

**10th MEETING OF THE IHO INTER-REGIONAL COORDINATING COMMITTEE
IHO-IRCC10
Goa, India, 4-6 June 2018**

Paper for Consideration by IRCC10

Proposal of Amendments to the IRCC Terms of Reference and Rules of Procedure

Submitted by:	IHO Secretariat
Executive Summary:	This document proposes amendments to the IRCC Terms of Reference and Rules of Procedure as tasked by the IHO Council.
Related Documents:	<ul style="list-style-type: none"> a) Action IHO Council C1/05 b) IHO CL 15/2018 - Continuation of the adoption process of HSSC and IRCC recommendations c) Decision A1/12 – Review of IHO Resolution 2/2007
Related Projects:	Any related projects that may impact upon considerations

1. Introduction / Background

At its 1st meeting, the IHO Council (Action IHO Council C1/05) agreed to propose to the Member States to pursue, until the 2nd Session of the IHO Assembly (A-2), the procedure that was in force before the establishment of the Council, for approving the recommendations made by HSSC and IRCC, with the concurrence of HSSC and IRCC Chairs. This applies in particular, but is not limited to, the standards and publications listed in the IHO Resolution 2/2007 as amended.

This proposal was submitted to the IHO Member States and subsequently adopted (IHO CL 15/2018). As a consequence, IRCC is tasked to consider its Terms of Reference (ToR) and the IHO Resolution 2/2007 as amended, for consideration by the Council before submission to A-2.

2. Analysis/Discussion

In accordance with Action IHO Council C1/05 and the approval of IHO Member States (IHO CL 15/2018), the IRCC is required to consider its ToR and the IHO Resolution 2/2007 *Principles and Procedures for making changes to IHO Technical Standards and Specifications*. Deals with the review of the IRCC ToR and Rules of Procedure (RoP) only.

3. Conclusions and recommendations

As an initial input for the consideration to IRCC10, the IHO Secretariat prepared draft amendments to the IRCC ToR and RoP as proposed in the Annex.

4. Justification and Impacts

The review of the IRCC ToR is a consequence of the approval of the transient procedure proposed by the IHO Council and Adopted by the IHO Member States.

5. Action Required of IRCC

The IRCC is invited to:

- a. note the report
- b. consider the draft amendments to the IRCC ToR and RoP in the Annex
- c. take any other action as considered appropriate.

INTER-REGIONAL COORDINATION COMMITTEE (IRCC)
Proposed Amendments to the Terms of Reference and Rules of Procedure

References:

- a) IHO Circular Letter N° 115/2007, dated 10 December 2007
- b) IHO Circular Letter N° 46/2009, dated 03 July 2009
- c) IHO Circular Letter N° 54/2009, dated 03 August 2009
- d) IHO Circular Letter N° 28/2010, dated 30 March 2010
- e) IHO Circular Letter N° 71/2014, dated 24 October 2014
- f) IHO Circular Letter N° 86/2015, dated 10 December 2015
- g) IHO Circular Letter N° 64/2016, dated 07 December 2016
- h) [Decision xx of the 2nd Session of the IHO Assembly](#)

Considering the need to promote and coordinate those activities that might benefit from a regional approach, and considering further that Capacity Building and wider use of marine data gathering have been identified as strategic objectives, the International Hydrographic Organization establishes an Inter-Regional Coordination Committee (IRCC) with the following Terms of Reference and Rules of Procedure. The IRCC shall report to each ordinary session of the Assembly through the Council ~~(when the Council is established)~~.

Note: The IRCC shall ~~assume~~ retain the responsibility of the policy matters related to the Worldwide Electronic Navigational Chart Database (WEND) ~~until~~ unless otherwise ruled by the Council ~~is established~~.

TERMS OF REFERENCE

1. 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 System; General Bathymetry and Ocean Mapping, Marine Spatial Data Infrastructures, ~~Education and Training~~, and the implementation of the WEND suitable for the needs of international shipping.

Establish co-operation and partnership with stakeholders to enhance the delivery of Capacity Building programs and to ensure long-term sustainability.
2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in activities that require inter-regional cooperation and coordination as directed by the Assembly and provide advice and guidance to the IHO representatives as required.
3. Promote co-operation between regional organizations concerned with the use of hydrographic and bathymetric data, information and products as well as Maritime Safety Information (MSI) for navigation safety and all other marine purposes, including economic development, environmental protection and coastal resource management, particularly within Marine Spatial Data Infrastructures.
4. Review and implement the IHO Capacity Building Strategy and promote the Capacity Building and Training initiatives identified by the relevant subsidiary bodies of the Organization, facilitating interaction between RHCs and potential donors at both international and regional levels.
5. ~~Prepare and maintain~~ Coordinate the work of subordinate bodies in the preparation and maintenance of publications related to the objectives of the Committee.
6. Prepare a Committee Work Program in support of the IHO Work Programme 3 (Inter Regional Coordination and Support) and propose it to each ordinary session of the Assembly through the Council ~~(when the Council is established)~~. ~~Consider and decide upon proposals for n~~ should take ~~ing~~ into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Program.
7. Monitor the execution of the Committee Work Program and report to each meeting of the Council ~~(when the Council is established)~~, including an evaluation of the performance achieved.

8. Propose to the Assembly through the Council ~~(when the Council is established)~~, the establishment of new Sub-Committees, when needed, supported by a comprehensive cost-benefit analysis, in accordance with Article 6 of the General Regulations.
9. As required, establish Working Groups to fulfill the Committee Work Program, in conformance with Article 6 of the General Regulations and approve their Terms of Reference and Rules of Procedure.
10. Monitor the work of its Sub-Committees, Working Groups and other bodies directly subordinate to the Committee.
11. Review annually the continuing need for each Working Group previously established by the Committee.
12. Liaise and maintain contact with relevant IHO and other bodies to ensure that IHO work activities are coordinated.
13. Liaise with other relevant Intergovernmental Organizations (IGOs) and Non-Governmental International Organizations (NGIOs).
14. These Terms of Reference can be amended in accordance with Article 6 of the General Regulations.

RULES OF PROCEDURE

1. The Committee shall be composed of the Chairs of the Regional Hydrographic Commissions; the Chairs of the Hydrographic Commission on Antarctica (HCA), the Capacity Building Sub-Committee (CBSC), the World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC), the International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC), the Worldwide ENC Database (WEND) Working Group, the IHO-European Union (EU) Network Working Group (IENWG), the Marine Spatial Data Infrastructures (MSDI) Working Group (MSDIWG), the Crowds-Sourced Bathymetry Working Group (CSBWG) and the General Bathymetric Chart of the Oceans (GEBCO) Guiding Committee (GC). Committee Meetings shall be open to all Member States of the IHO. ~~Intergovernmental Organizations and Non-Governmental International Organizations (NGIOs) accredited as Observers to the IHO may attend Committee Meetings.~~
2. A Director of the Secretariat shall act as Secretary to the Committee. The Secretary shall prepare the reports required for submission to each ordinary session of the Assembly and Council ~~(when the Council is established)~~.
3. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Assembly and shall be determined by vote of the Committee Members present and voting. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall assume as the Chair with the same powers and duties.
4. The Committee shall meet once a year, by mid-June, and whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. The Chair or any member of the Committee, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation of the venue and the date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Committee.
5. Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Committee, decisions shall be taken by a simple majority of Committee Members present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all Committee Members shall be required.
6. The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and participants' comments should be returned within three weeks of the date of dispatch.

Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within three months after a meeting.

7. The working language of the Committee shall be English.
8. When established, Working Groups shall operate by correspondence to the maximum extent practicable.
9. Recommendations of strategic importance made by the Committee shall be submitted to IHO Member States for adoption through the Council to the Assembly ~~(when the Council is established)~~. The Chair should appreciate and determine the need to submit recommendations to the Council. If prior endorsement by the Council is not deemed necessary by the Chair, recommendations endorsed by the Committee on standards and publications regulated by the IHO Resolution 2/2007 as amended and on other non-strategic matters can be submitted directly to the IHO Member States for approval.
10. These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.