

**11th TSMAD MEETING  
11 – 12 November 2004, IHB, Monaco**

**INSTRUCTIONS FOR SUBMISSION OF PROPOSALS TO CHRIS AND CHRIS  
SUBSIDIARY BODIES**

**Introduction**

1 In the past, guidance for the submission of proposals to CHRIS has been lacking. This has sometimes resulted to in inefficiencies and greater difficulty in reaching informed decisions. To address this, the following guidelines are to be followed for all submissions.

**Format**

2 Proposals should comprise the following sections:

- .1 Summary. The text of all documents containing proposals for consideration by CHRIS should begin with a brief summary prepared in the form, and containing the information, as set out below.

<b><i>Executive summary:</i></b>	Description outlining the proposal including information on whether the proposal will have financial implications for the shipping industry or for the IHO budget.
<b><i>Actions to be taken:</i></b>	A reference should be made to the paragraph of the document, which states the action to be taken by CHRIS.
<b><i>Related documents:</i></b>	Other key documents should be listed to the extent they are known to the originator of the document.

- .2 Introduction / Scope. An introduction, background and an indication of the scope of the proposal.
- .3 Analysis/Discussion. An analysis and/or discussion of the issues involved including any potential cost impacts on the maritime industry or Member States. In analysing the issues, the following should be addressed:
- .1 is the subject addressed by the proposal considered to be within the scope of IHO objectives?
- .2 is the subject of the proposal within the scope of an item of the current IHO work programme?
- .3 do adequate industry standards exist? and
- .4 do the benefits justify the proposed action?

- .5 Benefits. Identify the benefits, which would accrue from the proposal.
- .6 Working Groups. Identify which CHRIS working group(s) are essential to completing the work.
- .7 Any other relevant information not covered elsewhere.
- .8 Priority. See Annex 1.
- .9 Target completion date.
- .9 Action Required. Specific indication of the action required.

### **Submission Timetables**

3 Documents for consideration at meetings should be received by the Chairman and secretary of CHRIS as follows:

- .1 documents containing proposals for new work programme items and documents requiring consideration and a decision from the relevant meeting; not later than 7 weeks before the commencement of the meeting.
- .2 documents, containing 4 pages or less, for those MS who wish to raise alternative proposals or make substantial amendments to a proposal or who wish to make comments in absentia on those referred to in subparagraphs (.1) above; not later than 3 weeks before the commencement of the meeting.

4 In order that meeting delegates and other M/S may consider and prepare for each meeting, chairman and secretary should strictly enforce the deadlines in paragraph 3 above. Only in the most exceptional circumstances should new items be introduced after the deadlines.

5. To facilitate the processing of documents, digital versions, preferably in Microsoft Word, should be sent via the Internet to the e-mail address of the secretary and chairman.

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**Guidelines on the establishment of priorities in the work of CHRIS and subsidiary bodies**

**Introduction**

1 In order to best use the limited resources available to CHRIS and its subsidiary bodies it is necessary to establish priorities in the work programmes. The purpose of these guidelines is to provide a uniform basis for the establishment of such priorities. The final decision on priorities rests with CHRIS.

2 The establishment of priorities should be done in a two-stage process

- .1 general acceptance; and
- .2 establishment of priorities.

**General acceptance**

3 Before deciding to include a new item in the work programme of CHRIS or its subsidiary bodies, the following factors should be taken into account:

- .1 is the subject addressed by the proposal considered to be within the scope of IHO objectives?
- .2 is the subject addressed by the proposal considered to be within the scope of an item of the current IHO work programme?
- .3 has a need for the measure proposed been documented and a compelling need been demonstrated?
- .4 do adequate industry standards exist or are they being developed thereby reducing the need for action through CHRIS?
- .5 do the benefits vis-à-vis enhanced maritime safety or protection of the marine environment expected to be derived from the inclusion of the new item proposed justify such action?
- .6 is the objective achievable in a number of work group sessions?

**Establishment of priorities**

5 A higher priority should be assigned to items that can be shown, or estimated to have the greatest effect on maritime safety and the protection of the marine environment. For example, subparagraphs 1 to 3 below would indicate a higher priority and subparagraphs 4 to 6 would indicate a lower priority:

- .1 measures aimed at substantially preventing maritime casualties or marine pollution incidents;
- .2 measures to correct significant inadequacies in existing IHO standards and technical resolutions;

- .3 measures needed to align IHO standards and resolutions with those of other relevant international standards and recommendations;
- .4 measures required to take into account the introduction of new technologies and methods in maritime transportation;
- .5 measures required to take into account new measuring, surveying and production techniques in hydrography;
- .6 measures other than those referred to above.

6 Follow up actions in response to specific requests emanating from the Conference and other international and intergovernmental organisations should be evaluated in light of paragraph 5 above unless specifically identified as urgent matters.

### **General remarks**

8 When setting priorities, a certain flexibility should be allowed for initiatives that could not be foreseen.

9 Once a decision has been made on the basis of the above for a new work item to be included in the work programme of CHRIS or a CHRIS subsidiary body, an appropriate target completion date for the completion of the item should be established, taking into account the urgency of the matter concerned.

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