18th CHRIS MEETING Cairns, Australia, 25-29 September 2006

IHB Letter addressed to the Chairmen of IHO RHCs, Committees, etc.

IHB File N°	Monaco, 21 September 2005
Ind file in	Monaco, 21 September 2003

IHO WORK PROGRAMME 2008-2012

Ref.:

- a) General Regulations of the IHO. Art. 23, letter c.
- b) Financial Regulations of the IHO. Art 8, letter a.

Dear Chairman,

In accordance with Ref. a), the Directing Committee, must present to the XVIIth I.H. Conferences a Program & Budget proposal for the period 2008/2012, containing the work program and the associated financial implications. This corresponds to an important part of the estimated 5-yearly budget of which b) refers.

In preparing such an important document, the Directing Committee is required to take into consideration the work of Committees and Working Groups. The document should be distributed to all Member States at least 4 months before the Conference, that is to say, no later than December 2006, to be analyzed, discussed and decided upon at a plenary Session of the Conference.

One of the shortcomings of the Organization has been the independent treatment given to both, the work program and its related financial implications. It seems that the last 5 years WP was mainly prepared considering only IHB internal sources of information, with minimum consultation with the different Committees, Commissions, Working Groups and others (called The GROUPS hereinafter). We would like this time to prepare a WP with the input provided by all these groups. Moreover, we would like to see a clear association between the tasks proposed to be executed and the resources required for that to happen. The existing misconnection between tasks and budget and the confusion between tasks and objectives, as in the 2003/2007 IHO WP & B, have been raised by several MSs. and therefore we are aiming to correct this problem in the preparation of the 2008/2012 IHO Work Programme and Budget.

Based on the IHO Strategic Plan in force, approved by MS at the 2nd EIHC in April 2000, the Organization recognizes 5 Programmes to meet its goals:

- a) Co-operation between Member States and with International Organizations,
- b) Capacity Building,
- c) Techniques and Standards Support,
- d) Information Management and Public Relations,
- e) General Organization Development.

For each of these Programmes a lay-out needs to be prepared in order to facilitate the treatment of the different elements contained in each Programme, and a clear objective is required to be associated to all these elements. Following this lay-out, a series of activities (Tasks) that in fact constitutes the proposed IHO 5 Years WP (2008/2012) should be drafted.

With regard to the financial implication of each activity, the Directing Committee is aiming to provide two columns; one referring to the impact on the IHO budget and a second one referring to the global impact that each activity might have on MSs due to their direct participation. We have not done this exercise before, but we think it is important to have a draft estimate of the level of contribution the IHO is making as a whole. Certainly, the value of the contributions provides only a partial picture, and the total HOs budget seems to be too general and not representative of the contribution a MS makes in function of the IHO Work Programme.

Keeping in mind the objectives, we would appreciate receiving from all The GROUPS their contribution in terms of:

- Task identification (just a brief title)
- Short description of the activity (what and for what)
- Brief description of the associated deliverables (products, effects, results, etc.)
- Timing (when, that is to indicate in which year the activity should take place)
- Identification of indicators that could be used to assess effectiveness. (parameter(s) that could be used to measure the level of success)
- Estimated resources from regular IHO budget (it will be mainly determined by IHB based on historical records and input received).
- Estimated global resources from direct MSs contribution (the total general cost of the activity for MSs as a whole).

In order to facilitate the input from The GROUPS, of which you are the Chairman of one, we are providing you as Annex B, a spreadsheet that identifies the 5 Programs and the different elements together with some very draft tasks associated to each of them, that we have extracted from our records and experience. We kindly ask you to examine this spreadsheet; provide comments, propose addition and deletion of tasks, which are only being provided as an indication. Chairmen of Working Groups that are part of an IHO Committee are invited to coordinate directly with the Committee Chairman their input to the IHO Work Program. Chairmen of dormant Working Groups are invited to identify potential task, if any, for the mentioned period.

For each task that your GROUP identifies for the period 2008-2012 as needing to be identified in the Organization's Work Program we invite you to fill the form provided as Annex C with the relevant information. Your active involvement in this process will help the IHB to prepare a proposal to the XVIIth IHC on the IHO 5 Years WP and Budget 2008-2012. The Directing Committee will appreciate receiving your comments and contribution to this important process, **no later than 01 August 2006.**

We think that during this time frame of over 10 months you will have the opportunity to discuss in detail with the other Members of your particular GROUP and define all what it is anticipated that should be included in the IHO 5 Years WP 2008/2012.

Yours sincerely, On behalf of the Directing Committee,

Hugo Gorziglia Captain IHB Director

Attachments:

Annex A: "Distribution List".

Annex B: "Spread Sheet for the preparation of the IHO 5 Years Draft WP 2008/2012".

Annex C: "Task Identification Form".

DISTRIBUTION LIST

1.- Regional Hydrographic Commissions

- Nordic Hydrographic Commission (NHC)
- North Sea Hydrographic Commission (NSHC)
- East Asia Hydrographic Commission (EAHC)
- US-Canada Hydrographic Commission (USCHC)
- Mediterranean and Black Sea Hydrographic Commission (MBSHC)
- Baltic Sea Hydrographic Commission (BSHC)
- Eastern Atlantic Hydrographic Commission (EAtHC)
- South East Pacific Hydrographic Commission (SEPHC)
- South West Pacific Hydrographic Commission (SPWHC)
- Meso-American-Caribbean Sea Hydrographic Commission (MACHC)
- Southern Africa and Islands Hydrographic Commission (SAIHC)
- ROPME Sea Area Hydrographic Commission (RSAHC)
- North Indian Ocean Hydrographic Commission (NIOHC)
- Hydrographic Committee on Antarctica (HCA)

2.- IHO Commissions

• IHO Commission on Promulgation of Radio Navigational Warnings (CPRNW)

3. IHO Committees

- IHO Legal Advisory Committee (LAC) (Group) (LAG)
- IHO Tidal Committee (TC)
- IHO Finance Committee (FC)
- IHO Committee on the Hydrographic Dictionary (S-32)
- IHO Committee on Hydrographic Requirements for Information Systems (CHRIS)
- IHO Worldwide Navigational Chart Data Base Committee (WEND)
- IHO Capacity Building Committee (IHOCBC)
- GEBCO Guiding Committee (includes SCUFN and SCDB)

4. IHO Working Groups

- TSMAD Transfer Standard Maintenance and Application Development Working Group
- C&SMWG Colours and Symbols Maintenance Working Group
- DPSWG Data Protection Scheme Working Group
- DQWG Data Quality Working Group
- SNPWG Standardization of Nautical Publications Working Group
- CSPCWG Chart Standardization and Paper Chart Working Group IHO
- Working Group on Standards for Hydrographic Surveys (S-44)
- IHO Manual on Hydrography Working Group (MoHWG)
- IHO Strategic Planning Working Group (SPWG)

5. Advisory Boards

- FIG-IHO-ICA International Advisory Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers.
- IHO-IAG-IOC Advisory Board on the Law of the Sea (ABLOS)

6. Harmonization Groups:

- IMO-IHO Harmonization Group on ECDIS (HGE)
- IHO-IEC Harmonization Group on Marine Information Objects (HGMIO)

7.- Data Center:

• IHO Data Center for Digital Bathymetry (DCDB)

Annex "B"

"Spread Sheet for the preparation of the IHO 5 Years Draft WP 2008/2012".

Program 1	Co-operation with Member States and with International Organizations
Concept:	This Program refers to the Organization's desire to improve co-operation among the IHO Member States through the work of the Regional Hydrographic Commissions, encouraging bilateral and multi-lateral co-operation among National Hydrographic Services. It also concerns encouragement of M.S. participation in IHO organs and bodies, the enlargement of the RHCs and the co-operation with other international organizations to ensure their cooperation and collaboration. Main participants are IHO Member States, RHCs, Non IHO Member States, relevant IGOs and NIGOs, and the IHB.
	Element 1.1 Co-operation with Member States
	Objective: Facilitate IHO MS coordination, cooperation and collaboration to improve
	hydrographic services and the provision of hydro-cartographic products through the structure of the RHCs.

Task 1.1.1	Preparation, attendance and reporting of the NHC Meeting
Task 1.1.2	Preparation, attendance and reporting of the NSHC Meeting
Task 1.1.3	Preparation, attendance and reporting of the EAHC Meeting
Task 1.1.4	Preparation, attendance and reporting of the USCHC Meeting
Task 1.1.5	Preparation, attendance and reporting of the MBSHC Meeting
Task 1.1.6	Preparation, attendance and reporting of the BSHC Meeting
Task 1.1.7	Preparation, attendance and reporting of the EAtHC Meeting
Task 1.1.8	Preparation, attendance and reporting of the SEPHC Meeting
Task 1.1.9	Preparation, attendance and reporting of the SWPHC Meeting
Task 1.1.10	Preparation, attendance and reporting of the MACHC Meeting
Task 1.1.11	Preparation, attendance and reporting of the SAIHC Meeting
Task 1.1.12	Preparation, attendance and reporting of the RSAHC Meeting
Task 1.1.13	Preparation, attendance and reporting of the NIOHC Meeting
Task 1.1.14	Preparation, attendance and reporting of the HCA Meeting
Task 1.1.15	Preparation, attendance and reporting of the SWAHC(in formation) Meeting
Task 1.1.16	Preparation, attendance and reporting of RHCs Chairmen Meeting

Element 1.2 Co-operation with International Organizations

Objective: Improve relationship with relevant international organizations aiming at facilitating the representation of IHO interests; taking advantage of their structure and potential capabilities to contribute to facilitate IHO achievement of its Mission and developing projects of common interest.

Task 1.2.1	UN: participation as an Observer at the UN Assembly. Participation in DOALOS, UNICPOLOS and UNGEGN meetings when agenda includes matters directly related to the IHO mission.
Task 1.2.2	IMO: Participation at the Assembly, Council, Technical Cooperation Committee (TCC), Maritime Safety Committee (MSC), Subcommittee on Safety of Navigation (NAV), Marine Environmental Protection Committee (MEPC) and Subcommittee on Radiocommunication and SAR (COMSAR) meetings whose agendas include matters of relevance to the IHO mission or following submission of IHO proposals to any of these organs. Comply with the objectives laid down in the existing agreement between IHO and IMO.
Task 1.2.3	IOC: participation in the Assemblies, Executive Councils and other subsidiary bodies when matters related to bathymetry, capacity building, coastal cartography and other topics of direct interest to the IHO are scheduled. Comply with the objetives laid down in the existing MOU between IHO and IOC.
Task 1.2.4	IALA: participation in meetings whose agendas include matters of relevance to the IHO mission.
Task 1.2.5	ICA. Participation in ICA Conferences and meetings of the Marine Cartography Group. Coordination of nautical charting exhibitions at all ICA Conferences. Cooperation in the capacity building efforts directed to improve nautical cartography capabilities. Comply with the objectives laid down in the exisiting MOU.
Task 1.2.6	FIG: Participation in activities of common interest with the FIG Commission 4 Hydrography. Comply with the objectives laid down in the existing MOU.
Task 1.2.7	IAPH: Participation in meetings whose agenda include matters of relevance to the IHO mission.
Task 1.2.8	ISO: Participation in meetings whose agenda include matters of relevance to the IHO mission.
Task 1.2.9	IEC: Participation in meetings whose agenda include matters of relevance to the IHO mission.
Task 1.2.10	ATCM: participate in ATCM annual meetings reporting about the progress achieved in Antarctic surveys and nautical charting production, and proposing actions to improve safety to navigation in Antarctic waters.

Task 1.2.11	PAIGH: participation in the meetings of the Hydrographic Committee of the PAIGH to encourage countries that are not IHO members to avoid duplication, take advantage of IHO efforts and to become members of the Organization.
Task 1.2.12	PMAWCA: participation in their executive council whose agendas include matters of relevance to IHO mission. Make use of this body to foster regional hydrographic projects in the West and Central Africa region.
Task 1.2.13	COMNAP: Maintenamce of contact with COMNAP as provider of feed-back information on hydro-cartographic products needs in the Antarctic. Participation in their Executive Councils whose agendas include matters of relevance to the IHO mission.
Task 1.2.14	IAATO: Maintenance of contact with IAATO as provider of feed-back information on hydro-cartographic products needs in the Antarctic and supporter of data gathering initiatives. Participation in their meetings whose agendas include matters of relevance to the IHO mission.
Task 1.2.15	SCAR: Co-operation with SCAR to improve bathymetric data collection in antarctic waters in support of nautical charting and other bathymetric projects of scientific interest.
Task 1.2.16	Participation in meetings of other relevant organizations whose agendas include matters of relevance to the IHO mission

Element 1.3 Co-operation with non-Member States

Objective: Raise awareness before the authorities of non-member States of the importance of hydrography and its related products. Give advice to maritime countries on how to comply with international regulations such as SOLAS V and highlight the importance of coordinated efforts in providing safety to navigation and protection to the marine environment. Stressing the importance to become IHO Members States and be integrated to the work of the RHCs.

Note: Only RHCs in developing areas have been considered in the list of tasks listed below.

Task 1.3.1	The IHB with the support of the members of the EAtHC, to develop and execute a strategy to increase participation of Non-Member States in IHO business, and to encourage them to join the Organization.
Task 1.3.2	The IHB with the support of the members of the SWPHC, to develop and execute a strategy to increase participation of Non-Member States in IHO business, and to encourage them to join the Organization.
Task 1.3.3	The IHB with the support of the members of the MACHC, to develop and execute a strategy to increase participation of Non-Member States in IHO business, and to encourage them to join the Organization.

Task 1.3.4	The IHB with the support of the members of the SAIHC, to develop and execute a strategy to increase participation of Non-Member States in IHO business, and to encourage them to join the Organization.
Task 1.3.5	The IHB with the support of the members of the RSAHC, to develop and execute a strategy to increase participation of Non-Member States in IHO business, and to encourage them to join the Organization.
Task 1.3.6	The IHB with the support of the members of the NIOHC, to develop and execute a strategy to increase participation of Non-Member States in IHO business, and to encourage them to join the Organization.

Program 2 "Capacity Building"

Concept:

This Program refers to the Organization's desire to support Member States as well as Non Member States to built national hydrographic capacities where do not exist and to contribute to the improvement of the already established hydrographic infrastructure. It is a collective IHO effort that includes mainly the IHO Capacity Building Committee, the IHB, the IHO developed and developing MSs, RHCs, non-MSs, funding agencies and other international organizations, together with the private sector and the academia.

Element 2.1 Capacity Building Management

Objective: The establishment of coordination, operational and control procedures directed to achieve effective and efficient interaction between all parties involved in the IHO CB effort. The development and maintenance of an IHO Strategy on Capacity Building.

Task 2.1.1	Organization and participation in IHOCBC Meetings (Member States and IHB)
Task 2.1.2	Management of the CBFund (CBC)
Task 2.1.3	Coordination Meetings with other organizations, such as FIG, IMA, others.
Task 2.1.4	Meeting with funding agencies, private sector, academia.
Task 2.1.5	Develop and maintain a Capacity Building Strategy
Task 2.1.6	Develop, maintain, execute and control a Capacity Building Work Program
Task 2.1.7	Exercise a follow-up of all CB initiatives, specially those for which the CBFund has contributed.
Task 2.1.8	Maintenance and development of the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (FIG/IHO/ICA IAB).
Task 2.1.9	Provide guidance for hydrographic and nautical cartography education and training, recognizing courses or programs fulfiling the international standards of competence (FIG/IHO/ICA IAB).

Element 2.2 Capacity Building Assessment

Objective: Assessment of the hydrographic surveying, nautical charting and nautical information status of nations and regions where hydrography is developing. Provision of guidelines for the development of local hydrographic capabilities. Identification of regional requirements and study of possibilities for capacity building assistance and training from CBC and other sources.

Task 2.2.1	Establishment of Action Teams or Technical Visits to the following regions: (to be identified)
Task 2.2.2	Gathering and processing information from S-55 Questionnaire world wide. Stress effort to gather information from the following areas (to be identified) and to keep the information updated.
Task 2.2.3	Establish and maintain procedures for a continuous assessment from the RHCs Chairmen and submission of development projects in the area for financial support from CBC or other sources.
Task 2.2.4	Schedule Technical Visits to assess the status of hydrography, cartography and aids to navigation to the following areas/countries. (to be determined)

Element 2.3 Capacity Building Provision

Objective: The scheduling and execution of initiatives directed to the provision of general support, training and education to go in support of the identified CB shotcomings. Identification of aid agencies and other sources of funds. Liaison with Member States, other organizations and Funding Agencies for such a provision. Establishment and participation of/in joint development projects.

Task 2.3.1	Provide support to developing countries to raise awareness before their authorities about the importance of Hydrography (High-level visits from the IHB/M.S representatives, provision of information material (publication M-2, brochures etc.)
Task 2.3.2	Organization of Technical workshops and Seminars with a view to providing developing countries the required basic knowledge about the responsibilities of maritime countries and how to cope with the problems that they are facing.
Task 2.3.3	Encourage the establishment of Courses in Hydrography and Nautical cartography at different levels. Considering funding of those courses from the CBC Fund and other sources. (FIG/IHO/ICA IAB).
Task 2.3.4	Coordinate training alternative activities such as "on the job training" and field training using "ships of opportunity".
Task 2.3.5	Contribute to the establishment of new Hydrographic Schools with the support of FIG/IHO/ICA IAB

Co-ordination and assessment of the hydrographic and cartographic components of multilateral or bilateral projects such as the following: (to be determined)

Program 3 " Technics and Standards Co-ordination and Support".

Concept:

This Program refers to the Organization's desire to establish in a coordinated way a set of methodologies and standards that would facilitate the global understanding and application of the procedures involved in the principal technical fields of which IHO is the international competente organization. It also considers the follow up and requirements needed to support the provision of this service. It involves mainly, all the technical bodies of the IHO and the hydrographic industry, private sector and academia.

Element 3.1 Meetings of the different Committees and Working Groups

Objective: Facilitate the interaction between the members of the various Committees and Working Groups established for a particular purpose in order that participants may benefit from discussions and agreements achieved at such meetings.

NOTE: Each task in this section is intended to be used by each GROUP to identify their meeting schedule. The lay-down of meetings might be affected if a new structure is approved at the 17th IH Conference.

Task 3.1.1	Preparation, attendance and reporting of the Meeting
Task 3.1.2	Preparation, attendance and reporting of the Meeting
Task 3.1.3	Preparation, attendance and reporting of the Meeting
Task 3.1.4	Preparation, attendance and reporting of the Meeting
Task 3.1.5	Preparation, attendance and reporting of the Meeting
Task 3.1.6	Preparation, attendance and reporting of the Meeting
Task 3.1.7	Preparation, attendance and reporting of the Meeting
Task 3.1.8	Preparation, attendance and reporting of the Meeting

Element 3.2 Hydrographic Surveying

Objective: to improve top quality hydrographic data gathering through the development of specifications and standards for the execution of hydrographic surveys and the provision of support to achieve the best practice.

Task 3.2.1	Maintenance and development of Standards for Hydrographic Surveying S-44 WG
Task 3.2.2	Maintenance of the Manual on Hydrography MoHWG
Task 3.2.3	Maintenance and development of the Hydrographic Dictionary HDWG
Task 3.2.4	

Element 3.3 Nautical Cartography

Objective: to facilitate worldwide top quality charting coverage through the development of specifications and standards for the production, distribution and updating of cartographic products and publications.

Task 3.3.1	Production distribution and update of ENC
Task 3.3.2	S-57 Ed 4
Task 3.3.3	Open ECDIS Forum
Task 3.3.4	Improve chart coverage INT series
Task 3.3.5	Study new symbology
Task 3.3.6	Keep update and produce new editions of the following Publications
Task 3.3.7	

Element 3.4 Marine Safety Information

Objective: to provide worldwide top quality safety information in a timely and secure way through coordinated efforts.

Task 3.4.1	CPRNW
Task 3.4.2	NAVAREA Coordinators
Task 3.4.3	GMDSS
Task 3.4.4	

Element 3.5 Data for Geomatics Application

Objective: to develop standards aiming the provision of standardized services and products for different applications.

Task 3.5.1	Development of standards for
Task 3.5.2	ISO CA and CQ
Task 3.5.3	GEBCO and its Sub Commitees (SCDB & SCUFN) & IBC Projects
Task 3.5.4	GDA
Task 3.5.5	IHO Digital Bathymetry Data Center

Element 3.6 Technical aspects of the Law of the Sea

Objective: Respond to requests for advice from relevant international organizations and Member States on the Hydrographic aspects of the UN Convention on the Law of the Sea

Task 3.6.1	TALOS Manual
Task 3.6.2	

Program 4 " Information Management and Public Relations".

Concept:

This Program refers to the Organization's role to in disseminating relevant information to IHO Member Statse, Organizations and individuals.

Element 4.1 Information Management

Objective: to maintain MSs well and timely informed on matters related to the IHO work and objectives.

Task 4.1.1	Maintenance and development of the IHO Web site as the principal means for distribution of information. Carry out a study about the direct involvement and action of Committees, Working Groups and Commissions in specific pages of the Site.
Task 4.1.2	Circular letters. Carry out a study to determine improving the actual system.
Task 4.1.3	Preparation and distribution of an annual issue of the CD -Rom of the IHO Publications.
Task 4.1.4	Maintenance of the IHB Library. Carry out a study about the contribution of Member States to the Library with their publications and works.

Element 4.2 Public Relations

Objective: Raise awareness of the importance of hydrography, and ensure that the need for, and responsibilities of, hydrographic offices are properly understood, particularly in government and in the user community.

Task 4.2.1	Keep an active communication and relationship with the Government of Monaco.
Task 4.2.2	Coordinate with IHO MSs, non MSs and other relevant international organizations, the celebration of the Day of Hydrography.
Task 4.2.3	Facilitate communication between hydrographic industry and MSs.
Task 4.2.4	Produce a Press Release for widest possible distribution any time an IHO activity takes place, at the IHB, nationally or regionally.
Task 4.2.5	Deliver papers at all main events where IHO is represented.

Program 5 " General Organization Development".

Concept:

This Program refers to the maintenance and development of the Organization structure. It includes both, the IHO and the IHB. Also under this program we include the IH Conferences.

Element 5.1 IHO Development

Objective: To ensure IHO development responds to the challenges of the modern word and techniques, aiming best solution to MSs requirements. The 2008-2012 Programme 5 will be focused on the implementation of the decisions taken by the 3rd IEHC and the XVIIth IHC.

Task 5.1.1	To monitor and conduct the implementation of the new IHO structure, as decided by the 3rd IEHC and XVII IHC . (SPWG - IHB)
Task 5.1.2	To organize meetings as required to monitor the above implementation. (SPWG- IHB)
Task 5.1.3	SPWG Chair Group. To organize meetings as required to provide guidance to the SPWG in the performance of its functions.
Task 5.1.4	To organize meetings of Legal Experts as required to provide advice to the SPWG - IHB in the implementation phase.

Element 5.2 IHB Administration

Objective: To ensure IHB development responds to the priorities set by MSs, aiming the provision of the best service (quality, opportunity, resonable cost) according to the resources available.

Task 5.2.1	Review the Staff Regulations and propose changes needed for a better understanding of its content.
Task 5.2.2	Provide translation services into the languages of the Organization, in accordance with the obligations established in the IHO Basic Documents and IHO Resolutions
Task 5.2.3	Develop an internal manual gathering the finances procedures in force.
Task 5.2.4	Develop an internal manual gathering the procedures in force related to all permanent activitie of frequent occurrence.

Element 5.3 International Hydrographic Conferences

Objective: To ensure that these important events will be organized in such a way that will facilitate the participation of all interested parties.

Task 5.3.1	IHB to Organize the Extraordinary Conference 2010 according to past experience and
	instructions received from the XVII IHC.
	IHB to Organize the XVIII IH Conference according to past experience and instructions
	received from the XVII IHC.

TASK IDENTIFICATION FORM

TO REACH IHB <u>01 AUGUST 2006</u>

From: GROUP: To: IHB
Name of the Task:
Short description of the activity:
Brief description of the associated deliverables:
Timing (that is to indicate in which year the activity will take place):
Identification of indicators that could be used to assess effectiveness:
Estimated resources from regular IHB budget:
Estimated global resources from direct MSs contribution:
Date: