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Circular Letter No.3738
3 July 2017

To: All IMO Member States
United Nations and specialized agencies
Intergovernmental organizations
Non-governmental organizations in consultative status with IMO

Subject: **IMO/IHO Harmonization Group on Data Modelling (HGDM)
(16 to 20 October 2017)**

General

1 The Secretary-General has the honour to invite representation at the first meeting of the IMO/IHO Harmonization Group on Data Modelling (HGDM), which has been scheduled to take place from 9.30 a.m. on Monday, 16 October to Friday, 20 October 2017, at the IMO Headquarters, 4 Albert Embankment, London SE1 7SR. More details on the registration process including information on visa application are attached.

2 The meeting will be conducted in English only without interpretation.

Terms of reference and provisional agenda

3 MSC 90 authorized the establishment of an IMO/IHO Harmonization Group on Data Modelling and approved its terms of reference.

4 Following the request of NCSR 4, MSC 98 agreed to activate the HGDM to work only on the output on "Develop guidance on definition and harmonization of the format and structure of Maritime Service Portfolios (MSPs)" and endorsed the holding of the first meeting of this Group.

5 The Group should work in line with the instruction of MSC 98, taking into account the terms of reference approved by MSC 90, as attached. The provisional agenda for the meeting is also attached.

Submission of documents

6 Members are invited to note that the meeting and documentation will be in English only. In order to allow sufficient preparation time, documents should be received by the IMO Secretariat as indicated in the attached provisional agenda.

Distribution of documents

- 7 Relevant documentation will be made available:
- .1 on IMODOCS (<https://docs.imo.org>). In order to locate and download the documents on the IMODOCS home page go to "IMO Documents", "Meeting Documents", "NCSR Sub-Committee" and finally "IMO/IHO HGDM" or simply click <https://docs.imo.org/Category.aspx?cid=786>; or
 - .2 on the IHO website (www.imo.org). In order to locate and download the documents on the IHO home page, go to "Committees & WG", "HSSC" and finally to the HGDM section of the HSSC page (http://www.imo.org/srv1/index.php?option=com_content&view=article&id=405&Itemid=361&lang=en).
- 8 Upon request, documents will also be distributed via email. Interested members are invited to provide their email address to ncsr@imo.org for inclusion in the distribution list.

Contact details

- 9 For queries with respect to this meeting, please contact ncsr@imo.org or info@imo.org.

ANNEX

REGISTRATION AT IMO MEETINGS

1 Member Governments, IGOs and NGOs are required to provide, prior to the meeting date, the names of their representatives, including Permanent Representatives, heads of delegations, alternates, advisers or observers, via the Online Meeting Registration System (OMRS) as advised in Circular Letter No.3463 of 14 July 2014. This facilitates both their entry into the building and production of the list of participants by the Secretariat.

2 Once they have completed the registration procedure, delegates will be issued at IMO with an electronic access card to pass through the security barrier in the IMO building. Issue of the access card will require photographic proof of identity, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity at any time while they are in the Headquarters building, if requested by IMO Security. In view of the significant costs incurred in producing access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.

Any matters relating to the use of the OMRS should be communicated to:

Registration Unit
Meeting Services and Interpretation Section
Email: onlineregistration@imo.org

3 No representative will be registered to attend the meeting without authorization from their OMRS Delegation Coordinator. New delegates whose names appear in the OMRS will be issued with the above-mentioned access card. Delegates whose names are not on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the meeting.

4 Delegates are advised that the Registration Desk will be open from 8.30 a.m. on **Monday, 16 October 2017**, when early arrival would be appreciated.

5 General information on administrative and housekeeping issues relating to meetings at IMO may be found in an information leaflet for delegates, which can be downloaded from IMODOCS and is also available at the Documents and Meeting Services counters on the ground floor and second floor, respectively. Delegates are kindly requested to familiarize themselves with the contents of the information leaflet.

Procedure governing IMO support for visa applications

6 Delegates invited by the Organization, and who require United Kingdom entry visas should, in the first instance, apply for an "EXEMPT" visa at the nearest British Consulate or Embassy and obtain reference numbers. The necessary documentation, such as copy of the IMO programme of meetings (usually issued during December/January each year); the original and relevant IMO official letter of invitation (usually issued some six months prior to the time the meeting is to convene at IMO); copy of the completed IMO Pre-Registration Form; nomination letter and note verbale from the Ministry of Foreign Affairs must accompany United Kingdom visa applications.

7 Delegates must be nominated by the Ministry of Transport or the National Maritime Administration. The nomination letter should be taken to the Ministry of Foreign Affairs to prepare a note verbale to the British Embassy/High Commission.

If upon following the above procedures, the delegates still have visa problems, then either the Ministry of Foreign Affairs, Ministry of Transport or the National Maritime Administration should communicate, on letterhead, the following details to the Head, External Relations Office, requesting visa assistance and communicating to us the reasons, given by the British Embassy/High Commission, why the visas have been refused or may be refused.

- i First name:
Family name:
Profession:
Date of birth:
Place of birth:
Type of passport:
Passport No:
Place of issue:
Date of issue:
Valid until:
Visa reference number:
Date and place of visa application:
- ii Purpose of visit:
- iii Duration of anticipated stay in the United Kingdom:

8 This exercise must be undertaken **at least six weeks** before the date on which the meeting begins, to enable the Organization to support the visa application accordingly and the visa to be issued in good time*.

* Requests for visa assistance should be sent to IMO by fax: +44(0)20 7587 3210 or by email: visa@imo.org

**TERMS OF REFERENCE FOR THE IMO/IHO HARMONIZATION
GROUP ON DATA MODELLING (HGDM)**

(MSC 90/28/Add.1, annex 22)

1 In creating an e-navigation architecture, it is important to identify information and data flows, and the interactions between applications and user interfaces. Consequently, there needs to be a data structure to optimize the use, interoperability, flow and accessibility of relevant information and data within the maritime domain (including both ship and shore aspects). It is therefore important to harmonize efforts in data modelling, with the aim of creating and maintaining a robust and extendable maritime data structure. This maritime information and data structure will require some form of overarching coordination to ensure the ongoing management and maintenance of the structure.

2 There may be several management roles to be performed by such a coordinating body, (for example, the maintenance of registries and the development and adoption of product specifications). This management role may be shared between relevant organizations. The structure is a highly important element by which e-navigation can modernize the operational environment of the maritime industry and also fulfil the requirement of document MSC 85/26, annex 20.

3 The HGDM should be constituted of representatives of IMO and IHO Member States and Secretariats, and organizations with an official IMO/IHO observer status.

4 The HGDM should be chaired by an IMO Member State and supported by the Secretariat of the IMO.

5 The HGDM reports to the IMO Sub-Committee on Safety of Navigation (NAV)[†], and to the IHO through the IHB Directing Committee[‡], as appropriate.

6 The HGDM should:

- .1 as requested by IMO or IHO, consider matters related to the framework for data access and information services under the scope of SOLAS, using as a baseline IHO's S-100 standard, with a view to harmonize and standardize:
 - .1 formats for the collection, exchange and distribution of data;
 - .2 processes and procedures for the collection; and
 - .3 development of open standard interfaces; and
- .2 review the results of studies by IMO, IHO and other related organizations which address aspects of access to information services under the scope of SOLAS, and advise IMO and IHO as to whether they are compatible with the e-navigation concept, taking into account the identified user needs as they exist at the time.

[†] Now the IMO Sub-Committee on Navigation, Communications and Search and Rescue (NCSR).

[‡] Now the IHO Secretariat.

PROVISIONAL AGENDA

**for the IMO/IHO Harmonization Group on Data Modelling (HGDM),
to be held at IMO Headquarters, 4 Albert Embankment, London, SE1 7SR,
from Monday, 16 October to Friday, 20 October 2017**

The meeting commences at 9.30 a.m. on Monday, 16 October 2017

Opening of the meeting

- 1 Adoption of the agenda
- 2 Consideration of the reports of NCSR 4 and MSC 98 and any related matters emanating from IMO meetings
- 3 Considerations of reports on developments emanating from IHO meetings
- 4 Considerations of testbed reports related to the application of MSPs
- 5 Development of a definition for MSPs and consideration for the harmonization of the format and structure of MSPs
- 6 Any other business
- 7 Development of draft revised Terms of Reference for the next meeting of the HGDM
- 8 Report to NCSR 5 and IHO

Closing of the meeting

Notes:

- 1 Documents should be received in the IMO Secretariat as follows:
 - .1 by **Friday, 15 September 2017**; and
 - .2 by **Friday, 6 October 2017**, commenting on those referred to in subparagraph .1 above.
- 2 All documents should include a brief summary.
- 3 The following word-processing format should be observed in order to standardize the presentation of documents:
 - font: Arial;
 - font size: 11 pt;
 - justification: full;
 - margins: 2 cm top, 2.5 cm bottom, left and right.

A template is available on the IMODOCS website for use in the preparation of documents; and

To facilitate processing, documents should be submitted in Microsoft Word, preferably by email to: ncsr@imo.org.