



IHB Files FO/592/14
S1/1001/WP

**FINANCE COMMITTEE CIRCULAR
LETTER 2/2013
23 August 2013**

PROPOSED IHO WORK PROGRAMME AND BUDGET FOR 2014

References:

- A. IHO Financial Regulations, Article 8 - (b)
- B. IHO Resolution 12/2002 as amended - *Planning Cycle*
- C. XVIIIth IHC Decision 21 - *Approval of IHO Five-Year Budget 2013-2017*

Dear Finance Committee Member,

1. The proposed budget for 2014 is submitted to Members of the Finance Committee for comment in accordance with the requirements of Reference A, and the timetable set out in Reference B. The proposed budget for 2014 is shown in Annex A. The proposed budget also includes a forecast of income and expenditure for the various IHO funds.
2. The Directing Committee has based the budget for 2014 on its proposed 2014 Work Programme (shown in Annex B) and the IHO Five-Year Budget approved by the XVIIIth I.H. Conference (Reference C).
3. The proposed IHO Work Programme for 2014 shown at Annex B is arranged under the three IHO Programmes and is based on the approved 5-year Work Programme. For each element of the Work Programme, the most relevant strategic directions are shown.
4. While Members of the Finance Committee are not required to review the proposed Work Programme for 2014, it is nevertheless integral to the budget, which is why it is included in this letter.
5. Attention is drawn to the following points in relation to the proposed budget for 2014:
 - a. The share value for membership contributions has remained at the same level since 2005, that is to say 3,984.48€. The proposed budget for 2014 assumes that this value will remain unchanged as per the approved Five-Year Budget.
 - b. The proposed budget for 2014 takes into account a net increase of shares due to changes in declared tonnages and an overall increase in the number of Member States not forecast in the 5-Year Budget. Taking into account the six unpaid shares associated with the three suspended Member States, the number of shares used for income calculations is 716, resulting in a forecast contribution income of 2,852,888 €.
 - c. The figures for "other income" have been revised to take into account an adjustment of the internal tax on salaries (172,500€ instead of 171,853€).
 - d. The Total Forecast IHO Income amounts to: 3,066,888 €.

6. The Directing Committee proposes a balanced budget expenditure of 3,066,235 €, as indicated below:

		<i>Forecast in 5-Year budget</i>	<i>Proposed for 2014</i>	<i>Remarks</i>
<i>Chapter I</i>	<i>Personnel Costs:</i>	2,283,451	2,299,835 €	<i>Increase in medical insurance</i>
<i>Chapter II</i>	<i>Current Operating Costs:</i>	553,600	602,900 €	<i>Increase in travel expenditure</i>
<i>Chapter III</i>	<i>Capital Expenditure:</i>	64,300	64,300 €	
<i>Chapter IV</i>	<i>Allocation to funds:</i>	83,700	99,200 €	<i>26,000 allocation to IRF No allocation to renovation and relocation funds</i>
Total Expenditure:			3,066,235 €	

Action Required

7. Members of the Finance Committee are kindly requested to review Annex A and to provide their comments, if any, to the IHB **before 30 September 2013**. After taking into account any comments received, the IHO Work Programme and Budget for 2014 will be circulated to Member States for final approval as soon as possible after that date.

On behalf of the Directing Committee

Yours sincerely,



Robert WARD
President

Annexes:

- A. Proposed budget details for 2014 (bi-lingual English and French)
- B. Proposed Work Programme for 2014 (in English)

PROPOSED IHO BUDGET DETAILS FOR 2014

TABLEAU I : RECAPITULATION BUDGETAIRE

TABLE I - BUDGET SUMMARY

Dépenses payées 2012 Expenditure achieved €	Budget approuvé 2013 Approved budget €	Chapitres et postes budgétaires Chapters and Items	Budget quinquennal 2014 5-Year Budget €	Budget révisé 2014 Proposed budget €	Différence Difference €	Commentaires Comments
2,718,757	3,073,219	Net Expenditure - Dépenses nettes	2,985,051	3,066,235	81,184	
2,922,646	3,064,539	Income - Revenus	2,978,582	3,066,888	88,306	
-----	-----		-----	-----		
203,889	0	Budget Excess - Excédent budgétaire	0	653	653	
0	-8,680	Budget Deficit - Déficit budgétaire	-6,469	0	6,469	
-----	-----		-----	-----		
203,889	-8,680	Effect on capital - Effet sur le capital	-6,469	653	9,333	
=====	=====		=====	=====		

TABLEAU II - REVENUS

TABLE II - INCOME

Recettes définitives 2012 Actual Income €	Budget révisé 2013 Updated budget €		Budget quinquennal 2014 5-Year Budget €	Budget révisé 2014 Proposed budget €	Différence Difference €	Commentaires Comments
0.00	0.00	Percentage of increase proposed Pourcentage d'augmentation proposé	0.00	0.00		
684	716	Final number of shares Nombre de parts définitif	694	716		
3,984.48	3,984.48	Unit share value - Valeur unitaire de la part	3984.48	3984.48		
2,725,384	2,852,888	A. CONTRIBUTIONS	2,765,229	2,852,888	87,659	more shares available augmentation du nombre de parts
		Contributions		2,876,795		
		provision for suspended Member States		-23,907		
		Basis for budget estimates		2,852,888		
126	1,500	B. SALES OF PUBLICATIONS	1,500	1,500	0	
		Ventes de publications				
0	0	C. ADVERTISEMENTS IN PUBLICATIONS		0		
		Annonces dans les publications				
33,261	40,000	D. INTEREST ON BANK ACCOUNTS	40,000	40,000	0	
		Intérêts sur comptes en banques				
		E. INTERNAL TAX				
163,875	170,151	Imposition interne	171,853	172,500	647	
-----	-----		-----	-----		
2,922,646	3,064,539		2,978,582	3,066,888	88,306	
=====	=====		=====	=====		

TABLEAU III - DÉPENSES

TABLE III - EXPENDITURE

Dépenses payées 2012 Expenditure achieved €	Budget approuvé 2013 Approved budget €	Chapitres et postes budgétaires Chapters and Items	Budget quinquennal 2014 5-Year Budget €	Budget révisé 2014 Proposed budget €	Différence Difference €	Commentaires Comments
I. PERSONNEL COSTS – DÉPENSES DE PERSONNEL						
2,127,320	2,266,191	Salaries Directing Committee - Comité de direction Salaries Other staff - Autres membres du personnel Social charges - Charges sociales Benefits and Pensions - Prestations de retraite Controllable Personnel cost - Coût de personnel	2,283,451	2,299,835	16,384	change of Cat A staff and increase in medical insurance changement de personnel de catégorie A et l'augmentation des primes d'assurance santé
445,673	558,400	II. CURRENT OPERATING COSTS – Dépenses de gestion courante Maintenance, communications - Entretien et communications Consulting - Consultants Travels - Déplacements Publications	553,600	602,900	49,300	increase due mainly to travel costs, maintenance of IT equipment, and auditor's costs augmentation des frais de déplacement, des frais d'entretien des équipements informatiques et des coûts du commissaire aux comptes
29,664	69,300	III. CAPITAL EXPENDITURE – Dépenses de capital	64,300	34,300	-30,000	transfer to IV – transfert vers IV
		IV. ASSET ALLOCATION - Immobilisations		30,000	30,000	transfer from III – transfert depuis III
		V. ALLOCATIONS TO FUNDS – Dotations aux fonds dédiés				
8,100	8,200	- GEBCO Fund - Fonds pour la Carte Bathymétrique	8,200	8,200	0	
3,000	3,000	- Renovation Fund - Fonds de rénovation	3,000	0	-3,000	
30,000	20,000	- Conferences Fund - Fonds pour les conférences / assemblées	20,000	20,000	0	
20,000	7,500	- Director's Relocation Fund Fonds pour le déménagement des Directeurs	7,500	0	-7,500	
		- Capacity Building Fund - Fonds de renforcement des capacités			0	
55,000	140,628	- Internal Retirement Fund - Fonds de retraite interne	45,000	45,000	0	
				26,000	26,000	
-----	-----		-----	-----		
2,718,757	3,073,219		2,985,051	3,066,235	15,500	

TABLE III A : DÉTAIL DES DÉPENSES

TABLE IIIA - DETAILED EXPENDITURE

Dépenses payées 2012 Expenditure achieved €	Budget approuvé 2013 Approved budget €	Chapitres et postes budgétaires Chapters and Items	Budget quinquennal 2014 5-Year Budget €	Budget révisé 2014 Proposed budget €	Différence Difference €	Commentaires Comments
I. PERSONNEL COSTS - DÉPENSES DE PERSONNEL						
457,490	460,020	a) Salaries - Directing Committee - Comité de direction	466,920	467,000	80	cost of living increase - augmentation du coût de la vie
538,046	593,130	b) Salaries - Category A - Personnel de Catégorie A	602,027	573,000	-29,027	retirement of cat A staff – departs en retraite de personnel de cat. A
203,824	137,394	- Translators - Personnel de Traduction	139,455	214,000	74,545	transfer from cat B & C transfert depuis la cat. B&C
379,508	460,428	- General Services (B & C) - Services généraux	467,334	413,000	-54,334	transfer to Translators transfert vers Personnel de traduction
4,942	6,120	Overtime for B & C Categories - Heures supplémentaires (Costs dependent on Salaries)	6,100	6,100	0	
29,568	38,369	c) Annual Bonus (B & C Categories) - Gratification annuelle	38,945	33,000	-5,945	transfer to Translators transfert vers Personnel de traduction
323,530	337,508	d) Payment to Retirement schemes - Cotis, patronale de retraite	342,571	341,735	-836	
12,804	15,940	e) Insurances based on wages - Assurances assises sur salaires	16,099	17,000	901	
79,758	73,149	f) Medical (GAN premiums) - Primes médicales versées au GAN	70,000	92,000	22,000	rise in Gan premiums (due to high reimbursement in 2012) hausse des primes GAN (suite aux remboursements élevés en 2012)
9,201	11,500	g) Family Allowances - Allocations familiales	11,000	18,000	7,000	
16,702	37,633	h) Education Grants - Allocations pour frais d'études (Costs independent of Salaries)	35,000	25,000	-10,000	Number of grants reduced from 3 to 2 Nombre d'allocations réduit de 3 à 2
85,644	85,000	i) Medical claims paid - Remboursements de soins	85,000	85,000	0	
-43,017	-35,000	Medical - refunds from GAN - Remboursements obtenus du GAN	-35,000	-35,000	0	
5,029	0	j) Home rental - Indemnité de logement		12,000	12,000	Housing conditions of new Staff Conditions de logement du personnel nouveau
11,545	16,000	k) Home Leave - Congés dans les foyers	15,000	15,000	0	
789	15,000	l) Miscellan. Personnel Expenses - Autres dépenses de personnel (Controllable Personnel costs)	12,000	12,000	0	
0	3,000	m) Salaries - Temporary staff - Personnel temporaire	3,000	3,000	0	
11,957	11,000	n) IHB Staff training - Formation du personnel du BHI	8,000	8,000	0	
2,127,320	2,266,191	TOTAL CHAPTER I	2,283,451	2,299,835	16,384	

Dépenses payées 2012 Expenditure achieved €	Budget approuvé 2013 Approved budget €	Chapitres et postes budgétaires Chapters and Items	Budget quinquennal 2014 5-Year Budget €	Budget révisé 2014 Proposed budget €	Différence Difference €	Commentaires Comments
II. CURRENT OPERATING COSTS – DÉPENSES DE GESTION COURANTE						
41,512	50,000	a) Maintenance of building - Entretien des locaux	50,000	45,000	-5,000	
2,556	2,700	Multirisk insurance - Assurance multi-risques	2,700	2,700	0	
57,232	55,000	Maintenance of IT equipments - Entretien des équipements	50,000	60,000	10,000	acquisition of new software and equipment acquisition de logiciels et d'équipements
9,567	10,000	b) Office Stationery - Fournitures de bureau	10,200	10,000	-200	
35,459	40,000	c) Postage, telephone, telefax - Télécommunications	40,000	37,000	-3,000	
2,325	3,300	d) Local Travel - Déplacements locaux	3,300	2,600	-700	
5,838	6,000	e) Bank Charges - Charges bancaires	6,000	6,000	0	
7,000	70,000	f) Contract support - Support contractuel	70,000	70,000	0	
11,910	4,400	g) Auditors fees - Honoraires du commissaire aux comptes	4,400	8,000	3,600	annual cost 6600€ + additional work as required coût annuel 6600€ + prestations complémentaires en tant que de besoin
11,270	15,000	h) Public Relations - Relations publiques	15,000	12,000	-3,000	
2,133	1,000	i) Miscellan. Operating Expenses - Autres charges d'exploitation (Travel costs)	1,000	1,000	0	
35,299	52,000	j) Technical Assistance (CBF) - Assistance technique	52,000	72,000	20,000	In accordance with work program
212,194	235,000	k) Long Distance - Grands déplacements (Publications costs)	235,000	265,000	30,000	In accordance with work program conformément au programme de travail
10,000	12,000	l) I.H. Review - Revue hydrographique internationale	12,000	10,000	-2,000	
1,378	2,000	m) Other publications - Autres publications	2,000	1,600	-400	
-----			-----	-----	0	
445,673	558,400	TOTAL CHAPTER II	553,600	602,900	49,300	

Dépenses payées 2012 Expenditure achieved €	Budget approuvé 2013 Approved budget €	Chapitres et postes budgétaires Chapters and Items	Budget quinquennal 2014 5-Year Budget €	Budget révisé 2014 Proposed budget €	Différence Difference €	Commentaires Comments
III. CAPITAL EXPENDITURE - DÉPENSES D'ÉQUIPEMENT						
6,236	35,000	a) Purchase of IT equipments - Equipements informatiques	30,000	10,000	-20,000	transfer to IV
10,902	13,000	b) Furniture & other equipments - Mobilier et autres équipem.	13,000	3,000	-10,000	transfert vers IV
754	1,300	c) Purchase Publications & Binding - Reliures et publications	1,300	1,300	0	
11,772	20,000	d) Depreciation of fixed assets - Dépréciat, des immobilisations	20,000	20,000	0	
---	---		---	---		
29,664	69,300	TOTAL CHAPTER III	64,300	34,300	-30,000	
====	===	=====	=====	=====		
2,602,657	2,893,891	ANNUAL OPERATING COSTS - Coût opérationnel annuel	2,901,351	2,937,035		

Dépenses payées 2012 Expenditure achieved €	Budget approuvé 2013 Approved budget €	Chapitres et postes budgétaires Chapters and Items	Budget quinquennal 2014 5-Year Budget €	Budget révisé 2014 Proposed budget €	Différence Difference €	Commentaires Comments
IV. ASSETS ALLOCATION - Immobilisations						
31,971		a) Purchase of IT equipments - Equipements informatiques		20,000	20,000	new presentation suggested by auditor
5,869		b) Furniture & other equipments - Mobilier et autres équipem.		10,000	10,000	nouvelle présentation suggérée par le commissaire aux comptes
-----				-----		
37,840		TOTAL CHAPTER IV		30,000	30,000	

Dépenses payées 2012 Expenditure achieved €	Budget approuvé 2013 Approved budget €	Chapitres et postes budgétaires Chapters and Items	Budget quinquennal 2014 5-Year Budget €	Budget révisé 2014 Proposed budget €	Différence Difference €	Commentaires Comments
V. ALLOCATION TO FUNDS - Dotations aux fonds dédiés						
8,100	8,200	- a) GEBCO Fund - Fonds pour la Carte bathymétrique	8,200	8,200	0	
3,000	3,000	- b) Renovation Fund - Fonds de rénovation	3,000	0	-3,000	no significant renovations required in 2014 pas de travaux significatifs requis en 2014
30,000	20,000	- c) Conferences Fund - Fonds pour Conférences & Assemblées	20,000	20,000	0	
20,000	7,500	- d) Relocation of Directors Fund - Déménagement des directeurs	7,500	0	-7,500	forecast expenditure does not warrant a transfer of funds in 2014 les dépenses prévues ne justifient pas un transfert de fonds en 2014
55,000	140,628	- e) Capacity Building Fund - Fonds de Renforcement des capacités	45,000	45,000	0	
		- f) Internal Retirement Fund - Fonds de retraite interne		26,000	26,000	additional funds required to meet forecast future liability fonds supplémentaires nécessaires pour faire face aux obligations futures
----- 116,100	----- 179,328	TOTAL CHAPTER V	----- 83,700	----- 99,200	15,500	
----- 2,756,597	----- 3,073,219	TOTAL EXPENDITURE - Dépense totale	----- 2,985,051	----- 3,066,235		
=====	=====		=====	=====		

TABLEAU IV - PRÉVISION ÉTAT DES FONDS DE L'OHI - 2014

TABLE IV - FORECAST STATUS OF IHO FUNDS v- 2014

<i>Fonds Funds</i>	<i>Disponible 2013 Available</i>	<i>Prévisions des dépenses 2013 Forecast Expenditure</i>	<i>Disponible 31/12/2013 Available</i>	<i>Dépôts 2014 Deposits €</i>	<i>Prévisions des dépenses 2014 Forecast Expenditure</i>	<i>Disponible 31/12/2014 Available</i>	<i>Commentaires Comments</i>
GEBCO Fund - Fonds pour la GEBCO	79,586.44	9,000.00	70,586.44	8,200.00	9,000.00	69,786.44	
ABLOS Fund - Fonds ABLOS	7,258.88	0.00	7,258.88		0.00	7,258.88	ABLOS Conference delayed to 2015 Conférence ABLOS reportée en 2015
Printing Fund - Fonds d'impression	73,792.73	0.00	73,792.73		0.00	73,792.73	
Renovation Fund - Fonds de rénovation	93,894.46	0.00	93,894.46	0.00	0.00	93,894.46	
I.H. Conference Fund – Fonds pour les Conférence H.I.	442,897.19	6,000.00	436,897.19	20,000.00	170,000.00	286,897.19	Conference/Assembly in 2014 and possibly Councils every year afterwards Conférence/Assemblée en 2014 et conseil annuel à envisager ensuite
Relocation of Directors Fund - Fonds pour le déménagement des directeurs	311,047.31	0.00	311,047.31	0.00	20,000.00	291,047.31	Retirement of M. Huet Départ en retraite de M. Huet
Special Projects fund – Fonds pour les projets spéciaux	52,818.55	0.00	52,818.55		0.00	52,818.55	
Evolution of IRF Liability assuming 1.7% rate of interest on investments Evolution de l'engagement du FRI sur la base d'un taux d'intérêt des placements de 1,7%	** 36,574.00	239,000.00	-202,426.00	26,000.00	73,000.00	-249,426.00	1.7% is the maximum anticipated for the next few years 1,7% est le maximum prévu pour les années à venir.
Capacity Building Fund (IHO Funding) Fonds pour le renforcement des capacités (financement OHI)	341,938.42	92,500.15	249,438.27	45,000.00	293,388.00	1,050.27	
Capacity Building Fund (External Funding) Fonds pour le renforcement des capacités (financement externe)	532,306.67	385,238.00	147,068.67	#	101,200.00	45,868.67	# To be determined by ROK CB Project Management Board A déterminer par le comité de gestion du projet de CB de la République de Corée
TOTAL	1,972,114.65	731,738.15	1,240,376.50	99,200.00	666,588.00	672,988.50	

** 36 574€ from 2012 budget surplus

Proposed Work Programme for 2014**IHO WORK PROGRAMME - Year 2014**

based on IHO Five-Year Work Programme 2013-2017 (see CONF.18/REP/01)

PROGRAMME 1 – CORPORATE AFFAIRS

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
1.1	Co-operation with International Organizations and participation in relevant meetings			1 & 3	
1.1.1	Antarctic Treaty Consultative Meeting (ATCM)	Pres	Huet		1 pax, 5 days, Brazil, May/June
1.1.2	Comité International Radio Maritime (CIRM)	DTech	Wyatt		1 pax, 3 days, USA, April
1.1.3	Council of Managers of National Antarctic Programs (COMNAP)	Pres	Huet		1 pax, 3 days, Europe, July/August
1.1.4	European Union Initiatives, such as:	DTech	Costa Neves		1 pax, 2x1 day, Europe, April, September
1.1.4.1	INSPIRE				1 pax, 1 Conference, 3 days, Europe, June
1.1.5	International Federation of Surveyors (FIG)	DCoord	Costa Neves		1 pax, 1 Congress, 6 days, Kuala Lumpur, 16-21 June
1.1.6	International Federation of Hydrographic Societies (IFHS) (HYDRO 14)	Pres	Wyatt		1 pax, Aberdeen UK, date ??
1.1.7	International Association of Antarctic Tour Operators (IAATO)	Pres	Huet		1 pax, 3 days, North America, April/May
1.1.8	IALA, such as:	DTech	Wyatt		
1.1.8.1	e-NAV Committee	DTech	Wyatt		1 pax, 2 meetings, 5 days each, Paris, Mar & Sep
1.1.8.2	Annual secretariat liaison meeting	Pres			No travel anticipated
	18 th IALA Conference	Pres			1 pax, 6 days, Spain, May
1.1.9	International Association of Ports and Harbours (IAPH)	Pres	Pharaoh		No travel anticipated
1.1.10	International Cartographic Association (ICA) (such as ICA Commission on Geoinformation Infrastructures and Standards)	DTech	Huet		no travel anticipated
1.1.11	International Electrotechnical Commission (IEC) (such as IEC Technical Committee 80)	DTech	Pharaoh		1 pax, 5 days, Europe, date not decided

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
1.1.12	International Maritime Organization (IMO), including:				
1.1.12.1	Assembly	Pres	Wyatt		Nil in 2014
1.1.12.2	Council	Pres	Wyatt		1 pax, 5 days, London, Jul or Nov
1.1.12.3	MSC	Pres	Wyatt		2 pax, 2 meetings (8 and 5 days), London, May and Nov
1.1.12.4	NAV NCSR	DTech	Wyatt		3 pax, NCSR, 5 days London, Feb
1.1.12.5	TCC	DCoord	Costa Neves		2 pax, 3 days, London, Jul
1.1.12.6	SDC				1 pax, 5 days, London, Mar
1.1.12.7	HTW	DTech	Wyatt		1 pax, 5 days, London, Jun
1.1.13	International Maritime Pilots' Association (IMPA)	Pres	Wyatt		1 pax, 5 days, Panama, Apr
1.1.14	Intergovernmental Oceanographic Commission (IOC) of UNESCO, including:	DCoord	Wyatt		
1.1.14.1	Assembly				Nil
1.1.14.2	Council				1 pax, 5 days, Paris,
1.1.14.3	Specialized WGs				
1.1.15	International Standards Organization (ISO), including:	DTech	Pharaoh		
1.1.15.1	ISO Technical Committee 211				1 person x 2 meeting per year - one in Germany and one in ??? t.b.d
1.1.16	Joint Board of GIS (JB-GIS)	Pres	Huet		no travel anticipated
1.1.17	NATO geospatial bodies, such as:	DTech	Pharaoh		
1.1.17.1	DGIWG				1 pax, 2 meetings, 3 days each, Europe, dates not decided.
1.1.18	UN, including:	Pres	Huet		
1.1.18.1	UNICPOLOS				1 pax, 5 days, New York, June
1.1.18.2	UN-GGIM				1 pax, 2 meetings 5 days each, dates and venue not decided
1.1.19	World Meteorological Organization (WMO)	Pres	Wyatt		Nil
1.1.20	Other organizations when their agendas have relevance to the programme of the IHO, such as : Group on Earth Observation (GEO); Pan-American Institute of Geography and History (PAIGH); Port Management Association West and Central Africa (PMAWCA) & Maritime Organizations of West and Central Africa (MOCWA); the Scientific Committee on Antarctic Research (SCAR); Global Partnership for Oceans (GPO)	Pres or Director and AD responsible for the relevant RHC when appropriate			No travel anticipated

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
1.2	Information Management			1 & 4	
1.2.1	Maintain and extend the IHO website using commercial contract support	Pres	Pharaoh		
1.2.2	Develop IHO GIS and web server and web mapping services in support of RHCs, ENC availability, INT chart coordination, C-55 and other related activities, including using commercial contract support	Pres	Pharaoh		
1.2.3	Develop and maintain IHB desk-top and in-house publishing facilities	Pres	Wyatt		
1.2.4	Compile and publish the following documents that are not allocated to a specific IHO body, including:	Pres			
1.2.4.1	P-5 – IHO Yearbook	Pres	Costa Neves		No expense anticipated
1.2.4.2	P-7 – IHO Annual Report	DCoord	Costa Neves		200 printouts plus mail
1.2.4.3	M-3 – IHO Resolutions	Pres	Costa Neves		No expense anticipated
1.2.5	Maintain and extend IHB Admin IT infrastructure	Pres	Pharaoh		Additional SharePoint support and other IT developments and maintenance upgrades
1.2.6	Communication between the IHB and Member States through Circular Letters	Pres	Wyatt		
1.2.7	IHB Technical Library – incorporate new material	Pres	Wyatt		
1.3	Public Relations			3	
1.3.1	Maintain relationships with the Government of Monaco and the diplomatic corps accredited in Monaco	Pres	Fauchois		
1.3.2	Compile and publish P-1 – <i>International Hydrographic Review</i> in collaboration with IHR editor	DCoord	Costa Neves		Editor annual contract (10 000) plus printing costs
1.3.3	World Hydrography Day, including:	DCoord	Costa Neves		
1.3.3.1	Preparation of support materiel				Banners, printouts
1.3.3.2	Celebratory events in Monaco				Reception
1.3.3.3	Celebratory events in Member States				1 pax, 2 days, Europe, June
1.3.4	General Public Relation support. Representation expenses	Pres	Costa Neves		
1.4	Work Programme & Budget, Strategic Plan and Performance Monitoring			1	
1.4.1	Implement and administer processes for programme management, performance monitoring and risk assessment, including the acquisition and operation of suitable business software tools	Pres	Costa Neves		Software and consultancy
1.4.2	Execute the IHO Work Programme and Budget approved by the XVIIIth IHC, monitoring its progress and adopting the necessary adjustment according to the circumstances	Pres	Fauchois		

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
1.4.3	Conduct biennial IHO stakeholders' forums	DTech	as required according to topics		To be considered in conjunction with EHC5
1.5	IHB Management			1	
1.5.1	Maintain, update and develop necessary procedures to facilitate and improve effectiveness of the general and permanent Finance and Administrative work.	Pres	Fauchois		
1.5.2	Provide in-house translation service English/French and French/English in support of the IHO WP. Include Spanish translations as much as possible in accordance with relevant IHO Resolutions	DCoord	Wyatt		
1.5.3	Engage contract support to supplement maintenance and development of technical standards beyond the resources or competence of the IHB or the IHO WGs, including:	Pres	Fauchois		
1.5.3.1	Translation	DCoord	Wyatt		
1.5.3.2	Technical editing	DTech	Wyatt		
1.5.3.3	Cataloguing the IHO working document archive	Pres	Fauchois		
1.5.4	Monitor and maintain the Staff Regulations and the Job Descriptions of the IHB Staff in step with the evolution of the IHO work programme and IHO requirements.	Pres	Fauchois		
1.5.5	Maintain the IHB premises as required as the occupant	Pres	Fauchois		
1.5.6	Maintain furniture, carry out renovations or modifications as requirements arise	Pres	Pharaoh		
1.6	International Hydrographic Conference			1 & 4	
1.6.1	Organize the 5th Extraordinary International Hydrographic Conference in 2014	DCoord	Costa Neves		From Conference Fund

PROGRAMME 2 "Services and Standards"

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
2.1	Technical Programme Coordination			2	
2.1.1	Conduct annual meeting of HSSC	DTech	Huet		3 pax, 6 days, Chile, November
2.1.1.1	Chair briefing				1 pax, 2 days (Chair to IHB from Germany for briefing), October
2.1.2	Provide technical advice and guidance on IHO technical standards, specification and publications		Pharaoh		1 pax, 2 visits, 3 days each, Europe, dates not decided (Also to cover 2.2.5)
2.2	Hydrographic Data Transfer Standards			3 & 4	
2.2.1	Conduct meetings of relevant HSSC WGs dealing with hydrographic data transfer standards	DTech	Pharaoh		1 pax, 6 days, ???, Jan? 1 pax, 6 days, ???, June?
2.2.2	Maintain and extend the relevant IHO standards, specifications and publications, using contract support assistance as appropriate, including:	DTech	Pharaoh		Provision for contract support Translation + update cost No expense anticipated Revision under contract 1 pax, 4 days, Norway, date not decided
2.2.2.1	S-57 IHO Transfer Standard for Digital Hydrographic Data		Pharaoh		
2.2.2.2	S-100 IHO Universal Hydrographic Data Model		Pharaoh		
2.2.2.3	S-101 ENC Product Specification		Pharaoh		
2.2.2.4	S-102 Bathymetric Surface Product Specification		Pharaoh		
2.2.2.5	S-58 Recommended ENC Validation Checks		Pharaoh		
2.2.2.6	S-65 ENC Production Guidance		Pharaoh		
2.2.2.7	S-64 IHO Test Data Sets for ECDIS		Huet		
2.2.2.8	S-61 Product Specification for Raster Navigational Charts		Pharaoh		
2.2.2.9	S-99 Operational Procedures for the Organization and Management of the S-100 Geospatial Information Registry		Pharaoh		
2.2.2.10	S-66 Facts about Electronic Charts and Carriage Requirements		Huet		
2.2.2.11	Participate in RENC Joint Technical Experts WG (JTEWG)	Pharaoh			
2.2.3	Develop and maintain as-yet undefined S-100-based Product Specifications, including:	DTech	Pharaoh		
2.2.3.1	Product Specification for surface currents	DTech	Wyatt		

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
2.2.4	Maintain and extend S-100 registry	DTech	Pharaoh		Planning for upgrade + documentation
2.2.5	Provide outreach and technical assistance regarding transfer standards	DTech	Pharaoh		covered by 2.1.2
2.3	Nautical Cartography			2	
2.3.1	Conduct meetings of relevant HSSC WGs dealing with nautical cartography	DTech	Huet		1 pax, 7 days, Wellington, NZ, January DIPWG6, 1 pax, 5 days, venue TBD, May-June
2.3.2	Maintain and extend the relevant IHO standards, specifications and publications, using contract support assistance as appropriate, including:	DTech			
2.3.2.1	S-4 Chart Specifications of the IHO and Regulations for International (INT) Charts		Huet		No expense anticipated
2.3.2.2	INT 1 - Symbols, Abbreviations and Terms used on Charts		Huet		No expense anticipated
2.3.2.3	INT 2 - Borders, Graduations, Grids and Linear Scales		Huet		No expense anticipated
2.3.2.4	INT 3 - Use of Symbols and Abbreviations		Huet		No expense anticipated
2.3.2.5	S-11 Part A - Guidance for the Preparation and Maintenance of INT Chart schemes		Huet		No expense anticipated
2.3.2.6	S-11 Part B - Catalogue of INT Charts		Huet		No expense anticipated
2.3.2.7	S-49 Standardization of Mariners' Routing Guides		Huet		No expense anticipated
2.3.2.8	Digital data updating related elements of Appendix 1 to S-52 - Guidance on Updating the Electronic Navigational Chart		Huet		No expense anticipated
2.3.2.9	S-52 and its accompanying Presentation Library - Specifications for Chart Content and Display Aspects of ECDIS		Costa Neves		No expense anticipated
2.3.2.10	Portrayal related elements of S-101 - ENC Product Specification and other S-100-base		Costa Neves		No expense anticipated
2.4	Digital Data Protection and Authentication			2	
2.4.1	Conduct meetings of relevant HSSC WGs dealing with Data Protection and Authentication	DTech	Pharaoh		1 meeting, 3 days, IHB, Feb
2.4.2	Maintain and extend the relevant IHO standards, specifications and publications, including:	DTech			
2.4.2.1	S-63 IHO Data Protection Scheme		Pharaoh		
2.4.2.2	Data protection and authentication		Pharaoh		
2.4.2.3	related elements of S-100 - IHO Universal Hydrographic Data Model		Pharaoh		
2.4.2.4	S-101 - ENC Product Specification		Pharaoh		Provision for contract support
2.5	Data Quality			2	
2.5.1	Conduct meetings of relevant HSSC WG dealing with data quality	DTech	Huet		1 pax, 4 days, Europe, July
2.5.2	Maintain and extend the relevant IHO standards, specifications and publications, including:	DTech			

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
2.5.2.1	Data quality related elements of S-57 - IHO Transfer Standard for Digital Hydrographic Data		Pharaoh		No expense anticipated
2.5.2.2	Data quality related elements of S-100 - IHO Universal Hydrographic Data Model		Huet		
2.5.2.3	Data quality related elements of:		Huet		
2.5.2.3.1	S-52 - Specifications for Chart Content and Display Aspects of ECDIS		Huet		
2.5.2.3.2	S-101 - ENC Product Specification and other S-100-based Product Specifications		Huet		
2.6	Nautical Publications			2	
2.6.1	Conduct meetings of relevant HSSC WG dealing with nautical publications	DTech	Pharaoh		1 meeting
2.6.2	Develop, maintain and extend S-10n - Nautical Information Product Specification	DTech	Pharaoh		
2.6.3	Maintain and extend the relevant IHO standards, specifications and publications, including:	DTech	Wyatt		No expense anticipated
2.6.3.1	IHO Resolutions in M-3 relating to Nautical Publications		Pharaoh		No expense anticipated
2.6.3.2	S-12 Standardization of List of Lights and Fog Signals		Wyatt		
2.7	Tides and Water Levels			2	
2.7.1	Conduct meetings of relevant HSSC WG dealing with tides and water levels	DTech	Wyatt		1 pax, 4 days, Australia, Apr
2.7.2	Maintain and extend the relevant IHO standards, specifications and publications, including:	DTech	Wyatt		No expense anticipated
2.7.2.1	Relevant IHO Resolutions in M-3				No expense anticipated
2.7.2.2	S-60 User's Handbook on Datum Transformations involving WGS 84				No expense anticipated
2.7.2.3	Standard Tidal Constituent List				No expense anticipated
2.7.2.4	Inventory of Tide Gauges used by Member States				No expense anticipated
2.7.3	Develop, maintain and extend a Product Specification for digital tide tables	DTech	Wyatt		No expense anticipated
2.7.4	Develop, maintain and extend a Product Specification for the transmission of real-time tidal data	DTech	Wyatt		No expense anticipated
2.7.5	Develop, maintain and extend a Product Specification for dynamic tides in ECDIS	DTech	Wyatt		No expense anticipated
2.8	Digital Data Updating			2	
2.8.1	Maintain and extend the relevant IHO standards, specifications and publications, including:	DTech	Huet		No expense anticipated
2.8.1.1	Digital data updating related elements of S-65 - ENC Production Guidance	DTech	Huet		
2.8.1.2	S-52 Appendix 1 - Guidance on Updating the Electronic Navigational Chart	DTech	Huet		
2.9	Marine Spatial Data Infrastructures			2 & 4	
2.9.1	Conduct meetings of relevant HSSC WG dealing with MSDI	DTech	Huet		1 pax, 5 days, North America, February
2.9.2	Maintain the relevant IHO standards, specifications and publications, including:	DTech	Huet		

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
2.9.2.1	C-17 Spatial Data Infrastructures: "The Marine Dimension" - Guidance for Hydrographic Offices				No expense anticipated
2.9.3	Develop training syllabi for MSDI and associated learning subjects, including:	DTech	Huet		No expense anticipated
2.9.3.1	Content for an "introduction to MSDI" training course	DTech	Huet		No expense anticipated
2.10.1	Hydrographic Data Acquisition and Processing				
2.10.2	Maintain and extend, when required, the relevant IHO standards, specifications and publications, including:	DTech	not allocated until WG or WP tasks established		
2.10.2.1	S-44 - IHO Standards for Hydrographic Surveys				
2.11	Hydrographic Dictionary				
2.11.1	Maintain and extend the IHO Hydrographic Dictionary in English, French and Spanish.	DTech	Wyatt		1 pax, 4 days, Venue and date tbd
2.11.2	Develop the Spanish language Wiki version of S-32 with commercial contract support	DTech	Wyatt		Contract support in 2014
2.12	ABLOS				
2.12.1	Organize and prepare ABLOS annual business meeting	DTech	Wyatt		1 pax 4 days, Venue and date tbd
2.12.2	Organize and prepare the biennial ABLOS Conference	DTech	Wyatt		No expense anticipated
2.12.3	Contribute to the revision of IHO publication C-51-TALOS Manual	DTech	Wyatt		No expense anticipated
2.13	Surface Current				
2.13.1	Conduct meetings of relevant HSSC WG dealing with surface currents	DTech	Wyatt		1 pax, 4 days, N America, Jun
2.13.2	Maintain and extend the relevant IHO standards, specifications and publications, including:	DTech	Wyatt		No expense anticipated
2.13.2.1	Relevant IHO Resolutions in M-3				No expense anticipated
2.13.3	Develop, maintain and extend a Product Specification for the transmission of real-time surface current data	DTech	Wyatt		No expense anticipated
2.13.4	Develop, maintain and extend a Product Specification for dynamic surface currents in ECDIS	DTech	Wyatt		No expense anticipated

PROGRAMME 3 " Inter Regional Coordination and Support"

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
3	Inter Regional Coordination Committee (IRCC)			1 & 2	
3.0.1	Conduct annual meeting of IRCC	DCoord	Costa Neves		2 pax, 2 days, Paris, 19-20 May
3.0.1.1	Support the IHB to implement the planning mechanism annually and at the end of each 5-year (3-year) cycle (Chair briefing)				1 pax, 2 days (Chair to IHB from Canada for briefing), April
3.0.1.2	Contribute to the IHO Annual Report.				
3.0.1.3	Update and implement the IRCC Work Programme				
3.1	Cooperation with Member States and attendance at relevant meetings			1 & 2	
3.1.1	ARHC – Arctic Region Hydrographic Commission	Pres	Huet		1 pax, 4 days, Russia, October?
3.1.2	BSHC - Baltic Sea Hydrographic Commission	DCoord	Wyatt		1 pax, 4 days, Venue tbd, Sep
3.1.3	EAHC - East Asia Hydrographic Commission	Pres	Pharaoh		1 pax, 5 days, E.Asia, date?
3.1.4	EAtHC - Eastern Atlantic Hydrographic Commission	Dtech	Huet		2 pax, 5 days each, W. Africa, September
3.1.5	MACHC - Meso American and Caribbean Hydrographic Commission	Pres	Costa Neves		2 pax, 5 days each, Caribbean, October-November
3.1.6	MBSHC - Mediterranean and Black Seas Hydrographic Commission	DCoord	Costa Neves		No meeting in 2014
3.1.7	NHC - Nordic Hydrographic Commission	DTech	Pharaoh		1 pax, 4 days, Finland, August
3.1.8	NIOHC - North Indian Ocean Hydrographic Commission.	DCoord	Wyatt		2 pax, 5 days, Thailand, Feb
3.1.9	NSHC - North Sea Hydrographic Commission	DTech	Wyatt		1 pax, 4 days, Netherlands, Jun
3.1.10	RSAHC - ROPME Sea Area Hydrographic Commission	DCoord	Wyatt		2 pax, 5 days, UAE, Jan/Feb
3.1.11	SAIHC - Southern Africa and Islands Hydrographic Commission	Pres	Pharaoh		2 pax, 4 days, Mauritius, Sep ??
3.1.12	SEPHC - South East Pacific Hydrographic Commission	DTech	Costa Neves		No meeting in 2014
3.1.13	SWAtHC - South West Atlantic Hydrographic Commission	DTech	Costa Neves		1 pax, 2 days, Niteroi (Brazil), March
3.1.14	SWPHC - South West Pacific Hydrographic Commission	Pres	Huet		No meeting anticipated

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
3.1.15	USCHC - USA and Canada Hydrographic Commission.	DCoord	Pharaoh		1 pax, 3 days, Canada, March t.b.d
3.1.16	HCA - Hydrographic Commission on Antarctica.	Pres	Huet		2 pax, 5 days each, Ecuador, December
3.1.16.1	HCA to conduct a risk assessment for the Antarctic region and develop a Work Program to improve Antarctic charting				
3.1.17	WEND Working Group	DCoord	Costa Neves		2 pax, 3 days, Niteroi (Brazil), 18-20 March
3.1.18	Industry participation in RHC meetings.	Director & AD responsible for relevant RHC			No expense anticipated
3.1.19	Contribute to improving the framework of IHO response to marine disasters.	DCoord	Wyatt		No expense anticipated
3.2	Increase participation by non-Member States			1 & 3	
3.2.1	EAHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V.	Pres	Pharaoh		1 pax, 4 days (normally Director), side-visits as part of other programmes
3.2.2	EATHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V	DTech	Huet		
3.2.2.1	Maintain contact with pending applicants in the region to encourage the ratification of the IHO Convention				
3.2.2.2	Maintain contact with suspended Member State in the region to encourage its re-insertion in IHO				
3.2.3	MACHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V.	Pres	Costa Neves		
3.2.3.1	Maintain contact with pending applicant in the region to encourage the ratification of the IHO Convention				
3.2.3.2	Maintain contact with suspended Member State in the region to encourage its re-insertion in IHO				
3.2.4	MBSHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V	DCoord	Costa Neves		
3.2.4.1	Maintain contact with pending applicants in the region to encourage the ratification of the IHO Convention				
3.2.4.2	Maintain contact with suspended Member State in the region to encourage its re-insertion in IHO				
3.2.5	NIOHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V	DCoord	Wyatt		

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
3.2.6	RSAHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V	DCoord	Wyatt		
3.2.7	SAIHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V.	Pres	Pharaoh		
3.2.8	SEPHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V.	DTech	Costa Neves		
3.2.8.1	Continue the efforts to include Panama as Observer Country to the Commission.				
3.2.9	SWAHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V	DTech	Costa Neves		
3.2.10	SWPHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V	Pres	Huet		
3.2.11	RHCs to encourage the approval of pending applications for IHO membership	Director & AD responsible for relevant RHC			No expense anticipated
3.2.12	IHO Convention:	Director & AD responsible for relevant RHC			
3.2.12.1	RHCs to encourage the ratification of the IHO Convention by approved applicants.				No expense anticipated
3.2.12.2	Secure the ratification of the Protocol of Amendments to the IHO Convention.				
3.3	Capacity Building Management			1 & 4	
3.3.1	CBSC - Capacity Building Sub-Committee	DCoord	Costa Neves		No expense anticipated
3.3.1.1	Organize, prepare, conduct and report annual CBSC meetings				2 pax, 3 days, Brest, 14-16 May 1 pax, 2 days (Chair to IHB from Germany for briefing), April
3.3.1.2	Follow-up the coordination required to execute the action lists agreed				No expense anticipated
3.3.1.3	Maintain IHO publication M-2 - <i>The Need for National Hydrographic Services</i>				No expense anticipated
3.3.1.4	Contribute to the development of MSDI				No expense anticipated
3.3.2	Manage Capacity Building Fund	DCoord	Costa Neves, Fauchois		
3.3.2.1	Develop and maintain a CB Management system				Under contract

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
3.3.3	Meetings with other organizations, funding agencies, private sector and academia	DCoord	Costa Neves		1 pax (Director), 2 follow-on visits, venue TBD, dates TBD (3.3.3)
3.3.3.1	Joint IHO/IMO/WMO/IOC/IAEA/IALA/FIG Capacity Building Meeting				2 pax, 1 and half days, Copenhagen (Denmark) November
3.3.3.2	Capacity Building Stakeholders Forum	DCoord	Costa Neves		2 day meeting with coffee break, reception and administrative support, 11-12 March, Monaco
3.3.4	IHO Capacity Building Strategy. CBSC to keep the IHO Capacity Building Strategy updated. At each CBSC meeting, the Sub-Committee is to review the Strategy in the light of new elements, update it accordingly and display it in the IHO website.	DCoord	Costa Neves		No expense anticipated
3.3.5	Capacity Building Work Programme	DCoord	Costa Neves		No expense anticipated
3.3.5.1	CBSC to study the CB needs presented to the CBSC by the RHCs, to foster the sharing of lessons learned and to help RHCs to develop best practices				No expense anticipated
3.3.5.2	CBSC to develop and propose an annual IHO Capacity Building Work Program (CBWP) to be included in the general IHO WP				No expense anticipated
3.3.5.3	CBSC to maintain and control the execution of the approved CBWP				No expense anticipated
3.3.6	Follow-up of CB activities and initiatives, including:	DCoord	Costa Neves		
3.3.6.1	CBSC to follow-up the CB activities and initiatives, especially those for which the CB Fund and MSs have contributed				No expense anticipated
3.3.6.2	To study and install measures to improve the technical work with the Management Plan, i.e. developing a database, aiming at reducing the administrative work				No expense anticipated. Done in conjunction with 3.3.2.1
3.3.7	IBSC - International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers	DCoord	Costa Neves		No expense anticipated
3.3.7.1	Conduct and report annual IBSC meetings				1 pax, 7 days, Dalian (China), 7-13 April
3.3.7.2	Implement the IBSC Work Programme				No expense anticipated
3.3.7.3	Manage the IBSC Fund and report to IHO				No expense anticipated
3.3.8	Provide guidance to training institutions	DCoord	Costa Neves		No expense anticipated
3.3.9	Maintain IBSC Publications (C-6, C-47, S-5, S-8)	DCoord	Costa Neves		
3.3.9.1	IBSC to develop a new Standards framework to separate competency requirements for Cat A and Cat. B	DCoord	Costa Neves		5 IBSC meetings, 6 000 euros each

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
3.3.9.2	C-6 and C-47 updates under contract	DCoord	Costa Neves		Third party
3.4	Capacity Building Assessment			3 & 4	
3.4.1	Technical and advisory visits. RHCs, with the support of the CBSC Chair and IHB, to establish appropriate teams of experts and to schedule and undertake Technical and Advisory Visits to assess the status of hydrography, cartography and aids to navigation in accordance with the IHO CBWP	Director & AD responsible for relevant RHC			In accordance with the Agreed 2014 CB Work Programme (CBWP)
3.4.2	Review and maintain CB procedures	DCoord	Costa Neves		No expense anticipated
3.4.3	Enhance publication C-55. IHB with the support of the RHCs, CBSC and GGC to develop a new framework for C-55	DCoord	Costa Neves		Done in conjunction with 3.3.2.1
3.5	Capacity Building Provision			2 & 3 & 4	
3.5.1	Raise Awareness on the Importance of Hydrography	DCoord	Costa Neves		No expense anticipated
3.5.2	Technical Workshops, Seminars, Short Courses	DCoord	Costa Neves		In accordance with the Agreed 2014 CB Work Programme (CBWP)
3.5.3	IHB, in conjunction with IBSC and CBSC, to encourage the development and delivery of new Hydrographic and Nautical Cartography Programs, including the establishment of new Hydrographic Schools where that regional capacity does not exist. Report to the IHO on the results	DCoord	Costa Neves		No expense anticipated
3.5.4	On-the-Job Training (ashore / on board). CBSC, with IHB support, to investigate "on-the-job training opportunities" ashore and on board (ships of opportunity)	DCoord	Costa Neves		No expense anticipated
3.5.5	IHB, with the support of CBSC and RHCs, to ensure awareness of multilateral or bilateral projects with hydrographic and/or cartographic components, and to provide advice to governments, project managers and funding agencies on the importance of including a hydrographic Capacity Building Component. Report to IHO annually on the results obtained	DCoord	Costa Neves		No expense anticipated
3.5.6	CBSC to foster bilateral agreements in order to help satisfy SOLAS V/9	DCoord	Costa Neves		No expense anticipated
3.6	Coordination of Global Surveying and Charting			2	
3.6.1	C-55 Status of Hydrographic Surveying and Nautical Charting World-wide	DCoord	Costa Neves		No expense anticipated
3.6.1.1	MS to provide annual updates to C-55				No expense anticipated
3.6.1.2	IHB to implement new framework for publication C-55				Done in conjunction with 3.3.2.1
3.6.1.3	IHB to report periodically to IMO on limitations and requirements for improvements in global charting and associated services				No expense anticipated

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
3.6.2	WEND WG to foster the implementation of the WEND principles, monitor progress and report to IRCC	DCoord	Costa Neves		No expense anticipated
3.6.2.1	WG to facilitate the production, distribution and updating of ENC cartographic products ensuring uniform ENC quality and consistency				No expense anticipated
3.6.2.2	WG to facilitate the resolution of gaps and overlaps in ENC coverage				No expense anticipated
3.6.2.3	WG to facilitate the promotion of RENC co-operation for the benefit of ENC end-users				No expense anticipated
3.6.3	Maintain and coordinate ENC schemes, consistency and quality	DCoord	Costa Neves		No expense anticipated
3.6.3.1	RHCs to develop ENC schemes in their regions and coordinate the production and maintenance of ENC				No expense anticipated
3.6.4	Maintain and coordinate INT Chart Schemes and improve the availability of the INT Chart Series	DCoord	Huet		No expense anticipated
3.6.4.1	RHCs to coordinate INT Chart Schemes and coordinate the production of INT Chart in their region				No expense anticipated
3.6.5	Contribute to monitoring and improving the global status of hydrographic surveying	DCoord	Costa Neves		No expense anticipated
3.7	Maritime Safety Information			1 & 2	
3.7.1	WWNWS-SC - World-Wide Navigational Warning Service Sub-Committee. Organize, prepare, attend and report annual WWNWS-SC meetings	DCoord	Wyatt		1 pax, 5 days, New Zealand, Sep/Oct
3.7.2	WWNWS Document Review Working Group. Conduct annual meetings of the WWNWS Document Review WG				1 pax 5 days, London, Feb
3.7.3	Maintain and extend the following IHO standards, specifications and publications:				No expense anticipated
3.7.3.1	relevant IHO Resolutions in M-3				No expense anticipated
3.7.3.2	S-53 - Joint IMO/IHO/WMO Manual on Maritime Safety Information				No expense anticipated
3.7.4	Liaise with IMO and WMO on the delivery of MSI within the GMDSS				No expense anticipated
3.7.5	Participate and contribute to the IMO work items on the modernization of the GMDSS and the development of the e-navigation implementation plan				No expense anticipated
3.7.6	Improve the delivery and exploitation of MSI to global shipping by taking full advantage of technological developments				No expense anticipated
3.8	Ocean Mapping Programme			1 & 2 & 3	
3.8.1	Conduct meetings of relevant GEBCO bodies:	DCoord	Wyatt		
3.8.1.1	Guiding Committee				1 pax 5 days, 1pax 2 days Venue and date tbd Support for IHO CG delegates to attend meetings

Element / Task	Title	Principal Director	Principal Manager	Strategic Direction	Remarks (Impact on IHO Budget)
3.8.1.2	TSCOM		Pharaoh		1 pax, 5 days, Venue notDate + venue to be decided, tbd
3.8.1.3	SCRUM				
3.8.1.4	SCUFN	DCoord	Huet		1 pax, 7 days, Chile, October?
3.8.2	Ensure effective operation of IHO Digital Bathymetry Data Center (DCDB)	DCoord	Pharaoh		
3.8.3	Encourage the contribution of bathymetric data to the IHO DCDB		Pharaoh		1 pax, 4 days, USA, date not decided
3.8.3.1	Identify priority areas for regional mapping.	DCoord			
3.8.3.2	Promote data contribution through GEBCO participation in RHCs meetings				
3.8.4	Maintain IHO bathymetric publications, including:				
3.8.4.1	B-4 - Information concerning recent bathymetric data	DCoord	Pharaoh		
3.8.4.2	B-6 - Standardisation of undersea feature names		Huet		No expense anticipated
3.8.4.3	B-7 - GEBCO guidelines		Wyatt		No expense anticipated
3.8.4.4	B-8 - Gazetteer		Huet		No expense anticipated
3.8.4.5	B-9 - GEBCO digital atlas		Pharaoh		
3.8.4.6	B-10 - The History of GEBCO		Wyatt		No expense anticipated
3.8.4.7	B-11 - GEBCO Cookbook		Pharaoh		
3.8.4.8	Develop the on-line function of B-4		Pharaoh		
3.8.5	Contribute to outreach and education about ocean mapping. Increase understanding of the importance of hydrography and interest in following ocean mapping as a career through activities such as:		Wyatt		No expense anticipated
3.8.5.1	Development of outreach materials (paper maps, brochures, web-based presentations) and educational materials;				
3.8.5.2	Printing of GEBCO World Map at various locations in MS				
3.8.6	GEBCO Web site kept current and updated regularly		Pharaoh		
3.8.7	Develop short course and course material on compiling digital bathymetric models (DBMs) to be included in GEBCO from a heterogeneous bathymetric source database. Associated deliverables: -a course curriculum		Wyatt		No expense anticipated
3.8.8	Update and enhance the GEBCO Gazetteer (B-8) for internet access		Huet		
3.8.8.1	Provide the GEBCO Gazetteer as a web service via a geospatially enabled database				10k€ on Web Gazetteer
3.8.8.2	Develop and make available public and management on-line interfaces to the Gazetteer				10k€ on Web Gazetteer