

Paper for Consideration by CHRIS

AGENDA ITEM 4: Decisions of Other IHO Bodies Affecting CHRIS

3rd EIHC / SPWG : Establishment of The Hydrographic Services and Standards Committee (HSSC)

Submitted by:	Chairman, CHRIS
Executive Summary:	This paper describes the requirement to develop a transition plan to establish the HSSC to replace the CHRIS.
Related Documents:	3 rd EIHC Decision 3: Agreement with the principles laid down for the IHO subsidiary organs structure (CONF.EX3/DOC1) 3 rd EIHC Decision 8: Amendments to the SPWG Terms of Reference.
Related Projects:	Nil

Introduction / Background

The 3rd EIHC considered and agreed by consensus amendments to the Convention on the IHO and to certain complementary adjustments to the organisation and procedures of the IHO. In particular, the 3rd EIHC amended the Terms of Reference of the SPWG to include the preparation of an implementation plan to take forward the decisions for adoption at the next Conference in 2007, or earlier depending upon the date of ratification of the revised Convention (Decision 8).

Of particular relevance to the CHRIS, the 3EIHC agreed with the principles laid down for the IHO subsidiary organs, subject to more detailed study for submission to the next Conference (Decision 3). In particular, this includes the establishment of a Hydrographic Services and Standards Committee.

Discussion

The SPWG met in Wollongong for its 6th meeting in July 2005. As part of preparing its implementation plan for the next Conference, SPWG/6 considered the structure of the subsidiary organs of the IHO. SPWG/6 reiterated that the current CHRIS and the IHO Capacity Building Committee (CBC) should form the basis from which the new structure would be built. Furthermore, SPWG/6 agreed that a new structure should be proposed at the next Conference for early implementation regardless of the date of ratification of the amendments to the Convention.

SPWG/6 proposed that the existing functions of the various IHO organs should be organised as follows:

Council	HSSC	IRCC
SPWG	CHRIS + WGs WEND (technical issues) Hydrographic Dictionary WG Tidal Committee S44 WG HGE HGMIO International Advisory Board on Standards of Competence GEBCO	CBC RHC coordination WEND (strategic/cooperation issues) CPRNW ABLOS

The Chairs of CHRIS and CBC have therefore been tasked by SPWG/6 to:

- review the work of associated WGs and propose whether they continue in their current form or not,
- identify the rationale associated with each WG and propose effective structures,
- propose ToRs for subordinate WGs and subgroups including meeting schedules, and
- provide an interim report to SPWG/7 meeting in late November/early December 2005.

It was further agreed that the Chair of CHRIS and the Chair of the CBC should meet with the SPWG Chair Group and the IHO Directing Committee as soon as possible to consider the options prior to consultation with their relevant Committees, subordinate bodies and any other affected IHO bodies. This meeting will take place on 1-2 September 2005, immediately prior to CHRIS/17.

Proposal

Based on the outcome of the SPWG Chair Group/IHB meeting on 1-2 Sep, CHRIS/17 should contribute to the further develop of an HSSC structure.

Action Required of CHRIS

The CHRIS is invited to:

- a. take note of this paper,
- b. further develop a proposed structure and associated guidelines for the HSSC during CHRIS/17.

PROPOSED MODEL FOR IHO's STRUCTURE AND PROCEDURES
(taken from the SPWG Report to the 3rd EIHC)

6. PROPOSED MODEL

In order to address the details of the strengths & weaknesses and the new Vision, Mission and Objectives, the SPWG examined several different models for the IHO's structure and procedures. These were put forward by individual MS (France, Germany, Portugal, UK, USA) or were models of other international organizations (IMO, IALA, IOC, etc). They were assessed against the following six principles:

- The structure must maintain the strengths of the IHO.
- It must eliminate its weaknesses.
- It must help the IHO to achieve its Mission, Vision and Objectives.
- It must provide for: policy making; technology, standards, advice-giving; global & regional cooperation; timely decision-making; efficient day-to-day operation.
- It must operate within the existing budget of the IHO.
- It should be simple, and preferably one which has been proven in operation elsewhere.

One model, with elements drawn from all the others, was selected for deeper study, developed, refined and debated at length in several plenary sessions of the SPWG. It is termed the Proposed Model (PM) and is depicted in Figure 1.

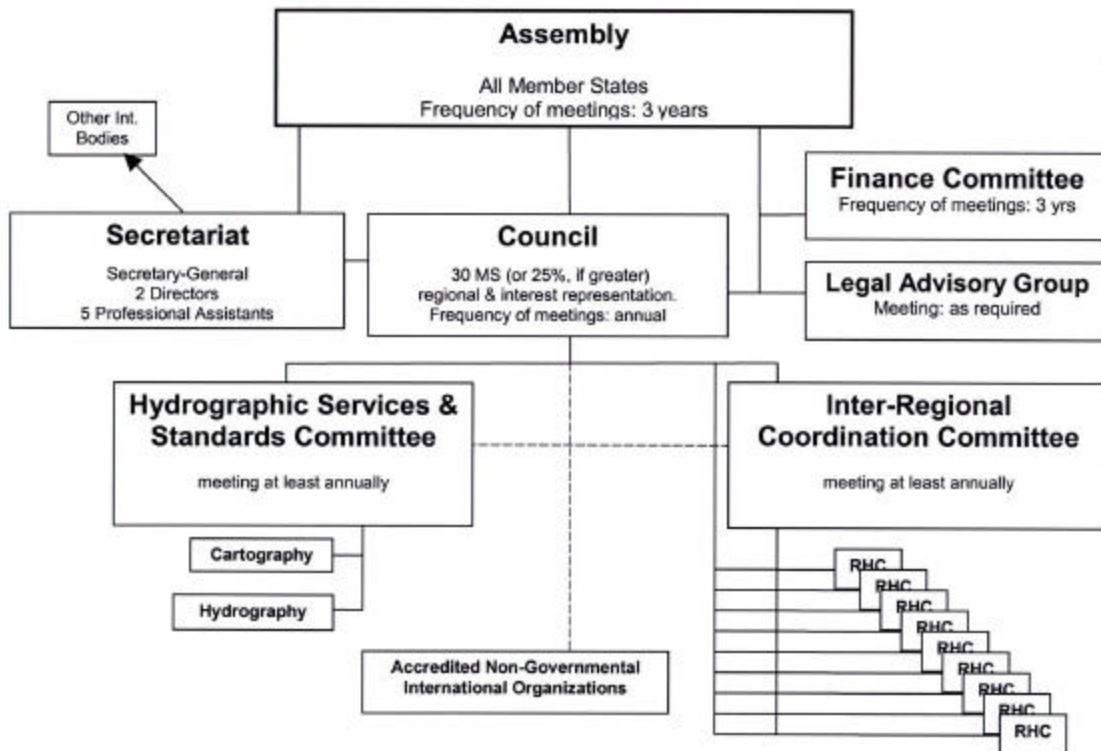


Figure 1: Proposed Model.

The table previously referred to in APPENDIX VII has a fourth column: this summarises how the perceived weaknesses have been addressed in the Proposed Model. More details are given in Section 8.6 of this report.

6.1 Assembly

In this proposal, the governing body of the IHO is the Assembly, which comprises all Member States and meets every 3 years. The Assembly establishes the over-arching strategic policies of the Organization, endorses its 3-year Work Programme and Budget, and is the custodian of its Convention and Basic Documents.

The Assembly's functions include:

- Election of the Secretary-General & Directors
- Setting the overall policy and strategic direction of the IHO
- Approving the Strategic Plan and Work Programme
- Approving the budget and financial and administrative policies
- Considering reports of the Council
- Considering recommendations of the Finance Committee
- Reviewing and endorsing the selection process for Council membership
- Establishment of subsidiary organs
- Deciding on the content of and changes to IHO Basic Documents
- Determining its own Rules of Procedure
- Approving the development/delivery of operational services
- Deciding as necessary on any other matters within the scope of the Organization.

6.2 Council

The Council meets on an annual basis. It comprises 25% of Member States or 30 Member States (whichever is the greater number). Until the IHO grows beyond 120 members, the Council would have a membership of 30. Two thirds of the Council seats are first selected on the basis of regional representation and then one third of the seats are allocated on the basis of hydrographic interest/involvement, which is measured by MS tonnage. It elects its own Chairman and Vice-Chairman. The Council is attended and supported by the Secretary-General. Member States not elected to the Council may participate in its meetings, but without voting rights.

The Council is a smaller, more dynamic body than the Assembly, undertaking the following functions:

- i. During the inter-assembly period, coordinating the activities of the Organization within the Strategic Plan and Work Programme of the IHO and within the financial framework decided by the Assembly.
- ii. Preparing, with the support of the Secretary-General, the draft Strategic Plan and Work Programme to present to the Assembly for adoption. Coordinating and harmonizing the elements of the draft Work Programme presented by the subsidiary organs (see 6.3).
- iii. Reviewing expenditure against budget in the inter-Assembly years. Considering the financial statements and budget estimates prepared by the Secretary-General and providing recommendations regarding programmatic allocations for approval by the Finance Committee and the Assembly.
- iv. Reviewing the resolutions proposed by the subsidiary organs and taking one of three possible actions: if the resolutions are judged to have strategic or financial implications, referring them to the next Assembly; if they are inconsistent, referring them back to the

subsidiary organs (or to the Assembly if no harmonization can be found); otherwise, referring them immediately to all MS for adoption (see 7.2).

- v. Reviewing, and reporting (to the Assembly) the progress of work towards the IHO's goals by the subsidiary organs and RHCs.
- vi. Proposing to the Assembly the establishment of subsidiary organs.
- vii. Reviewing proposed agreements prepared by the Secretariat covering relationships between the IHO and other organizations, and submitting them to the Assembly for subsequent consideration and approval.

6.2.1 Council Membership and Selection Procedures

The composition of the Council is determined as follows:

- No MS may have more than one Council seat.
- In the first instance, two thirds of the seats are drawn from the RHCs. In this process:
 - a MS can only represent an RHC in which it is a full member;
 - the MS must inform the RHC of its choice, copying its intention to the Secretariat, at least 6 months before the Assembly;
 - for the purposes of deciding how many seats an RHC may take up, that MS is not counted in any RHC's membership total other than the one in which it is standing for selection;
 - 3 months before the Assembly, the Secretary-General will inform all MS of the number of seats allocated to each RHC for the purpose of Council member selection and the States which are eligible for selection in each. The number of seats allocated to each RHC will be calculated by the Secretary-General based on the principle of a proportional distribution amongst the RHCs in order to obtain at the required two thirds of the Council seats;
 - RHCs must inform the Secretary-General of their selection, and the process which was followed, before the last day of the Assembly;
 - these are the seats which are allocated first.
- The remaining one third of the Council will be drawn from the MS who have the greatest interest in hydrographic matters. For this purpose, the measure of hydrographic interest is defined by national flag tonnage.
 - an MS already holding a seat on the Council as an RHC representative is excluded from this process;
 - the table of national flag tonnages is derived in accordance with the procedures laid down in the Financial Regulations;
 - the Secretary-General will determine the one third of Council members by selecting MS in descending order of their tonnage, having confirmed with the MS their willingness to sit on the Council;
 - these seats are allocated after the RHC allocations;
- The combined list of Council members will be placed before the Assembly.
- The Assembly will review and endorse the selection process to ensure that these procedures have been correctly followed.

An illustrative example of Council composition is given in APPENDIX VIII.

6.3 Finance Committee

The Finance Committee is an organ of the IHO, defined in the Convention. It meets every 3 years, in conjunction with the Assembly. It will receive draft proposals from the Secretariat, incorporating the programmatic priorities of the Council, and is responsible for finalising the IHO's budget and its administrative and financial policies prior to their being considered by the Assembly.

The Finance Committee will be open to all Member States, each State being present having one vote. During the meeting held in conjunction with the Assembly, Member States present will elect a Chair and Vice Chair of the Committee to serve until the next Assembly. The Committee may meet between Assemblies if required.

6.4 Subsidiary Organs

In the initial structure of the Organization, two committees are proposed to undertake the work in pursuance of the Organization's Objectives. The committees liaise to contribute to the generation and budgeting of the Strategic Plan and Work Programme which the Council is then asked to coordinate, prioritise and endorse.

Each committee is supported by a Director and Professional Assistants to coordinate and manage its work.

Each Committee should submit an annual report to the Council for its consideration as well as any appropriate standards, guidelines, resolutions or recommendations for adoption. The report should include a progress report on any assigned duties as well as a summary of the work and number of working groups. Each Committee has responsibility for contributing to the development of the Strategic Plan and Work Programme of the Organization.

To facilitate the work of the Committees, the Assembly empowers them to form temporary Working Groups as necessary. The Committee should establish the Terms of Reference and work programmes for these groups with time lines for the review of their work, the issues to be addressed, work products to be prepared and performance measures to help more clearly define their activities. The Working Groups may hold meetings as required, but should endeavour to conduct their work through written or electronic mail or other media as appropriate. If a meeting is held, it should be generally chaired by a Member State and supported by the Secretariat, although there may be occasions when the Member States decide to request a member of the Secretariat to serve as Working Group Chair.

Each Working Group shall submit a written report to the Committee that has oversight for that group. The Committee shall review the reports and take such action as appropriate, such as adjusting time lines or work products. The Committee shall also decide whether there is a continued need for the Working Group - and terminate the operation of those groups whose work has been completed or for which there is no longer a need.

6.4.1 Hydrographic Services & Standards Committee

The Hydrographic Services & Standards Committee (HSSC) is a technical committee which absorbs the work of the CHRIS, WEND, Tides, Colours & Symbols, RNW, S44, Hydro Manual, Quality & Safety, (etc). All MS are eligible to attend its meetings, which should be held at least once a year. The Chairman and Vice-Chairman are appointed by the Committee for a period of up to 3 years – ie to the next Assembly.

The HSSC may have a limited number of Working Groups as required for its work – such as a Cartography Working Group and a Hydrography Working Group (the former concentrating on navigation matters, the latter on non-navigation matters). The Working Groups appoint

Chairmen and are supported and provided with Secretariat resources by the secretariat Directors and PAs.

The HSSC is responsible for a wide range of technical activities, including but not limited to:

- the establishment of and support for the development of international standards for the quality and formats of hydrographic data and related marine information, navigational products, services, and methods;
- the improvement of global coverage of such standards and the achievement of the greatest possible uniformity in their use of these standards;
- the establishment and promotion of high resolution data sets for non-navigation markets, such as bio-geography, marine habitat protection, marine GIS, habitat modelling;
- cartographic symbology - e.g. coral reefs/marine protected areas/particularly sensitive sea areas and facilitating the incorporation of such additional features in future standards and specifications.

6.4.2 Inter-Regional Coordination Committee

The Inter-Regional Coordination Committee (IRCC) generates, oversees and monitors the Work Programme to be carried out by the Regional Hydrographic Commissions, taking into account technical issues raised by the HSSC and/or the Council. The IRCC absorbs the work of the Capacity Building Committee (CBC). All MS may attend its meetings, which should be held at least once a year. The Chairman and Vice-Chairman are appointed by the members of the IRCC for the period of 3 years between Assemblies.

The IRCC will have the responsibility for enhancing co-operation of hydrographic activities amongst States on a regional basis, and between regions. Its functions will include but not be limited to: promoting Capacity Building by facilitating interaction between and among interested Member States and potential donors at international and regional levels; promoting co-operation with regional organizations concerned with the use of hydrographic information for navigation safety and all other marine purposes, including economic development, environmental protection and coastal resource management.

6.4.2.1 Capacity Building

The IRCC's responsibility includes technical capability and training within and between RHCs. To enable this work to progress satisfactorily, it will require a range of financial and strategic mechanisms provided to it by the Assembly and Council – possibilities include a “clearing house” function to monitor the pairing between donor and recipient states, a Trust Fund set up to receive voluntary donations, etc.

The IRCC should propose programmes for Capacity Building and coordinate relevant work between RHCs (eg assistance with surveying, training, etc).

6.5 Secretariat

The Secretariat exists to support the Assembly, the Council, the Finance Committee and subsidiary organs and their working groups and the RHCs. It comprises a Secretary-General who heads the Secretariat, Directors in support of the various committees, Professional Assistants and other staff as required and as affordable. In the initial implementation of the proposed structure, it is envisaged that two Directors and five PAs will be required.

6.5.1 Secretary-General

The Secretary-General is elected by the Assembly from within the ranks of the Member States for a period of 6 years. For the election of the Secretary-General, each MS will have two votes, but MS with more than 100,000 tons of shipping shall have supplementary votes as indicated in the Rules of Procedure for elections (see later).

The Secretary-General may serve a second term, but only for a further 3 years, i.e. a total period of nine years. If there are no other candidates for the post, he may be re-appointed by the Assembly without election. If there are other candidates an election must be held using the procedures defined above: if the sitting Secretary-General is elected, his new term is limited to three years.

The Secretary-General is the chief administrative officer of the IHO, the head of the Secretariat and responsible for its efficient operation. The Secretary-General will act as the Secretary of the Assembly and the Council. He represents the IHO to other national, international or non-governmental organizations.

He will be assisted by at least one Professional Assistant to administer the financial matters of the Organization.

6.5.2 Directors

Directors are elected by the Assembly from within the ranks of the MS, each for a period of 6 years, and for the specific task of providing high-level support to the subsidiary organs. Election procedures will be as for the Secretary-General. The Directors may serve a second term of three years in the same way as defined for the Secretary-General above.

The Directors report to, and have responsibilities assigned by , the Secretary-General.

These include assisting the Secretary-General as required in:

- Representing the IHO to other international bodies.
- Providing support to the Assembly, Council, Finance Committee, subsidiary organs, Legal Advisory Group and Regional Hydrographic Commissions.
- General day-to-day running of IHO business.
- Operational issues taken on by the Secretariat.

6.5.3 Professional Assistants

Initially there will be 5 PAs, selected by the Secretary-General from nominations provided by Member States. They would be assigned by the Secretary-General to support the work of the subsidiary organs, working groups and the day-to-day management of the Organization. The PAs are appointed for a probationary term of 2 years, then with renewable contracts of 5-year terms, at the discretion of the Secretary-General.

In addition to the PAs listed above, the Secretariat will benefit from assistance on specific tasks provided by another category of staff: people whom MS may wish to develop into senior members of their HOs by giving them exposure to the work of the IHO and its Secretariat. Such posts would be for a period of 1-3 years and funded by the MS. Selection of these temporary staff members from the list of candidates would be the responsibility of the Secretary-General. (A post of “staff officer” to the Secretary-General, for instance, could come under this category.)

6.5.4 Other Staff

All other staff in the Secretariat are appointed by the Secretary-General to ensure the efficient, effective operation of the Secretariat within the budget set by the Assembly.

6.6 Regional Hydrographic Commissions

The RHCs will continue as presently configured. Some part of the Agenda of RHC meetings will be prescribed to take account of the Strategic Plan & Work Programme and Capacity-building, other parts may be structured to consider regional issues and plans.

6.7 Industry and NGIO Participation

Non-Governmental International Organizations (NGIO) Groups may be accredited as observers to the IHO. They may represent Industry, Academia, Professional Institutions, and end-users of the IHO's products and services. These accredited NGIOs will be defined and managed as determined by their own participants. They will coordinate industry participation in the work of the IHO, and propose relevant methodologies and solutions. Representatives of the accredited NGIOs can attend subsidiary organ, Council and Assembly meetings as observers. Their credentials as observers have to be accepted in advance by the Assembly.

Guidelines for the accreditation of NGIOs are proposed in APPENDIX IX, in a model based on a Portuguese proposal #17 to the XVIth Conference and subsequent MS comments, CHRIS and IHO Industry Days inputs, and IMO guidelines.

6.8 Legal Advisory Group

When the Assembly or Council or subsidiary organs require legal advice, they may ask the Secretariat to consult the Legal Advisory Group, which comprises legal experts from any or all MS. The LAG will work in accordance with Terms of Reference approved by the Assembly. It is envisaged that such ToRs will include the LAG's election of its Chairman, the study of a particular task assigned to it and the timing for the report of its recommendations.