



IHO File No S3/8151/HSSC

CIRCULAR LETTER 05/2022

26 January 2022

**14th MEETING OF THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE
(HSSC-14)**

16 – 19 May 2022, Den Pasar, Bali, Indonesia (hybrid event)

References:

- A. IHO CL 46/2021 dated 10 December 2021 – *Guidelines for the conduct of meetings in hybrid format.*
- B. HSSC Presentation at the 5th Meeting of the Council (Doc. C5-04.1A).
- C. Summary Report of the 5th Meeting of the IHO Council (dated 27 October 2021).
- D. List of Decisions and Actions from HSSC-13.

Dear Hydrographer,

1. This Circular Letter is to inform you that the 14th meeting of the Hydrographic Services and Standards Committee (HSSC-14) is planned to be hosted in Den Pasar, Bali, Indonesia from 16 to 19 May 2022, thanks to the kind invitation of the Indonesian Navy Hydro-Oceanographic Centre (Pushidrosal). This event will be managed mainly as an in-person event (agenda, timetable), but participation through VTC will remain possible for those unable to travel.

2. At the date of this letter, it is not possible to predict with certainty what the situation will be in May 2022 with regard to the pandemic and its consequences on travel regulations to, and back from Indonesia. The Secretariat therefore takes this opportunity to remind you of the guidelines available in Reference A (refundable air tickets, vaccination pass if possible, etc.) as precautionary measures.

3. In the worst case scenario, if it appears that having the meeting in Indonesia becomes a major issue for many HSSC Members and/or for the host country (appreciation will be made by the Chair and HSSC Secretariat in liaison with Pushidrosal), it is planned to make a decision no later than 15 April. Then, the meeting would be operated from Monaco as a VTC event, with arrangements similar to HSSC-13 in 2021 and in-person participation limited to the minimum (Chair/Vice-Chair, WGs/PTs Chairs, Secretariat, etc.).

4. HSSC-14 is planned to be conducted from 16 to 19 May, as follows:

Session	Date(s)	Timing (UTC+8, WITA ¹)
Special Meeting between Pushidrosal/Chair/Sekretariat (Pre-meeting: opening, layout, logistic & technical arrangements, programme, etc.)	16 May	1000 - 1200
HSSC Chair Group	16 May	14:00 – 16:00
HSSC-14 Plenary	17 May	09:00 – 12:30/14:00 - 17:00
HSSC-14 Plenary	18 May	09:00 – 12:30/14:00 - 17:00
HSSC-14 Plenary	19 May	08:30 – 12:00
HSSC Chair Group	19 May	14:00 – 16:00

There is no Stakeholders' open session planned at HSSC-14 this year.

Registration

5. All delegates intending to participate in HSSC-14 are invited to register through the IHO online registration system (HSSC-14) **no later than 1 March 2022** for those planning to be present in-person at the meeting, **no later than 15 May 2022** for VTC-only participants.

Draft Agenda and Timetable for HSSC-14

6. A draft agenda and timetable for HSSC-14 is provided in **Annex A** which takes into account some topics and issues raised at the 5th meeting of the Council (References B and C) as well as some pending important actions and decisions from HSSC-13 (Reference D). Member States and Observers are requested to review the draft agenda and programme and provide any comments or proposals for new or amended subjects to the HSSC Sekretariat **by 15 March 2022**. If necessary, a revised draft agenda and timetable will be prepared and posted on the HSSC-14 webpage ([link](#)).

Deadlines for HSSC-14

7. Documents intended for consideration at HSSC-14 should be submitted to the HSSC Sekretariat in accordance with the “[Instructions for the Submission of Reports and Proposals for Consideration by HSSC](#)”. With the exception for substantive submissions, it is agreed that the Chairs of the working groups (WGs) and Stakeholders may provide summary reports only, using the HSSC PowerPoint® template and additional comprehensive documents if appropriate (proposals to be endorsed for instance).

	Submission Deadline
Papers in support of Agenda items (including reports/PowerPoint® presentations from WG Chairs and proposals for new work programme items)	No later than 28 March 2022 (7 weeks before commencement of the meeting)
Papers providing comments or proposed amendments to proposals contained in meeting papers	No later than 25 April 2022 (3 weeks before commencement of the meeting)

¹ WITA – Waktu Indonesia Tengah, or Central Indonesian Time.

8. HSSC-14 will give consideration to the preparation of the 6th meeting of the IHO Council (C-6) with a view to support the preparation of the 3rd Session of the Assembly in 2023. This includes the review of IHO Resolutions (Reference D, Action HSSC13/05 refers), the IHO Work Programme for 2023, the inputs to the 3-year IHO Work Programme for 2024-2026 and the maintenance/monitoring of version 2.0 of the Roadmap for the S-100 Implementation Decade (2020 – 2030)². The consolidated HSSC Work Plan for 2021-22 (dated 31 August 2022) is available on the HSSC webpage > Miscellaneous and must be used by the WGs as the reference from which amendments to work items can be submitted for endorsement or approval by HSSC.

9. All documents will be posted on the IHO website > ... > HSSC-14 webpage as and when they are received. Delegates are requested to circulate these documents amongst their relevant subject matter experts and consolidate any appropriate comments to allow effective decision making at the meeting of the HSSC and avoid, as far as possible, the need to defer decisions to allow further post-meeting technical consultations.

Miscellaneous

10. The current list of HSSC contacts is kept updated on the IHO HSSC webpage ([Link](#)) Any changes should be forwarded to the HSSC Secretariat (yves.guillam@iho.int) at the earliest opportunity.

11. According to previous discussions (Reference D, HSSC13/78 refers), HSSC-15 is planned to be hosted in Helsinki, Finland in May 2023. Proposals for hosting HSSC-16 in May 24 are welcome at any time and preferably **prior to HSSC-14**.

On behalf of the Secretary-General
Yours sincerely,



Abri KAMPFER
Director

Distribution:

IHO Member States
Chair and Vice-Chair of HSSC, Chair of IRCC
Chairs and Vice-Chairs of HSSC WGs and Project Team(s)
Other HSSC Contacts

Annex:

Note: all the meeting documents are provided in the working language of the HSSC (English only)

A. Draft Agenda and Timetable

² See : <https://iho.int/en/s-100-implementation-strategy>.

14th HSSC Meeting

16 – 19 May 2022, Den Pasar, Bali, Indonesia (hybrid event)

DRAFT AGENDA AND TIMETABLE

- Notes:** a/ Potential presenters of papers shown in brackets ().
 b/ Proposals for updating the Programme of Work will be initially reviewed under the relevant agenda item covering each WG in turn and then, finally approved under agenda item 8.
 c) The original numbering of documents will be retained even if documents are subsequently tabled under new or adjusted agenda items.
 d) Please refer to the HSSC-14 List of Documents to check the latest version of the documents. HSSC14-XX Rev *n* means that a new version of document HSSC14-XX has been made available but that it does not affect the draft agenda and timetable.

Monday 16 May (UTC+8, WITA³)	HSSC-14 PREPARATION and HSSC-14 CHAIR GROUP MEETINGS
1000 - 1200	<i>Special Preparation Meeting (Pushidrosal, HSSC Chair/Secretariat)</i>
1400 - 1600	<i>HSSC Chair Group Meeting (Chair/Vice-Chair of HSSC, Chairs of HSSC Working Groups (WGs) and Project Teams (PTs), Secretary and Assistant Secretary of HSSC)</i>
Tuesday 17 May (UTC+8, WITA)	HSSC-14 PLENARY – DAY 1
0900	Opening Ceremony and Welcome Address (to be confirmed by Pushidrosal)
0910	1. Opening and Administrative Arrangements
	<i>Docs: HSSC14-01A List of Documents (IHO Sec.) HSSC14-01B List of Participants (IHO Sec.) HSSC14-01C HSSC – List of Contacts (IHO Sec.) HSSC14-01D TORs for HSSC and related Working Groups and PTs (IHO Sec.)</i>
0915	2. Approval of Agenda
	<i>Doc: HSSC14-02A Agenda and Timetable (IHO Sec.)</i>

³ WITA – Waktu Indonesia Tengah, or Central Indonesian Time.

0925	<p>3. Matters arising from the 13th HSSC Meeting</p> <p><i>Docs: HSSC14-03A Status of Actions List from HSSC-13 (IHO Sec.)</i></p> <p><i>Pending actions to be considered under relevant agenda items in general.</i></p>
0930	<p>4. HSSC Administration</p> <p><i>Docs: HSSC14-04.1A Outcome of C-5 affecting HSSC (HSSC Chair/Secretary)</i></p> <p><i>HSSC14-04.2A Initial Discussion on the maintenance of version 2.0 of the Roadmap for the S-100 Implementation Decade (2020-2030) in preparation of C-6/A-3 – Objectives, Expectations, Proposed Amendments to v2.0 (HSSC Chair/Secretary/S-100WG) – Proposals to be captured during the review of WGs reports later on. Discussion on the proposed S-1xx Gantt diagram.</i></p>
0945	<p>4. HSSC Administration (cont.)</p> <p><i>Docs: HSSC14-04.3A Discussion on the implementation of the SPIs of the IHO Strategic Plan allocated to HSSC – Way forward – Report and Proposals to C-6 SPIs (HSSC Chair/WG Chairs/Secretary)</i></p> <p><i>HSSC14-04.4A Update on the management and projects carried out by the joint IHO-Singapore Innovation and Technology Laboratory and impact on HSSC activities (HSSC Chair/Singapore/Secretary)</i></p>
1030 - 1100	Group Photo - Coffee Break
1100	<p>4. HSSC Administration (cont.)</p> <p><i>Docs: HSSC14-04.5A IHO Resolutions introducing S-100 – Follow-up Action HSSC13/05 (HSSC Chair/WG Chairs/Secretary)</i></p>
	5. Reports by HSSC Working Groups
1130	<p>5.1 S-100 (S-100WG)</p> <p><i>Docs: HSSC14-05.1A Report and Recommendations of S-100WG (S-100WG Chair)</i></p>
1230 - 1400	Lunch Break

1400	<p>5.1 S-100 (S-100WG) (continued)</p> <p><i>Docs: HSSC14-05.1B Report on S-100 Registry Management (S-100WG Chair/IHO Sec.)</i></p> <p><i>HSSC14-05.1C Report of the S-101 Project Team (S-101PT Chair)</i></p> <p><i>HSSC14-05.1D Report of the S-102 Bathymetric Surface Project Team (S-102PT Rep.)</i></p> <p><i>HSSC14-05.1E Report of the Under Keel Clearance Management Project Team (UKCM PT Chair)</i></p> <p><i>HSSC14-05.1F Report of the S-121 Project Team (S-121PT Chair)</i></p> <p><i>HSSC14-05.1G The Dual-Fuel Concept Governance Document (S-100WG Chair)</i></p>
1445	<p>5.2 ENC Standards Maintenance (ENCWG)</p> <p><i>Doc: HSSC14-05.2A Report and Recommendations of ENCWG (ENCWG Chair)</i></p> <p><i>HSSC14-05.2B ...</i></p>
1530 - 1550	Coffee Break
1550	<p>5.6 Hydrographic Surveys Working Group (HSWG)</p> <p><i>Doc: HSSC14-05.6A Report and Recommendations of the HSWG (HSWG Chair)</i></p>
1620	<p>5.9 Maritime Autonomous Surface Ships (MASS) Navigation (MASS PT)</p> <p><i>Doc: HSSC14-05.9A Report and Recommendations of the MASS PT (MASS PT Chair)</i></p>
1700	END OF DAY 1 – PLENARY SESSION

Wednesday 18 May (UTC+8, WITA)	HSSC-14 PLENARY – DAY 2
0900	5.3 Nautical Information Provision (NIPWG) <i>Doc: HSSC14-05.3A Report and Recommendations of NIPWG (NIPWG Chair)</i> <i>HSSC14-07.1B Status Report on the development of S-124 – Navigational Warnings - (S-124NW PT Chair)</i>
0945	5.4 Nautical Cartography (NCWG) <i>Docs: HSSC14-05.4A Report and Recommendations of NCWG (NCWG Chair)</i> <i>HSSC14-05.4B Report on the Implementation of the recommendations on the Future of the Nautical Paper Chart (NCWG Chair) – Decisions A2/28 and C4/10 refer.</i>
1030 - 1050	Coffee Break
1050	5.5 Data Quality (DQWG) <i>Docs: HSSC14-05.5A Report and Recommendations of DQWG (DQWG Chair)</i> <i>HSSC14-05.5B Report on the application of some ISO 9001 Principles in the development of S-101 PS (HSSC Vice-Chair)</i>
1130	5.7 Tides, Water Level and Currents (TWCWG) <i>Doc: HSSC14-05.7A Report and Recommendations of TWCWG (TWCWG Chair)</i> <i>HSSC14-05.7B Amendments to IHO Resolutions – Follow-up Action HSSC13/60 (TWCWG Chair)</i>
1230 - 1400	Lunch Break
1400	5.8 Hydrographic Dictionary (HDWG) <i>Doc: HSSC14-05.8A Report and Recommendations of HDWG (HDWG Chair)</i>
1430	5.10 Polygonal Demarcation of Global Sea Areas (S-130 PT) <i>Doc: HSSC14-05.10A Report and Recommendations of the S-130 PT (S-130 PT Chair)</i>
1500	6. Inter-Organizational Bodies 6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS) <i>Doc: HSSC14-06.1A Report and Recommendations of ABLOS (ABLOS Chair)</i>
1530 - 1550	Coffee Break

1550	<p>7. Decisions of other bodies affecting HSSC</p> <p>7.1 IRCC (incl. MSDIWG)</p> <p><i>Docs: HSSC14-07.1A IRCC activities affecting HSSC (including MSDI, WEND-100 Principles) (IRCC Chair)</i></p> <p><i>HSSC14-07.1B Status Report on the development of S-124 – Navigational Warnings - (S-124NW PT Chair) (to be considered under NIPWG agenda item)</i></p>
1615	<p>7.2 IMO</p> <p><i>Doc: HSSC14-07.2A Report on IMO activities affecting HSSC (including engagement for the S-100 implementation roadmap) (IMO/IHO Sec.)</i></p> <p><i>HSSC14-07.2B Update on the development of amendments to ECDIS performance standards (Resolution MSC.232(82) and MSC.1 – Circ. 1503 – ECDIS – Guidance for Good Practice)</i></p>
1700	END OF DAY 2 – PLENARY SESSION

Thursday 19 May (UTC+8, WITA)	HSSC-14 PLENARY (continued) – DAY 3
0830	<p>7.3 IALA</p> <p><i>Doc: HSSC14-07.3A IALA activities affecting HSSC (IALA)</i></p>
0850	<p>7.4 IEC</p> <p><i>Doc: HSSC14-07.4A IEC activities affecting HSSC (IEC)</i></p>
0920	<p>7.5 CIRM</p> <p><i>Doc: HSSC14-07.5A CIRM activities affecting HSSC (CIRM)</i></p>
0950	<p>7.6 ISO</p> <p><i>Doc: HSSC14-07.6A ISO activities affecting HSSC (IHO Sec.)</i></p>
1010	<p>7.7 OGC</p> <p><i>Doc: HSSC14-07.7A OGC activities affecting HSSC (OGC)</i></p>
1030-1050	Coffee Break
1050	<p>4. HSSC Administration</p> <p><i>Docs: HSSC14-04.6A Report and proposals from HSSC to C-6 (HSSC Chair/Secretary/All) and summary conclusions to 04.xA topics</i></p>
1130	<p>8. Review and Endorsement of HSSC Work Plan 2021-22 and List of Decisions and Actions</p> <p><i>Doc: HSSC14-10A Draft HSSC Work Plan 2022-23 (IHO Sec.)</i></p>
1145	<p>9. Date & Location of the next meetings</p> <p>HSSC-15: May 2023 – Helsinki, Finland (<i>noting A-3 planned 24-28 April 2023, format and dates of HSSC-15 to be decided</i>).</p> <p>HSSC-16: May 2024 – <i>To be defined</i></p>
1150	<p>10. Closure of the Meeting</p>
1200	END OF DAY 3 – PLENARY SESSION – END OF HSSC-14⁴

⁴ See next page.

Thursday 19 May (UTC+8, WITA)	HSSC-13 PLENARY BACKUP SESSION (if needed)
1400 - 1600	HSSC Chair Group Meeting <i>Debriefing, Preparation of the outline of the HSSC Report and Proposals to C-6. Conclusions, way forward.</i>