



IHB File N° S3/0104

**IRCC CIRCULAR LETTER 04/2014
24 March 2014**

To : IRCC Members
Copy: IRCC Observers

References A. CL 64/2013 dated 11 November 2013- *Outcome of the IRCC5*
B. IRCC CL01/2013, dated 13 November 2013
C. IRCC CL01/2014, dated 24 January 2014

Dear Colleagues,

1. In accordance with Reference A, a draft proposal submitted by France (on behalf of NSHC) for the establishment of a Working Group (WG) for “IHO-EU Network” including its Terms of Reference and Rules of Procedure was circulated by Reference B. Taking into account the responses and comments, Amended Terms of Reference and Rules of Procedure of the IHO- EU Network Working Group was also circulated by Reference C.
2. The IRCC Secretariat has not received any objections and adverse comments on Reference C from the IRCC Members. In this respect, the establishment of the “IHO-EU Network Working Group” and its Terms of Reference and Rules of Procedure (provided at Annex A) have been approved by the IRCC Members.
3. The IHO-EU Network Working Group will come under the IRCC framework as a new subordinate body and the relevant information concerning the WG will be uploaded on the IRCC web page. This new Working Group is intended to be a Network/Liaison/Coordination WG.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Tom Karsten', is positioned above the printed name.

Rear Admiral Tom Karsten
Chair of IRCC

Annex A: Terms of Reference and Rules of Procedure of the IHO-EU Network Working Group.

IHO-EU NETWORK WORKING GROUP

Terms of Reference

Reference:

5th IRCC meeting (Wollongong, June 2013), Decision 14 and Action IRCC5/30

1. Objectives

- a. Identify EU activities and processes on matters of interest to Hydrographic Offices (HOs).
- b. Establish a common understanding of the issues when possible.
- c. Consider and propose the ways and channels to interface with EU policies, activities and processes (mechanisms) through Regional Hydrographic Commissions (RHCs) initiatives, through the IRCC or through the IHO in general.
- d. Facilitate common actions of HOs related to EU programmes.
- e. Liaise with relevant Hydrographic Services and Standards Committee (HSSC) WGs for technical matters (e.g. standardization).
- f. Advise IRCC on the impact of EU policies, activities and processes in the maritime domain on the IHO programme of work.

2. Authority

This WG is a subsidiary of the Inter-Regional Coordination Committee (IRCC). Its work is subject to IRCC approval.

3. Procedures

- a. The WG will work mainly by correspondence and its Chair will report on its findings and recommendations at each IRCC meeting.
- b. A representative from a RHC will act as a focal point for the RHC, i.e.:
 - informing in due time other members on the RHC of IHO-EU relations that are of interest for the RHC and for its members.
 - bringing to the WG awareness of specific regional aspects and projects, of interest to the IHO-EU relationship.
 - reporting to the RHC meeting.
- c. The WG should organize meetings with the EC representatives for mutual information and discussion on matters of common interest for IHO MS and EC.
- d. Decisions of the WG shall be made by its full members' consensus.
- e. Working language will be English. Other working languages can be chosen from the working languages of the RHC with EU/EEA member States when accepted by consensus.

4. Composition and Chairmanship

- a. The IHO-EU Network WG shall be composed of a representative from each RHC of which at least one EU/EEA Member State (MS) is a member. It is recommended that this representative be from an IHO MS from the EU/EEA.

- b. Other RHCs or any IHO MS may be represented in the WG as associate members.

- c. The Chair shall be a representative from RHCs with EU/EEA Member States and shall be elected by vote of the full members of the WG, for a period of three years.

- d. The WG shall include observers, as selected by the IRCC, and an observer from the IHB.

- e. Expert contributors may participate in the work of the WG at the invitation of the Chair.