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Circular Letter No.3859
16 July 2018

To: All IMO Member States
United Nations and specialized agencies
Intergovernmental organizations
Non-governmental organizations in consultative status with IMO

Subject: **Second meeting of IMO/IHO Harmonization Group on Data Modelling
(HGDM) (29 October to 2 November 2018)**

General

1 The Secretary-General has the honour to invite representation at the second meeting of the IMO/IHO Harmonization Group on Data Modelling (HGDM), which has been scheduled to take place from 9.30 a.m. on Monday, 29 October to Friday, 2 November 2018, at IMO Headquarters, 4 Albert Embankment, London SE1 7SR. More details on the registration process including information on visa application are attached.

2 The meeting will be conducted in English without interpretation.

Terms of reference and provisional agenda

3 The Maritime Safety Committee, at its ninety-ninth session, and as endorsed by the Council at its 120th session, authorized the holding of the second meeting of the IMO/IHO HGDM. The terms of reference of the group, as approved by the Sub-Committee on Navigation, Communications and Search and Rescue (NCSR), at its fifth session, and the provisional agenda for the meeting are also attached.

Submission of documents

4 Members are invited to note that documents will be issued in English only. In order to allow sufficient preparation time, documents should be received by the IMO Secretariat as indicated in the attached provisional agenda.

5 International organizations acting as domain coordinating bodies are invited to submit the description of maritime services under their remit to HGDM 2, using the draft template set out in document NCSR 5/WP.4, annex 2, annex, appendix 1.

Distribution of documents

6 Relevant documentation will be made available:

- .1 on IMODOCS (<https://docs.imo.org>). In order to locate and download the documents on the IMODOCS home page go to "IMO Documents", "Meeting Documents", "NCSR Sub-Committee" and finally "IMO/IHO HGDM" or simply click <https://docs.imo.org/Category.aspx?cid=786>; or
- .2 on the IHO website (www.iho.int). In order to locate and download the documents on the IHO home page, go to "Committees & WG", "HSSC" and finally to the HGDM section of the HSSC page (http://www.iho.int/srv1/index.php?option=com_content&view=article&id=405&Itemid=361&lang=en).

7 Upon request, documents will also be distributed via email. Interested members are invited to provide their email address to ncsr@imo.org for inclusion in the distribution list.

Contact details

8 For queries with respect to this meeting, please contact ncsr@imo.org or info@iho.int.

ANNEX 1

REGISTRATION AT IMO MEETINGS

Member Governments, IGOs and NGOs are required to provide, prior to the meeting date, the names of their representatives, including Permanent Representatives, heads of delegations, alternates, advisers or observers, via the Online Meeting Registration System (OMRS) as advised in Circular Letter No.3463 of 14 July 2014. This facilitates both their entry into the building and production of the list of participants by the Secretariat.

Once they have completed the registration procedure, delegates will be issued at IMO with an electronic access card to pass through the security barrier in the IMO building. Issue of the access card will require photographic proof of identity, e.g. passport, identity card or driving licence. Delegates may also be required to show proof of identity at any time while they are in the Headquarters building, if requested by IMO Security. In view of the significant costs incurred in producing access cards, delegates who have previously been issued with one are kindly requested to bring it with them for reactivation.

Any matters relating to the use of the OMRS should be communicated to:

Registration Unit
Meeting Services and Interpretation Section
Email: onlineregistration@imo.org

No representative will be registered to attend the meeting without authorization from their OMRS Delegation Coordinator. New delegates whose names appear in the OMRS will be issued with the above-mentioned access card. Delegates whose names are not on the OMRS list will be requested to contact their OMRS Delegation Coordinator in order to process their authorization to attend the meeting.

Delegates are advised that the Registration Desk will be open from 8.30 a.m. on **Monday, 29 October 2018**, when early arrival would be appreciated.

General information on administrative and housekeeping issues relating to meetings at IMO may be found in an information leaflet for delegates, which can be downloaded from IMODOCS and is also available at the Documents and Meeting Services counters on the ground floor and second floor, respectively. Delegates are kindly requested to familiarize themselves with the contents of the information leaflet.

ANNEX 2

PROCEDURE GOVERNING IMO SUPPORT FOR VISA APPLICATIONS

As established in article 7.2 of part III on Access and communications of the Headquarters agreement, delegates are entitled to have their entry into the United Kingdom authorized without delay and without charge.

Delegates invited by the Organization who require United Kingdom entry visas should, in the first instance, apply online for an "**EXEMPT**" visa, note the reference numbers and follow the online instructions to attend either the nominated Visa Application Centre or the United Kingdom Embassy or High Commission. United Kingdom visa applications should be accompanied by the following documentation:

- i. the relevant IMO official invitation,
- ii. the nomination letter and
- iii. a note verbale from the Ministry of Foreign Affairs.

Delegates must be nominated by their competent Ministry (usually the Ministry of Transport or the National Maritime Administration). The nomination letter should be taken to the Ministry of Foreign Affairs for preparation of a note verbale addressed to the British Embassy/High Commission.

If, after following the above-mentioned procedure, delegates still encounter visa problems, either the Ministry of Foreign Affairs, the Ministry of Transport, the National Maritime Administration or the competent Ministry should request visa assistance in writing to the Head of the IMO External Relations Office, on paper bearing the official letterhead. The letter should state the reasons given by the British Embassy/High Commission as to why visas have been or may be refused and contain the following details:

- i. First name:
Family name:
Profession:
Date of birth:
Place of birth:
Type of passport:
Passport No:
Place of issue:
Date of issue:
Valid until:
Visa reference number:
Date and place of visa application:
- ii. Purpose of visit:
- iii. Duration of anticipated stay in the United Kingdom:

This exercise must be undertaken **at least six weeks** before the date on which the session begins, to enable the Organization to support the visa application accordingly and the visa to be issued in good time.

Any requests for visa assistance should be communicated to:

External Relations Office (International Maritime Organization)
Fax: +44(0)20 7587 3210
Email: visa@imo.org

ANNEX 3

TERMS OF REFERENCE FOR THE SECOND MEETING OF THE IMO/IHO HARMONIZATION GROUP ON DATA MODELLING (HGDM)

(NCSR 5/23, section 8 and NCSR 5/WP.4, annex 5)

1 As part of the IMO e-navigation Strategy Implementation Plan (SIP) (MSC.1/Circ.1595), the Organization listed "Improved communication of VTS service portfolio (not limited to VTS stations)" as one of five prioritized e-navigation solutions (solution 5). Paragraph 22 of the SIP states "As part of the improved provision of services to vessels through e-navigation, maritime services have been identified as the means of providing electronic information in a harmonized way, which is part of solution 5". Table 6 of the SIP contains a list of 16 proposed maritime services. Task T17 (contained in table 7) amplifies information on the task and states the expected deliverable.

2 In general terms, maritime services are considered as the framework for the electronic exchange of harmonized maritime-related information between shore and ships globally. Consequently, a common data structure is needed to optimize the use, interoperability, flow and accessibility of relevant information in the maritime domain. It is therefore important to coordinate the data modelling work with the aim of creating and maintaining a harmonized, robust and extendable common maritime data structure.

3 Bearing in mind the aforementioned objectives, and taking into account the outcome of NCSR 5 (NCSR 5/23, section 8), the Harmonization Group on Data Modelling (HGDM) should, at its second meeting:

- .1 finalize the draft Guidance on the definition and harmonization of the format and structure of maritime services within a Maritime Service Portfolio (MSP). The guidance should:
 - .1 include a definition for "maritime service";
 - .2 describe the format and operational structure of maritime services using the template;
 - .3 describe in general the means of collection, exchange and distribution of data; and
 - .4 describe the intended use of technical specifications while avoiding duplication of work already undertaken by international organizations such as IHO, IEC, IALA and others;
- .2 finalize the template as a priority;
- .3 take into account that the harmonized digitalization and provision of maritime services should be independent of the choice of the communication technology used;
- .4 study and evaluate the submitted descriptions of maritime services, using the templates, and identify potential harmonized data models and finally report to NCSR;

- .5 further consider the role of the Organization in exercising its leadership in the harmonization of digitalized maritime services as set out in section 3 of the draft Guidance;
- .6 review and further develop the preliminary flow chart for the harmonization of maritime services and associated criteria for each process step and consider the expected additional workload for the Sub-Committee and the Secretariat (NSCR 5/WP.4, annex 4);
- .7 consider for the purpose of harmonization, as a baseline, IHO's S-100 Geospatial Information Registry, where appropriate;
- .8 consider that the Guidance need to be flexible to accommodate future maritime services, currently not included in the SIP; and
- .9 prepare a report for consideration by NCSR 6.

4 In addition, HGDM 2 should consider the development of a sustainable continuous review process of the templates for maritime services descriptions after the finalization of the Guidance on the definition and harmonization of the format and structure of maritime services within the Maritime Service Portfolio (MSP), without substantive involvement of organs of the Organization.

IMO/IHO HARMONIZATION GROUP ON
DATA MODELLING
Agenda item 1

HGDM 2/1
16 July 2018
ENGLISH ONLY

PROVISIONAL AGENDA

**for the second meeting IMO/IHO Harmonization Group on Data Modelling (HGDM),
to be held at IMO Headquarters, 4 Albert Embankment, London, SE1 7SR,
from Monday, 29 October to Friday, 2 November 2018**

The meeting commences at 9.30 a.m. on Monday, 29 October 2018

Opening of the meeting

- 1 Adoption of the agenda
- 2 Consideration of the reports of NCSR 5 and MSC 99 and any related matters emanating from IMO meetings
- 3 Consideration of reports on developments emanating from IHO meetings
- 4 Draft Guidance on the definition and harmonization of the format and structure of maritime services within a Maritime Service Portfolio, including associated templates
- 5 Consideration of descriptions of maritime services from domain coordinating bodies
- 6 Consideration of the role of the Organization in exercising its leadership in the harmonization of digitalized maritime services
- 7 Development of a preliminary flow chart for the harmonization of maritime services
- 8 Consideration of the expected additional workload for the Sub-Committee and the Secretariat
- 9 Any other business
- 10 Report to NCSR 6 and IHO

Closing of the meeting

Notes:

- 1 Documents should be received in the IMO Secretariat as follows:
 - .1 by **Friday, 28 September 2018**; and

.2 by **Friday, 19 October 2018**, commenting on those referred to in subparagraph .1 above and for submissions of descriptions of maritime services from domain coordinating bodies.

2 All documents should include a brief summary.

3 The following word-processing format should be observed in order to standardize the presentation of documents:

- font: Arial;
- font size: 11 pt;
- justification: full;
- margins: 2 cm top, 2.5 cm bottom, left and right.

A template is available on the IMODOCS website for use in the preparation of documents; and

To facilitate processing, documents should be submitted in Microsoft Word, preferably by email to: ncsr@imo.org.