13 October 2017 will be considered as information papers only, unless decided otherwise by the Committee, in accordance with decision HSSC8/02.**

15. 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.

Miscellaneous

16. The current list of HSSC contacts is kept updated on the IHO HSSC webpage ([Link](#)). Any changes should be forwarded to the HSSC Secretariat (adcs@iho.int) at the earliest opportunity.

17. According to the arrangements outlined at HSSC-8, the 10th HSSC meeting is planned to be held in Rostock, Germany from 14 to 18 May 2018, and the 12th HSSC meeting, in Taunton, UK, in May 2020. Proposals for hosting the 11th HSSC meeting in May 2019 and subsequent meetings to be held in 2021 (HSSC-13) and 2022 (HSSC-14) are welcome at any time and preferably **not later than at HSSC-9**.

On behalf of the Secretary-General,

Yours sincerely,



Gilles BESSERO
Director

Distribution:

IHO Member States

International Organizations accredited as Observers to the IHO

Chair and Vice-Chair of HSSC

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

Other HSSC Contacts

Annex:

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

A. Draft Agenda and Timetable

9th HSSC Meeting
Ottawa, Canada, 6-10 November 2017

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-9 [List of Documents](#) to check the latest version of the documents. HSSC9-XX Rev *n* means that a new version of document HSSC9-XX has been made available but that it does not affect the draft agenda and timetable.

Monday 6 Nov	HSSC CHAIR GROUP
1400 - 1700	HSSC Chair Group Meeting (Chair/Vice-Chair of HSSC, Chairs of HSSC Working Groups (WGs), Secretary and Assistant Secretary of HSSC)
Tuesday 7 Nov	HSSC-9 PLENARY
0900	Welcome Address (<i>Director General CHS, tbc</i>)
0915	<p>1. Opening and Administrative Arrangements</p> <p><i>Docs: HSSC9-01A List of Documents (IHO Sec.)</i> <i>HSSC9-01B List of Participants (IHO Sec.)</i> <i>HSSC9-01C HSSC – List of Contacts (IHO Sec.)</i> <i>HSSC9-01D TORs for HSSC and related Working Groups (IHO Sec.)</i></p>
0920	<p>2. Approval of Agenda</p> <p><i>Docs: HSSC9-02A Agenda and Timetable (IHO Sec.)</i></p>
0930	<p>3. Matters arising from Minutes of 8th HSSC Meeting</p> <p><i>Docs: HSSC9-03A Minutes of HSSC-8 (IHO Sec.)</i> <i>HSSC9-03B Status of Actions List from HSSC-8 (IHO Sec.)</i></p> <p>4. HSSC Administration</p> <p><i>Docs: HSSC9-04.1A Decisions from the IHO Assembly (A-1) affecting HSSC (HSSC Chair/IHO Sec.)</i> <i>HSSC9-04.2A Decisions from the IHO Council (C-1) affecting HSSC (HSSC Chair/IHO Sec.)</i> <i>HSSC9-04.3A Election of HSSC Chair and Vice-Chair (IHO Sec.)</i></p>

1030	Group Photo and Coffee Break
	5. Reports by HSSC Working Groups
1100	5.1 S-100 (S-100WG) <i>Docs: HSSC9-05.1A Report and Recommendations of S-100WG (S-100WG Chair)</i> <i>HSSC9-05.1B Report on S-100 Registry Management and Way Forward (S-100WG Chair/IHO Sec.)</i> <i>HSSC9-05.1C Report of the S-101 Project Team (S-101PT Chair)</i>
1230 - 1345	Lunch
1400	5.1 S-100 (S-100WG) (continued) <i>Docs: HSSC9-05.1D Report of the Under Keel Clearance Management Project Team (UKCM PT Chair)</i> <i>HSSC9-05.1E Report of the S-121 Project Team (S-121PT Chair)</i>
1500	5.2 ENC Standards Maintenance (ENCWG) <i>Docs: HSSC9-05.2A Report and Recommendations of ENCWG (ENCWG Chair)</i>
1530	Coffee Break
1600	5.2 ENC Standards Maintenance (ENCWG) (continued)
1630	5.3 Nautical Information Provision (NIPWG) <i>Docs: HSSC9-05.3A Report and Recommendations of NIPWG (NIPWG Chair)</i>
1730	Deadline for nominations for the positions of Chair and Vice-Chair of HSSC
1730	END OF DAY ONE
Wednesday 8 Nov	HSSC-9 PLENARY (continued)
	5. Reports by HSSC Working Groups (continued)
0915	5.4 Nautical Cartography (NCWG) <i>Docs: HSSC9-05.4A Report and Recommendations of NCWG (NCWG Chair)</i>
1030	Coffee Break
1100	5.5 Data Quality (DQWG) <i>Docs: HSSC9-05.5A Report and Recommendations of DQWG (DQWG Chair)</i>
1200	5.6 Project Team on Standards for Hydrographic Surveys (HS PT) <i>Docs: HSSC9-05.6A Report of the IHO Project Team on Standards for Hydrographic Surveys (HS PT Chair)</i>

1230-1345	Lunch
1400	5.7 Tides, Water Level and Currents (TWCWG) <i>Docs: HSSC9-05.7A Report and Recommendations of TWCWG (TWCWG Chair)</i>
1500	5.8 Hydrographic Dictionary (HDWG) <i>Docs: HSSC9-05.8A Report and Recommendations of HDWG (HDWG Chair)</i>
1530	Coffee Break
1600	6. Inter-Organizational Bodies 6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS) <i>Docs: HSSC9-06.1A Status Report on ABLOS activities (ABLOS Chair)</i>
1630	7. Decisions of other bodies affecting HSSC 7.1 IRCC (incl. MSDIWG) <i>Docs: HSSC9-07.1A IRCC activities affecting HSSC (including MSDI) (IRCC Chair)</i>
1700	Break into drafting groups (if required)
1800	END OF DAY TWO
Thursday 9 Nov	HSSC-9 PLENARY (continued)
0830	Consider work of drafting group(s) (if required)
	7. Decisions of other bodies affecting HSSC (continued)
0900	7.2 IMO <i>Docs: HSSC9-07.2A Report on IMO activities affecting HSSC (including e-navigation) (IMO/IHO Sec.)</i>
0945	7.3 IALA <i>Docs: HSSC9-07.3A IALA activities affecting HSSC (IALA)</i>
1030	Coffee Break
1100	7.4 IEC <i>Docs: HSSC9-07.4A IEC activities affecting HSSC (IEC)</i>
1145	7.5 CIRM <i>Docs: HSSC9-07.5A CIRM activities affecting HSSC (CIRM)</i>
1230-1345	Lunch
1400	7.6 Inland ENC Harmonization Group (IEHG) <i>Docs: HSSC9-07.6A Status Report on Inland ENC Development and Standardization (IEHG)</i>

1430	7.7 ISO <i>Docs: HSSC9-07.7A ISO activities affecting HSSC (ISO/IHO Sec.)</i>
1500	7.8 OGC <i>Docs: HSSC9-07.8A OGC activities affecting HSSC (OGC)</i>
1530	Coffee Break
1600	7.9 IOGP <i>Docs: HSSC9-07.9A IOGP activities affecting HSSC (IOGP)</i>
1630	END OF DAY THREE
	HSSC CHAIR GROUP
1645 - ~1830	Chair Group Meeting <i>Preparation of List of Actions and review of draft HSSC Work Plan</i>
Friday 10 Nov	HSSC-9 PLENARY (continued)
0900	7.10 JCOMM <i>Docs: HSSC9-07.10A JCOMM activities affecting HSSC (JCOMM)</i>
0930	7.11 RTCM <i>Docs: HSSC9-07.11A RTCM activities affecting HSSC (RTCM)</i>
1000	7.12 ICPC <i>Docs: HSSC9-07.12A ICPC activities affecting HSSC (ICPC)</i>
1030	Coffee Break
1100	7.13 DGIWG and NATO GMWG <i>Docs: HSSC9-07.13A DGIWG activities affecting HSSC (UK Rep. tbc) HSSC9-07.13B NATO GMWG activities affecting HSSC (UK Rep. tbc)</i>
1130 (~ 15 min each)	8. Review of new developments and other information papers
1230-1345	Lunch
1400	9. Liaison with External Stakeholders <i>Docs: HSSC9-09A Status of potential Stakeholders' events in 2018 (IHO Sec.)</i>
	4. HSSC Administration (continued)
1430	Election of the Chair and Vice-Chair

1445	<p>10. Review and Endorsement of HSSC Work Plan and List of Actions</p> <p><i>Docs: HSSC9-10A Status report on IHO Publications on Standards and Specification (IHO Sec.)</i></p> <p><i>HSSC9-10B Draft HSSC Work Plan (IHO Sec.)</i></p>
1545	<p>11. Any other business</p>
	<p>12. Date & Location of the next meetings</p> <p>HSSC-10: 14 to 18 May 2018 - Rostock, Germany</p> <p>HSSC-11: May 2019 - <i>Venue depending on proposals from Member States (IHO Sec., Monaco as back up option)</i></p> <p>HSSC-12: May 2020 - <i>Taunton, UK, subject to the availability of the new building)</i></p>
	<p>13. Closure of the Meeting</p>
~1600	END OF THE MEETING

DRAFT