

Proposed ANNEX to Resolution 2/2007

GUIDANCE ON CONDUCTION OF AN IMPACT STUDY

Description of the purpose of the study (testable hypotheses)

An impact study plan should include the general description of the impact assessment and a plan to conduct the study. The general description should specify a set of hypotheses about the outcomes and impacts of the study. The impact should consider all the outcomes, also the updating process of existing data.

There are three distinct levels of potential impact that a change to the standard might have:

- Does the new version of a standard impact on the market and business procedures?
- Does the new version of a standard impact on producing offices/agencies?
- Does the new version of a standard impact on the stakeholders?

Specification of the result assessment methods

The intended assessment method should be proposed by the WG for HSSC endorsement before the survey will be initiated. This ensures that the assessed results are transparent and that misinterpretations will be prevented.

Identification of a minimum of measurable indicators

Measurable indicators should be defined that can be used to determine potential impacts to the community. The results of the survey questionnaire will populate the indicators. The impact study shall take into consideration the following minimum set of subject items:

- Impact on software development;
- Impact on equipment development;
- Impact on data distributors;
- Cost/effectiveness of the implementation;
- Readiness of implementation.

Suitability of impact study questions

The success of a survey depends on the questions asked. Thus, the set of the survey questions has to be checked to determine whether they are useful for this purpose. This check has to be conducted by professional survey experts.

Identification of potential stakeholders

An impact study should be done in two parts. The first part should be the feasibility study and conducted before the development starts. This study should address the feasibility of the intended product specification. The second part is an impact study and should be initiated before the release and should address the potential users. The audience of both studies can be different. The first study should approach the interested parties, whereas the latter should approach software developers, OEMs and Member States.

A list of potential stakeholders is being maintained by the IHO Secretariat and should be available. The initiator of the impact study should select those stakeholders on which the intended new standard has significant impact. It is recommended to approach the following stakeholders:

- IHO Member States,
- International organizations,
- Software developers,
- Equipment manufacturers,
- RENCs,
- Product/data distributors,
- End users (hydrographic community),
- End users (marine community).

Identification of appropriate survey tools and methods

Professional online tools should be used for the survey. Stakeholders should be approached by e-mail. The survey should be conducted under the supervision of the initiating organisation or IHO Working Group. To assist stakeholders who are uncertain about specific survey questions, the initiating organisation should provide a point of contact information for the survey duration.

Specification of the survey duration

The survey time should be limited to 3 months as the maximum duration.

Specification of requested actions and dissemination of the findings

The findings of the impact study should be summarized and the findings should be made public on the IHO website. The in-depth analyses should be conducted by the initiating organisation and be supervised by the IHO Secretariat. That ensures that the analytic capacity is available and that the results will be compiled correctly. The raw data should be stored for backward research and for transparency in a repository hosted by the IHO Secretariat. The cleaned data should be provided in tables, diagrams or other appropriate formats. The final report and the outcome of the study should be forwarded to the IHO-Secretariat and should be publicly available on the IHO website at an appropriate place. This will ensure the further use of the study results.