



**THIS CIRCULAR LETTER REQUIRES YOU TO VOTE**

IHO File No. S3/6004

**CIRCULAR LETTER 68/2017  
01 December 2017**

**CALL FOR APPROVAL OF REVISIONS OF IHO RESOLUTIONS 5/1957, 1/1969, 9/1967, 5/1972, 1/2014, 4/1957, 8/1967, AND WITHDRAWAL OF IHO RESOLUTIONS 1/1965 and 2/1965 AS ENDORSED OR REVISED AT THE FIRST MEETING OF THE COUNCIL**

References:

- A. Document C-1 2.2 - *Revision of IHO Resolutions reflecting the amendments to the Convention on the IHO and the other Basic Documents of the IHO that entered into force on 8 November 2016*
- B. IHO CL 55/2017 dated 31 October: *Outcome of the 1st Meeting of the IHO Council – Summary Report (version 31 October 2017)*

Dear Hydrographer,

1. Reference A sought the endorsement of IHO Council Members on a number of revisions to IHO Resolutions as a result of the amendments to the Convention on the IHO and the other Basic Documents of the IHO that entered into force on 8 November 2016.
2. As reported in Reference B, the proposed revisions of IHO Resolutions 5/1957, 1/1969, 1/2014, 4/1957 were endorsed by the Council.
3. As further reported in Reference B, the following proposed adaptations of IHO Resolutions were endorsed by the Council with minor adjustments or associated decisions for follow up activities:
  - a. IHO Resolution 9/1967 including an amendment to section 8 to offer the possibility of using volunteers from Member States that are not a candidate, in the scrutinizing committee.
  - b. IHO Resolution 5/1972, with reference of tonnage figures to be given in section 2, for the annual assessment of the IMO.
  - c. IHO Resolution 8/1967, after having agreed on the interpretation of Article VI (g) (vii) of the IHO Convention that the effect of that Article is not to prevent the Council from taking action on proposals put to it by Member States or by the Secretary General.
4. As further reported in Reference B, the Council endorsed the proposals for the withdrawal of IHO Resolutions 1/1965, 2/1965.
5. The texts of the endorsed IHO Resolutions including the amendments made by the Council (highlighted in yellow) are contained in Annex A to H.

6. In accordance with the instructions of the 1<sup>st</sup> meeting of the Council, approval of Member States is requested. A Voting Form is provided in Annex I and should be returned to the IHO Secretariat as soon as possible and no later than **31 January 2018**.

Yours sincerely,



Dr Mathias JONAS  
Secretary-General

**Annexes:** A to H. Revised versions of IHO Resolutions 5/1957, 1/1969, 9/1967, 5/1972, 1/2014, 4/1957, 8/1967, 1/1965 and 2/1965 as amended

I. Voting Form

IHO File No. S3/6004

**Proposed revised Resolution 5/1957 as amended***IHO relations with other organizations*Proposed changes shown in red / ~~red~~.

<b>IHO RELATIONS WITH OTHER ORGANIZATIONS</b>	<b>5/1957 as amended</b>	<del>72/2009</del> <u>xx/20xx</u>	<b>T1.2</b>
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1 The relations of the IHO with other organizations, whose activities are likely to be of interest, are normally conducted by the Secretary-General~~Directing Committee~~ in accordance with the Convention, Article XVIII. The Secretary-General~~Directing Committee~~ may delegate this function to a Member State.

2 In conducting relations with other organizations, the Secretary-General~~Directing Committee~~ should consult with Member States through the Council on relevant issues and shall ensure that it reflects the corporate views of the IHO.

3 When the importance of subjects of common interest justify it, the Secretary-General~~Directing Committee~~ may propose to ~~Member States~~the Council:

a) the establishment of an agreement or special arrangement governing the cooperation between the IHO and the organization concerned. Such agreement or special arrangement shall be approved by the Assembly in accordance with article 7 of the General Regulations. The Council may seek approval of Member States by correspondence in accordance with the provisions of article 6 (g) of the General Regulations; and

b) the formation of a consultative body, consisting of representatives of the IHO and of one or several external organization(s). The title, terms of reference~~TOR~~ and composition of such a body ~~may not be in conformity with the article 6 of the General Regulations. They shall, nevertheless,~~ be approved by the Assembly~~Member States~~ in accordance with ~~the procedure laid down in the~~ article 7 of the General Regulations. The Council may seek approval of Member States by correspondence in accordance with the provisions of article 6 (g) of the General Regulations.

4 Accreditation to the IHO of Non-Governmental International Organizations.

Any Non-Governmental International Organization (NGIO), which is able to make a substantial contribution to the work of the IHO may be accredited and granted observer status. The regulations to be followed are:

**Rule 1 Applicability**

Subject to approval by the Assembly~~Conference~~ or by Circular Letter through the Council, the Secretary-General~~IHO~~ may grant observer status to any NGIO~~non-governmental international organization~~ which is able to make a substantial contribution to the work of the IHO.

## **Rule 2 Purpose**

Decisions to grant observer status to any ~~NGIO non-governmental international organization~~ shall be based on the principles that the purpose for entering into observer status shall be:

- a) to enable the IHO to obtain information, help or expert advice from the ~~NGIO non-governmental international organization~~ with special knowledge in the Organization's activities. Such information, help or advice can include (but not be limited to):
  - i) consolidated strategic advice on the ~~technical~~-work programme of the Organization, such as the needs of the user community, emerging technologies, required standards, data requirements and future trends;
  - ii) co-operation on ~~technical~~-programmes of mutual interest including the proposal of new programmes that fall under the responsibility of IHO;
  - iii) the effectiveness of the implementation of the technical activities of IHO, such as standards, specifications and capacity building;
  - iv) advice on issues relevant to the IHO, on request;
  - v) support to the ~~technical~~-programme of the IHO for capacity building;
  - vi) provision of representatives with special knowledge to IHO working groups.
- b) to enable such NGIOs whose activities have an important and direct bearing on the work of the IHO to express their points of view to the Organization. They may request information of interest from the IHO to be distributed to their members.

## **Rule 3 Objectives and activities of the NGIO**

Before granting observer status to any ~~NGIO non-governmental international organization~~, the IHO must be satisfied that the objectives and functions of the ~~NGIO non-governmental international organization~~ are in harmony with the objectives of the IHO, as defined in Article II of the Convention.

## **Rule 4 General Undertaking by the NGIOs**

Observer status may not be granted to an ~~NGIO non-governmental international organization~~ unless it undertakes to support the activities of the IHO and to promote the dissemination of its principles and work, bearing in mind the objectives and functions of the IHO on the one hand and the competence and activities of the ~~NGIO non-governmental international organization~~ on the other.

## **Rule 5 Constitution and Structure of the NGIOs**

Observer status may not be granted to any ~~NGIO non-governmental international organization~~ unless it has a governing body, an executive officer and a secretariat. It must also be authorized under its constitution to speak for its members through accredited representatives.

## **Rule 6 Privileges conferred by Observer Status**

In addition to the provisions stipulated in the Rules of Procedure of the relevant organs, ~~the~~ granting of observer status to an ~~NGIO non-governmental international organization~~ shall confer the following privileges on that organization:

- a) the right to receive, for information, the Circular Letters and documentation for the sessions or meetings of the relevant organs~~Conference and the subsidiary bodies~~ of the IHO;
- b) the right to submit written statements on items of the Agenda of the relevant organs~~Conference and subsidiary bodies~~ which are of interest to the NGIO~~non-governmental international organization~~ concerned, after appropriate consultation with the Secretary-General~~IHB Directing Committee~~, provided that such submission does not impede the smooth functioning of the IHO organ involved. The NGIO~~non-governmental international organization~~ concerned shall give due consideration to any comment which the Secretary-General~~Directing Committee~~ may make in the course of such consultations before transmitting the statement in final form;
- c) the right to be represented by an observer at any meeting of the IHO at which matters of special interest to the NGIO~~non-governmental international organization~~ concerned are to be considered;
- d) the right to receive the texts of resolutions adopted by the Assembly~~Conference~~ and of the appropriate supporting documents.

#### **Rule 7 Status of the NGIOs at Meetings of the IHO**

Normally one observer from each NGIO~~non-governmental international organization~~ shall be admitted to any session or meeting. Such observer shall have no voting rights but may, on the invitation of the Chair~~man~~ and with the approval of the body concerned, speak on any item of the agenda of special interest to the NGIO~~non-governmental international organization~~ of which ~~he is~~they are the representative.

#### **Rule 8 Granting of Reciprocal Privileges to the IHO**

Any NGIO~~non-governmental international organization~~ to which observer status is granted shall keep the IHO Secretariat~~IHB~~ informed of those aspects of its own activities which are likely to be of interest to the IHO, and shall accord to the IHO privileges corresponding to those which are granted to the NGIO by the IHO.

#### **Rule 9 Consideration of Applications**

The Secretary-General~~Directing Committee~~ shall only normally consider applications for observer status from NGIOs~~non-governmental international organizations~~ twice a year (March and September) and shall not consider re-applications from such organizations until at least two years have elapsed since the Assembly~~Conference~~ or the Member States, through Circular Letter, ~~the IHO~~ took a decision on the original application.

#### **Rule 10 Periodic Review of the List of Observer NGIOs**

The Secretary-General~~Directing Committee~~ shall review from time to time the list of NGIOs~~non-governmental international organizations~~ to which the IHO has granted observer status, in order to determine whether or not the continuance of their status in any particular case is necessary and desirable. The Directing Committee~~Secretary-General~~ shall report the status of Observer NGIOs to the Conference~~Assembly through the Council~~ accordingly.

**Clean version of proposed amended text:**

<b>IHO RELATIONS WITH OTHER ORGANIZATIONS</b>	<b>5/1957 as amended</b>	<b>xx/20xx</b>	<b>T1.2</b>
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1 The relations of the IHO with other organizations, whose activities are likely to be of interest, are normally conducted by the Secretary-General in accordance with the Convention, Article X. The Secretary-General may delegate this function to a Member State.

2 In conducting relations with other organizations, the Secretary-General should consult with Member States through the Council on relevant issues and shall ensure that it reflects the corporate views of the IHO.

3 When the importance of subjects of common interest justify it, the Secretary-General may propose to the Council:

- a) the establishment of an agreement or special arrangement governing the cooperation between the IHO and the organization concerned. Such agreement or special arrangement shall be approved by the Assembly in accordance with article 7 of the General Regulations. The Council may seek approval of Member States by correspondence in accordance with the provisions of article 6 (g) of the General Regulations; and
- b) the formation of a consultative body, consisting of representatives of the IHO and of one or several external organization(s). The title, terms of reference and composition of such a body shall be approved by the Assembly in accordance with article 7 of the General Regulations. The Council may seek approval of Member States by correspondence in accordance with the provisions of article 6 (g) of the General Regulations.

4 Accreditation to the IHO of Non-Governmental International Organizations.

Any Non-Governmental International Organization (NGIO), which is able to make a substantial contribution to the work of the IHO may be accredited and granted observer status. The regulations to be followed are:

**Rule 1 Applicability**

Subject to approval by the Assembly or by Circular Letter through the Council, the Secretary-General may grant observer status to any NGIO which is able to make a substantial contribution to the work of the IHO.

**Rule 2 Purpose**

Decisions to grant observer status to any NGIO shall be based on the principles that the purpose for entering into observer status shall be:

- a) to enable the IHO to obtain information, help or expert advice from the NGIO with special knowledge in the Organization's activities. Such information, help or advice can include (but not be limited to):
  - i) consolidated strategic advice on the work programme of the Organization, such as the needs of the user community, emerging technologies, required standards, data requirements and future trends;

- ii) co-operation on programmes of mutual interest including the proposal of new programmes that fall under the responsibility of IHO;
  - iii) the effectiveness of the implementation of the technical activities of IHO, such as standards, specifications and capacity building;
  - iv) advice on issues relevant to the IHO, on request;
  - v) support to the programme of the IHO for capacity building;
  - vi) provision of representatives with special knowledge to IHO working groups.
- b) to enable such NGOs whose activities have an important and direct bearing on the work of the IHO to express their points of view to the Organization. They may request information of interest from the IHO to be distributed to their members.

### **Rule 3 Objectives and activities of the NGO**

Before granting observer status to any NGO, the IHO must be satisfied that the objectives and functions of the NGO are in harmony with the objectives of the IHO, as defined in Article II of the Convention.

### **Rule 4 General Undertaking by the NGOs**

Observer status may not be granted to an NGO unless it undertakes to support the activities of the IHO and to promote the dissemination of its principles and work, bearing in mind the objectives and functions of the IHO on the one hand and the competence and activities of the NGO on the other.

### **Rule 5 Constitution and Structure of the NGOs**

Observer status may not be granted to any NGO unless it has a governing body, an executive officer and a secretariat. It must also be authorized under its constitution to speak for its members through accredited representatives.

### **Rule 6 Privileges conferred by Observer Status**

In addition to the provisions stipulated in the Rules of Procedure of the relevant organs, the granting of observer status to an NGO shall confer the following privileges on that organization:

- a) the right to receive, for information, the Circular Letters and documentation for the sessions or meetings of the relevant organs of the IHO;
- b) the right to submit written statements on items of the Agenda of the relevant organs which are of interest to the NGO concerned, after appropriate consultation with the Secretary-General, provided that such submission does not impede the smooth functioning of the IHO organ involved. The NGO concerned shall give due consideration to any comment which the Secretary-General may make in the course of such consultations before transmitting the statement in final form;
- c) the right to be represented by an observer at any meeting of the IHO at which matters of special interest to the NGO concerned are to be considered;
- d) the right to receive the texts of resolutions adopted by the Assembly and of the appropriate supporting documents.

**Rule 7      Status of the NGOs at Meetings of the IHO**

Normally one observer from each NGO shall be admitted to any session or meeting. Such observer shall have no voting rights but may, on the invitation of the Chair and with the approval of the body concerned, speak on any item of the agenda of special interest to the NGO of which they are the representative.

**Rule 8      Granting of Reciprocal Privileges to the IHO**

Any NGO to which observer status is granted shall keep the IHO Secretariat informed of those aspects of its own activities which are likely to be of interest to the IHO, and shall accord to the IHO privileges corresponding to those which are granted to the NGO by the IHO.

**Rule 9      Consideration of Applications**

The Secretary-General shall normally consider applications for observer status from NGOs twice a year (March and September) and shall not consider re-applications from such organizations until at least two years have elapsed since the Assembly or the Member States, through Circular Letter, took a decision on the original application.

**Rule 10     Periodic Review of the List of Observer NGOs**

The Secretary-General shall review from time to time the list of NGOs to which the IHO has granted observer status, in order to determine whether or not the continuance of their status in any particular case is necessary and desirable. The Secretary-General shall report the status of Observer NGOs to the Assembly through the Council accordingly.



**Proposed revised Resolution 1/1969 as amended**  
*Questions dealt with by the Secretariat by correspondence*

Proposed changes shown in red / ~~red~~.

<b>QUESTIONS DEALT WITH BY THE <u>SECRETARIAT</u><del>BUREAU</del> BY CORRESPONDENCE</b>	<b>1/1969 as amended</b>	<b><del>43/1970</del> <u>xx/20xx</u></b>	<b>T2.1</b>
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~~1— It is resolved that, as provided in paragraph 6 of Article VI of the Convention and Articles 24 and 25 of the General Regulations, the Bureau may deal by correspondence with technical or administrative questions. Such questions may be either proposals submitted to a Conference and referred back to the Bureau when the Conference was unable to reach a conclusion, or proposals initiated between Conferences by Member States or by the Bureau itself.~~

~~2— The following procedure shall be observed:~~

- ~~a) — In the preliminary exploratory stage the Bureau shall take the necessary action to include with the proposal a detailed explanation of the reason for its submission and to ensure that every Member State may have the opportunity to express an opinion on the draft resolution and become familiar with the opinions of the IHB and other Member States.~~
- ~~b) — When the Bureau considers that the exploratory stage is over and that a general tendency can be defined from the views expressed, a synthesis of these views shall be drawn up and distributed with a perfected version of a draft resolution, to be put to the vote by correspondence. If this draft differs appreciably from that of the original proposal, and if the latter was originally put forward by a Member State, the Bureau shall consult with that Member State before putting the text to the vote.~~
- ~~c) — When this voting stage has been reached Member States may propose only minor corrections. The Bureau shall evaluate whether these should be accepted or rejected, and, if accepted, whether the new text as amended requires to be submitted for a further vote by correspondence.~~
- ~~d) — In cases where a preliminary exchange of views is not considered to be appropriate, the Bureau may call for a vote at the time a proposal is first circulated.~~
- ~~e) — In principle, a resolution will be adopted when it has received the required majority of votes in favour. If it does not obtain that majority, the question shall be closed and Member States informed of the fact. The question may be raised anew before an I.H. Conference on the initiative of the Bureau or any Member State.~~
- ~~f) — Whenever a circular letter is sent in compliance with the above procedure,~~

When the Assembly or the Council decides to refer a proposal to the Member States for adoption through correspondence, the Secretary-General~~Bureau~~ shall fix a deadline for replies. The period of time allowed for replies should ~~not~~ normally ~~be exceeded~~ two~~three~~ months unless the Assembly or the Council decides otherwise.

**Clean version of proposed amended text:**

<b>QUESTIONS DEALT WITH BY THE SECRETARIAT BY CORRESPONDENCE</b>	<b>1/1969 as amended</b>	<b>xx/20xx</b>	<b>T2.1</b>
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When the Assembly or the Council decides to refer a proposal to the Member States for adoption through correspondence, the Secretary-General shall fix a deadline for replies. The period of time allowed for replies should normally be two months unless the Assembly or the Council decides otherwise.

## Proposed revised Resolution 9/1967 as amended

*Procedure for election of a Secretary-General or Director by correspondence*

Proposed changes shown in red / ~~red~~.

<b>PROCEDURE FOR ELECTION OF A <u>SECRETARY-GENERAL</u> OR DIRECTOR BY CORRESPONDENCE</b>	<b>9/1967 as amended</b>	<b><u>35/1996</u> <u>xx/20xx</u></b>	<b>T3.1</b>
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1 This ~~Resolution~~ Resolution lays down rules of procedure to be observed when electing a new Secretary-General or a new Director by correspondence, as prescribed in ~~Articles X(2) of the Convention and 4625~~ of the General Regulations. The letter X designates the date on which circumstances are such that the conditions prescribed by the General Regulations for an election by correspondence are fulfilled.

2 The person responsible for signing all related circular letters issued by the Secretariat is referred to thereafter as the "Authority". In accordance with Article 25 (c) of the General Regulations, the Authority responsible for conducting the election of a new Secretary-General by correspondence is the Chair of the Council. In accordance with Article 25 (d), the Authority responsible for conducting the election of a new Director by correspondence is the Secretary-General.

32 Not later than day X+5, the ~~Secretariat Bureau~~ shall send out a registered circular letter, express (by airmail, if necessary and copied by e-mail) containing directions for the submitting of candidatures.

43 Not later than day X+90, Member States wishing to submit candidatures shall communicate the name of the candidate proposed, accompanied by a note containing their~~his~~ qualifications for the post declared vacant of Director, in accordance with as shown in the form given in Article ~~4020~~ of the General Regulations. This communication must be made by registered letter, sent express (by airmail, if necessary) and copied by e-mail. ~~Communications by telegram will not be accepted.~~In accordance with Article 17 of the General Regulations, the nationality of the candidates must be different to that of the standing Secretary-General and/or Directors.

5 The nomination shall contain a clause whereby the candidate accepts to take up their duties, if elected, not later than 35 days after the announcement of the successful candidate.

64 Not later than day X+105, the ~~Secretariat Bureau~~ shall send each Member State a registered circular letter, express (by airmail, if necessary) containing the list of eligible candidates, the candidates' service records and the voting papers. The number of voting papers shall correspond to the number of votes to which each Member State is entitled in accordance with Articles 18 of the General Regulations and Article 6 of the Financial Regulations. Each voting paper shall be inserted in a small white envelope bearing no inscription. A large brown envelope shall be included, with the address of the ~~Secretariat HB~~ on the front and the name of the Member State with the note "Election ~~of a director~~ by correspondence" on the back.

75 Member States shall mark on their voting papers the name of the candidate for whom they wish to vote, They may write any element or combination of elements of the name indicated on the list of eligible candidates, such that it identifies the chosen candidate unambiguously. The name of only one eligible candidate should be written on each voting paper. There is no obligation to write the same name on each voting paper. seal eEach voting paper shall be sealed in its plain white envelope, and ~~insert~~ all the white envelopes shall be

inserted in the large brown envelope, which shall be dispatched to the Secretariat~~IHB~~, registered and express (by airmail, if necessary). Votes by e-mail~~telegram~~ will not be valid. Dispatch must be made not later than day X+130.

86 On day X+145 at 10.00 hours, local time (Monaco), the Secretariat~~IHB~~ shall declare polling closed and assemble a scrutinizing committee consisting of the following members who shall count the votes:

- a) the Authority;
- ~~b) the at least one standing Directors (or Director, if one of the two remaining Directors should be absent);~~
- ~~cb) two Managerial Members of the Secretariat Staff~~Professional Assistants (Category A); and
- ~~de) one non-Managerial Member of Staff~~Secretary (Category B) and one or two volunteers from IHO Member States who do not have a candidate.

97 In the following cases votes shall become null and void:

- a) If a brown envelope contains a number of small white envelopes exceeding the number of votes to which the Member State concerned is entitled, all the voting papers therein shall be null and void; or
- b) If a small envelope contains two or more voting papers, all these shall be null and void; or
- c) If one voting paper bears the names of two or more candidates or an ambiguous indication, this paper shall be null and void.

108 Conversely, the following irregularities shall not entail the cancellation of votes:

- a) If a brown envelope contains a number of small envelopes inferior to the number of votes to which the Member State concerned is entitled, the voting papers received shall be considered valid;
- b) ~~If a brown envelope contains one or more~~Any unsealed white envelopes ~~shall be sealed by a member of the committee but~~ the voting papers therein shall be considered valid, except in the cases set out in article 7 above;
- c) If the brown envelope or the white envelopes have been replaced by other envelopes, the voting papers shall still be considered valid, except in the cases set out in article 7 above;
- d) If a voting paper contains erasures or corrections or misspellings it shall be considered valid so long as the author's intentions are clear and unambiguous.

11 The candidate receiving the largest number of votes shall be elected. In the event that two or more candidates tie with the largest number of votes, the counting will be declared inconclusive and a new ballot restricted to those candidates shall be held by correspondence with the voting papers being sent out not later than day X+155 and the counting of the votes taking place on day X+195.

129 The results of the conclusive counting~~voting~~ shall be communicated to all Member States at the earliest possible notice by registered circular letter, sent express (by airmail, if necessary) and copied by e-mail~~and a telegram~~. An e-mail with acknowledgment of receipt shall be dispatched to the successful candidate as soon as the results are known.

130 The candidate elected shall take up ~~their~~his appointment at the earliest opportunity and in any case not later than day ~~X+180~~P+35 where the letter P designates the date of the announcement of the successful candidate. If this condition is not met, the post will be declared vacant and a new election will be conducted by correspondence.

**Clean version of proposed amended text:**

<b>PROCEDURE FOR ELECTION OF A SECRETARY-GENERAL OR DIRECTOR BY CORRESPONDENCE</b>	<b>9/1967 as amended</b>	<b>xx/20xx</b>	<b>T3.1</b>
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1 This Resolution lays down rules of procedure to be observed when electing a new Secretary-General or a new Director by correspondence, as prescribed in Article 25 of the General Regulations. The letter X designates the date on which circumstances are such that the conditions prescribed by the General Regulations for an election by correspondence are fulfilled.

2 The person responsible for signing all related circular letters issued by the Secretariat is referred to thereafter as the "Authority". In accordance with Article 25 (c) of the General Regulations, the Authority responsible for conducting the election of a new Secretary-General by correspondence is the Chair of the Council. In accordance with Article 25 (d), the Authority responsible for conducting the election of a new Director by correspondence is the Secretary-General.

3 Not later than day X+5, the Secretariat shall send out a registered circular letter, express (by airmail, if necessary and copied by e-mail) containing directions for the submitting of candidatures.

4 Not later than day X+90, Member States wishing to submit candidatures shall communicate the name of the candidate proposed, accompanied by a note containing their qualifications for the post declared vacant, in accordance with Article 20 of the General Regulations. This communication must be made by registered letter, sent express (by airmail, if necessary) and copied by e-mail. In accordance with Article 17 of the General Regulations, the nationality of the candidates must be different to that of the standing Secretary-General and/or Directors.

5 The nomination shall contain a clause whereby the candidate accepts to take up their duties, if elected, not later than 35 days after the announcement of the successful candidate.

6 Not later than day X+105, the Secretariat shall send each Member State a registered circular letter, express (by airmail, if necessary) containing the list of eligible candidates, the candidates' service records and the voting papers. The number of voting papers shall correspond to the number of votes to which each Member State is entitled in accordance with Articles 18 of the General Regulations and Article 6 of the Financial Regulations. Each voting paper shall be inserted in a small white envelope bearing no inscription. A large brown envelope shall be included, with the address of the Secretariat on the front and the name of the Member State with the note "Election by correspondence" on the back.

7 Member States shall mark on their voting papers the name of the candidate for whom they wish to vote. They may write any element or combination of elements of the name indicated on the list of eligible candidates, such that it identifies the chosen candidate unambiguously. The name of only one eligible candidate should be written on each voting paper. There is no obligation to write the same name on each voting paper. Each voting paper shall be sealed in its plain white envelope, and all the white envelopes shall be inserted in the large brown envelope, which shall be dispatched to the Secretariat, registered and express (by airmail, if necessary). Votes by e-mail will not be valid. Dispatch must be made not later than day X+130.

8 On day X+145 at 10.00 hours, local time (Monaco), the Secretariat shall declare polling closed and assemble a scrutinizing committee consisting of the following members who shall count the votes:

- a) the Authority,
- b) at least one standing Director,
- c) two Managerial Members of the Secretariat Staff, and
- d) one non-Managerial Member of Staff and one or two volunteers from IHO Member States who do not have a candidate.

9 In the following cases votes shall become null and void:

- a) If a brown envelope contains a number of small white envelopes exceeding the number of votes to which the Member State concerned is entitled, all the voting papers therein shall be null and void; or
- b) If a small envelope contains two or more voting papers, all these shall be null and void; or
- c) If one voting paper bears the names of two or more candidates or an ambiguous indication, this paper shall be null and void.

10 Conversely, the following irregularities shall not entail the cancellation of votes:

- a) If a brown envelope contains a number of small envelopes inferior to the number of votes to which the Member State concerned is entitled, the voting papers received shall be considered valid;
- b) If a brown envelope contains one or more unsealed white envelopes the voting papers therein shall be considered valid, except in the cases set out in article 7 above;
- c) If the brown envelope or the white envelopes have been replaced by other envelopes, the voting papers shall still be considered valid, except in the cases set out in article 7 above;
- d) If a voting paper contains erasures or corrections or misspellings it shall be considered valid so long as the author's intentions are clear and unambiguous.

11 The candidate receiving the largest number of votes shall be elected. In the event that two or more candidates tie with the largest number of votes, the counting will be declared inconclusive and a new ballot restricted to those candidates shall be held by correspondence with the voting papers being sent out not later than day X+155 and the counting of the votes taking place on day X+195.

12 The results of the conclusive counting shall be communicated to all Member States at the earliest possible notice by registered circular letter, sent express (by airmail, if necessary) and copied by e-mail. An e-mail with acknowledgment of receipt shall be dispatched to the successful candidate as soon as the results are known.

13 The candidate elected shall take up their appointment at the earliest opportunity and in any case not later than day P+35 where the letter P designates the date of the announcement of the successful candidate. If this condition is not met, the post will be declared vacant and a new election will be conducted by correspondence.

**Proposed revised Resolution 5/1972 as amended**

*Tonnage figures*

Proposed changes shown in red / ~~red~~.

<b>TONNAGE FIGURES</b>	<b>5/1972 as amended</b>	<b>35/1996</b> <u>xx/20xx</u>	<b>R2.1</b>
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1 ~~It is resolved that the Bureau shall obtain~~ In preparation of each ordinary session of the Assembly, the Secretary-General shall ask Member States to supply their tonnage figures in accordance with Articles 5 and 6 of the Financial Regulations. ~~from Member States in the following manner:~~

- a) ~~At least seven months prior to each I.H. Conference, the Bureau will ask each Member State to report its national tonnage as of 1 July of the year preceding the Conference. The national tonnage is to be computed by adding to 6/7 ths of the displacement tonnage of ships of war exceeding 100 tons, the gross tonnage of all other vessels exceeding 100 gross tons.~~
- b) ~~The Bureau will obtain for reference purposes from Lloyd's Register, World Fleet Statistics, Table 1—Merchant Fleets of the World, as soon as this information is available for 1 July of the year preceding the Conference.~~

2. ~~The Secretary General shall collate for reference purposes the information provided in the annual assessment<sup>1</sup> of the International Maritime Organization (IMO) applicable for the Assembly year.~~

- e) ~~The Bureau will distribute to Member States a revised "Table of Tonnages, Shares and Votes" at least two months before the start of each Conference. After approval at the Conference, these Tables will be published as Tables C and D of the IHO Yearbook for the following year.~~
- d) ~~In cases where no report has been received from a Member State by four months before the Conference, the Bureau shall include the figures obtained from Lloyd's for non-naval vessels over 100 gross tons for the Member State concerned, adding an approximative total of displacement tonnage of ships of war exceeding 100 tons as obtained from the latest available copy of a current Naval Almanac.~~

3. ~~In cases where no report has been received from a Member State by three months before the ordinary session of the Assembly, the Secretary-General shall include an estimated figure derived from the latest information available for warships and from the IMO assessment for all other vessels.~~

2 ~~A Member State wishing to amend its tonnage figure as it appears in Appendix C of the IHO Yearbook must give notice of the amended tonnage at least six months before the start of the next financial year, in accordance with Article 6(d) of the Financial Regulations.~~

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<sup>1</sup> IMO Notice of [year] Assessment. (Example: Doc. IMO A2/A/1.04 dated 1 December 2016).



**Clean version of proposed amended text:**

<b>TONNAGE FIGURES</b>	<b>5/1972 as amended</b>	<b>xx/20xx</b>	<b>R2.1</b>
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- 1 In preparation of each ordinary session of the Assembly, the Secretary-General shall ask Member States to supply their tonnage figures in accordance with Articles 5 and 6 of the Financial Regulations.
- 2 The Secretary General shall collate for reference purposes the information provided in the annual assessment<sup>2</sup> of the International Maritime Organization (IMO) applicable for the Assembly year.
- 3 In cases where no report has been received from a Member State by three months before the ordinary session of the Assembly, the Secretary-General shall include an estimated figure derived from the latest information available for warships and from the IMO assessment for all other vessels.

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<sup>2</sup> IMO Notice of [year] Assessment. (Example: Doc. IMO A2/A/1.04 dated 1 December 2016).

## Proposed revised Resolution 1/2014 as amended

### Guiding principles for IHO Funds

Proposed changes shown in red / ~~red~~.

GUIDING PRINCIPLES FOR IHO FUNDS	1/2014 as amended	<del>55/2016</del> <u>xx/20xx</u>	-
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#### 1. Purpose

- 1.1. The purpose of this Resolution is to describe the practices and procedures that govern the operation of the various funds operated by the IHO Secretariat~~HHB~~ on behalf of the IHO.

#### 2. Introduction

- 2.1. Over the years, the IHO has established various funds in order to best meet its objectives and the achievement of the work programme.
- 2.2. Article 18 of the Financial Regulations of the IHO makes provision for an emergency reserve fund. According to Article 18, the emergency reserve fund is exclusively designed to ... to enable the Organization to meet extraordinary expenditure. It can only be used in exceptional circumstances.
- 2.3. In addition to the emergency reserve fund, other funds have been created for specific, recurring, but non-annual events whose costs cannot easily be managed or met by the annual operational budget process. These funds are intended to cover such things as funding for the sessions of the Assembly~~HH-Conferences~~, the relocation of Internationally Recruited Members of Staff taking up their appointment and on separation~~Directors at the commencement of each new Directing Committee and the relocation of Assistant Directors that occur from time to time~~, major renovations in the IHO headquarters~~HHB~~, printing and maintenance of the IHO Presentation Library (part of S-52) and the legacy, internally funded pension scheme for former IHO~~HHB~~ employees.
- 2.4. Additionally, other funds have been created that provide flexibility in how they are financed, and provide long term confidence in delivering against their objectives. Funding for the IHO Capacity Building Programme and the IHO-IOC GEBCO project are examples.
- 2.5. Maintaining these various funds provides the ability to support such things as expensive one-off projects, expenditures exceeding the possibilities of the annual budget, or simply to guarantee the sustainability of an activity or the organizational structure itself.
- 2.6. In all cases, the funds have been approved by Member States, are audited and then monitored on a regular basis by the Finance Officers' Meeting and presented to Member States through the Council as part of the IHO budget and governance process.

#### 3. Use of Budget Surpluses

- 3.1. Recent studies have shown that in these days of global economic crisis, not-for-profit organizations that rely on a fixed subscription income, such as the IHO, should not

avoid a budget surplus at the end of each year, but should actually aim towards that objective, in order to enable reserve funds, which could be essential for their longer term survival.

- 3.2. Maintaining a reasonable surplus is now considered good and safe management practice, especially for organizations like the IHO that are dependent on fixed contributions that could be withheld if some Member States face increasing economic and financial difficulties.
- 3.3. The existence of various dedicated funds enables any budget surpluses to be transferred to those funds, thereby providing an additional cushion against short-term reductions in income that may be encountered. Seeking to run a budget surplus has been the practice in the IHO for at least the last decade.

## 4. IHO Funds

### 4.1. **GEBCO Fund**

#### 4.1.1. **Description**

- 4.1.1.1. The GEBCO Fund opened in 2002, using the proceeds from the celebration of the centenary of the GEBCO Project. Its purpose is to support the expenses of outside experts, within the framework of their participation in the GEBCO project.
- 4.1.1.2. Since 2007, the annual subsidy received from the Principality of Monaco has been added to the fund. Receipts of sales of the publication "*The History of GEBCO*" are also allocated to this fund.
- 4.1.1.3. Since 2009, the GEBCO Fund has received an additional allocation from the IHO annual budget, as agreed in the budget by Member States.
- 4.1.1.4. Other organizations may provide financial support to the GEBCO Project from time to time. Donated funds will be included in the GEBCO Fund but may be maintained and managed separately, according to any terms and conditions mutually agreed between the IHO and the donor organization at the time of the donation.

#### 4.1.2. **Expenditure that can be covered by the GEBCO Fund:**

- 4.1.2.1. Travel expenses and per diem allowances in connexion with GEBCO activities;
- 4.1.2.2. Contract support for maintenance and development of the GEBCO website;
- 4.1.2.3. Contract support for maintenance, updating and development of the GEBCO gazetteer and other GEBCO products;
- 4.1.2.4. Administrative support for the management of the GEBCO Fund;
- 4.1.2.5. Costs associated with GEBCO promotional items; and
- 4.1.2.6. Any other expenditure specifically covered by the terms and conditions set by donor organizations described in clause 4.1.1.4 above.

#### 4.1.3. **Expenditure Approval Requirements**

- 4.1.3.1. Expenditures are normally planned by the IHO Secretariat~~HB~~, based on proposals from the IHO-IOC GEBCO Guiding Committee, together with the three~~five~~-year budget (~~“five year” to be replaced with “three year” when the Protocol of Amendments to the Convention come into force~~) and reviewed with each annual

budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

4.1.3.2. A specific procedure is being drafted by the GEBCO Guiding Committee.

## **4.2. Capacity Building Fund**

### **4.2.1. Description**

4.2.1.1. The Capacity Building Fund was created in 2005. It is governed by IHO Resolutions 4, 5, 6 and 7/2004, as amended.

4.2.1.2. The Fund has been established to underpin the IHO Capacity Building Programme.

4.2.1.3. The Capacity Building Fund is supported by:

4.2.1.3.1. an annual contribution from the IHO Budget, as approved by Member States; and

4.2.1.3.2. donations made by governments, other international organizations, funding agencies, public or private institutions, associations or private individuals in support of IHO Capacity Building initiatives.

4.2.1.4. Contributions earmarked for a specific capacity building initiative may also be received.

4.2.1.5. The funding of large projects is considered an activity for specialized agencies and not the IHO.

4.2.1.6. Other organizations may provide financial support to the IHO Capacity Building Programme from time to time. Donated funds will be included in the Capacity Building Fund but may be maintained and managed separately, according to any terms and conditions mutually agreed between the IHO and the donor organization at the time of the donation.

### **4.2.2. Expenditure that can be covered by the Capacity Building Fund:**

4.2.2.1. Travel expenses, including fares, accommodation and per diem of participants attending CB courses and activities as set out in the CB Programme;

4.2.2.2. Course materials, such as textbooks or reference guides, etc.;

4.2.2.3. Local transportation is usually under the organizers' responsibility, unless it is requested and approved by the [Capacity Building Sub-Committee \(CBSC\)](#);

4.2.2.4. Administrative support for the management of the CB Fund;

4.2.2.5. Consultancy in relation with CB; [and](#)

4.2.2.6. [Any other expenditure specifically covered by the terms and conditions set by donor organizations described in clause 4.2.1.6 above.](#)

### **4.2.3. Expenditure Approval Requirements**

4.2.3.1. The allocation of funds follows a procedure established by the CBSC. Proposals are screened by the relevant Regional Hydrographic Commissions and given a priority. At its annual meeting the CBSC considers bids and develops a rolling CB Work Programme, taking into account the state of the CB Fund. The CBSC decides on priorities and amounts to be allocated to each approved project. This is based on the parameters and procedures established by the CBSC.

- 4.2.3.2. Funds not used within the calendar year remain in the Capacity Building Fund to be used in support of future Capacity Building activities identified in the IHO Work Programme.

### **4.3. Renovation and Enhancement Fund**

#### **4.3.1. Description**

- 4.3.1.1. The Renovation and Enhancement Fund is intended to cover any major expenses required for the renovation and upkeep of the IHO headquarters~~HHB~~ infrastructure and premises.
- 4.3.1.2. An allocation to this fund is normally made annually from the operating budget, as approved by Member States through the Council.

#### **4.3.2. Expenditure that can be covered by the Renovation and Enhancement Fund:**

- 4.3.2.1. Refurbishing of all spaces in the IHO headquarters~~HHB~~, including offices, hallways, conference room, chart room, kitchen and toilets;
- 4.3.2.2. Replacement of floor coverings and blinds;
- 4.3.2.3. Erection and modification of internal partition walls, doorways and openings;
- 4.3.2.4. Block renewal of furniture.
- 4.3.2.5. The purchase/replacement of assets (such as office equipment and administration software) and associated training and implementation costs.

#### **4.3.3. Expenditure Approval Requirements**

- 4.3.3.1. Expenditures are normally planned by the IHO Secretariat~~HHB~~ together with the ~~three~~five-year budget ~~– (“five year” to be replaced with “three year” when the Protocol of Amendments to the Convention come into force)~~ and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

### **4.4. Presentation Library Fund**

#### **4.4.1. Description**

- 4.4.1.1. This fund was created in 1997 to enable the maintenance of the digital version of the publication INT 1, named "*IHO Presentation Library for ECDIS*" (part of S-52). Unlike other IHO publications, the Presentation Library relies entirely on contractor support for its maintenance. Maintenance is required on an irregular basis. The fund is supported entirely by the sale of the Presentation Library.

#### **4.4.2. Expenditure that can be covered by the Presentation Library Fund:**

- 4.4.2.1. Contract support for the maintenance of the IHO Presentation Library;
- 4.4.2.2. Contract support for the development of S-100 based portrayal standards and tools;
- 4.4.2.3. Logistics, travel expenses and a per diem allowance for expert contributors to attend meetings dealing with portrayal issues.

#### **4.4.3. Expenditure Approval Requirements**

- 4.4.3.1. Expenditures are normally planned by the IHO Secretariat~~HHB~~, based on proposals from the IHO Hydrographic Services and Standards Committee, together with the

~~three~~five-year budget (~~“five year” to be replaced with “three year” when the Protocol of Amendments to the Convention come into force~~) and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

#### **4.5. ABLOS Conference Fund**

##### **4.5.1. Description**

- 4.5.1.1. This fund was created, in effect, in 1999 to cover expenses related to the Advisory Board on the Law of the Sea (ABLOS) Conference that takes place every two years.
- 4.5.1.2. The fund is supported by registration fees for the Conference. The fund covers the specific expenses for this event (in particular speakers' expenses), the balance remaining available for the organization of the following Conference.
- 4.5.1.3. An additional seminar "*ABLOS Tutorials*" can be supported by the fund.

##### **4.5.2. Expenditure that can be covered by the ABLOS Conference Fund:**

- 4.5.2.1. Travel expenses and a per diem allowance for speakers and tutorial leaders;
- 4.5.2.2. Office supplies;
- 4.5.2.3. Overtime for ~~IHB-staff~~non-Managerial Members of Staff of the IHO;
- 4.5.2.4. Transport of equipment when the venue is not the ~~IHB~~premises of the IHO Secretariat;
- 4.5.2.5. Hiring of equipment as necessary;
- 4.5.2.6. Caterers costs for the reception;
- 4.5.2.7. Any miscellaneous costs in connection with the Conference;
- 4.5.2.8. Travel expenses and per diem in connection with ABLOS activities, but only when funds in excess of 3,000 Euros remain after all expenses for a seminar / conference have been settled.

##### **4.5.3. Expenditure Approval Requirements**

- 4.5.3.1. The ABLOS Conference Fund is operated according to the guidelines annexed to ABLOS Rules of Procedures.

#### **4.6. AssemblyConference Fund**

##### **4.6.1. Description**

- 4.6.1.1. The Assembly Fund is the successor to the former Conference Fund that was established after the Conference of 1967, by introducing, an annual variable contribution from the annual budget to cover the increasing expenses of conferences and similar type events (see page 519 of the English and French reports of the Conference of 1972).
- 4.6.1.2. Before this date, the Conference expenses were included in the budget for the year of the Conference, with sometimes a reduced sum assigned in the previous year for preparations.
- 4.6.1.3. The objective of this fund is to more evenly distribute the annual load on the IHO budget.

#### **4.6.2. Expenditure that can be covered by the AssemblyConference Fund:**

- 4.6.2.1. Office supplies;
- 4.6.2.2. Interpreters/Translators;
- 4.6.2.3. Précis writers;
- 4.6.2.4. Overtime for IHB-staffnon-Managerial Members of Staff of the IHO;
- 4.6.2.5. Transport of equipment;
- 4.6.2.6. Acquisition, hiring and installation of audio-visual equipment;
- 4.6.2.7. Acquisition, hiring and installation of photocopying equipment;
- 4.6.2.8. Acquisition, hiring and installation of supplementary computer/IT services;
- 4.6.2.9. Installation of the exhibition;
- 4.6.2.10. Caterers costs for the reception and coffee breaks;
- 4.6.2.11. Other miscellaneous costs in connection with the AssemblyConference (~~“Conference” to be replaced with “Assembly” when the Assembly is established~~).

#### **4.6.3. Expenditure Approval Requirements**

- 4.6.3.1. Expenditures are normally planned by the IHO SecretariatIHB together with the threefive-year budget (~~“five year” to be replaced with “three year” when the Protocol of Amendments to the Convention come into force~~) and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

### **4.7. Relocation Fund**

#### **4.7.1. Description**

- 4.7.1.1. The 1997 Conference agreed the establishment of the Relocation Fund to support the cost of relocation of Directors and Assistant Directors at the beginning and end of their periods of service. Previously, this expenditure was met from the annual budget in the year of occurrence. This had the effect of destabilizing the budgetary presentations (see page 408 of the Conference report of 1997).
- 4.7.1.2. Chapter 8VIII of the Staff Regulation sets out the terms and conditions for the payment of relocation expenses.

#### **4.7.2. Expenditure that can be covered by the Relocation Fund:**

- 4.7.2.1. Outward journey and return for Internationally Recruited Members of StaffDirectors, Assistant Directors and their families;
- 4.7.2.2. Subsistence allowance, equivalent to a maximum of one month of per diem allowance in Monaco paid in accordance with the terms set out in the Staff Regulations;
- 4.7.2.3. Severance pay which corresponds to one month's net salary;
- 4.7.2.4. Expenses of moving of personal belongings and furniture.

#### **4.7.3. Expenditure Approval Requirements**

- 4.7.3.1. Expenditures are normally planned by the IHO SecretariatIHB together with the threefive-year budget (~~“five year” to be replaced with “three year” when the~~

~~Protocol of Amendments to the Convention come into force~~) and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

#### **4.8. Special Projects Fund**

##### **4.8.1. Description**

4.8.1.1. The Special Projects Fund was established in 2012 to cover contract support for the completion of certain IHO work program items, such as the maintenance or drafting of standards, the editing or updating of complex publications, translations, and particular requirements identified by the Committees and other bodies of the Organization.

##### **4.8.2. Expenditure that can be covered by the Special Projects Fund:**

4.8.2.1. Contract support to deliver some or all parts of the approved IHO work programme tasks;

4.8.2.2. Logistics, travel expenses and a per diem allowance for expert contributors required at meetings dealing with the preparation and monitoring of the contracts.

##### **4.8.3. Expenditure Approval Requirements**

4.8.3.1. Expenditures are normally planned by the IHO Secretariat~~HB~~, based on proposals from IHO subordinate bodies, together with the ~~three~~five-year budget (~~“five-year” to be replaced with “three-year” when the Protocol of Amendments to the Convention come into force~~) and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

#### **4.9. Internal Retirement Fund (IRF)**

##### **4.9.1. Description**

4.9.1.1. Until August 31st, 1987, the retirement benefits of employees were supported by an internal, self-funded pension scheme. Retirement benefits for employees joining after 1 Sep 1987 are covered by private, personalised pension plans. ~~that do not place any long term liability on the IHO other than~~In addition to the employer contributions to the pension scheme that are met from the salaries chapter of the IHO annual budget, ~~the IHO must provide a guaranteed minimum pension for Locally Recruited Members of Staff.~~

4.9.1.2. The purpose of the Internal Retirement Fund is to maintain a capital sum that can be invested to ensure the provision of the pensions of retired and serving employees that are beneficiaries of the pre-1987 pension scheme and to guarantee the payment of a minimum pension for Locally Recruited Members of Staff recruited after 1 September 1987.

4.9.1.3. When a Locally Recruited Member of Staff recruited after 1 September 1987 chooses to receive a pension from the IHO on retirement, the accumulated capital lodged in their personalized retirement plan is transferred to the Internal Retirement Fund.



#### **4.9.2. Expenditure that can be covered by the Internal Retirement Fund:**

4.9.2.1. Payment of the retirement benefits to which the Staff Members recruited before 1 September 1987 are entitled in accordance with Annex A to the ~~IHO~~<sup>HHB</sup> Staff Regulations.

4.9.2.2. Payment of the retirement benefits for Locally Recruited Members of Staff recruited after 1 September 1987 who choose to receive a pension from the IHO in accordance with the option provided in the Staff Regulations.

#### **4.9.3. Expenditure Approval Requirements**

4.9.3.1. Expenditures are normally planned by the ~~IHO Secretariat~~<sup>HHB</sup> together with the ~~three~~<sup>five</sup>-year budget (~~“five year” to be replaced with “three year” when the Protocol of Amendments to the Convention come into force~~) and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

### **4.10. IBSC Fund**

#### **4.10.1 Description**

4.10.1.1. The establishment of the IBSC (International Board on Standards of Competence for Hydrographic surveyors and Nautical Cartographers) Fund was approved by IHO Member States in 2010 (see IHO CL72/2010). At the request of the then Treasurer organization, the International Federation of Surveyors (FIG - Fédération Internationale des Géomètres), the IHO Secretariat took over the role of Treasurer in 2015. This transfer permitted increased efficiency, accountability and improved governance, since the IHO Secretariat was already acting as Secretary of the Board and the IHO was considered to be the principal stakeholder organization regarding the work of the Board.

4.10.1.2 The fund is intended to support IBSC members' expenses to attend meetings of the Board and to make site visits to the venues of training programmes under the purview of the Board and to assist in meeting the travel expenses of the IBSC Chair when participating in relevant IHO meetings.

4.10.1.3 The IBSC Fund is supported by fees levied on those institutions seeking recognition for the courses and training that they may conduct in conformance with the internationally recognised standards set by the Board.

#### **4.10.2 Expenditure that can be covered by the IBSC Fund**

4.10.2.1. Logistics, travel expenses and a per diem allowance for members of the IBSC to attend meetings and site visits related to the activities of the Board.

#### **4.10.3 Expenditure Approval Requirements**

4.10.3.1. The IBSC Fund is operated according to the provisions annexed to the IBSC Rules of Procedure.

**Clean version of proposed amended text:**

<b>GUIDING PRINCIPLES FOR IHO FUNDS</b>	<b>1/2014 as amended</b>	<b>xx/20xx</b>	<b>-</b>
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**1. Purpose**

- 1.1. The purpose of this Resolution is to describe the practices and procedures that govern the operation of the various funds operated by the IHO Secretariat on behalf of the IHO.

**2. Introduction**

- 2.1. Over the years, the IHO has established various funds in order to best meet its objectives and the achievement of the work programme.
- 2.2. Article 18 of the Financial Regulations of the IHO makes provision for an emergency reserve fund. According to Article 18, the emergency reserve fund is exclusively designed to ... *be used in exceptional circumstances.*
- 2.3. In addition to the emergency reserve fund, other funds have been created for specific, recurring, but non-annual events whose costs cannot easily be managed or met by the annual operational budget process. These funds are intended to cover such things as funding for the sessions of the Assembly, the relocation of Internationally Recruited Members of Staff taking up their appointment and on separation, major renovations in the IHO headquarters, printing and maintenance of the IHO Presentation Library (part of S-52) and the legacy, internally funded pension scheme for former IHO employees.
- 2.4. Additionally, other funds have been created that provide flexibility in how they are financed, and provide long term confidence in delivering against their objectives. Funding for the IHO Capacity Building Programme and the IHO-IOC GEBCO project are examples.
- 2.5. Maintaining these various funds provides the ability to support such things as expensive one-off projects, expenditures exceeding the possibilities of the annual budget, or simply to guarantee the sustainability of an activity or the organizational structure itself.
- 2.6. In all cases, the funds have been approved by Member States, are audited and then monitored on a regular basis by the Finance Officers' Meeting and presented to Member States through the Council as part of the IHO budget and governance process.

**3. Use of Budget Surpluses**

- 3.1. Recent studies have shown that in these days of global economic crisis, not-for-profit organizations that rely on a fixed subscription income, such as the IHO, should not avoid a budget surplus at the end of each year, but should actually aim towards that objective, in order to enable reserve funds, which could be essential for their longer term survival.
- 3.2. Maintaining a reasonable surplus is now considered good and safe management practice, especially for organizations like the IHO that are dependent on fixed contributions that could be withheld if some Member States face increasing economic and financial difficulties.

- 3.3. The existence of various dedicated funds enables any budget surpluses to be transferred to those funds, thereby providing an additional cushion against short-term reductions in income that may be encountered. Seeking to run a budget surplus has been the practice in the IHO for at least the last decade.

## **4. IHO Funds**

### **4.1. GEBCO Fund**

#### **4.1.1. Description**

- 4.1.1.1. The GEBCO Fund opened in 2002, using the proceeds from the celebration of the centenary of the GEBCO Project. Its purpose is to support the expenses of outside experts, within the framework of their participation in the GEBCO project.
- 4.1.1.2. Since 2007, the annual subsidy received from the Principality of Monaco has been added to the fund. Receipts of sales of the publication "*The History of GEBCO*" are also allocated to this fund.
- 4.1.1.3. Since 2009, the GEBCO Fund has received an additional allocation from the IHO annual budget, as agreed in the budget by Member States.
- 4.1.1.4. Other organizations may provide financial support to the GEBCO Project from time to time. Donated funds will be included in the GEBCO Fund but may be maintained and managed separately, according to any terms and conditions mutually agreed between the IHO and the donor organization at the time of the donation.

#### **4.1.2. Expenditure that can be covered by the GEBCO Fund:**

- 4.1.2.1. Travel expenses and per diem allowances in connexion with GEBCO activities;
- 4.1.2.2. Contract support for maintenance and development of the GEBCO website;
- 4.1.2.3. Contract support for maintenance, updating and development of the GEBCO gazetteer and other GEBCO products;
- 4.1.2.4. Administrative support for the management of the GEBCO Fund;
- 4.1.2.5. Costs associated with GEBCO promotional items; and
- 4.1.2.6. Any other expenditure specifically covered by the terms and conditions set by donor organizations described in clause 4.1.1.4 above.

#### **4.1.3. Expenditure Approval Requirements**

- 4.1.3.1. Expenditures are normally planned by the IHO Secretariat, based on proposals from the IHO-IOC GEBCO Guiding Committee, together with the three-year budget and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).
- 4.1.3.2. A specific procedure is being drafted by the GEBCO Guiding Committee.

### **4.2. Capacity Building Fund**

#### **4.2.1. Description**

- 4.2.1.1. The Capacity Building Fund was created in 2005. It is governed by IHO Resolutions 4, 5, 6 and 7/2004, as amended.
- 4.2.1.2. The Fund has been established to underpin the IHO Capacity Building Programme.

- 4.2.1.3. The Capacity Building Fund is supported by:
  - 4.2.1.3.1. an annual contribution from the IHO Budget, as approved by Member States; and
  - 4.2.1.3.2. donations made by governments, other international organizations, funding agencies, public or private institutions, associations or private individuals in support of IHO Capacity Building initiatives.
- 4.2.1.4. Contributions earmarked for a specific capacity building initiative may also be received.
- 4.2.1.5. The funding of large projects is considered an activity for specialized agencies and not the IHO.
- 4.2.1.6. Other organizations may provide financial support to the IHO Capacity Building Programme from time to time. Donated funds will be included in the Capacity Building Fund but may be maintained and managed separately, according to any terms and conditions mutually agreed between the IHO and the donor organization at the time of the donation.

**4.2.2. Expenditure that can be covered by the Capacity Building Fund:**

- 4.2.2.1. Travel expenses, including fares, accommodation and per diem of participants attending CB courses and activities as set out in the CB Programme;
- 4.2.2.2. Course materials, such as textbooks or reference guides, etc.;
- 4.2.2.3. Local transportation is usually under the organizers' responsibility, unless it is requested and approved by the Capacity Building Sub Committee (CBSC);
- 4.2.2.4. Administrative support for the management of the CB Fund;
- 4.2.2.5. Consultancy in relation with CB; and
- 4.2.2.6. Any other expenditure specifically covered by the terms and conditions set by donor organizations described in clause 4.2.1.6 above.

**4.2.3. Expenditure Approval Requirements**

- 4.2.3.1. The allocation of funds follows a procedure established by the CBSC. Proposals are screened by the relevant Regional Hydrographic Commissions and given a priority. At its annual meeting the CBSC considers bids and develops a rolling CB Work Programme, taking into account the state of the CB Fund. The CBSC decides on priorities and amounts to be allocated to each approved project. This is based on the parameters and procedures established by the CBSC.
- 4.2.3.2. Funds not used within the calendar year remain in the Capacity Building Fund to be used in support of future Capacity Building activities identified in the IHO Work Programme.

**4.3. Renovation and Enhancement Fund**

**4.3.1. Description**

- 4.3.1.1. The Renovation and Enhancement Fund is intended to cover any major expenses required for the renovation and upkeep of the IHO headquarters infrastructure and premises.

4.3.1.2. An allocation to this fund is normally made annually from the operating budget, as approved by Member States through the Council.

**4.3.2. Expenditure that can be covered by the Renovation and Enhancement Fund:**

4.3.2.1. Refurbishing of all spaces in the IHO headquarters, including offices, hallways, conference room, chart room, kitchen and toilets;

4.3.2.2. Replacement of floor coverings and blinds;

4.3.2.3. Erection and modification of internal partition walls, doorways and openings;

4.3.2.4. Block renewal of furniture.

4.3.2.5. The purchase/replacement of assets (such as office equipment and administration software) and associated training and implementation costs.

**4.3.3. Expenditure Approval Requirements**

4.3.3.1. Expenditures are normally planned by the IHO Secretariat together with the three-year budget and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

**4.4. Presentation Library Fund**

**4.4.1. Description**

4.4.1.1. This fund was created in 1997 to enable the maintenance of the digital version of the publication INT 1, named "*IHO Presentation Library for ECDIS*" (part of S-52). Unlike other IHO publications, the Presentation Library relies entirely on contractor support for its maintenance. Maintenance is required on an irregular basis. The fund is supported entirely by the sale of the Presentation Library.

**4.4.2. Expenditure that can be covered by the Presentation Library Fund:**

4.4.2.1. Contract support for the maintenance of the IHO Presentation Library;

4.4.2.2. Contract support for the development of S-100 based portrayal standards and tools;

4.4.2.3. Logistics, travel expenses and a per diem allowance for expert contributors to attend meetings dealing with portrayal issues.

**4.4.3. Expenditure Approval Requirements**

4.4.3.1. Expenditures are normally planned by the IHO Secretariat, based on proposals from the IHO Hydrographic Services and Standards Committee, together with the three-year budget-and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

**4.5. ABLOS Conference Fund**

**4.5.1. Description**

4.5.1.1. This fund was created, in effect, in 1999 to cover expenses related to the Advisory Board on the Law of the Sea (ABLOS) Conference that takes place every two years.

4.5.1.2. The fund is supported by registration fees for the Conference. The fund covers the specific expenses for this event (in particular speakers' expenses), the balance remaining available for the organization of the following Conference.

4.5.1.3. An additional seminar "*ABLOS Tutorials*" can be supported by the fund.

#### **4.5.2. Expenditure that can be covered by the ABLOS Conference Fund:**

- 4.5.2.1. Travel expenses and a per diem allowance for speakers and tutorial leaders;
- 4.5.2.2. Office supplies;
- 4.5.2.3. Overtime for non-Managerial Members of Staff of the IHO Secretariat;
- 4.5.2.4. Transport of equipment when the venue is not the premises of the IHO Secretariat;
- 4.5.2.5. Hiring of equipment as necessary;
- 4.5.2.6. Caterers costs for the reception;
- 4.5.2.7. Any miscellaneous costs in connection with the Conference;
- 4.5.2.8. Travel expenses and per diem in connection with ABLOS activities, but only when funds in excess of 3,000 Euros remain after all expenses for a seminar / conference have been settled.

#### **4.5.3. Expenditure Approval Requirements**

- 4.5.3.1. The ABLOS Conference Fund is operated according to the guidelines annexed to ABLOS Rules of Procedures.

### **4.6. Assembly Fund**

#### **4.6.1. Description**

- 4.6.1.1. The Assembly Fund is the successor to the former Conference Fund that was established after the Conference of 1967, by introducing, an annual variable contribution from the annual budget to cover the increasing expenses of conferences and similar type events (see page 519 of the English and French reports of the Conference of 1972).
- 4.6.1.2. Before this date, the Conference expenses were included in the budget for the year of the Conference, with sometimes a reduced sum assigned in the previous year for preparations.
- 4.6.1.3. The objective of this fund is to more evenly distribute the annual load on the IHO budget.

#### **4.6.2. Expenditure that can be covered by the Assembly Fund:**

- 4.6.2.1. Office supplies;
- 4.6.2.2. Interpreters/Translators;
- 4.6.2.3. Précis writers;
- 4.6.2.4. Overtime for the non-Managerial Members of Staff of the Secretariat;
- 4.6.2.5. Transport of equipment;
- 4.6.2.6. Acquisition, hiring and installation of audio-visual equipment;
- 4.6.2.7. Acquisition, hiring and installation of photocopying equipment;
- 4.6.2.8. Acquisition, hiring and installation of supplementary computer/IT services;
- 4.6.2.9. Installation of the exhibition;
- 4.6.2.10. Caterers costs for the reception and coffee breaks;
- 4.6.2.11. Other miscellaneous costs in connection with the Assembly.

### **4.6.3. Expenditure Approval Requirements**

- 4.6.3.1. Expenditures are normally planned by the IHO Secretariat together with the three-year budget and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

## **4.7. Relocation Fund**

### **4.7.1. Description**

- 4.7.1.1. The 1997 Conference agreed the establishment of the Relocation Fund to support the cost of relocation of Directors and Assistant Directors at the beginning and end of their periods of service. Previously, this expenditure was met from the annual budget in the year of occurrence. This had the effect of destabilizing the budgetary presentations (see page 408 of the Conference report of 1997).

- 4.7.1.2. Chapter 8 of the Staff Regulation sets out the terms and conditions for the payment of relocation expenses.

### **4.7.2. Expenditure that can be covered by the Relocation Fund:**

- 4.7.2.1. Outward journey and return for Internationally Recruited Members of Staff and their families;
- 4.7.2.2. Subsistence allowance, paid in accordance with the terms set out in the Staff Regulations;
- 4.7.2.3. Severance pay which corresponds to one month's net salary;
- 4.7.2.4. Expenses of moving of personal belongings and furniture.

### **4.7.3. Expenditure Approval Requirements**

- 4.7.3.1. Expenditures are normally planned by the IHO Secretariat together with the three-year budget and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

## **4.8. Special Projects Fund**

### **4.8.1. Description**

- 4.8.1.1. The Special Projects Fund was established in 2012 to cover contract support for the completion of certain IHO work program items, such as the maintenance or drafting of standards, the editing or updating of complex publications, translations, and particular requirements identified by the Committees and other bodies of the Organization.

### **4.8.2. Expenditure that can be covered by the Special Projects Fund:**

- 4.8.2.1. Contract support to deliver some or all parts of the approved IHO work programme tasks;
- 4.8.2.2. Logistics, travel expenses and a per diem allowance for expert contributors required at meetings dealing with the preparation and monitoring of the contracts.

### **4.8.3. Expenditure Approval Requirements**

- 4.8.3.1. Expenditures are normally planned by the IHO Secretariat, based on proposals from IHO subordinate bodies, together with the three-year budget and reviewed with

each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

#### **4.9. Internal Retirement Fund (IRF)**

##### **4.9.1. Description**

4.9.1.1. Until August 31st, 1987, the retirement benefits of employees were supported by an internal, self-funded pension scheme. Retirement benefits for employees joining after 1 Sep 1987 are covered by private, personalised pension plans. In addition to the employer contributions to the pension scheme that are met from the salaries chapter of the IHO annual budget, the IHO must provide a guaranteed minimum pension for Locally Recruited Members of Staff.

4.9.1.2. The purpose of the Internal Retirement Fund is to maintain a capital sum that can be invested to ensure the provision of the pensions of retired and serving employees that are beneficiaries of the pre-1987 pension scheme and to guarantee the payment of a minimum pension for Locally Recruited Members of Staff recruited after 1 September 1987.

4.9.1.3. When a Locally Recruited Member of Staff recruited after 1 September 1987 chooses to receive a pension from the IHO on retirement, the accumulated capital lodged in their personalized retirement plan is transferred to the Internal Retirement Fund.

##### **4.9.2. Expenditure that can be covered by the Internal Retirement Fund:**

4.9.2.1. Payment of the retirement benefits to which the Staff Members recruited before 1 September 1987 are entitled in accordance with Annex A to the IHO Staff Regulations.

4.9.2.2. Payment of the retirement benefits for Locally Recruited Members of Staff recruited after 1 September 1987 who choose to receive a pension from the IHO in accordance with the option provided in the Staff Regulations.

##### **4.9.3. Expenditure Approval Requirements**

4.9.3.1. Expenditures are normally planned by the IHO Secretariat together with the three-year budget and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).

#### **4.10. IBSC Fund**

##### **4.10.1. Description**

4.10.1.1. The establishment of the IBSC (International Board on Standards of Competence for Hydrographic surveyors and Nautical Cartographers) Fund was approved by IHO Member States in 2010 (see IHO CL72/2010). At the request of the then Treasurer organization, the International Federation of Surveyors (FIG - Fédération Internationale des Géomètres), the IHO Secretariat took over the role of Treasurer in 2015. This transfer permitted increased efficiency, accountability and improved governance, since the IHO Secretariat was already acting as Secretary of the Board and the IHO was considered to be the principal stakeholder organization regarding the work of the Board.

4.10.1.2. The fund is intended to support IBSC members' expenses to attend meetings of the Board and to make site visits to the venues of training programmes under the



purview of the Board and to assist in meeting the travel expenses of the IBSC Chair when participating in relevant IHO meetings.

- 4.10.1.3 The IBSC Fund is supported by fees levied on those institutions seeking recognition for the courses and training that they may conduct in conformance with the internationally recognised standards set by the Board.

**4.10.2. Expenditure that can be covered by the IBSC Fund**

- 4.10.2.1. Logistics, travel expenses and a per diem allowance for members of the IBSC to attend meetings and site visits related to the activities of the Board.

**4.10.3. Expenditure Approval Requirements**

- 4.10.3.1. The IBSC Fund is operated according to the provisions annexed to the IBSC Rules of Procedure.

## Proposed revised Resolution 4/1957 as amended

*Preparations for Sessions of the Assembly and Meetings of the Council*

Proposed changes shown in red / ~~red~~.

<p><b>PREPARATIONS FOR</b>  <del>INTERNATIONAL—HYDROGRAPHIC</del>  <del>CONFERENCES—SESSIONS OF THE</del>  <del>ASSEMBLY AND MEETINGS OF THE</del>  <del>COUNCIL</del></p>	<p>4/1957 as  amended</p>	<p><del>72/2009</del>  <del>xx/20xx</del></p>	<p>S1.1</p>
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1 The ~~Secretary-General~~HB is directed to prepare the sessions of the Assembly and the meetings of the Council~~I.H. Conferences~~ in a detailed manner in order to have the maximum effect and for the purpose of saving the time of the delegates, and to supply the delegates in advance with as much detailed information as possible on the subjects to be discussed.

2 It is resolved that the ~~Secretary-General~~Bureau shall prepare the schedule of the event (a session of the Assembly or a meeting of the Council) in accordance with the normal duration established by the relevant Rules of Procedure~~I.H. Conferences so that their length normally does not exceed one week~~. If the questions to be handled are many and long, the schedule shall allow for meetings of appropriate length and, where necessary, meetings on Saturday mornings and afternoons as well. Furthermore, the Chair of the Assembly or of the Council~~President of the Conference~~ may avail themselves~~himself~~ of the possibility, in exceptional cases, of calling extraordinary meetings in the evening after 21.00.

3 It is resolved that the ~~Secretary-General~~Bureau shall suggest to ~~the~~ submitting Member State, IHO organ, or Observer Organization that a proposal be not included in~~withdrawn from~~ the agenda of the Conference the relevant event, but~~and~~ instead referred first to a subordinate body as appropriate,~~handled by correspondence~~ when such a solution would appear to be more appropriate.

**Clean version of proposed amended text:**

<b>PREPARATIONS FOR SESSIONS OF THE ASSEMBLY AND MEETINGS OF THE COUNCIL</b>	<b>4/1957 as amended</b>	<b>xx/20xx</b>	<b>S1.1</b>
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1 The Secretary-General is directed to prepare the sessions of the Assembly and the meetings of the Council in a detailed manner in order to have the maximum effect and for the purpose of saving the time of the delegates, and to supply the delegates in advance with as much detailed information as possible on the subjects to be discussed.

2 It is resolved that the Secretary-General shall prepare the schedule of the event (a session of the Assembly or a meeting of the Council) in accordance with the normal duration established by the relevant Rules of Procedure. If the questions to be handled are many and long, the schedule shall allow for meetings of appropriate length and, where necessary, meetings on Saturday mornings and afternoons as well. Furthermore, the Chair of the Assembly or of the Council may avail themselves of the possibility, in exceptional cases, of calling extraordinary meetings in the evening after 21.00.

3 It is resolved that the Secretary-General shall suggest to a submitting Member State, IHO organ, or Observer Organization that a proposal be not included in the agenda of the relevant event, but instead referred first to a subordinate body as appropriate, when such a solution would appear to be more appropriate.

## Proposed revised Resolution 8/1967

*Procedure for considering proposals submitted by Member States to the Assembly or to the Council*

Proposed changes shown in red / ~~red~~.

<b><u>CHECKING-OFPROCEDURE FOR CONSIDERING PROPOSALS SUBMITTED BY MEMBER STATES TO THE ASSEMBLY OR TO THE COUNCIL</u></b>	8/1967 as amended	<b><u>23/1970</u></b> <b><u>xx/20xx</u></b>	S1.3
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1. Each proposal submitted by Member States for consideration by the Assembly or the Council shall be circulated as soon as it is received by the Secretary-General to all Member States. Member States shall be invited to forward their comments on the proposals to reach the Secretariat at least three months before the opening day of the session of the Assembly or ~~six~~ **ten** weeks before the opening day of the meeting of the Council.

~~2. It is strongly recommended that the Bureau carefully examine each proposal submitted by Member States to I.H. Conferences, or for consideration by correspondence in between Conferences, and, should the need arise, the Secretary-General should point out in the notice to all the submitting Member States which of the effective resolutions in force would, in the Bureau's opinion, be likely to affect or be affected by the any of the proposals that have been submitted wording of the resolution proposed.~~

3. A document (the *Red Book*) containing all proposals, together with any subsequent comments submitted by other Member States shall be issued by the Secretary-General as part of the supporting documents in accordance with the relevant Rules of Procedure. The *Red Book* shall also contain the comments of the Secretary-General on the technical, administrative and financial implications of the proposals, as appropriate.

**Clean version of proposed amended text:**

<b>PROCEDURE FOR CONSIDERING PROPOSALS SUBMITTED BY MEMBER STATES TO THE ASSEMBLY OR TO THE COUNCIL</b>	<b>8/1967 as amended</b>	<b>xx/20xx</b>	<b>S1.3</b>
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1. Each proposal submitted by Member States for consideration by the Assembly or the Council shall be circulated as soon as it is received by the Secretary-General to all Member States. Member States shall be invited to forward their comments on the proposals to reach the Secretariat at least three months before the opening day of the session of the Assembly or ten weeks before the opening day of the meeting of the Council.
2. Should the need arise, the Secretary-General should point out in the notice to all Member States which of the resolutions in force would be likely to affect or be affected by any of the proposals that have been submitted.
3. A document (the *Red Book*) containing all proposals, together with any subsequent comments submitted by other Member States shall be issued by the Secretary-General as part of the supporting documents in accordance with the relevant Rules of Procedure. The *Red Book* shall also contain the comments of the Secretary-General on the technical, administrative and financial implications of the proposals, as appropriate.

**Existing versions of Resolutions proposed to be withdrawn:**

<b>ADOPTION OF THE CONCLUDING PROCEDURE</b>	<b>1/1965 as amended</b>	<b>IHC 9</b>	<b>S2.3</b>
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1 It is resolved that if, during debate on a subject in committee or in plenary session, the chairman sees that the various points of view have been clearly stated and that prolongation of the discussion would merely imply repetition of the same arguments, he may propose that the "concluding procedure" be applied.

2 From the time the putting into effect of this procedure is approved by the committee or the plenary session, each delegation may speak once more for not more than one minute.

<b>POSSIBILITY OF CONSIDERING A WITHDRAWN PROPOSAL</b>	<b>2/1965 as amended</b>	<b>IHC 9</b>	<b>S2.4</b>
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1 It is resolved that when a proposal is withdrawn by the Member State that presented it, discussion shall be immediately suspended.

2 Discussion shall be re-opened only if three Member States submit the same or a similar proposal following the procedure provided for new proposals.

3 However, if the text of the new proposal does not differ substantially from that of the withdrawn proposal it is not necessary to observe a lapse of 24 hours between presentation and discussion.

**VOTING FORM**

(to be returned to the IHO Secretariat by **31 January 2018**)

E-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) – Fax : +377 93 10 81 40

Member State:	
Point of Contact:	
Contact e-mail:	

**APPROVAL OF A REVISION OF IHO RESOLUTIONS 5/1957, 1/1969, 9/1967, 5/1972, 1/2014, 4/1957, 8/1967, 1/1965 AND 2/1965 REFLECTING THE AMENDMENTS TO THE CONVENTION ON THE IHO AND THE OTHER BASIC DOCUMENTS OF THE IHO THAT ENTERED INTO FORCE ON 8 NOVEMBER 2016**

1. Do you approve the proposed revision of IHO Resolutions 5/1957, 1/1969, 9/1967, 5/1972, 1/2014, 4/1957, 8/1967, and withdrawal of 1/1965 and 2/1965 as amended?

YES	NO
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2. Do you have any comments or reservations?

YES	NO
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If YES, please provide your comments below:

Comment by Member State

Name/Signature: .....

Date: .....