



IHO File No. S3/8151/HSSC

**CIRCULAR LETTER 70/2017**  
**14 December 2017**

**10<sup>th</sup> MEETING OF THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE  
(HSSC-10)**

**14-17 May 2018, Rostock-Warnemünde, Germany**

- References:
- A. IHO CL 69/2017 dated 11 December - *Outcome of the ninth Meeting of the Hydrographic Services and Standards Committee (HSSC)*.
  - B. IHO CL 55/2017 dated 31 October - *Outcome of the first Meeting of the IHO Council (C-1)*.

Dear Hydrographer,

1. As announced in Reference A, the 10<sup>th</sup> meeting of the Hydrographic Services and Standards Committee (HSSC-10) will take place from 14 to 17 May 2018, in Rostock-Warnemünde, Germany, kindly hosted by the Hydrographic Service of Germany (BSH).
2. This Circular Letter provides recommendations for the preparation of the meeting, general information and a draft agenda and timetable.
3. Participation in HSSC-10 is open to all IHO Member States, and up to two delegates for Observer States and International Organizations recognised as observer organizations by the IHO.

**Venue and Accommodation**

4. The plenary meeting will be held at the Leibnitz-Institute for Baltic Sea Research in **Warnemünde** (IOW). General and logistical information have been posted on the IHO website ([www.iho.int](http://www.iho.int) > Home > IHO Council, Committees & WG > HSSC > Section “Next Meeting” > HSSC-10 - [Documents](#)). Delegates requiring any assistance for issues related to visa requirements are invited to liaise with BSH ([jens.schroeder-fuerstenberg@bsh.de](mailto:jens.schroeder-fuerstenberg@bsh.de)) at their **earliest convenience** and with the HSSC Secretariat at [adcs@iho.int](mailto:adcs@iho.int) for any other professional issues.

5. As Warnemünde is a popular seaside resort, attendees are encouraged to book their hotel at their **earliest convenience**.

**Registration**

6. Registration is available online via a link in the HSSC-10 [section](#) of the IHO website. All delegates intending to participate in HSSC-10 should register **by 14 March 2018**.

**HSSC Chair Group meetings**

7. The plenary meeting will be preceded by a HSSC Chair Group meeting in the afternoon of Monday 14 May, from 1400 to 1700, **at the BSH in Rostock**. A follow-up meeting of the Chair Group is also planned on Thursday 17 May in the afternoon from 1400 to 1700, **at the IOW in Warnemünde**. In addition to the Chair/Vice-Chair of HSSC, these Chair Group meetings will comprise the Chairs of HSSC Working Groups (WGs), the Chairs of the Project Teams, the Secretary and the Assistant Secretary of HSSC. If the Chair of an HSSC WG cannot be present at the HSSC Chair Group Meeting and/or at the HSSC Meeting, they are requested to make appropriate arrangements (through their Vice-

Chair, Secretary or a representative of any IHO Member State) for the WG to be represented and to inform the HSSC Secretariat accordingly.

### **Actions arising from HSSC-9**

8. The current status of actions arising from HSSC-9 (see reference A), is or will be made available on the IHO website ([www.iho.int](http://www.iho.int) > IHO Council, Committees & WG > HSSC > HSSC9 > [Documents](#) > Post Meeting Documents [List of Decisions & Actions...]) or directly as Document HSSC10-03B. Those nominated for actions are kindly requested to address them and report the status to the HSSC Secretariat at ([adcs@iho.int](mailto:adcs@iho.int)) when possible and before the beginning of the meeting.

### **Draft Agenda and Timetable for HSSC-10**

9. A draft agenda and timetable for HSSC-10 is provided in **Annex A**. Associated documents, where known, have been listed. Member States and Observers are kindly requested to review the draft agenda and programme and provide any comments or proposals for new or amended subjects to the HSSC Secretariat **by 31 March 2018**. If necessary, a revised draft agenda and timetable will be prepared and posted on the IHO website.

10. Delegates are invited to note that the plenary meeting will start on Tuesday 15 May at 0900, and is expected to end on Thursday 17 May at 1300. You are advised to plan your travel arrangements accordingly.

### **Submission Deadline for HSSC-10 Documents**

11. Documents intended for consideration at HSSC-10 should be submitted to the HSSC Secretariat in accordance with the “[Instructions for the Submission of Reports and Proposals for Consideration by HSSC](#)”. However, noting that there will be less than 6 months between HSSC-9 and the submission deadline(s) for HSSC-10 (see table below), it was 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)	<b>No later than 27 March 2018<sup>1</sup></b> (7 weeks before commencement of the meeting)
Papers providing comments or proposed amendments to proposals contained in meeting papers	<b>No later than 24 April 2018<sup>1</sup></b> (3 weeks before commencement of the meeting)

12. Documents received after 24 April 2018<sup>1</sup> will be considered as information papers only, unless decided otherwise by the Committee, in accordance with decision HSSC8/02.

13. Considering that HSSC-10 will comprise the preparation of the 2<sup>nd</sup> meeting of the IHO Council (C-2), WGs are requested to provide, as a minimum:

- a. a short status report on the progress made on the key priorities identified by C-1 in the Programme 2 of the IHO 2018 Work Programme (See Reference B, paragraph 25);

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<sup>1</sup> Noting that the **S-100WG, ENCWG and TWCWG** will have their annual meetings between 9 and 20 April, their report and proposals can be submitted after the deadlines, but **no later than 27 April 2018**.

- b. the top-3 work items of their proposed work plans for 2019-20, having the highest strategic priorities, that need to be brought to the attention of C-2 for consideration, endorsement and possible monitoring;
- c. the annual list of prioritized work items of their proposed work plans for 2019-2020, the development of which needs to be supported by the Special Project fund (See Reference B, Action C1/22).

14. All documents will be posted on the IHO website (Home > IHO Council, Committees & WG > HSSC > Section “Next Meeting” > HSSC10 - [Documents](#)) as and when they are received. Delegates are kindly 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**

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

16. According to the arrangements outlined at HSSC-9, HSSC-11 is planned to be held in Cape Town, South Africa, in May 2019, and HSSC12, in Taunton, UK, in May 2020. Proposals for hosting HSSC-13 in May 2021 and HSSC-14 to be held in 2022 are welcome at any time and preferably **not later than at HSSC-10**.

On behalf of the Secretary-General,

Yours sincerely,



Abri KAMPFER  
Director

**Distribution:**

IHO Member States

International Organizations accredited as Observers to the IHO

Chair and Vice-Chair of HSSC

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

10<sup>th</sup> HSSC Meeting

Rostock-Warnemünde, Germany, 14-17 May 2018

## 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 10.

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-10 [List of Documents](#) to check the latest version of the documents. HSSC10-XX Rev *n* means that a new version of document HSSC10-XX has been made available but that it does not affect the draft agenda and timetable.

<b>Monday 14 May</b>	<b>HSSC CHAIR GROUP – BSH, Rostock</b>
1400 - 1700	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)
<b>Tuesday 15 May</b>	<b>HSSC-10 PLENARY – IOW, Warnemünde</b>
0900	<b>Welcome Address</b> ( <i>National Hydrographer, tbc</i> )
0915	<b>1. Opening and Administrative Arrangements</b> <i>Docs: HSSC10-01A List of Documents (IHO Sec.)</i> <i>HSSC10-01B List of Participants (IHO Sec.)</i> <i>HSSC10-01C HSSC – List of Contacts (IHO Sec.)</i> <i>HSSC10-01D TORs for HSSC and related Working Groups (IHO Sec.)</i>
0920	<b>2. Approval of Agenda</b> <i>Docs: HSSC10-02A Agenda and Timetable (IHO Sec.)</i>
0930	<b>3. Matters arising from Minutes of 9th HSSC Meeting</b> <i>Docs: HSSC10-03A Minutes of HSSC-9 (IHO Sec.)</i> <i>HSSC10-03B Status of Actions List from HSSC-9 (IHO Sec.)</i>
0945	<b>4. HSSC Administration</b> <i>Docs: HSSC10-04.1A Status Report on the List of Actions from C-1 affecting HSSC (IHO Sec.)</i> <i>HSSC10-04.2A Draft Amendments to the HSSC TORs (HSSC Chair/IHO Sec.)</i>

1030	<b>Group Photo and Coffee Break</b>
	<b>5. Reports by HSSC Working Groups</b>
1050	<p><b>5.1 S-100 (S-100WG)</b></p> <p><i>Docs: HSSC10-05.1A Report and Recommendations of S-100WG (S-100WG Chair)</i></p> <p><i>HSSC10-05.1B Report on S-100 Registry Management (S-100WG Chair/IHO Sec.)</i></p> <p><i>HSSC10-05.1C Report of the S-101 Project Team (S-101PT Chair)</i></p>
1230 - 1345	<b>Lunch</b>
1400	<p><b>5.1 S-100 (S-100WG) (continued)</b></p> <p><i>Docs: HSSC10-05.1D Report of the Under Keel Clearance Management Project Team (UKCM PT Chair)</i></p> <p><i>HSSC10-05.1E Report of the S-121 Project Team (S-121PT Chair)</i></p>
1500	<p><b>5.2 ENC Standards Maintenance (ENCWG)</b></p> <p><i>Doc: HSSC10-05.2A Report and Recommendations of ENCWG (ENCWG Chair)</i></p>
1530	<b>Coffee Break</b>
1550	<b>5.2 ENC Standards Maintenance (ENCWG) (continued)</b>
1615	<p><b>5.3 Nautical Information Provision (NIPWG)</b></p> <p><i>Doc: HSSC10-05.3A Report and Recommendations of NIPWG (NIPWG Chair)</i></p>
1700	<p><b>5.4 Nautical Cartography (NCWG)</b></p> <p><i>Doc: HSSC10-05.4A Report and Recommendations of NCWG (NCWG Chair)</i></p>
1730	END OF DAY ONE
<b>Wednesday 16 May</b>	<b>HSSC-10 PLENARY (continued)</b>
	<b>5. Reports by HSSC Working Groups (continued)</b>
0900	<p><b>5.5 Data Quality (DQWG)</b></p> <p><i>Docs: HSSC10-05.5A Report and Recommendations of DQWG (DQWG Chair)</i></p>
1000	<p><b>5.6 Project Team on Standards for Hydrographic Surveys (HSPT)</b></p> <p><i>Docs: HSSC10-05.6A Report of the IHO Project Team on Standards for Hydrographic Surveys (HSPT Chair)</i></p>
1030	<b>Coffee Break</b>

1050	<b>5.7 Tides, Water Level and Currents (TWCWG)</b> <i>Docs: HSSC10-05.7A Report and Recommendations of TWCWG (TWCWG Chair)</i>
1130	<b>5.8 Hydrographic Dictionary (HDWG)</b> <i>Docs: HSSC10-05.8A Report and Recommendations of HDWG (HDWG Chair)</i>
1200	<b>6. Inter-Organizational Bodies</b> <b>6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS)</b> <i>Doc: HSSC10-06.1A Report and Recommendations of ABLOS (ABLOS Chair)</i>
1230-1345	<b>Lunch</b>
1400	<b>7. Decisions of other bodies affecting HSSC</b> <b>7.1 IRCC (incl. MSDIWG)</b> <i>Docs: HSSC10-07.1A IRCC activities affecting HSSC (including MSDI) (IRCC Chair)</i> <i>HSSC10-07.1B Status Report on the development of S-124 – Navigational Warnings - (S-124CG representative)</i>
	<b>7. Decisions of other bodies affecting HSSC (continued)</b>
1430	<b>7.2 IMO</b> <i>Doc: HSSC10-07.2A Report on IMO activities affecting HSSC (including e-navigation) (IMO/IHO Sec.)</i>
1500	<b>7.3 IALA</b> <i>Doc: HSSC9-07.3A IALA activities affecting HSSC (IALA)</i>
1530	<b>Coffee Break</b>
1550	<b>7.4 IEC</b> <i>Doc: HSSC10-07.4A IEC activities affecting HSSC (IEC)</i>
1615	<b>7.5 CIRM</b> <i>Doc: HSSC10-07.5A CIRM activities affecting HSSC (CIRM)</i>
1640	<b>7.6 ISO</b> <i>Doc: HSSC10-07.6A ISO activities affecting HSSC (IHO Sec.)</i>
1700	<b>7.7 OGC</b> <i>Docs: HSSC10-07.7A OGC activities affecting HSSC (OGC)</i>
1715	<b>7.8 ICPC</b> <i>Docs: HSSC10-07.9A ICPC activities affecting HSSC (ICPC)</i>
1730	END OF DAY TWO
<b>Thursday 17 May</b>	<b>HSSC-10 PLENARY (continued)</b>

	<b>7. Decisions of other bodies affecting HSSC (continued)</b>
0900	7.9 Other bodies if appropriate (Inland ENC, IOGP, JCOMM, RTCM, DGIWG, NATO GMWG...) <i>Docs: HSSC10-07.9A xxx activities affecting HSSC (xxx)</i> <i>HSSC10-07.9B yyy activities affecting HSSC (yyy)</i>
0945 (~ 15 min each)	<b>8. Review of new developments and other information papers</b>
1030	<b>Coffee Break</b>
1050	<b>9. Liaison with External Stakeholders</b> <i>Doc: HSSC9-09A Status of potential Stakeholders' events in 2018 (IHO Sec.)</i>
1100	<b>4. HSSC Administration</b> <i>Docs: HSSC10-04.3A Report and proposals from HSSC to C-2 (Chair/IHO Sec./All)</i>
1145	<b>10. Review and Endorsement of HSSC Work Plan and List of Decisions and Actions</b> <i>Docs: HSSC10-10A Draft HSSC Work Plan 2019-20 (IHO Sec.)</i>
1215	<b>12. Date &amp; Location of the next meetings</b> HSSC-11: May 2019 – Cape Town, South Africa, ( <i>dates to be decided</i> ) HSSC-12: May 2020 - Taunton, UK, <i>subject to the availability of the new building – dates to be decided, noting that A-2 pencilled from 20-24 April 2020</i> HSSC-13: May 2021 – <i>To be discussed</i> HSSC-14: May 2022 – <i>To be discussed</i>
	<b>13. Closure of the Meeting</b>
~1300	END OF THE MEETING
1300-1400	<b>Lunch</b>
	<b>HSSC CHAIR GROUP</b>
1400 - 1700	<b>Chair Group Meeting</b> <i>Preparation of the draft HSSC Report and Proposals to C-2</i>
~1700	END OF THE MEETING