

INTER-REGIONAL COORDINATION COMMITTEE**Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinated bodies**

Version 1.1, June 2019

(Updated by Action IRCC11/05)

Executive Summary: This document is intended to provide instructions for the submission of reports and proposals for consideration by IRCC and its subordinated bodies.

Related Document: None

Approval

This document was approved by IRCC5 held in Wollongong (Australia) on 3-4 June 2013 and updated by Action IRCC11/05.

Introduction

1. In order to improve efficiency and organization of the reports and proposals for consideration of IRCC and to allow States and other organizations not attending the meeting to study the papers and provide input if desired, all the submissions should follow these instructions.

Format for Papers

2. The formats shown in Appendices 1, 2 and 3 should be used as the basis for reports, proposals and submissions intended for consideration by IRCC or its subsidiary bodies. Inapplicable sections may be omitted or modified as appropriate. Regional Hydrographic Commission (RHC) Chairs and IRCC subordinate bodies are invited to follow these instructions when submitting reports and proposals to IRCC or its subordinate bodies.

Submission Dates

3. **Substantive Papers.** Substantive papers for consideration by IRCC and its subordinate bodies should be submitted to the Secretariat as follows:
 - a. **New Items**

Proposals for new work items and any submissions requiring consideration and a decision by IRCC and its subordinate bodies shall be forwarded to the Secretariat not later than **seven** weeks before the commencement of a meeting.
 - b. **Subsequent Comments and Contributions**

Subsequent papers (which should be no more than 4 pages), commenting on submissions or proposals submitted under clause 3a above may be forwarded to the Secretariat not later than **three** weeks before the commencement of the meeting. Such submissions may:

 - (1) raise alternative proposals for consideration,
 - (2) propose substantial amendments to proposals, or
 - (3) provide comments in absentia for those delegates unable to attend a meeting.
4. **RHC Reports.** Reports from RHCs should be submitted to the Secretariat at least **three** weeks before the commencement of a meeting.

5. **Information Documents.** Information papers should also be submitted to the Secretariat at least **three** weeks before the commencement of a meeting.
6. In order that all participants as well as MS not represented at a meeting may consider the issues in advance, the Secretary, in consultation with the Chair, will strictly enforce the deadlines in paragraph 3 above. Only in the most exceptional circumstances may new items be introduced after the deadlines.
7. To facilitate the processing of papers, digital versions, preferably in Microsoft Word®, should be sent via the Internet to the e-mail addresses of the Secretariat and the Chair.
8. The Secretariat will place papers on the IHO website as soon as possible after they are received.

REGIONAL HYDROGRAPHIC COMMISSION**[RHC] report to IRCCxx-xx****1. Chair**

Chair: [name], ([country]) from [month][year]
 [name], ([country]) from [month][year]
 [name], ([country]) from [month][year]

Vice-Chair: [name], ([country]) from [month][year]
 [name], ([country]) from [month][year]
 [name], ([country]) from [month][year]

2. Membership

Members: [list of the members]

Associate member(s): [list of the associated member(s)]

Observers: [list of observers]

3. Meetings:

Following [RHC] meetings have taken place:

NNth Meeting – [city], [country] ([starting day] - [ending day] [month] [year])

PPth Meeting – [city], [country] ([starting day] - [ending day] [month] [year])

QQth Meeting – [city], [country] ([starting day] - [ending day] [month] [year])

RRth Meeting – [city], [country] ([starting day] - [ending day] [month] [year])

Next meeting: SSth [RHC] will take place [starting day] - [ending day] [month] [year] in [city], [country]

4. Current [RHC] Working Groups:

- a) [name] WG (acronym)
- b) [name] WG (acronym)
- c) [name] WG (acronym)
- d) [name] WG (acronym)

5. Status of IRCC actions and recommendations to RHCs**a) Status of IRCC actions (relevant for the [RHC])**

IRCCxx/nn:

Status:

b) Status of IRCC recommendations to RHCs

List of Recommendations to RHCs are updated at every IRCC meeting.

Status:

6. Agenda Items:

Agenda item 1
[description].

Agenda item 2
[description].

7. [RHC] cooperation with other organizations:

[description]

8. Conclusions:

[conclusion].

9. Achievements and lessons learned:

[Achievements and lessons learned].

9. Actions required from the IRCC3:

The [IRCC] [Relevant IRCC body] is invited to:

- a. endorse
- b. agree
- c. note

et cetera.

[name]

[RHC] Chair

Paper for Consideration by [IRCC] [SC or WG]**[Short descriptive title]**

| | |
|---------------------------|--|
| Submitted by: | Regional Hydrographic Commission or Member State |
| Executive Summary: | Brief summary outlining the intention of the paper. |
| Related Documents: | Any relevant documents and references to the extent that they are known to the originator. |
| Related Projects: | Any related projects that may impact upon considerations |

Introduction / Background

An introduction and any relevant background.

Analysis/Discussion

An analysis and/or discussion of the issues involved.

In analysing the issues, the following should be considered and addressed as appropriate:

- is the subject addressed by the paper within the scope of IHO objectives?
- is the subject of the paper within the scope of an item of the current IHO work programme?
- do the subject of the paper fit the IRCC objectives?
- do the benefits justify the proposed action?
- are there any potential cost impacts on the maritime industry, RHCs, Member States or other involved parties?

Conclusions

Any conclusions that may be drawn from the analysis/discussion.

Recommendations

Any resultant recommendations.

Justification and Impacts

Justification for any proposed action or recommendations. This should include:

- identifying the benefits which would accrue from any proposed action;
- identifying any resource implications resulting from the recommendations, such as the number of working group sessions, expertise, need for expert consultants, funding, et cetera;
- identifying which IRCC or HSSC working group(s) are essential to completing any proposed new work items; and
- the date when any proposed new work item is expected to be completed;
- the proposed priority (high, medium, low);
- any related activities that may impact on a proposed work item or decision.

Action Required of [IRCC] [Relevant IRCC body]

The [IRCC] [Relevant IRCC body] is invited to:

- a. endorse
 - b. agree
 - c. note
- et cetera.

Report of the [title of the relevant body]

| | |
|---------------------------|--|
| Submitted by: | Chair, [relevant reporting body] |
| Related Documents: | Any relevant documents and references to the extent that they are known to the originator. |
| Related Projects: | Any related projects that may impact upon considerations |

| | |
|-------------------------------------|-------------------|
| Chair: | [Name], [Country] |
| Vice-Chair: | [Name], [Country] |
| Secretary: | [Name], [Country] |
| Member States: | [Countries] |
| Expert Contributors: | [Organisation] |
| <i>see Annex A for full details</i> | |

Meetings Held During Reporting Period

Provide dates and venues of meetings held during the reporting period.
Provide dates and venue for next meeting (if known).

Work Program

Highlight the important issues and activities during the reporting period.
(For lengthy or complex reports, the use of supporting annexes may be appropriate.)

Progress on IRCC Action Items

Summarise progress made during the reporting period.

Problems Encountered

Highlight any issues with resources, funding, participation, et cetera.

Any Other Items of Note

Include any other relevant information not covered elsewhere.

Conclusions and Recommended Actions

Identify any conclusions drawn from the report.
Identify any actions recommended by the reporting body.
Refer to the revised Work Plan submitted as Annex B.

Justification and Impacts

Justification for any proposed actions or recommendations. This should include:

- Identifying the benefits which would accrue from any proposed action.
- Identifying any resource implications resulting from the recommendations, such as the number of working group sessions, expertise, need for expert consultants, funding, et cetera.
- Identifying which IRCC body is essential to completing any proposed new work items.
- Identifying proposed priorities for new work items.
- The date when any proposed new work item is expected to be completed.

[IRCC / RHC / SC or WG]xx-xx

- Any related activities that may impact on a proposed work item or decision.

Action Required of IRCC

The IRCC is invited to:

- a. endorse
 - b. agree
 - c. note
- et cetera.

[IRCC / RHC / SC or WG]xx-xx

Annex A

Membership of [RHC or IRCC body]

| RHC / Member State | Name of Delegate | email |
|---------------------------|-------------------------|--------------|
| | | |
| | | |

| Observer Organisation | Name of Delegate | email |
|------------------------------|-------------------------|--------------|
| | | |
| | | |

[IRCC body] Proposed Work Plan - [date] to [date]

1. Any remarks relevant to the understanding of the plan to be inserted in here.

[IRCC body] Tasks

- A.
- B.
- C.
- D.

et cetera

| Task | Work Item | Priority H-high M-medium L-low | Milestones | Start Date | End Date | Status P-planned O-ongoing C-Completed | Contact Person | Affected Pubs/Standard | Remarks |
|------|-------------|---|------------|------------|----------|---|----------------|------------------------|---------|
| A1 | Description | | | | | | | | |
| A2 | | | | | | | | | |
| A3 | | | | | | | | | |
| B1 | | | | | | | | | |
| B2 | | | | | | | | | |