

**THIS ASSEMBLY CIRCULAR LETTER REQUIRES YOU TO VOTE**

**IHO File No. S1/6100/2020**

**ASSEMBLY CIRCULAR LETTER N° 22  
04 May 2020**

**2<sup>nd</sup> SESSION OF THE IHO ASSEMBLY (A-2)  
Monaco, 16-18 November 2020**

**CALL FOR APPROVAL OF THE SECOND TRANCHE OF PROPOSALS ORIGINALLY FOR  
CONSIDERATION BY THE 2<sup>ND</sup> SESSION OF THE ASSEMBLY**

References:

- A. IHO ACL 17/2020 dated 20 March 2020 – *Proposed scenario on the postponement of the 2<sup>nd</sup> Session of the IHO Assembly and associated activities resulting from exceptional circumstances due to COVID-19*
- B. IHO ACL 19/2020 – *Approval of the scenario on the postponement of the 2<sup>nd</sup> Session of the IHO Assembly and associated activities resulting from exceptional circumstances due to COVID-19*
- C. Assembly Document - A2\_2020\_G\_02\_EN – *Comments on Proposals (Red Book)*

Dear Hydrographer,

1. Based on the approval of the scenario on the postponement of the 2<sup>nd</sup> Session of the IHO Assembly and associated activities resulting from exceptional circumstances due to COVID-19 (Reference A), as reported by Reference B, this Assembly Circular Letter seeks for voting on the following proposals endorsed by the Council and originally submitted for approval to the 2<sup>nd</sup> Session of the IHO Assembly:

- PRO 1.6 Revision of Rule 12 of the Rules of Procedure of the IHO Council and consequence on Rules 8 and 11 - Timing of Election of the Chair and Vice-Chair
- PRO 1.10 Establishing an IHO strategy and resolution for gender-inclusive language
- PRO 2.4 Establishing a joint IHO-Singapore Innovation and Technology Laboratory
- PRO 3.1 Revision of the IHO Resolution 2/1997 - Establishment of Regional Hydrographic Commissions (RHC)
- PRO 3.2 Revision of the IHO Resolution 1/2005 - IHO Response to Disasters

Proposals b) and c) from the Council Chair in his report to the Assembly:

- b) Convene Council meetings regularly at the IHO Secretariat

- c) Adopt as the main theme until Assembly 3 (A-3) “the effective implementation of the Revised Strategic Plan” keeping in mind to apply the principles of ISO 9001.

In accordance with the approved deviation from the regular approval procedure by the Assembly (Reference B refers), the Secretary-General has taken the Red Book comments into account and compiled final proposals for submission to the Member States for approval by correspondence.

2. As proposed in Reference A (paragraph 19 refers), the vote by correspondence will be arranged according to the usual practice with the aim to meet the principles stated in Article IX (d) of the Convention.

3. *Ex-post facto* approval of such adopted proposals will be deemed to have been given by the Assembly at its next regular session in accordance with Articles VI (g) (vii) and IX (f) of the Convention under the understanding that the proposals were endorsed by the 3<sup>rd</sup> Council in October 2019. Each of the proposals forms a separate Annex to this Circular Letter associated to a separate voting form.

4. Approval for the proposals 1.6, 1.10, 2.4, 3.1, 3.2 and proposal b) and c) of the Council Chair report should then be obtained by a majority of the Member States who cast a vote, with the minimum number of affirmative votes being at least one-third of all Member States.

5. Member States are requested to indicate their decision to the IHO Secretariat **no later than 15 June 2020**, by returning the altogether seven (7) Voting Forms, provided in Annex A to G but preferably using the IHO Online Form System available at the following links:

Annex A: [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_a](https://IHO.formstack.com/forms/acl22_20_annex_a)

Annex B: [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_b](https://IHO.formstack.com/forms/acl22_20_annex_b)

Annex C: [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_c](https://IHO.formstack.com/forms/acl22_20_annex_c)

Annex D: [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_d](https://IHO.formstack.com/forms/acl22_20_annex_d)

Annex E: [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_e](https://IHO.formstack.com/forms/acl22_20_annex_e)

Annex F: [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_f](https://IHO.formstack.com/forms/acl22_20_annex_f)

Annex G: [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_g](https://IHO.formstack.com/forms/acl22_20_annex_g)

Yours sincerely,



Dr Mathias JONAS

Secretary-General

Annexes:

Annex A: Proposal 1.6 [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_a](https://IHO.formstack.com/forms/acl22_20_annex_a)

Annex B: Proposal 1.10 [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_b](https://IHO.formstack.com/forms/acl22_20_annex_b)

Annex C: Proposal 2.4 [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_c](https://IHO.formstack.com/forms/acl22_20_annex_c)

Annex D: Proposal 3.1 [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_d](https://IHO.formstack.com/forms/acl22_20_annex_d)

Annex E: Proposal 3.2 [https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_e](https://IHO.formstack.com/forms/acl22_20_annex_e)

Annex F: Proposal b) of the Council Chair report  
[https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_f](https://IHO.formstack.com/forms/acl22_20_annex_f)

Annex G: Proposal c) of the Council Chair report  
[https://IHO.formstack.com/forms/acl22\\_20\\_annex\\_g](https://IHO.formstack.com/forms/acl22_20_annex_g)

**PRO 1.6:** Revision of Rule 12 of the Rules of Procedure of the IHO Council and consequence on Rules 8 and 11 - Timing of Election of the Chair and Vice-Chair (*Final proposal compiled by the Secretary-General*)

General comment by the Secretary-General:

This proposal got wide support from Member States comments received and is proposed for approval as initially submitted, but now including the retention of RULE 8, Clause (b) with a minor amendment of this paragraph and, consequently, an amendment of RULE 12, Clause (f). These modifications are in addition to the initial proposal. The suggestion made by France in the Red Book does not seem to be essential for the timely election of the Council Chair and Council Vice-chair so it is not considered.

**FINAL PROPOSAL**

**Proposed Revised Rules 8, 11 and 12 of the Rules of Procedure of the Council**

*[Proposed changes in the initial proposal are shown in red / ~~red~~.*

*[Changes proposed by the Secretary-General compared to the red line version of the initial proposal made to A-2 are shown underlined]*

**RULE 8**

The provisional agenda of meetings of the Council shall include:

(a) adoption of the Agenda;

(b) election of the Chair and Vice-Chair, when necessary in accordance with Rule 12 (f) of these Rules of Procedure;

(bc) any item the inclusion of which has been requested by the Assembly;

....

**RULE 11**

The Chair and Vice-Chair shall be elected by the Members for a period of three years, ~~or until the end of the next ordinary session of the Assembly.~~

**RULE 12**

(a) Members shall elect the Chair and Vice-Chair ~~during their first meeting~~ by **correspondence as soon as is practicable** after each ordinary session of the Assembly.

- (b) ~~The Secretary-General shall chair the opening of that first meeting until election of the Chair.~~ The Secretary-General shall be responsible for conducting the election and act as interim Chair of the Council during the election process. The election shall be held by secret postal ballot. Under normal circumstances, the following timetable shall apply:

*(A = last day of the ordinary session of the Assembly)*

A + five weeks    Nominations for the positions of Chair and Vice-Chair of the Council closed

A + ten weeks    Voting closed

- (c) The candidates receiving the largest number of votes for each position shall be elected with the minimum number of votes cast being at least two-third of the Members.
- (d) At meetings where the Chair and Vice-Chair are to be elected those elections shall respectively be the second and third items on the agenda. In the event of a tie for the position of Chair, a second round run-off will take place by postal ballot between those nominees with the highest equal number of votes. The following timetable shall apply:

*(A = last day of the ordinary session of the Assembly)*

A + fifteen weeks    Voting closed

- (e) In the event of a tie for the position of Vice-Chair, a second round run-off will take place by postal ballot between those nominees with the highest equal number of votes. The following timetable shall apply:

*(A = last day of the ordinary session of the Assembly)*

A + fifteen weeks    Voting closed

- (f) ~~or in~~ In the case of a vacancy arising in the position of Chair and Vice-Chair during the inter-sessional period, an election shall take place during the next meeting of the Council. The nominations for the position shall be closed ten weeks before the opening day of the meeting of the Council and the Secretary-General shall submit the list of nominees to the Members together with the supporting documents for the meeting at least two months prior to the opening day of the meeting.

**APPROVAL OF THE REVISION OF RULE 12 OF THE RULES OF PROCEDURE OF THE IHO  
COUNCIL AND CONSEQUENCE ON RULES 8 AND 11 - TIMING OF ELECTION OF THE CHAIR  
AND VICE-CHAIR**

**VOTING FORM TO ANNEX A OF ACL 22/2020**

(to be returned to the IHO Secretariat **no later than 15 June 2020**)

E-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) - Fax: +377 93 10 81 40)

**Member  
State:**

**Contact:**

**E-mail:**

**Do you approve the revision of Rule 12 of the Rules of Procedure of the IHO Council and consequence on Rules 8 and 11 - Timing of Election of the Chair and Vice-Chair – as proposed by the Secretary-General?**

Please tick  the appropriate box:

YES

NO

If you answer 'NO', please explain in the comment section below.

Comments (if required)

**PRO 1.10: PROPOSAL TO ESTABLISH AN IHO STRATEGY AND RESOLUTION FOR GENDER-INCLUSIVE LANGUAGE** *(Final proposal compiled by the Secretary-General)*

General comment by the Secretary-General:

This proposal got principal support from all of the Member States comments received. Brazil proposed modifications for the text of the new IHO Resolution to streamline with the general style of IHO Resolutions. The proposed action should be applied in both IHO official languages – English and French.

**FINAL PROPOSAL**

**Part one: IHO Resolution**

TITLE	Reference	Last amendment (CL or IHC/A)	1 <sup>st</sup> Edition Reference
<b>GENDER-INCLUSIVE LANGUAGE TO BE USED IN IHO DOCUMENTS AND COMMUNICATIONS</b>	x/2020	IHO A-2	

1 Given that language plays an important role in shaping cultural and social attitudes, it is resolved that the Secretariat and all IHO organs must ensure that the language used in IHO documents and communications issued or amended will be gender inclusive as per the UN Guidelines on Gender-inclusive Language in both official languages English and French. For the case that Spanish translations are provided by the Secretariat the above guidelines will apply too.

2 Documents produced prior to the approval of this resolution will be updated at the earliest possible opportunity and, preferably, in conjunction with other content editing or revision.

**Part two: Decisions**

- - Task the Secretary-General to conduct a comprehensive review of the IHO Basic Documents and Resolutions, adopting the UN Guidelines on Gender-inclusive Language, and to provide draft revisions of IHO Publications M-1 and M-3 for the consideration of the Assembly at the next ordinary session (A-3).
- Task the Secretary-General to monitor the IHO's progress towards the implementation of the UN Guidelines on Gender-inclusive Language to all IHO documentation and communications and report to the Assembly at the next ordinary session (A-3).

**APPROVAL OF THE PROPOSAL TO ESTABLISH AN IHO STRATEGY AND RESOLUTION FOR  
GENDER-INCLUSIVE LANGUAGE**

**VOTING FORM TO ANNEX B OF ACL 22/2020**

(to be returned to the IHO Secretariat **no later than 15 June 2020**)

E-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) - Fax: +377 93 10 81 40)

**Member  
State:**

**Contact:**

**E-mail:**

**Do you approve the proposal to establish an IHO strategy and resolution for gender-inclusive language – as proposed by the Secretary-General?**

**Part one: IHO Resolutions**

Please tick  the appropriate box:

YES

NO

If you answer 'NO', please explain in the comment section below.

Comments (if required)

**Part two: IHO Decisions**

Please tick  the appropriate box:

YES

NO

If you answer 'NO', please explain in the comment section below.

Comments (if required)

**PRO 2.4:** Establishment of a joint IHO-Singapore Innovation and Technology Laboratory (*Final proposal compiled by the Secretary-General*)

General comment by the Secretary-General:

This proposal got unanimous support from all of the Member States comments received and is proposed for approval as originally submitted by Singapore.

**FINAL PROPOSAL**

Approval of the proposed establishment of a joint IHO-Singapore innovation and technology laboratory in Singapore to coordinate and testbed initiatives under the proposed composition, governance structure and terms of reference for the governing board and the management team.

Noting the endorsement of the Council, the Assembly is invited to:

- task the Secretariat as well as the Chairs of HSSC and IRCC to represent the IHO on the governing board and report regularly to the Council;
- task the Council to advise the governing board of the laboratory on other themes and projects regarded as supportive to the IHO Work Programme.



**APPROVAL FOR THE PROPOSAL OF THE ESTABLISHMENT OF A JOINT IHO-  
SINGAPORE INNOVATION AND TECHNOLOGY LABORATORY IN SINGAPORE TO  
COORDINATE AND TESTBED INITIATIVES**

**VOTING FORM TO ANNEX C OF ACL 22/2020**

(to be returned to the IHO Secretariat **no later than 15 June 2020**)

E-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) - Fax: +377 93 10 81 40)

**Member  
State:**

**Contact:**

**E-mail:**

**Do you approve the proposal to establish a joint IHO-Singapore innovation and technology laboratory in Singapore to coordinate and testbed initiatives and the arrangements for joint governance – as proposed by the Secretary-General?**

Please tick  the appropriate box:

YES

NO

If you answer 'NO', please explain in the comment section below.

Comments (if required)

**PRO 3.1: Revision of the IHO Resolution 2/1997 – Establishment of Regional Hydrographic Commissions (RHC) (Final proposal compiled by the Secretary-General)**

General comment by the Secretary-General:

This proposal got support from the vast majority of the Member States comments received. Argentina’s comment in view of the status of Bolivia as a non-IHO member is sufficiently addressed by the option to become an associated member of the affected RHC.

If associate membership through signature of the statutes of the affected RHC cannot be agreed, the definition of the roles of full members, associated members and observers are under the sovereignty of the affected RHC (paragraph 11 of the proposal).

**FINAL PROPOSAL**

TITLE	Reference	Last amendment (CL or IHC/A)	1 <sup>st</sup> Edition Reference
<b>ESTABLISHMENT OF REGIONAL HYDROGRAPHIC COMMISSIONS (RHC)</b>	<b>2/1997 as amended</b>	<b>IHO A-2</b>	<b>T1.3</b>

**GENERAL**

1 The mission of the IHO is to create a global environment in which States provide adequate and timely hydrographic data, products and services and ensure their widest possible use. To accomplish this mission, Member States are to pursue, on an intergovernmental basis, their cooperation on hydrographic activities on a regional basis.

2 IHO Member States have established regional coordination as an essential factor to support enhancements in the exchange of information and foster training and technical assistance between all nations. To effectively implement this, Regional Hydrographic Commissions (RHCs) are recognized by the Assembly as the primary organs to bring together coastal States within a region to progress the work of the IHO and extract the highest societal value of Member States' effort for the benefit of the nation, region and wider global marine geospatial community.

3 The IHO has established an Inter-Regional Coordination Committee (IRCC) with the aim to establish, coordinate and enhance cooperation in hydrographic activities amongst States on a regional basis, and between regions, especially on matters associated with Capacity Building; the World-Wide Navigational Warning Service; General Bathymetry and Ocean Mapping; Marine Spatial Data Infrastructures; Education and Training and the implementation of the WEND suitable for the need of international shipping. The IRCC is the IHO Committee tasked to coordinate and engage directly with RHCs on regional activities.

## ESTABLISHMENT OF REGIONAL HYDROGRAPHIC COMMISSIONS

4 It is resolved that the IHO Secretariat and the relevant IHO subordinate bodies shall encourage IHO Member States having common regional interests in data collecting or nautical charting to form RHCs to cooperate in the undertaking of surveys and other projects. Recognized by the Assembly, the RHCs shall complement the work of the Organization, establish common regional approaches, and balance regional issues with global geospatial needs.

5 RHCs should provide, in pursuance of the resolutions and recommendations of the IHO, regional coordination with regard to nautical information, hydrographic surveys, production of nautical charts and documents, technical cooperation, capacity building (CB) projects and marine spatial data infrastructure (MSDI) projects, related to the work of the IHO. RHCs, led by IHO Member States, should enable the exchange of information and consultation among the hydrographic services of all coastal States concerned in the region. Geographically adjacent RHCs should liaise with each other to coordinate the provision of hydrographic services. Cooperation among all RHCs, including among those not adjacent, is encouraged. RHCs should be aware of the technical maturity level and fiscal challenges that may influence state involvement. The processes and management of the RHC meetings should be designed to accommodate the broad participation of nations within the region.

6 RHCs should assess regularly the status of nautical information, navigational warnings, hydrographic surveying, nautical charting, hydrographic capacity and requirements within their region and provide reports to the work of the relevant IHO subordinate bodies and inputs to relevant IHO publications.

7 RHCs should be properly constituted, follow standard processes where possible, and have activities in line with the objectives of the IHO as described in Article II of the Convention on the IHO, and Article 8 of the IHO General Regulations. Regional activities should align with and support the intent and objectives of the approved IHO Work Programme. RHCs should take into account the actions, recommendations and outcomes of the IRCC.

8 Geographical areas of the RHCs will normally coincide with INT chart regions, modified as appropriate to meet regional requirements and special circumstances. There are special provisions for Region M (Antarctica) because of its special status.

9 The working languages used by the RHCs should be agreed upon by their members and designated to ensure the best communication between participants. The reports and IHO documents relating to RHC activities shall be in at least one of the official languages of the IHO. For correspondence with the IHO Secretariat, one of the official languages shall be used.

10 The IHO Secretariat shall be invited to attend the meetings of RHCs as Permanent Observer.

## MEMBERSHIP

11 RHC membership may include full Members and Associate Members willing to contribute to the objectives of the IHO in the fields of hydrography, nautical charting, nautical information or navigational warnings, marine spatial data infrastructure (MSDI) and related fields in the region concerned. The roles of full members, associated members and observers should be defined by each RHC, in line with the IHO General Regulations. The invitation procedures for membership should be established by each RHC, following approaches that are open, inclusive and supportive of a regional coordination role.

12 Full membership is reserved for IHO Member States within the region who sign the statutes of the RHC. Associate membership is available to other IHO Member States or other nations who are non-IHO members and being signatories of the statutes of the RHC. International Organizations, Non-Governmental Organizations, Industry and Academia stakeholders, active in the region concerned may be invited by the RHC to participate as Observer or Subject Matter Expert.

## LEADERSHIP

13 Leadership of the RHC should be documented within the Commission Statutes, and establish the position of Chair, Vice-Chair, and Secretary, with associated selection process, and term of duties.

Duties of the Commission Leadership are encouraged to be in line with this Resolution and the IRCC document titled *Roles and Responsibilities of Regional Hydrographic Commission Chairs*.

14 The Chair of the RHC will provide the secretariat support for the RHC meetings and the intersessional coordination within the region. The IRCC shall maintain a list of responsibilities of the Chairs to enable the work of the RHCs in the IRCC document titled *Roles and Responsibilities of Regional Hydrographic Commission Chairs*.

#### PROVISION OF HYDROGRAPHIC SERVICES

15 RHCs are recognized by the IHO to coordinate the breadth of regional activities needed to fulfil the provisioning of hydrographic services for international treaty or other regulatory requirements, and general marine geospatial information needs. RHCs will identify and assess INT Charts and ENC coverage within the region, highlighting those areas of significant navigational risk to the producer nations, and work to resolve the issues in a timely manner. As new marine geospatial products and services are developed within the S-100 Universal Hydrographic Data Model, RHCs should engage with data owners, product and service providers, and other stakeholders as appropriate to ensure a coordinated and cohesive regional approach is considered.

#### CAPACITY BUILDING

16 Where CB is required, RHCs are recommended to establish an internal body to deal with CB matters. All RHCs are encouraged to appoint a CB Coordinator to ensure that regional capacity building activities are aligned and coordinated in accordance with the IHO CB Strategy and with CB procedures and practices developed by the Capacity Building Sub-Committee (CBSC). Such appointment should be reflected in the RHC Statutes to define the role of the CB Coordinator. This part-time allocation to assist RHCs should come primarily and ideally from Hydrographic Offices (HOs) within the region. If that is not possible then the RHC might agree to request support from another RHC or an HO that might wish to take that responsibility.

17 The CB Coordinators should be nominated having in mind the importance of continuity; should be in regular contact with the corresponding RHC Chair as well as with the CBSC Chair, the IHO Secretariat and the relevant NAVAREA Coordinators. Ideally CB Coordinator should be a CBSC member with access to RHC meetings. However, RHCs may nominate a CBSC member different from the CB Coordinator.

#### OTHER ACTIVITIES

18 RHCs are also encouraged to establish other committees and working groups, as appropriate, to pursue regional priorities including those that align with IHO global strategic objectives. These include efforts to establish regional charting schemes, elimination of ENC overlaps and gaps, marine spatial data projects, among others. The procedures for establishing such groups, their leadership and duration should be determined internally as RHCs see fit.

## REPORTING

19 Chairs of RHCs shall report to the IHO Assembly on RHC activities, the findings of the assessments made in accordance with paragraph 6, future plans and the agreed key targets that support RHC tasks detailed in the IHO Work Programme. The Chairs of RHCs shall also submit reports to the IRCC meetings and an annual report to the IHO Secretariat indicating progress made against the agreed key targets in the IHO Work Programme. Between sessions of the IHO Assembly, reports of studies or other activities, which may be considered of general interest to all IHO Member States, shall be sent by Chairs of RHCs to the IHO Secretariat for general dissemination.

20 The following structure is recommended for National Reports made to RHCs. These reports are intended to streamline information to be considered by the RHC Conferences and to be used by the IHO Secretariat to update the Country Information System (CIS):

### **Structure for National Reports to Regional Hydrographic Commissions**

#### Executive summary

1. Hydrographic Office / Service: General, including updates for the IHO Yearbook e.g. reorganization.

Note: use the available template for updates to the Yearbook or the online system.

Use separate sections if more than one national HO works within region for a single Member State.

2. Surveys:

Coverage of new surveys.

New technologies and /or equipment

New ships

Crowdsourced and satellite-derived bathymetry - national policy

Challenges and achievements

3. New charts & updates:

ENC coverage, gaps and overlaps

ENC distribution method

RNCs

INT charts

National paper charts

Other charts, e.g. for pleasure craft

Challenges and achievements

4. New publications & updates:

New Publications

Updated publications

Means of delivery, e.g. paper, digital

Challenges and achievements

5. MSI:

Existing infrastructure for MSI dissemination

- Statistics on work of the National Coordinator  
 New infrastructure in accordance with GMDSS Master Plan  
 Challenges and achievements  
 Note: use the WWNWS template for this section
6. C-55: Latest update  
 Note: use the available template to update C-55 or the online system.
7. Capacity Building: Offer of and/or demand for Capacity Building  
 Training received, needed, offered  
 Status of national, bilateral, multilateral or regional development projects with hydrographic component (In progress, planned, under evaluation or study)  
 Definition of proposals and requests to the IHO CBSC
8. Oceanographic activities: General  
 GEBCO/IBC's activities, GEBCO Seabed 2030 activities  
 Tide gauge network  
 New equipment  
 Challenges and achievements
9. Spatial data infrastructures: Status of MSDI  
 Relationship with the NSDI  
 Involvement in regional or global MSDI efforts  
 National implementation of the Shared Data Principles – including any national data policy and impact on marine data.  
 MSDI national portal  
 Best practices and lessons learned  
 Challenges and achievements
10. Innovation: Use of new technologies  
 Risk assessment  
 Policy matters
11. Other activities: Participation in IHO meetings  
 Meteorological data collection  
 Geospatial studies  
 Preparation for responses to disasters  
 Environmental protection  
 Engagement with the Maritime Administration

Aids to Navigation matters  
Magnetic and gravity surveys  
International engagements  
Etc.

12. Conclusions:

21 The IHO Secretariat will keep templates for the National Reports and its presentations to RHC meetings. The templates will be in a format compatible with the IHO databases.

**APPROVAL OF THE REVISION OF THE IHO RESOLUTION 2/1997 – ESTABLISHMENT OF  
REGIONAL HYDROGRAPHIC COMMISSIONS (RHC)**

**VOTING FORM TO ANNEX D OF ACL 22/2020**

(to be returned to the IHO Secretariat **no later than 15 June 2020**)

E-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) - Fax: +377 93 10 81 40)

**Member  
State:**

**Contact:**

**E-mail:**

**Do you approve the Revision of the IHO Resolution 2/1997 – Establishment of Regional Hydrographic Commissions (RHC) – as proposed by the Secretary-General?**

Please tick  the appropriate box:

YES

NO

If you answer 'NO', please explain in the comment section below.

Comments (if required)



**PRO 3.2: Revision of the IHO Resolution 1/2005 - *IHO Response to Disasters* (Final proposal compiled by the Secretary-General)**

General comment by the Secretary-General:

This proposal got widest support from Member States comments received and is proposed for approval as initially submitted.

**FINAL PROPOSAL**

TITLE	Reference	Last amendment (CL or IHC/A)	1 <sup>st</sup> Edition Reference
IHO RESPONSE TO DISASTERS	1/2005 as amended	IHO A-2	K4.5

**1 INTRODUCTION**

In recent years, huge earthquakes, tsunamis, hurricanes and other natural disasters occurred all over the world and not only severely affected local communities through the widespread loss of life and the extensive destruction of most facilities, but also severely affected safety of navigation through the destruction of port facilities and the creation of new navigational obstacles. A huge number of refugees were created and immediately suffered from shortages of food, water and fuel. In such circumstances support by sea transport was vital and depended on the immediate restoration of appropriate hydrographic and charting services.

It should be noted that "the Sendai Framework for Disaster Risk Reduction 2015-2030" was adopted at the 3<sup>rd</sup> UN World Conference on Disaster Risk Reduction (WCDRR3), where international organizations are expected to implement activities to understand and manage disaster risks.

Various data and information obtained from hydrographic and charting activities are beneficial for sharing information right after a disaster, the development of restoration plans for damaged coastal areas and for strategies for disaster risk reduction. It would be important to provide hydrographic information effectively in the process from the occurrence of the disaster to the recovery.

The International Hydrographic Organization (IHO), its Member States and the Regional Hydrographic Commissions (RHCs) should ensure adequate preparedness so as to enable an immediate and appropriate response to any future disaster affecting coastal areas of the world.

Hydrographic Offices should therefore be part of the National Plan developed beforehand to respond immediately after the occurrence of such severe disasters and participate in and cooperate in the development and implementation of the restoration plans for the damaged coastal areas and the strategies for disaster risk reduction within their area of responsibility, which may vary from Member State to Member State. As such following activities can be identified with the overarching framework of the Convention on the IHO and General Regulations of the IHO.

## 2 ACTIVITIES

### a) By coastal States:

All coastal States are encouraged to develop contingency plans in advance in order to be prepared in case a disaster occurs. The specific roles and tasks of the Hydrographic Offices within these coastal States depend on the individual national governance structures.

Contingency plans may contain the following key elements as appropriate:

- i) Immediately upon the occurrence of a disaster, including tsunami, promulgate appropriate navigational warnings and necessary information and advice to shipping through existing channels (e.g. NAVTEX, SafetyNET, etc.) using appropriate ways, such as graphical information on maps. In addition, and following further monitoring and assessment, promulgate updated warnings, information and advice in accordance with the development of the event.
- ii) Cooperate with the NAVAREA Coordinator and other national coordinators so that warnings, information and advice can be made available to mariners beyond the area of national jurisdiction as soon as is practicable.
- iii) Assess the extent of damage to the coastal area particularly to ports, harbours, straits, approaches, and other restricted areas.
- iv) Assess, in cooperation with other national agencies, for example, lighthouse and port authorities, the extent of damage to navigational aids.
- v) Prioritize actions and allocate resources in order to identify requirements and undertake preliminary re-surveys starting with the most critical areas for navigation, aiming at ensuring the passage of support and supplies through maritime channels and ports, and the marking of new dangers where necessary.
- vi) Assess the specific effects on shipping of the existence of obstacles and any changes to the seafloor that can hinder navigation, taking full account of the effects of drifting obstacles which may also hinder preliminary survey results.
- vii) Take the following action to assess and define new hydrographic or cartographic requirements, including:
  1. Conducting hydrographic surveys in harbours and approaches as soon as practicable wherever the depth is likely to have changed due to geomorphic change, obstacles, or accumulation of sediment. Surveys should be progressed incrementally in support of progress in reconstruction of port facilities.
  2. Checking and confirming relevant benchmarks. Re-defining chart datum, if necessary.
  3. Providing nautical information as soon as practicable. Providing chart correction information or new editions of charts incrementally according to priorities and available resources. Indicating newly surveyed areas in chart correction information or on new editions of charts in order to highlight areas of more reliable information in areas where significant changes of depth have taken place.
  4. Noting that, in case of earthquake, the ground level may continue to change for many years due to post-seismic crustal deformation, which may accumulate and affect charted depths significantly.

Also, actions to be taken in ordinary period may contain the following key elements as appropriate:

- 1) Prepare equipment and information and conduct exercises to implement the contingency plan effectively.

- 2) Share information about disaster response with the Chair of the RHC and the IHO Secretariat at appropriate. This includes support requests for the immediate disaster response as well as the recovery response, for instance enabling entry survey or subsequent updating of nautical charts.

It is also very important for coastal States to collect relevant coastal and bathymetric data in their areas of responsibility and to make this available to the appropriate organizations to support the establishment and improvement of tsunami early warning systems, protection of coastal areas and relevant simulation studies. In particular, coastal States should cooperate and support the IOC Tsunami Warning Programme ([www.ioc-tsunami.org](http://www.ioc-tsunami.org)) in setting up sea-level and tide gauges networks, procedures and systems for the exchange and transmission of near real time sea-level data<sup>1</sup>. One to five minute transmission of sea-level data, properly sampled (~1 min rather than 15 min or 1 h) is recommended for specific gauges likely to provide early warnings of tsunamis and storm surges. Any necessary regional cooperation for the collection of data can be coordinated through the Regional Hydrographic Commission with other States in the Region and regional bodies of other International Organizations as appropriate, such as the IOC.

b) By Regional Hydrographic Commissions:

- i) Regional Hydrographic Commissions (RHC) should include disaster preparedness and response into Agenda item on RHC meetings as appropriate.
- ii) The Chair of a RHC may act as a broker for hydrographic demand (from the affected countries) and supply (by countries offering assets).
- iii) RHC should consider the implementation of capacity building for disaster preparedness and response as appropriate.

c) By the IHO Secretariat:

- i) The IHO Secretariat should promote actions by Member States and RHCs above as appropriate.
- ii) The IHO Secretariat should promote sharing best practices regarding disaster preparedness and response provided by Member States for the world resilience.

### 3 DIPLOMATIC CLEARANCE

Effective disaster response predicates on diplomatic clearance to actually deploy the offered hydrographic assets in theatre. It is the responsibility of affected coastal States to institute procedures to progress 'hydrographic' requests timely through their Nations' Diplomatic channels. As it is the national responsibility of the Member States offering such support, to use those channels. The IHO Secretariat and Chairs of the RHCs have no means to absorb these national responsibilities.

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<sup>1</sup> See also "Manual on Sea Level: Measurement and Interpretation Volume IV"  
[https://www.psmsl.org/train\\_and\\_info/training/manuals/](https://www.psmsl.org/train_and_info/training/manuals/)

**APPROVAL OF THE REVISION OF THE  
IHO RESOLUTION 1/2005 - IHO RESPONSE TO DISASTERS  
VOTING FORM TO ANNEX E OF ACL 22/2020**

(to be returned to the IHO Secretariat **no later than 15 June 2020**)

E-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) - Fax: +377 93 10 81 40)

**Member  
State:**

**Contact:**

**E-mail:**

**Do you approve the revision of the IHO Resolution 1/2005 - *IHO Response to Disasters* – as proposed by the Secretary-General?**

Please tick  the appropriate box:

YES

NO

If you answer 'NO', please explain in the comment section below.

Comments (if required)

**Proposal b) of Council Chair report: Convene Council meetings regularly at the IHO Secretariat**  
*(Final proposal compiled by the Secretary-General)*

General comment by the Secretary-General:

This proposal is welcomed by the Secretariat because of budgetary and organizational reasons. The experience gained at C-2 in London, when it was co-organized by UK as the host and the Secretariat, was a good indication of the amount of effort required by both organizing parties.

**FINAL PROPOSAL**

**Decision**

- Confirm the option to convene Council meetings regularly at the IHO Secretariat until the Council decides otherwise.

**APPROVAL OF PROPOSAL TO CONVENE COUNCIL MEETINGS  
REGULARLY AT THE IHO SECRETARIAT**

**VOTING FORM TO ANNEX F OF ACL 22/2020**

(to be returned to the IHO Secretariat **no later than 15 June 2020**)

E-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) - Fax: +377 93 10 81 40)

**Member  
State:**

**Contact:**

**E-mail:**

**Do you approve the decision to convene Council meetings regularly at the IHO Secretariat – as proposed by the Secretary-General?**

Please tick  the appropriate box:

YES

NO

If you answer 'NO', please explain in the comment section below.

Comments (if required)

**Proposal c) of Council Chair report: Adopt as the main theme until Assembly 3 (A-3) “the effective implementation of the Revised Strategic Plan” keeping in mind to apply the principles of ISO 9001. (Final proposal compiled by the Secretary-General)**

General comment by the Secretary-General:

This proposal is welcomed by the Secretariat because of principal relevance of the revised Strategic Plan and resulting activities of the IHO bodies affected – namely IRCC and HSSC including their respective subsidiary bodies under the supervision and control of the Council.

**FINAL PROPOSAL**

**Decision**

- Confirm the adoption of the effective implementation of the Revised Strategic Plan keeping in mind to apply the principles of ISO 9001 as the main theme of supervision and control of the Council until Assembly 3 (A-3).

**APPROVAL OF PROPOSAL ON THE MAIN THEME OF SUPERVISION  
AND CONTROL OF THE COUNCIL UNTIL ASSEMBLY 3 (A-3)**

**VOTING FORM TO ANNEX G OF ACL 22/2020**

(to be returned to the IHO Secretariat **no later than 15 June 2020**)

E-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) - Fax: +377 93 10 81 40)

**Member  
State:**

**Contact:**

**E-mail:**

**Do you approve the decision on the main theme of supervision and control of the Council until  
Assembly 3 (A-3) – as proposed by the Secretary-General?**

Please tick  the appropriate box:

YES

NO

If you answer 'NO', please explain in the comment section below.

Comments (if required)