

### **Consider adoption of IHO standard RHC Agenda and National Reports**

The Chairman has included this item on the agenda in order to gauge opinion on whether a standard agenda and National Reports would be useful for future NSHC meetings.

Most other Regional Hydrographic Commission (RHC) meetings are now adopting a standard agenda, which includes the following key items:

1. *Report by outgoing Chairman on RHC activities since the last conference*
2. *Review of Actions from the last meeting*
3. *Election of Chairman/Vice Chairman*
4. All regional aspects of navigational warning broadcasts  
(IHO Circular Letter 31/2000)
5. Status of Hydrographic Surveying & Nautical Charting (IHO S-55)  
(IHO Circular Letter 23/2003)
6. Assistance in ENC Production  
(IHO Circular Letter 80/2003)
7. Capacity Building  
(IHO Circular Letter 74/2005)
8. SPWG developments & development of procedure for selecting Members to Council.  
(IHB Letter - File No. S3/0123 dated 31 Aug 05)
9. *Date & place of next conference*

As well as the above items, other RHC agendas include items relevant to their particular Commission.

The agenda is informed by National Reports, which are now submitted in a standardised format for those RHCs that wish to receive them, in accordance with IHO CL 25/2006.

The standardised structure is attached.

The use of National Reports would also enable countries to advise one another of new developments in their respective offices, thereby freeing up valuable meeting time for discussion of key issues and action items.

## Structure for National Reports to Regional Hydrographic Commissions

### Executive summary

1. Hydrographic Office / Service: General, including updates for the IHO Yearbook  
e.g. reorganization
2. Surveys: Coverage of new surveys.  
New technologies and /or equipment  
New ships  
Problems encountered
3. New charts & updates: ENC  
ENC Distribution method  
RNCs  
INT charts  
National paper charts  
Other charts, e.g. for pleasure craft  
Problems encountered
4. New publications & updates: New Publications  
Updated publications  
Means of delivery, e.g. paper, digital  
Problems encountered
5. MSI Existing infrastructure for transmission  
New infrastructure in accordance with GMDSS  
Master Plan  
Problems encountered
6. S-55 Latest update (Tables)
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 bids to IHOCBC
8. Oceanographic activities General  
GEBCO/IBC's activities  
Tide gauge network  
New equipment  
Problems encountered
9. Other activities Participation in IHO Working Groups  
Meteorological data collection  
Geospatial studies  
Disaster prevention  
Environmental protection  
Astronomical observations  
Magnetic/Gravity surveys  
International  
Etc.
10. Conclusions